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PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, January 5, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead, & Stotts; County Attorney Jandt; Recorder Bauer; Environmental Services Director Frank; John Beckman; Kelley Stanage; Betts Reedy; Yvonne Krogstad; Gretchen Cook; Bruce Kuehmichel; Stephen Zmyewski; Wayne Feldmeier; Chief Deputy Sheriff Lapham; Lorraine Culver; Zoning Officer Lacher; Jeremy Chipps; Fred Arnold; Larry Gaustad; Ted Hanson; Deb Dewey; John Dewey; Donna Buckbee; Heather Gray

Presiding: Auditor Meiners, Chairperson pro tem

Call to order.

Auditor Meiners requested nominations for Chairperson for the year 2016. Commissioner Zmyewski nominated Commissioner Kjome. Commissioner Walter nominated Commissioner Storlie. Auditor Meiners called for the vote in support of Commissioner Kjome for Chair. The motion failed with Commissioners Kjome and Zmyewski voting in favor and Commissioners Schuldt, Storlie and Walter voting in the negative. Auditor Meiners called for the vote in support of Commissioner Storlie for Chair. The motion carried with Commissioners Schuldt, Storlie and Walter voting in favor and Commissioners Kjome and Zmyewski voting in the negative.

Chairperson Storlie requested nominations for Vice-Chairperson for the year 2016. Commissioner Walter nominated Commissioner Schuldt. Commissioner Kjome nominated Commissioner Zmyewski. Commissioner Zmyewski called for a cease in nominations. Chairperson Storlie called for the vote in support of Commissioner Schuldt and the motion carried with Commissioners Kjome and Zmyewski voting in the negative.

Motion was made by Commissioner Zmyewski and seconded by Commissioner Kjome to amend the agenda to begin the meeting with the Public Comment period which would be conducted per Board Policy adopted on February 19, 2013. Chairperson Storlie indicated her desire to continue holding the public comment period at the end of the meeting. She stated that it is not appropriate to change the agenda to accommodate the public comment period at the beginning of this meeting. Should a change be agreed upon, it could be implemented at the next meeting. Commissioner Schuldt expressed support to carry out today's meeting without

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amending the agenda. Commissioner Zmyewski restated his support to amend the agenda and to honor Board Policy providing for individuals up to 2 minutes to make public comment at the start of each week's County Board Meeting. He asserted that a majority vote to change the policy was never taken, therefore, the policy in place should be adhered too. Chairperson Storlie noted that the policy was changed, by consensus, on November 10, 2015. Commissioner Zmyewski insisted that a change to the policy required a majority vote. A roll call vote was taken: District 1 – no; District 2 – yes; District 3 – no; District 4 – yes; District 5 – yes. The motion carried to amend the agenda to provide time at the beginning of the meeting for public comment.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the minutes of the December 29, 2015 meeting.

File No. 1 - Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$126,414.27
Road & Bridge Fund	11,560.80

Total	$137,975.07
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At this time, Chairperson Storlie read aloud the policy for public comment period which was adopted in 2013.

Wayne Feldmeier, Yucatan Township resident, indicated that he views County Board meetings online and urged members to conduct themselves more professionally. He also expressed his displeasure with the process by which Planning Commission members are selected. He suggested that the process be discontinued and the historic practice of Commissioners bringing forth a nominee for appointment be reinstated. He shared his opinion that the process does not work and as commissioners, there is a right to appoint an individual to the committee to represent your area.

Bruce Kuehmichel, Caledonia City resident, expressed concern that a performance bond for the Gjere Quarry is needed. He provided information related to the quarry and suggested an amount which, in his opinion, would be appropriate.

Deb Dewey, Yucatan Township resident, shared her opinion that the decision to hold the public comment at the end of the Commissioner meetings was wise. The purpose of the Commissioner meetings is to conduct the business of the County.

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Donna Buckbee, Yucatan Township resident, expressed her appreciation for the work of Commissioners Kjome and Zmyewski.

Gretchen Cook, La Crescent City resident, questioned whether commissioners understand the meaning of the Pledge of Allegiance which is recited each week at the opening of the meeting.

Kelley Stanage, Houston Township resident, shared a story related to a conversation which she overheard at a local coffee shop recently. She also suggested that commissioners begin conduct all business of the county in the Board room.

Recorder Bauer reported that currently her office charges $12.00 plus applicable sales tax in the amount of $0.83 for 2 passport photos. This amount is competitive with the area including La Crosse. She has polled neighboring counties regarding the fee which they charge. Several area counties charge a flat fee. Recorder Bauer proposed changing the passport fee from $12.00 plus tax to $13.00 including tax. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the $13.00 flat fee for 2 passport photos to be charged by the Recorder's Office.

File No. 2 - Environmental Services Director Frank reported that the Caledonia Drop Site is leased. The site was developed in the early 1990's. The current lease expired on December 31, 2015. He recommended approval of a five year lease to expire December 31, 2020. The recently expired agreement reflected an annual rental payment in the amount of $2,000.00. The proposed agreement reflects an increase to an annual rental payment of $3,500.00 or approximately $300.00 monthly. County Attorney Jandt has reviewed the agreement. It was noted that the County has a 90 day termination clause. Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the lease with Keith Comstock for the Caledonia Drop Site.

File No. 3 - Environmental Services Director Frank provided an overview of licensing requirements for haulers under the Solid Waste Ordinance. Motion was made by Commissioner Walter seconded by Commissioner Schuldt and unanimously carried to approve the following: Collection and Transportation License Applications for Bob Giblin, Midwest Roll Off, Inc., Hilltopper Refuse, Two Guys and a Dumpster, Harter's Trash & Recycling, Richard's Sanitation, Waste Management, and Houston County Recycling Center and Intermediate Solid Waste Disposal Facility Licenses for Richard's Sanitation and Houston County Recycling Center.

File No. 4 - Environmental Services Director Frank reported that Richard's Sanitation is, by contract, entitled to a consumer price index increase for 2016. This increase is approximately 1.5% with each drop site having a unique rate due to its proximity to the delivery destination. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the rate increase for Richard's Sanitation as presented.

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File No. 5 - On the recommendation of Environmental Services Director Frank, motion was made by Commissioner Kjome, seconded by Commissioner Schuldt and unanimously carried to approve the Agreement for Collection of Lamps with Xcel Energy and to authorize Environmental Services Director Frank to sign on behalf of the County. Environmental Services Director Frank reported that this agreement has been in effect for several years and the County has a good working relationship with Xcel Energy. He commented that following collection, the bulbs are shipped to a facility which recycles and properly disposes of the mercury contained in them.

Environmental Services Director Frank has been working on proper disposal method for mattresses now that La Crosse County Solid Waste has discontinued allowing the items to go into the landfill. He has held ongoing discussions with the Public Works committee. There is a business in La Crosse which has opened and recycles mattresses for a fee. In preparation for the fees to implement a mattress recycling program, the household fees were recently increased. He has negotiated the price from $15.00 per piece to $12.50 per piece dumped and stacked, or $13.50 dumped. He proposed purchasing rails and shipping containers which would allow for the storage and transportation utilizing current recycling center equipment/trucks. The rails can be purchased through a company in Eau Claire, Wisconsin which has agreed to honor 2015 pricing, the shipping containers can be purchased from Zenke Auction at a cost of $2,900.00 each delivered and the cost to retrofit the rails, containers and equipment/trucks is estimated at $800.00. Environmental Services Director Frank stated that 5 rails and shipping containers would be needed so that one was available at each drop site. Commissioner Zmyewski questioned how La Crosse County was able to ban the product from the landfill. Environmental Services Director Frank stated that the mattresses do not compact in the landfill. He reported that similar bans are in place in several other states for the same reason and alternate disposal programs have been developed to deal with the waste. Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the purchase of the necessary materials/equipment to provide for the mattress recycling program at a cost estimated between $25,000.00 and $28,000.00 which includes the purchase of 5 rails and shipping containers and the necessary retrofitting.

Environmental Services Director Frank reported that his office is in the process of updating the Recycler brochure. He indicated that this flyer has been distributed once every other year. It will reflect fluorescent bulb and household hazardous waste collection dates and locations. He indicated that 2016 dates have been set and household hazardous waste collections will take place at Houston, Caledonia and Hokah sites.

Commissioner Schuldt reported that he is waiting for the appraisal on the Schulte land and the County owned parcel located next to the school.

File No. 6 – Following discussion, motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to adopt the following resolution:

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RESOLUTION NO. 16-1

To Use Alternative Method To Disseminate Bids And Requests

WHERAS, Minn. Statute § 311A.03 Subd. 3(b), allows a county to use its web-site or recognized industry trade journals as an alternative to disseminate solicitations of bids, requests for information and requests for proposals;

NOW THEREFORE, the Houston County Board of Commissioners hereby resolves:

BE IT RESOLVED, 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. 7 – Following discussion, motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to adopt following resolution:

RESOLUTION NO. 16-2

RESOLVED, That under the provisions of Chapter 714, Laws of 1961, duly designated representatives of Houston County shall be authorized to participate in the meetings and activities of their respective State Association by membership therein and attendance at meetings thereof, as contemplated by Statute, and by the provisions of Chapter 529, Laws of 1963; and

RESOLVED FURTHER, That money be appropriated from the County Revenue Fund to defray expenses of such officials in connection therewith, said expenses to be paid upon presentation and allowance of properly itemized claims in an amount not to exceed statute limitations.

File No. 8 - Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the 2016 meeting schedule as proposed.

File No. 9 - Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the following 2016 Appropriations:

SE Minnesota Initiative Fund	2,700.00

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SEMAAA	2,000.00	
SELCO	$138,437.00	
Emergency Medical Service	10,000.00	
SEMCAC - Senior Driving Program	1,000.00	
SEMCAC - Senior & Caregiver Advocacy	1,000.00	
SEMCAC - Senior Nutrition	2,000.00	
Historical Society	37,500.00	
Historical Society - Matching Funds	5,000.00 Maximum	
Southern MN Tourism//Historic Bluff Country	951.35	
Agricultural Society	18,000.00	*
Bluff Country HRA	5,000.00	

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to establish the minimum salaries for county officials to be elected in 2016 as follows:

Commissioner $19,016.34

Commissioner Kjome reported on a One Watershed, One Plan meeting he recently attended. He indicated that the plan needs to be completed by June 2016. He also commented that the process for appointing Planning Commission members which he participated in 2 years ago was fair.

File No. 10 - Commissioner Zmyewski shared his concerns with the recent process by which Planning Commission appointees were made. He read from a prepared statement which is on file.

Chairperson Storlie reported on an HVMHC meeting which she attended.

Commissioner Walter provided a reminder of the PACE presentation which is scheduled for next week's Board Meeting.

File No. 11 - At this time the printing bids for calendar year 2016, filed pursuant to advertisement, were opened and read:

Caledonia Argus quoted the following prices:

OFFICIAL NEWSPAPER FOR 2016: Official proceedings of the County Board and all notices required to be published in the Official Paper at $3.75 per column inch.

MISCELLANEOUS NOTICES: Miscellaneous notices not required to be published in the Official Paper at legal or display rate per line. My display rate for legal publications is $3.75 per column inch and display publications are $6.90 per column inch.

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FIRST PRINTING OF 2015 FINANCIAL STATEMENT: Official Paper for publishing the Financial Statement for the year 2015, subsequent publication, (Chapter 158, Laws for 1993) at $3.25 per column inch.

SECOND PRINTING OF 2015 FINANCIAL STATEMENT: Official Paper for publishing the Financial Statement for the year 2015, subsequent publication, (Chapter 158, Laws for 1993) at $3.20 per column inch.

PUBLICATION OF 2015 DELINQUENT TAX LIST: Houston County provides the data in a "type set" format - with the Delinquent List being published by only the successful bidder. Bids to be based on an 8 point type, Arial font with 9 point leading at $3.50 per column inch.

Spring Grove Herald quoted the following prices:

OFFICIAL NEWSPAPER FOR 2016: Official proceedings of the County Board and all notices required to be published in the Official Paper at $3.75 per column inch.

MISCELLANEOUS NOTICES: Miscellaneous notices not required to be published in the Official Paper at legal or display rate per line. My display rate for legal publications is $7.75 per column inch and display publications are $7.75 per column inch.

FIRST PRINTING OF 2015 FINANCIAL STATEMENT: Official Paper for publishing the Financial Statement for the year 2015, subsequent publication, (Chapter 158, Laws for 1993) at $3.75 per column inch.

SECOND PRINTING OF 2015 FINANCIAL STATEMENT: Official Paper for publishing the Financial Statement for the year 2015, subsequent publication, (Chapter 158, Laws for 1993) at $3.75 per column inch.

PUBLICATION OF 2015 DELINQUENT TAX LIST: Houston County provides the data in a "type set" format - with the Delinquent List being published by only the successful bidder. Bids to be based on an 8 point type, Arial font with 9 point leading at $3.75 per column inch.

The Houston County News quoted the following prices:

OFFICIAL NEWSPAPER FOR 2016: Official proceedings of the County Board and all notices required to be published in the Official Paper at $2.00 per column inch.

MISCELLANEOUS NOTICES: Miscellaneous notices not required to be published in the Official Paper at legal or display rate per line. My display rate for legal publications is $2.00 per column inch and display publications are $2.00 per column inch.

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FIRST PRINTING OF 2015 FINANCIAL STATEMENT: Official Paper for publishing the Financial Statement for the year 2015, subsequent publication, (Chapter 158, Laws for 1993) at $2.00 per column inch.

SECOND PRINTING OF 2015 FINANCIAL STATEMENT: Official Paper for publishing the Financial Statement for the year 2015, subsequent publication, (Chapter 158, Laws for 1993) at $2.00 per column inch.

PUBLICATION OF 2015 DELINQUENT TAX LIST: Houston County provides the data in a "type set" format - with the Delinquent List being published by only the successful bidder. Bids to be based on an 8 point type, Arial font with 9 point leading at $2.00 per column inch.

Auditor Meiners reported that the low bid of $2.00 per column inch for the official newspaper was submitted by the Houston County News. She stated that typically all bids for miscellaneous notices are accepted. The Financial Statement is required to be published two times in different newspapers, therefore the first printing should be awarded to the newspaper which submitted the low bid of $2.00 per column inch which is the Houston County News and the second printing to the next lowest bid of $3.20 per column inch which was submitted by the Caledonia Argus. The Delinquent Tax List should be awarded to the low bid submitted by the Houston County News in the amount of $2.00 per column inch. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to accept the bids as outlined by Auditor Meiners.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to change the Policy on Houston County Commissioner Per Diem Payments to allow per diems on Tuesdays and to allow up to a maximum of $100.00 per day.

File No. 12 – Following discussion, motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the committee appointments as discussed.

There being no further business and the time being 10:25 a.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, January 12, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, January 12, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters Moorhead & Stotts; County Attorney Jandt; HR Director Arrick-Kruger; Michael Cruse; Rebecca Paulson; Peter Lidstrom; Mike Tenney; Ken Tschumper; Gretchen Cook; Jeremy Chipps; Wayne Feldmeier; Bruce Kuehmichel; John Dewey; Deb Dewey; Sheriff Inglett; Chief Deputy Sheriff Lapham; Yvonne Krogstad; Fred Arnold; Eric Johnson; Sam Whitehead; Deputy Sheriff Swedberg; Audrey Almo

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and carried to approve the agenda as amended with Commissioners Schuldt and Storlie voting in the negative.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the minutes of the January 6, 2016 meeting.

File No. 1 - Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$85,236.64
Road & Bridge Fund	12,734.80

Total	$97,971.44
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At this time, Chairperson Storlie read aloud the policy for public comment period which was adopted in 2013.

Ken Tschumper, La Crescent Township resident, stated that an ethics complaint against three commissioners, the county attorney and a recently appointed planning commission member

has been filed with HR Director Arrick-Kruger. Mr. Tschumper asserted that no members of the County Board were aware of the action which was taken by approximately 9 members of the Houston County Protectors.

File No. 2 - Motion was made by Commissioner Walter and seconded by Commissioner Schuldt to update and adopt a public comment period policy providing for public comment to be held on the 1st and 3rd Tuesdays of each month at the end of the business meeting for a period of 15 minutes, with each speaker limited to 2 minutes each. Discussion was held. Commissioner Zmyewski was pleased that the proposal included 2 opportunities monthly instead of only a single one. Commissioner Kjome expressed concern that the public will be required to sit through the entire business meeting of unknown length prior to making his/her statement. Chairperson Storlie commented that the public has significant access to commissioners including but not limited to phone, e-mail and written correspondence in addition to the opportunities at select board meetings. Commissioner Zmyewski expressed concern that other communication methods do not allow a single individual to make one statement which all members have access to. He expressed a desire to continue the policy adopted in 2013. Commissioner Schuldt commented that there have been instances where a member of the public was late to the meeting and the public comment period had concluded. Holding the comment period at the end may prevent this going forward. In addition, Commissioner Schuldt noted that many individuals who attend the weekly meetings remain for its entirety. Commissioner Zmyewski stated that he has been contacted by an individual who needs to report to work by 9:30 a.m. and changing the policy would prevent him from appearing in person to comment during the public comment period. Commissioner Schuldt stated that the gentleman was welcome to submit a prepared statement. Commissioner Zmyewski stated his preference would be to hold the public comment period at the beginning of each meeting. Commissioner Walter indicated that the weekly meetings are for the purpose of conducting business; therefore, she has proposed holding the public comment period at the end of specified meetings. Commissioner Kjome expressed his opinion that the public comment period does not impact the business meeting. Commissioner Zmyewski stated that commissioners were elected by the people to represent the people and commented how he felt this was not reflective of that. A roll call vote was taken: District 1 – yes; District 2 – no; District 3 – yes; District 4 - yes; District 5 – no. The motion carried to update the public comment period policy to reflect that the comment period will be on the 1st and 3rd Tuesdays of each month at the end of the business meeting for a period of 15 minutes with each speaker being allowed 2 minutes.

File No. 3 - At this time Michael Cruse and Rebecca Paulson met with the Board to provide an update related to the County Extension Office. Mr. Cruse was recently hired as the Extension Educator. The position is shared between Houston and Fillmore counties. Mr. Cruse is from northeast Iowa and attended school at Iowa State and UW Madison. He is pleased to be in this position. He shared that one challenge of his position is balancing time between the counties and his duties to the State. He asked for Board and public feedback to aid him in prioritizing. He shared that a joint meeting is scheduled to discuss this matter also. He has made it a goal to establish focus and prioritize, as he has a strong desire for the partnership to flourish. He stated

that he is fortunate to step into a role where the programming core is strong. He intends to continue to support this core programming. Offerings related to farm/tractor safety, land rent, private pesticide application training, forage and grazing, and the Master Gardeners will continue. In the future he hopes to grow the farm/tractor safety programming and offer programming targeted to veterans looking to get into agriculture. He will continue to partner with NRCS on nutrient application and water quality.

Rebecca Paulson, 4H program coordinator, indicated that Houston County has a thriving 4H program. There are 16 clubs, with a 17th in the works, providing for membership that is 387 strong and supported by a group of approximately 100 individuals who volunteer as adult leaders. She reported that, on average, a county in Minnesota will be host to approximately 10 clubs with membership ranging between 200 to 400 members. She was pleased to share that in addition to the 4H program, there is the Adventure Club at La Crescent and Spring Grove and babysitting workshops held in all county schools with the exception of Houston which provides training for approximately 60 young people annually. She is hoping to strengthen project groups which focus on a particular animal species and provides on hands or educational opportunities. In addition, a new shooting sports and wildlife program is developing with strong interest. This involves air rifle, bow and arrow, and shotgun shooting and also a wildlife component. Over 100 individuals have expressed interest. She is hoping to focus on club and program quality. She reported that livestock fair entries have continued to increase. She is re-focusing some non-livestock offerings in hopes of increasing participation. Cake decorating was recently added as a non-livestock event. Ms. Paulson reported statistics related to children who participate in 4H and their likelihood of attending 4 year post-secondary education. Commissioner Kjome commended Mr. Cruse and Ms. Paulson on the excellent job they have been doing. Commissioner Schuldt echoed this sentiment and expressed his appreciation.

Motion was made by Commissioner Kjome, seconded by Commissioner Schuldt and carried unanimously to approve the issuance of a liquor license for Elpaka, LLC dba Ma Cal Grove Country Club, Inc.

Chairperson Storlie expressed the importance of commissioner attendance at assigned committee meetings. She noted that in the event a commissioner is unable to attend a committee meeting, there is a need for that commissioner to find an alternate to attend in his/her place.

Discussion was held regarding Glenn Kruse's position on the Board of Adjustment. Mr. Kruse was appointed to the Board of Adjustment to fill a vacancy which required one member assigned to the Board to be a member of the Planning Commission. Commissioner Zmyewski expressed his opinion that Mr. Kruse should have been removed from the BOA and a new member representing the planning Commission should have been appointed. It was noted that Mr. Kruse has been reappointed to the Planning Commission; therefore, he may continue to serve out his term as Planning Commission representative on the BOA. Commissioner Zmyewski questioned why the same people are appointed to serve on various Boards repeatedly when there are new individuals who have expressed interest in serving. Chairperson Storlie

stated that she is not opposed to appointing new people, however, the appointments to the Planning Commission have been decided. She expressed that this discussion has been held and voted upon. Commissioner Zmyewski expressed his opinion that the matter has not been resolved. Commissioner Zmyewski again expressed concern that policy was not adhered to. Chairperson Storlie stated that term limits are at the discretion of the Board and again, the matter has been discussed and was voted upon. Commissioner Zmyewski expressed his ongoing concern with certain hearsay. Chairperson Storlie indicated that while first person reporting is acceptable, hearsay is simply hearsay.

File No. 4 - Chairperson Storlie redirected the discussion to the business at hand which is the need to consider the appointment of Dave Walter to the Hiawatha Valley Resource, Conservation and Development Area. The current appointee is Ann Selness however, she is no longer with the Soil and Water Conservation Service and Mr. Walter is her predecessor. She also commented that Emergency Manager Kuhlers reported that there is no requirement that a commissioner serve on the SE MN Emergency Management Board. The final committee appointment necessary is to find someone to represent Houston County on the SMART (Trails) Board. The SMART Board meets 6 times annually in Rochester. Motion was made by Commissioner Kjome, seconded by Commissioner Schuldt and carried unanimously to appoint Dave Walter to the Hiawatha Valley Resource, Conservation and Development Area Board. Chairperson Storlie commented that commissioners should continue to recruit someone to represent the county on the SMART board.

Commissioner Kjome reported on EDA and SE MN Water Resource Board meetings which he attended. He indicated that he has been elected chairman for the SE MN Water Resource Board and as such he is responsible to provide a secretary to take the meeting minutes.

Commissioner Zmyewski reported on a meeting with MN DOT and the FAA regarding long term airport plans. He reported that currently the County qualifies for $150,000.00 in annual funding in addition to cost share grants for airport projects. The long term plan for the airport has not been updated since 1968. The plan should include future layout, expansion and/or upkeep intentions. The FAA noted that the Houston County Airport is home to 10 planes. This is the minimum necessary to qualify for the entitlement and cost share grant funding. If the plane census further declines, these funding sources could disappear. Engineer Pogodzinski is aware of the need to update the long term airport plan. Commissioner Schuldt indicated that there is a need to develop a plan to reflect how future entitlement funds will be spent.

Commissioner Zmyewski indicated that with the ethics complaint and pending investigation the Board should consider its options in the event these things move forward and result in decisions being overturned. He questioned how the county board will remedy action taken by Planning Commission members who could be disqualified. Discussion was held. County Attorney Jandt indicated that, depending on the circumstances, it would be possible to offer no fee “do overs”. He expressed caution with discussing hypothetical scenarios. In closing, he indicated that while MCIT may represent/defend the county regarding certain claims, it may

not provide coverage for any damages awarded. In the future, if there is a need, this can be further discussed.

File No. 5 - Peter Lidstrom from the Clean Energy Resource Team (CERT) provided information related to the Property Assessed Clean Energy (PACE) program. Mr. Lidstrom is the Local Government Outreach Coordinator. He reported that seed grants are available for communities to identify and implement community based clean energy projects. Clean energy plans, if applied to public and private buildings could save $1 trillion. PACE offers low cost, long term financing with no upfront costs. Business owners, non-profits, and churches are all eligible for the PACE program and could cover the cost of projects with the savings generated over a 10 year period. The requirements of the project include application, energy audit, and approval. The Rural Minnesota Energy Board and the St Paul Port Authority administer the program. The St Paul Port Authority provides the application, credit committee, underwriting, and financing. The county places the assessment on the property, collects the tax payments twice annually and submits collected amounts back to the St Paul Port Authority. The county would be required to enter into a Joint Powers Agreement with the St Paul Port Authority granting the St Paul Port Authority the right to administer the program in the county. The program came about as a result of $15 million in stimulus funding made available for this revolving loan program. This money has been loaned out across Minnesota and generates $300,000.00 monthly to be loaned out again. Participants in the program must be current on all taxes to be eligible. Borrowers will only be granted loans up to an amount equal to 20% of the property value and the property must be free of liens. The Port Authority will pay for the county's expense in assessing, collecting and submitting payment to the Port Authority. Typically, anything which qualifies for an energy rebate will qualify for PACE funding. The PACE program pairs nicely with REAP, another program which provides grant funding. The county would also be responsible to help get the word out of the programs availability within the area. A marketing kit would be provided and includes press releases, logo templates and text advertisements. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the Port Authority of the City of Saint Paul Property Assessed Clean Energy Program Joint Powers Agreement contingent upon the approval of the County Attorney Jandt.

File No. 6 - Mike Tenney, MN DNR regional wildlife area manager representing southeastern Minnesota, met with the Board seeking authorization for the DNR to acquire 26.67 acres in addition to the purchase of 142.21 acres which has already been authorized. All of the property is currently owned by Clair and Jane Welsh. There have been ongoing negotiations with the landowners over several years. This property is part of the Root River WMA. The Root River WMA project was developed 10 to 15 years ago for the purpose of allowing flooding to prevent damage to the City of Hokah. The Welsh property lies in 3 townships, all of which have been notified. Mr. Tenney stated that the PILT payment has been estimated to generate more tax revenue than the current property taxes do. Commissioner Zmyewski expressed concern that the townships affected be provided adequate time for response. Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to authorize the requisition and to adopt the following:

RESOLUTION NO. 16-3
REVIEW OF PROPOSED STATE LAND ACQUISITION

In accordance with; Minnesota Statutes 84.944, Subd. 3, 97A.145, Subd. 2, and 97C.02 the Commissioner of the Department of Natural Resources on January 12, 2016, provided the county board with a description of lands to be acquired by the State of Minnesota for Wildlife Management Area purposes.

Lands to be acquired are described as follow: (See attached description)

IT IS HEREBY RESOLVED, by the Board of County Commissioners of Houston on January 12, 2016 that the State's proposed acquisition of the described property be approved.

File No. 7 - On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to hire Robert Thoen as Veterans Service Officer and to appoint him to a 4 year term effective January 25, 2016 at Step 1 of the C-41 comparable worth band contingent upon his successful completion of the required background check. HR Director Arrick-Kruger was pleased to report that former VSO Robert Gross participated in the interview process. Mr. Thoen comes to Houston County from the La Crosse County Veterans Service Office where he was employed as clerk. His duties there included processing claims, and advocacy. He had experience with outreach and advocacy. His bachelor of science is in communications with an emphasis on advocacy and he served 4 years with the United States Marine Corps. HR Director Arrick-Kruger stated that his references were excellent.

File No. 8 - HR Director Arrick-Kruger was pleased to announce that AFSCME Local #65 membership has ratified the 2015 through 2017 Collective Bargaining Agreement. She provided an overview of the agreement which provides for salary increases in the amount of 2% for 2015, 2.5% for 2016 and 3.0% for 2017, an increase to the meal stipends and designates Christmas Eve day as a paid holiday. In addition, it reduces the qualifications for specific severance items from 8 years to 5 years which is in line with the personnel policy which non-represented staff are subject to. It also incorporates the MOU regarding 6 positions which remained unrepresented following the organization of MAPE. Motion was made by Commissioner Kjome, seconded by Commissioner Schuldt and carried with Commissioner Zmyewski voting in the negative to approve the AFSCME Local #65 Collective Bargaining Agreement.

File No. 9 - HR Director Arrick-Kruger reported that the light sensor control panel has failed. As a matter of safety and security, this panel needs to be replaced. The panel controls Justice Center perimeter and parking lot lighting, as well as stairwell lighting. Building Maintenance Foreman Dollar has solicited quotes over the past several months. HR Director Arrick-Kruger recommended accepting the low quote submitted by Viking Electric. Motion was

made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to accept the quote submitted by Viking Electric in the amount of $7,600.00 to replace the light sensor control panel. HR Director Arrick-Kruger reported that the replacement panel will allow for expansion/growth.

Chairperson Storlie reported on EDA, Bluff Country HRA, and Fair Building Planning Meetings which she attended.

Chairperson Storlie indicated that there is a need to complete Department Head evaluations. Discussion was held. It was agreed that Auditor Meiners would schedule said evaluations.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to place on file the following items from the consent agenda:

File No. 10 – Various correspondences to outgoing and newly appointed committee members

File No. 11 – Correspondence to area newspapers regarding 2016 printing bid

File No. 12 – Grant award notification/Children's Mental Health Respite Care Services

There being no further business and the time being 10:50 a.m., motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, January 19, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, January 19, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle & Moorhead; County Attorney Jandt; HR Director Arrick-Kruger; Environmental Services Director Frank; Zoning Officer Lacher; HS Director Bahr; Social Services Supervisor Moen; Financial Services Supervisor Kohlmeyer; Bruce Kuehmichel; Gretchen Cook; Bryan VanGorp; Yvonne Krogstad; Betts Reedy; Kelley Stanage; Wayne Stenberg; Jeremy Chipps; Wendy Todd; Michael Fields; Eric Johnson; Wayne Feldmeier, Joanne Heim Welch

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the minutes of the January 12, 2016 meeting.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$292,541.51
Road & Bridge Fund	116,607.02

Total	$409,148.53
	=========

File No. 2 - Wayne Stenberg and Wendy Todd met with the Board to provide an update related to Semcac activities in Houston County. Mr. Stenberg distributed a copy of the 2016 Houston County County Impact Report, FY2015. He highlighted various statistics contained within the report.

Wendy Todd provided a brief overview of Semcac outreach and emergency services. She reported that a new food shelf manager had been hired for the Caledonia location. The food shelf serves 382 non-duplicate households. Ms. Todd reported that Semcac receives assistance from the La Crosse Rotary Lights. She also reported that Jenny Slabaugh has been working with a growing number of homeless persons within Houston County.

Wayne Stenberg expressed appreciation for the County's continued and ongoing support of Semcac.

File No. 3 – On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to accept the resignation of Home Health Aide Anita Meyer effective January 1, 2016 and to send a letter of appreciation for her years of service. HR Director Arrick-Kruger noted that PHN Director Marchel was unable to attend today and is aware of the resignation. At this time, no request to advertise or hire is being made.

On the recommendation of HR Director Arrick-Kruger motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to accept the resignation of John Dollar, effective January 29, 2016 and to send a letter of appreciation for his years of service. Mr. Dollar has accepted a position that is much closer to his residence which will greatly reduce the time spent commuting.

HR Director Arrick-Kruger requested authorization to immediately begin a search for someone to fill the vacancy in the Building Maintenance Foreman position vacated by Mr. Dollar. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to authorize a search for a Building Maintenance Foreman.

File No. 4 – Following discussion, it was agreed to reappoint Dr. Ross R. Reichard as County Medical Examiner through December 31, 2018. This is necessary to correct a previous terminology error regarding Dr. Reichard's appointment and pursuant to M.S. 390.005. Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to adopt the following:

RESOLUTION NO. 16-4

BE IT RESOLVED, That the Houston County Board of Commissioners hereby re-appoints Dr. R Ross Reichard as County Medical Examiner for three years, being January 1, 2016 through December 31, 2018.

File No. 5 – Environmental Services Director Frank reported on several projects recently reviewed by the TEP. Requests have been submitted by the Houston County Highway Department related to a bridge replacement project, MN DOT for the development of wetland replacement area near Hokah, and also by Ryan Feller for the installation of a private drive in

Sheldon Township. Today, he requested approval of the request submitted by Ryan Feller. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the wetland replacement for a private driveway.

File No. 6 - Environmental Services Director Frank reported on an AgBMP program. The program is similar to a revolving loan program and provides low interest loans for feedlot upgrades, septic systems and wells to bring them into compliance when they are non-compliant. Local lending institutions manage the lending and collections. Funds paid back are submitted to the State. The County needs to make application for funds to be used for loaning out. Environmental Services Director Frank anticipates needing $100,000.00 in funds to be loaned out across the county for projects his office is working with residents on. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the program report and application for funding.

File No. 7 - Zoning Officer Lacher reported that the MPCA County Feedlot Program Delegation Agreement Work Plan for 2016-2017 has been completed with the assistance of MPCA and SWCD and meets the requirements for funding next year. Changes have been incorporated into the plan as a result of suggestions received from regional MPCA staff and the goal for the number of feedlot inspections has been increased significantly. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and tabled to allow Commissioner Zmyewski time to review. Formal approval will be rescheduled for discussion at the next regularly scheduled meeting to be held January 26, 2016.

Discussion was held regarding Feedlot 6.

File No. 8 - HS Director Bahr requested authorization to accept $77,507.00 in CSP grant funding. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to accept the CY 2016 Adult Mental Health Grants and to authorize the signature of Chairperson Storlie on the agreement. HS Director Bahr indicated that there are no significant changes to the grant funding amount or terms of the agreement with the Minnesota Department of Human Services.

HS Director Bahr reported that a procurement of insurance plan is underway. The State of Minnesota was unable to negotiate an agreement between northern counties of Minnesota and the insurance provider Medica. This procurement process will provide for an optional carrier in that area. It will also expand the options in Houston County for those with special needs. It will not impact anyone under the age of 18.

File No. 9 – HS Director Bahr provided information related to the history and averages of out of home placement over the period 2001 to current. Over time, there has been an overall decline in the number of children in out of home placement however, the complexity of the cases for the children in placement has increased significantly. It was noted that there are children in out of home placement whose parents were once in out of home placement. There is a minimal

amount of funding which can be utilized for preventative work. The paperwork involved with each out of home placement is significant. Commissioner Zmyewski questioned whether there were identifiable factors contributing to the overall decline of children in out of home placement. HS Director Bahr indicated that the philosophy regarding out of home placement has changed over time. In addition, her predecessor was directed to find a way to reduce the number of out of home placements. There was a time when if there was a suspected problem, children were placed. This has changed. Workers realize the trauma caused to children when they are placed and seek to determine that placement is necessary and the best option.

Social Service Supervisor Moen reported that intakes have increased by 51 cases over approximately one year's time. These cases, like out of home placements, have increased in complexity.

Child protection screening is required within 24 hours. In an effort to remain in compliance with this requirement, Social Services Supervisor Moen stated that an assessment team meets each workday at 8:30 a.m. In addition, they are meeting each Friday afternoon at 4:00 p.m. to provide the required assessment of any intake received during the workday on Friday and following the morning assessment.

Currently there are two staff members trained to perform MN Choices assessments. A third worker is nearing completion of the required training. Eventually, a 4th worker will be trained at which point Social Services Supervisor Moen hopes to become compliant with assessments and reassessment rates.

Financial Services Supervisor Kohlmeyer reported that July 1st it will become mandatory to e-file child support cases. She along with her staff have been working with the County Attorney's Office so that they will have had some experience with the process prior to the go live date. Child support staff is also busy reviewing child support cases eligible for COLA increases.

MN Sure open enrollment has come to a close. Staff is continuing to finalize applications. The interface has been operating slowly and the manual tracking required has become cumbersome and is bogging workers down. There have been additional tracking requirements established for SNAP cases. Financial Services Supervisor Kohlmeyer reported that case numbers have increased from 638 in 2014 to 1,882 today.

Commissioner Walter reported on Workforce Development and EMS meetings which she attended. She also reported that she received a call from a constituent who suggested the County close the Zoning Office and have local government entities perform their own zoning. This individual expressed their belief that this would save the County approximately $250,000.00 in salaries and other expenses. In addition, this individual felt it would eliminate all of the court proceedings related to Zoning.

Commissioner Zmyewski stated that the citizen concern and suggestion related to zoning is another reason why consideration should be given to hiring an administrator/coordinator. He expressed his belief that a single point person would be beneficial.

Commissioner Zmyewski reported that he has received correspondence from Caledonia Implement regarding their participation in a government tractor lease program. It is his understanding that Hammell Equipment will not be participating in said program. Recently, Engineer Pogodzinski has discussed purchasing a new tractor for roadside mowing. Commissioner Zmyewski stated that consideration should be given to this leasing option. The costs to purchase a tractor to meet the needs of the department have been estimated at $47,000.00. It is his understanding that the County would be eligible to lease a tractor and pay just $1.00 per hour up to 250 hours. If the County met the hour maximum the tractor could be returned for a different tractor and an additional 250 hours could be used at the same $1.00 per hour rate. Commissioner Zmyewski stated it was his understanding that it is the intent of the Highway Department to retain ownership of the tractor currently used for roadside mowing and that approximately 400 hours are spent annually on this task. He has provided a copy of the document regarding the lease to Engineer Pogodzinski for consideration.

Commissioner Zmyewski stated that during the December 29th board meeting he requested application materials for those individuals who made application for appointment to the Planning Commission. He also requested interview information. To date he has not received the requested information. He was directed to speak with HR Director Arrick-Kruger regarding his request.

File No. 10 - Chairperson Storlie noted that an individual interested in serving on the SMART committee has come forward. Commissioner Zmyewski expressed concern with the individual and indicated his concern is the result of knowledge he has that this individual spoke against the bike trail when it was being developed between Rushford and Houston. Chairperson Storlie indicated that often times opponents of an issue can become great proponents when they have taken the time to become better educated and affirmed her support of Wayne Feldmeier to the SMART committee. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and carried with Commissioner Zmyewski voting in the negative to appoint Wayne Feldmeier to the SMART committee.

File No. 11 - County Attorney Jandt recommended the inclusion of an indemnification clause in the Joint Powers Agreement with the City of St. Paul for the administration of the PACE program. He discussed this provision with the County's insurance provider who is in agreement. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the Port Authority of the City of Saint Paul Property Assessed Clean Energy Program (PACE of MN) Joint Powers Agreement as revised and to adopt the following:

RESOLUTION NO. 16-5

RESOLUTION DESIGNATING THE PORT AUTHORITY TO IMPLEMENT AND ADMINISTER A PROJECT ASSESSED CLEAN ENERGY IMPROVEMENT FINANCING ON BEHALF OF THE COUNTY, AND PROVIDING FOR THE IMPOSITION OF SPECIAL ASSESSMENTS AS NEEDED IN CONNECTION WITH THAT PROGRAM

BE IT RESOLVED by the Board of Commissioners of the County of Houston (the "County"), as follows:

1. The Port Authority of the City of Saint Paul (the "**Port Authority**") has established the Property Assessed Clean Energy Program ("**PACE OF MN**") to finance the acquisition and construction or installation of energy efficiency and conservation improvements

(the "**Improvements**"), on properties located throughout the State of Minnesota through the use of special assessments pursuant to Minnesota Statutes Sections 216C.435 and 216C.436 and Chapter 429 and 471.59 (the "Act").

2. In order to finance the Improvements, the County hereby determines that it is beneficial to participate in PACE OF MN, and to designate the Port Authority as the implementor and administrator of that program on behalf of the County for purposes of financing Improvements located within the County.

3. The County understands that the Port Authority may obtain funding from designated lending institutions or may issue its PACE OF MN special assessment revenue bond(s) to finance the Improvements, and that the sole security for the loan(s) or bond(s) will be special assessments imposed by the governmental entity participating in PACE OF MN.

4. To facilitate and encourage the financing of Improvements located within the County, the County covenants to levy assessments for said Improvements on the property so benefitted, in accordance with the Application and Petition for Special Assessments received from the owner(s) of the Property and approved by the Port Authority. The interest rate on the Special Assessments shall be the interest rate on the Loan(s) or Bond(s), and may include additional interest.

5. After imposition of the special assessments, the County shall collect such assessments and remit them to the Port Authority for use in the repayment of the Loan(s) or Bond(s). The County will take all actions permitted by law to recover the assessments, including without limitation, reinstating the outstanding balance of assessments when the land returns to private ownership, in accordance with Minn. Stat. Section 429.071, Subd. 4.

6. The County Manager or Assistant County Manager are authorized to execute on behalf of the County, any documents, certificates or agreements necessary to implement the program authorized by this resolution.

File No. 12 - Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the Application for Exempt Permit (gambling permit) for Ability Building Center (ABC) for an event to be held at Wildcat Landing & Campground on August 13, 2016.

. File No. 13 - Chairperson Storlie stated that information has been received regarding the AMC Legislative Conference scheduled for March 10 and 11, 2016. Commissioner Walter will be attending the conference and the State Extension meeting which is scheduled for the same time. Any other commissioners planning to attend should notify Auditor Meiners so that hotel accommodations can be made. Chairperson Storlie indicated that this is an important opportunity for commissioners to speak with legislators regarding the proposed CPA formula legislation that AMC is lobbying for.

Commissioner Walter reported that she has spoken with IS Director Milde regarding the complaints received regarding the poor audio in the board room and on the posted tapings of meetings. IS Director Milde indicated that the audio recordings could be improved with the purchase of a new sound bar at a cost of $5,000.00 which he does not have within his budget. Commissioner Walter suggested the board review their budget to determine whether the cost for upgrades could be covered utilizing funding from the commissioners budget.

Wayne Feldmeier, Yucatan Township resident, stated that he learned a lot from the bike trail project in the 1970's. He expressed his belief that those in charge of the project could have implemented more favorable negotiations with landowners. He feels that the tactics utilized resulted in some of the landowner animosity related to the bike trail. He expressed his belief that the DNR determined how it wanted to manage the project and failed to consider landowner concerns and/or liability.

Bryan VanGorp, Yucatan Township resident, expressed his opinion that Board members went to extraordinary lengths to revise the Public Comment Period Policy multiple times which has resulted in the average citizen not knowing when to appear so that they may participate. He noted that there are several complaints within the county at this time and suggested action to do what the majority of citizens want and following the rules would result in all of the complaints disappearing. He expressed disagreement with information that is widespread indicating the Houston County Protectors are to blame for increased sand pricing. He does not know the reason for the increased pricing since the ordinance regulating sand has not been changed. He expressed his strong belief that if frac sand mining were allowed, supply and demand would drive the cost of sand high.

Bruce Kuehmichel, Caledonia City resident, referenced a recent Winona Daily News article. He provided Webster Dictionary's definition of the words guideline and requirement. He stated that the ordinance is specific and legal and provided a review of the ordinance based on

his interpretation. He accused Commissioners of exploiting a loophole which allowed them to reappoint Glenn Kruse to the Planning Commission.

Mike Fields, Winnebago Township resident, expressed concern with recent action to reappoint an individual to the Planning Commission who had exceeded the term limits policy. He expressed his desire that the ordinance be changed so that term limiting language is well defined within the ordinance and acknowledged that to change the ordinance a super majority vote would be required. He provided the definition of obdurate which he expressed would be helpful to commissioners in the future.

Yvonne Krogstad, Caledonia Township resident, following last week's meeting questioned commissioners as to their reason for designating the 1st and 3rd meetings for public comment. She did not expect a response from Commissioners who did not support the policy revision. She stated that while she had received a response from Commissioner Walter, it did not answer her question. She indicated that the policy was "based on research" so she queried the neighboring counties of Fillmore, Winona and counties in Iowa and found that none held their public comment at the end of the business meeting. She questioned which counties were polled and responded that they held the public comment at the end.

Chairperson Storlie commented that if comments are not respectful the public comment period will be discontinued.

Jeremy Chipps, La Crescent City resident, saluted both Commissioners Zmyewski and Kjome for their stance with regard to the proposed Highway Department Building and frac sand mining concerns. He expressed concern with what he considered to be poor decisions which have been made in the past year. He expressed his feeling that the decisions are a disgrace. He expressed concern with the Public Comment Period Policy stating the average person doesn't know when to appear and those who work are at a disadvantage. The video recordings are of poor quality preventing viewers from hearing the discussion.

Eric Johnson, Houston Township resident, shared support for the Public Comment Period Policy. He expressed his belief that the comment period is utilized by several of the same individuals week after week and he expects that the information they have to share can be communicated within the confines of the new format. Mr. Johnson expressed agreement that sand prices have increased. He indicated that this is due to the uncertainty of the market in light of the fact that a single vote on the Board could turn the tables and result in significant changes to the mining industry in Houston County. He shared his understanding that the Erickson Mine has been targeted even after acquiring a limited permit to remove 10,000 yards of sand annually for use only for construction and/or livestock bedding, not frac sand. The ongoing attacks regarding this mine have led him to believe that the Houston County Protectors sole purpose isn't to prevent frac sand mining in the County, but are to further limit all mining activity.

At this time there were several outbursts from the gallery. Motion was made by Commissioner Storlie, seconded by Commissioner Schuldt and carried with Commissioner Zmyewski voting in the negative to recess the meeting for a period of 10 minutes.

The time being 10:30 a.m., the Board met with the following department heads for their annual performance review: Assessor Dybing, Surveyor Walter, Finance Director Lapham, Environmental Services Director Frank, IT Director Milde and Human Services Director Bahr.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to place on file the following items from the consent agenda:

File No. 14 – Correspondence to H. Koch regarding tons delivered to Xcel

File No. 15 - Minutes from Annual Meeting of Bluff Country MN Multi-County HRA

File No. 16 - Correspondence to payroll regarding recent hire

There being no further business and the time being 1:20 p.m., motion was made by Commissioner Schuldt seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, January 26, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, January 26, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead, & Stotts; County Attorney Jandt; Engineer Pogodzinski; Gretchen Cook; Bruce Kuehmichel; Betts Reedy; Bryan VanGorp; Finance Director Lapham; Ken Tschumper; Fred Arnold; Deputy Sheriff Seitz; Matt Klug; VSO Thoen

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the agenda.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the minutes of the January 19, 2016 meeting.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$96,096.39
Road & Bridge Fund	13,922.26

Total	$110,018.65
	=========

File No. 2 – Engineer Pogodzinski reported on several projects slated for construction in 2016. The largest project is S.A.P. 028-614-011 for an estimated $3,730,500.00. The State allows counties to request an advance on future allotments for the purpose of funding large construction projects. By completing this particular project in 2016 as opposed to dividing the project into two smaller projects, the County may save between 10 and 15% or nearly $250,000.00. Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to adopt the following:

RESOLUTION NO. 16-6

WHEREAS, the County of Houston is planning to implement County State Aid Street Project(s) in 2016 which will require State Aid funds in excess of those available in its State Aid Regular/Municipal Construction Account, and

WHEREAS, said County is prepared to proceed with the construction of said project(s) through the use of an advance from the County State Aid Construction Fund to supplement the available funds in their State Aid Regular/Municipal Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of date December 31, 2015	$ 627,968.00	
Plus Anticipated Regular Construction Allotment for 2016		$ 2,606,962.00
Total Estimated Account Balance		$ 3,234,930.00
Less estimated disbursements:		
Project # SAP 28-610-020	$ 134,084.00	
Project # SAP 28-614-011	$ 3,730,500.00	
Project # SAP 28-619-001	$ 946,972.00	
Project # SAP 28-610-021	$ 40,000.00	
Project Finals (overruns-if any)	$	
Project # SP 28-606-020	$ 3,308.00	
Project # SP 28-617-010	$ 2,010.00	
Project # SAP 28-608-014	$ 35,559.00	
Other	$	
Total Estimated Disbursements		$ 4,892.433.00
Advance Amount (amount in excess of acct balance)		$ (1,657,503.00)

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820, and

WHEREAS, the County acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, Be It Resolved: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved County State Aid Highway Project(s) of the County of Houston in an amount up to $ 1,657,503.00 in accordance with Minnesota Rules 8820.1500, Subp. 9. I hereby authorize repayments from subsequent accruals to the Regular/Municipal Construction Account of said County from future year allocations until fully repaid.

File No. 3 - Engineer Pogodzinski reported on a La Crescent Township hearing which has been scheduled to consider and discuss a request for a variance. Skip and Trisha Wieser have proposed building an addition on their home which is situated along CSAH 6. To complete the project as proposed they need a variance of 5 feet from CSAH 6. La Crescent Township performs their own zoning. Engineer Pogodzinski has considered home locations along CSAH 6. Most homes are 85 feet from the center of the road. The variance would allow the Wieser's home to be located within 80 feet of CSAH 6 which is acceptable to Engineer Pogodzinski. If the Board is not in agreement, Engineer Pogodzinski indicated that a representative from the County should attend the public hearing. Commissioner Zmyewski clarified that La Crescent Township is the authority in this matter.

File No. 4 - Engineer Pogodzinski has reviewed the information provided by Commissioner Zmyewski related to a proposed lease of a tractor with Caledonia Implement. It is the desire of both County Attorney Jandt and Engineer Pogodzinski to have a formal lease agreement drawn up for consideration. Engineer Pogodzinski is aware that Olmsted County has entered into a similar type of lease and a copy is being forwarded to County Attorney Jandt. Mr. Klug, representing Caledonia Implement was present and commented that the lease is simple. County Attorney Jandt stated that he wants to ensure that a durable agreement is drafted.

At this time Finance Director Lapham introduced VSO Robert Thoen. Mr. Thoen recently joined the County. He previously worked with the La Crosse County Veterans Service Office and resides in La Crescent.

File No. 5 - Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to hire Craig Welsh as a 67 day employee at a rate of $14.29 per hour to assist with building maintenance until the Building Maintenance Foreman position is filled.

Commissioner Walter reported on a CJC meeting and also a meeting involving the Finance Department and State Auditor which she attended.

Commissioner Zmyewski provided an example which he indicated supports his position to hold public comment at the beginning of meetings as opposed to the end. He expressed his ongoing disagreement with recent appointments. He shared concerns of his own and of constituents regarding the January 19th meeting which moved from the board room to an alternate meeting room where department head reviews were conducted. This portion of the meeting was not recorded. The recorded portion lacks the adjournment motion. Commissioner Zmyewski expressed his opinion that recordings should be complete. In addition, it was his opinion that during one of the reviews there was inappropriate discussion. Commissioner Zmyewski stated that he received Planning Commission applicant information however, he believes that 2 pages were missing. Commissioner Zmyewski stated that several issues remain and questioned when time would be scheduled to address concerns. Chairperson Storlie referred his request to County Attorney Jandt who encouraged Commissioner Zmyewski to schedule an appointment with him to discuss specific concerns.

Chairperson Storlie reported on a CJC meeting and a mediation meeting with one of the unions which she attended. Commissioner Kjome was also present at the mediation meeting.

File No. 6 - Following discussion, motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the MPCA County Feedlot Program Delegation Agreement Work Plan.

File No. 7 - Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to approve a credit card for VSO Robert Thoen.

The time being 9:45 a.m. motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to recess until the next scheduled appointment.

File No. 8 – The Board reconvened in open session. Discussion was held regarding the process for department head reviews. After discussion it was agreed to postpone the scheduled reviews until the next meeting, as there are questions which must be clarified with the Personnel Director.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to place on file the following items from the consent agenda:

File No. 9 – Quote from SHI

File No. 10 – Quote for patrol car

File No. 11 – Letters of appreciation approved during the January 19, 2016 meeting

There being no further business and the time being 10:10 a.m., motion was made by Commissioner Schuldt seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, February 2, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, February 2, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Stotts; County Attorney Jandt; Environmental Services Director Frank; Sheriff Inglett; Chief Deputy Sheriff Lapham; Joanne Heim Welch; Kelley Stanage; Betts Reedy; Bruce Kuehmichel; Jeremy Chipps; Steve Zmyewski; HR Director Arrick-Kruger; Deb Wray; Wayne Feldmeier; Duane St Mary; Ken Tschumper; Zoning Officer Lacher

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the minutes of the January 26, 2016 meeting.

File No. 1 - Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$123,771.81
Road & Bridge Fund	36,821.59

Total	$160,593.34
	=========

Commissioner Schuldt reported that the appraisal for the Schulte property bordering the current highway department location and the 22 acres located near the school and owned by the County is underway.

File No. 2 – Following discussion, motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the United Parcel Service Drop Box Agreement.

. File No. 3 – Environmental Services Director Frank reported on an agreement with Dynamic Recycling, Inc. for e-recycling. This agreement provides for the proper disposal of electronic waste. Electronic waste collected is separated per contract requirements. The county pays for the disposal of certain types of e-waste, some types receive a rebate while others are recycled at no cost to the County. The most significant change to the agreement is a $250.00 per pick up fee. In the past there have been no transportation costs assessed. Environmental Services Director Frank has compared pick up and recycling fees charged by other vendors and has found Dynamic Recycling, Inc. to be offering the most cost effective pricing. Chairperson Storlie questioned whether the increased expense would be covered by the current department budget. Environmental Services Director Frank expressed his belief that it can. Legal counsel has reviewed the agreement. Commissioner Schuldt questioned how much Houston County recycles annually. Environmental Services Director Frank estimated that the total volume weights may be as much as 85 ton. It was noted that Best Buy has recently implemented an e-waste fee. They used to accept e-waste free of charge. Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the Minnesota Program Service Agreement with Dynamic Recycling, Inc. and to authorize Environmental Services Director Frank's signature on the same.

File No. 4 - Discussion was held regarding scheduling the County's Board of Equalization meeting. The suggested dates had conflicts with Commissioner schedules. It was agreed to table a decision until additional dates could be identified and involved department heads could consult their schedules.

Commissioner Kjome reported on a Board of Adjustment meeting which he attended.

Commissioner Walter reported on department head, Family Collaborative and La Crescent Township Zoning meetings which she attended recently.

Commissioner Zmyewski had no meetings to report on. He reported on phone calls he has been busy fielding. Commissioner Zmyewski expressed ongoing concern with the process by which recent appointments have been made. He has drafted and is proposing a formal policy which has been provided to both County Attorney Jandt and HR Director Arrick-Kruger. He expressed strong support for the adoption of a formal committee appointment policy. County Attorney Jandt indicated that a well written policy in this regard could provide ongoing consistency. It will take time to develop.

Commissioner Schuldt reported on SELCO and Board of Adjustment meetings which he attended.

Chairperson Storlie reported on department head, La Crosse Solid Waste, and HVMHC meetings which she attended recently. She also commented on the questions which have been

distributed to fellow commissioners in preparation for strategic planning discussions scheduled for next meeting.

File No. 5 - At this time the Board met with Sheriff Inglett and Chief Deputy Sheriff Lapham. Sheriff Inglett requested authorization to search for seven 67 day employees. These employees would assist as needed with boat and road patrol and also County Board Meeting security. Typically, four 67 day employees are hired to assist with boat patrol. Sheriff Inglett indicated that hiring a pool of 7 should alleviate road patrol premium pay. He reported that the temporary help budget item has only been exhausted approximately 50% over the past two years. Chief Deputy Sheriff Lapham noted that boat patrol expenses are grant funded. There would be minimal expenses related to uniforms and badges in addition to wages. Sheriff Inglett has discussed this staffing request with HR Director Arrick-Kruger. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to authorize the search for 67 day employees.

Sheriff Inglett expressed his understanding that the Board would like security at each meeting from beginning to end. He has difficulty with meeting this need. He expects to utilize the 67 day employees for this. He questioned whether the funding for this would be expected to come from his budget of the Board's. Auditor Meiner's has indicated that the Board has adequate funds to cover the expense. The rate for a 67 day employee is $26.90 per hour. Commissioner Zmyewski clarified that in the event a regular employee was available, that employee would be assigned to the security duty before bringing in a 67 day employee. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to pay for the cost of board meeting security from the commissioner's budget.

Sheriff Inglett indicated that board security is an ongoing concern. He expressed strongly that there is a need to develop a policy regarding trespass and a length of time in which a ban would be assessed must be established. It was agreed that Chairperson Storlie, Sheriff Inglett and County Attorney Jandt would work together to draft a policy for the Board's consideration.

File No. 6 - Chief Deputy Sheriff Lapham reported that the department has been experiencing ongoing communications concerns between the Spring Grove microwave and the LEC. Often times the T1 cable backup is the only means of keeping the communications going. This is unacceptable. It has taken time to develop a plan to rectify the problem. It has been determined that a diagnosis of the problem is required. The way this problem is diagnosed is by completing a path study. Chief Deputy Sheriff Lapham has solicited quotes to perform the necessary study. It is surprising that a path study was not completed during the migration to ARMER. Commissioner Zmyewski commented that previous administration indicated that the County must migrate to the ARMER system in order to communicate with neighboring counties. Sheriff Inglett responded that Houston County continues to be unable to utilize ARMER to communicate with either La Crosse County, Wisconsin or Allamakee County, Iowa. Neither Wisconsin nor Iowa operate on the ARMER system. ARMER is utilized across the State of Minnesota. At one time it was believed that ARMER would be utilized nationwide which is not

the case. Sheriff Inglett stated that Houston County chose to migrate to ARMER and this situation must be repaired. It is possible that the microwave could be raised, otherwise it may require the relocation of the microwave. The study is required prior to identifying which option will fix the problem being experienced by Houston County. Commissioner Schuldt questioned whether ANCOM, the counties ARMER project installer has performed work in other counties. Sheriff Inglett has not found ANCOM to have provided like services to any other Minnesota Counties. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to accept the low quote submitted by Rey Freeman Communications Consulting in the amount of $3,000.00.

Sheriff Inglett noted that he did not budget for expenses related to correcting the problems with ARMER. Commissioner Zmyewski indicated that he should work with Finance Director Lapham regarding the expense and the Board will find the funding if necessary.

File No. 7 - HR Director Arrick-Kruger along with Deb Wray and Duane St Mary met with the Board regarding the nomination of the Historic Jail to the Heart Bombing project, an initiative of the Preservation Alliance. Both Ms Wray and Mr St. Mary serve on the Houston County Historical Society's Board. The Historical Society, with the assistance of the Chamber of Commerce, worked together to nominate the Historic Jail for the Heart Bombing. The projects goal is public awareness. Valentines are being prepared and will be displayed on the building in a garland type fashion during Valentine's Day and for as long during the week following as the items appearance remains aesthetically pleasing at which time they will be removed.

The Preservation Alliance is a non-profit which provides information to help with the preservation of historic structures. Ms. Wray reported that as part of the Heart Bombing project, Mr. St Mary along with others with unique experiences from the Historic Jail are sharing that information with elementary age students. Mr. St. Mary shares his experience working in the jail and a past resident shares her experience growing up in the jail. Ms. Wray reported that she has already distributed a press release related to the project.

Mr. St Mary indicated that there are many ideas for the reuse of the Historic Jail. Ms. Wray indicated that there is public support for the repurposing of the structure and shared several ideas which have been brought up. There is a need to identify whether any of the ideas or which ideas are viable. For this, a study needs to be completed. There is grant funding available to cover the cost of the study. The Historical Society is willing to provide grant writing services to assist in an attempt to secure the necessary funding.

Ms. Wray provided various pieces of information which reflect the diverse and unique history of the structure. She shared that both the cities of Caledonia and La Crescent contributed financial support for the construction of the structure. The cost was not solely the responsibility of the County. In addition, the stone is unique and from the local area whereby the stone used for the Courthouse was trucked in from elsewhere in the State. The structure is sound and few quality stone buildings remain.

Ms. Wray pointed out that razing the structure will prevent any salvage from the buildings value. Commissioner Zmyewski expressed concern that buildings which remain empty over long periods deteriorate. In addition, time passes quickly. A decision regarding whether to repurpose or raze the structure has already been postponed. He indicated that it is not his desire to keep "kicking the can down the road" and have an empty deteriorating building twenty years from now.

Ms. Wray indicated that there is a desire among county residents to start up a Friends of the Historic Jail non-profit committee. Commissioner Zmyewski indicated that this would be beneficial as the Board has other business needing its attention and a dedicated citizens group could usher the process with the assistance of HR Director Arrick-Kruger. HR Director Arrick-Kruger stated that the structure has the attention of the State Historical Society. There is limited grant funding and Houston County has only submitted a grant application once. Often it takes multiple submissions which improve with each submission as a result of suggestions to garner grant support and funding. She admitted that the Board's expectation of a timeline is reasonable. She would work closely with a citizen group to develop a thumbnail timeline which would be amended as necessary. A timeline would take shape quickly following the completion of a reuse study.

HR Director Arrick-Kruger provided information regarding the closing of department head evaluations performed as part of county board meetings. She reported that pursuant to M.S. 13d.05 subd. 3, the board may close a meeting to evaluate an employee subject to its authority. The identity of the individual being evaluated is public and following the closed session a short report must be provided to the public. Commissioner Zmyewski expressed concern with how the evaluations have been conducted. HR Director Arrick-Kruger shared her belief that the reviews were performed in good faith and according to past practice. In addition, no complaints have been brought forth related to the proceedings. Commissioner Zmyewski shared his opinion that had the county employed an administrator this would be a non-issue. HR Director Arrick-Kruger noted that reviews are performed by the full board according to collective bargaining agreements.

Chairperson Storlie provided a reminder of the upcoming strategic planning session which has been scheduled for the next meeting. HR Director Arrick-Kruger will lead the discussion. She provided an overview of the process.

County Attorney Jandt advised the Board to remain aware that the Board of Adjustment is down one member. Three members remain, however that leaves no alternate. In addition, one member is to represent the Planning Commission. There is a need to address this so that the Board of Adjustment is not in a situation where they fail to have a quorum to conduct necessary business. Commissioner Zmyewski expressed support to increase the number of members serving on the Board of Adjustment.

Commissioner Walter reported that she contacted the offices of Representative Walz and Senator Franken who both expressed commendation for the response of Sheriff Inglett and Emergency Manager Kuhlers to the recent train derailment.

Jeremy Chipps, La Crescent City resident, expressed his concern for the communications problems discussed during today's meeting. He also expressed his ongoing concern with rail safety and county permitting.

Ken Tschumper, La Crescent Township resident, expressed his appreciation for the Board's approval of the PACE program. He shared his opinion that Houston County could be a leader in alternative energy which would negate the need for frac sand. He expressed disappointment with the chaos during a recent Board of Adjustment meeting and indicated that four additional complaints are being levied as a result. He expressed support for an expanded number of members on both the Planning Commission and Board of Adjustment. When he was a State Senator he often served on committees with 20 to 30 members which he felt were efficiently run and effective.

Bruce Kuehmichel, Caledonia City resident, pointed out that the Board is responsible for the safety and wellbeing of the County. He shared his opinion that the recent train derailment shows how big a liability rail lines are. They could be costly to Houston County tourism. He also expressed his understanding that the Board of Adjustment needs 3 members to have a quorum and indicated two members do not constitute a quorum.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to place on file the following items from the consent agenda:

File No. 8 – Correspondence to payroll regarding recent hire

File No. 9 – Letter of appreciation for financial support from SMIF

File No. 10 – Correspondence from H. Koch regarding credit on account due to tons delivered

There being no further business and the time being 10:22 a.m., motion was made by Commissioner Zmyewski seconded by Commissioner Schuldt and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, February 9, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, February 9, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Stotts; County Attorney Jandt; HR Director Arrick-Kruger; PHN Director Marchel; Engineer Pogodzinski; Sheriff Inglett; Kimberly Theilen Cremers; Yvonne Krogstad; Donna Buckbee; Bryan VanGorp; Lisa Inglett; Gretchen Cook; Fred Arnold; Ken Tschumper; Joanne Heim-Welch; Bruce Kuehmichel; Michael Fields; IS Tech Shaver; Zoning Officer Lacher; Deputy Sheriff Seitz; HS Director Bahr; Environmental Services Director Frank

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the agenda.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the minutes of the February 2, 2016 meeting.

File No. 1 - Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$85,033.46
Road & Bridge Fund	16,953.35

Total	$101,986.81
	=========

File No. 2 – Sheriff Inglett provided the 2015 Annual Report of the Sheriff's Office. He commented that his is just completing his first year as Sheriff. In this time there has been a complete change of administration. He shared his perspective that through the changes, things are going well. He noted that the greatest change to operations has been the implementation of the records management system which includes computer aided dispatch.

Sheriff Inglett stated that Chief Deputy Sheriff Lapham was assigned the task of the project to migrate to the records management system and has far exceeded expectations. The project would not have been completed without the expert assistance of IT Director Milde. Sheriff Inglett was able to work with Finance Director Lapham to utilize $25,000.00 awarded from the Arlin Falk Foundation to offset the significant cost of the project.

Sheriff Inglett was pleased to report on newly implemented programs such as ALICE ALICE (Alert, Lockdown, Inform, Counter and Evacuate) which is a pro-active training in response to active shooter scenarios. Deputy Sheriff Seitz has been the one trained and is providing training to area school staff. The program is to expand or continue in 2016 with the student training portion.

There has been a re-organization of the Sheriff's Posse. The process was slow and has resulted in establishing a viable group of volunteers.

Prescription drug disposal is now available within the LEC. Since the implementation of the program in October 2015, 32 pounds of prescription drugs have been collected and properly disposed of. These drugs will not end up on the wrong hands.

The social media presence has been increased through the use of a Facebook page. The page has experienced a significant increase in likes and interactions since its inception.

The graphics on the squads has been given a new look. To date, 3 vehicles have been fitted with the new graphics to make the vehicles easily identifiable. The program to update the graphics on the other vehicles will continue through the natural process of attrition.

The county was able to secure a federal grant to purchase a new boat for the water patrol. The old boat had developed a leak allowing water to gather between the double hulls. The boat was large which made navigation in the backwaters of the Mississippi difficult. The new boat will better serve the boating community.

In closing, Sheriff Inglett provided various statics related to call volume, investigation and arrest numbers, budgeting and jail operations. He reported that the Sheriff's Office responds to an average of 331 calls monthly. The cost for around the clock law enforcement protection is approximately $80.00 per individual county resident.

File No. 3 - On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the temporary decrease from 1.0 FTE to 0.8 FTE effective immediately for PHN Scheetz. Her FTE will be restored to 1.0 on May 28, 2016. HR Director Arrick-Kruger stated that the request is not resulting from lack of work and reiterated that it is temporary in nature and for appropriate reasons.

File No. 4 - HR Director Arrick-Kruger was joined by Environmental Services Director Frank to discuss the need to appoint a member(s) to the Board of Adjustment. There is a meeting of the BOA scheduled for February 18th. The Zoning Office would like adequate time in which to bring the newly appointed members up to speed prior to the scheduled meeting. Therefore, it is in their best interest if the Board takes action to make the necessary appointment(s) today. Currently there are 2 sitting members. The ordinance requires 3 members and it would be beneficial to appoint an alternate in the event one of the members is unable to attend a meeting. Environmental Service Director Frank supports expanding the membership of the BOA from 3 to 5 members. Commissioner Zmyewski expressed his support for an expanded membership and suggested going to 7 members. Commissioner Zmyewski expressed concern that there is an additional sitting member who has exhausted the allowable number of terms and questioned whether someone should be appointed in place of this individual. Environmental Services Director Frank commented that there has been significant turnover, and he would prefer this individual be allowed to serve out the term. Chairperson Storlie stated that the action which should be taken today is to appoint a PC member to serve on the BOA per policy. An alternate should also be appointed so that adequate coverage is ensured. Commissioner Walter nominated Larry Hafner for appointment to the BOA to represent the PC and Rich Schild to serve as alternate. Commissioner Zmyewski suggested that Mr. Schild be made the appointee since he has served longer than Mr. Hafner and that Mr. Hafner could be appointed as alternate. It was noted that Mr. Hafner has experience since he has served on the La Crescent Zoning Board for several years. Commissioner Walter stated that Mr. Hafner expressed interest. She had not heard from Mr. Schild. Commissioner Zmyewski made a motion to appoint Rich Schild to the BOA and to appoint Larry Hafner to serve as alternate which was seconded by Commissioner Kjome. A roll call vote was taken: District 1 – no; District 2 – yes; District 3 – no; District 4 – no; District 5 – yes. The motion failed. Motion was made by Commissioner Walter and seconded by Commissioner Schuldt to appoint Larry Hafner to the BOA and Rich Schild as alternate. A roll call vote was taken: District 1 – yes; District 2 – no; District 3 – yes; District 4 – yes; District 5 – yes. The motion carried to appoint Larry Hafner to the BOA and Rich Schild as alternate.

File No. 5 - HR Director Arrick-Kruger presented a draft plan to fill Planning Commission Vacancies. This plan was originally submitted by Commissioner Zmyewski and has been reviewed by Zoning Officer Lacher and others whose recommendations have been incorporated. This search checklist will be utilized by the Personnel Committee to develop a more formal policy. Environmental Services Director Frank suggested that consideration be given to changing the term lengths and staggering the requirement which results in the need for multiple replacements to be appointed in any given year. Discussion was held regarding the fact that term limits were adopted to allow for new members to participate which has resulted in fast turnover of several members who have been serving for a significant number of years. Once these members have been cycled out, the high rate of turnover will subside. Commissioner Zmyewski encouraged patience to allow the policy to become fully effective. At this time the Board is being asked to consider the Houston County Search Check List Planning Commission Vacancies document. HR Director Arrick-Kruger noted that Houston County staff is capable of

maintaining neutrality. The proposal is fair and will provide guidance until a formal policy can be developed, considered and adopted. Since Zoning Officer Lacher provides recommendations to the Planning Commission and provides guidance to them, it is better to have another individual assisting to make appointee recommendations. HR Director Arrick-Kruger stated that Zoning Officer Lacher has strong critical analysis skills and is intellectual. If he were to be allowed to assist in determining the makeup of the members on the board he is directly supervising/assisting, there could be a perception of manipulation of the membership. HR will not be voting on appointee recommendations but will provide process guidance and oversight. Commissioner Zmyewski commented that County Attorney Jandt supports the development of a policy for appointing Planning Commission members which could be used as a template for the County in all appointment situations. The policy will need to be in line with the Zoning Ordinance and in the event the ordinance is amended the policy may need to be reviewed and amended to reflect any ordinance changes also. Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to adopt the Houston County Search Check list Planning Commission Vacancies.

File No. 6 – HR Director Arrick-Kruger provided a copy of a Memorandum of Agreement with LELS Local #237. She explained that approving the agreement has no financial implications. The purpose of the agreement is to ensure discussion regarding specific negotiated terms and conditions are discussed during the next contract negotiations. She explained that this is the result of recent restructuring within the Sheriff's Department which changed the captain position to that of Lieutenant. Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the Memorandum of Agreement.

HR Director Arrick-Kruger provided a brief reminder regarding upcoming department head evaluations. She reminded the Board that per Minnesota Statue the evaluations may be performed in closed session, however, they may be open at the request of the subject of the evaluation. The Board is required to state the name of the individual being evaluated and upon re-opening the meeting must provide a brief summarization. The evaluation itself is considered private data and the contents must not be discussed.

File No. 7 - Kimberly Thielen Cremers, Pest Mitigation and Biocontrol Unit Supervisor met with the Board to provide an overview of the Minnesota Department of Agriculture's response to gypsy moth surveys. She provided information on the biology of the invasive pest, its spread across the United States, and efforts to slow that spread. This invasive species is a tree defoliator. Large breeding populations can cause discomfort to people trying to enjoy the impacted area. Eleven states have combined efforts to slow the spread of the pest. They pool federal and state resources and provide comparable prevention methods across the area. Ms. Thielen Cremers provided an overview of the project being proposed for 3 sites across Houston County where application of a reproduction interrupting product is proposed to be applied. She indicated that an environmental assessment and public notification campaigns will be completed in preparation. A public information meeting is scheduled to take place in the LEC on Wednesday, February 24th. She indicated that observant individuals can report egg masses to the

Arrest the Pest e-mail and are encouraged to submit supporting photographs. Also, humans cause the fastest and most efficient spread of invasive species through the unknowing transportation of the pests to new areas.

Auditor Meiners clarified that Larry Hafner has been appointed to fulfill the unexpired term of Glenn Kruse which will expire December 31, 2017.

The time being 10:34 a.m. and pursuant to M.S. 13D.05 subd 3(a), motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to go into closed session to evaluate the performance of Brian Pogodzinski.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to reconvene in open session. It was noted that the time was 10:59 a.m. and that the purpose of the closed session was to evaluate the performance of Brian Pogodzinski, County Engineer.

HR Director Arrick-Kruger requested that her evaluation be completed in open session.

The Board met with HR Director Arrick-Kruger for her annual performance review.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to recess the meeting for a period of 5 minutes.

Following discussion, motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to schedule the County's Board of Equalization meeting for Monday, June 20, 2016 at 6:00 p.m.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to accept the resignation of Glenn Kruse.

Discussion was held regarding Planning Commission appointment to replace Mr. Kruse. It was determined that the vacancy would be posted followed by a period for accepting applications. Previous applicants will be allowed to contact the HR department and request their previously submitted materials be forwarded for consideration or will be allowed to submit new and possibly updated application.

Commissioner Kjome reported on Water Planning and Extension meetings which he attended recently.

Commissioner Walter reported on an Extension meeting which she attended.

Commissioner Schuldt reported on a Semcac meeting which he attended.

Chairperson Storlie provided a reminder on a Land Use training opportunity. Interested commissioners need to notify the Zoning Office of their intent to attend so that registrations may be submitted today.

Commissioner Zmyewski has received many queries regarding the resignation of Glenn Kruse. It was noted that Mr. Kruse was both a 67 day temporary employee of the County and was serving on the Planning Commission and Board of Adjustment. It was deemed a conflict that Mr. Kruse was both an employee of the county and appointed to serve on the Planning Commission and Board of Adjustment therefore, Mr. Kruse was required to choose between the positions.

File No. 8 - HR Director Arrick-Kruger led a Strategic Planning discussion. She provided a PowerPoint Presentation which provided an overview of the strategic planning process. She encouraged the Board to dream large. She guided the commissioners in gathering ideas regarding the Board's principles, core values, goals and vision. Work will continue utilizing this information to develop a mission statement. She indicated that the mission statement should be more than mere words and an effective mission statement will guide decision making. It was the consensus of the Board to schedule 30 minutes prior to the close of each Board meeting to continue strategic planning work.

There being no further business and the time being 12:43 a.m., motion was made by Commissioner Schuldt seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, February 16, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, February 16, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Stotts; County Attorney Jandt; PHN Director Marchel; Engineer Pogodzinski; HR Director Arrick-Kruger; Finance Director Lapham; HS Director Bahr; Social Services Supervisor Moen; Financial Services Supervisor Kohlmeyer; Bryan VanGorp; Yvonne Krogstad; Gretchen Cook; Larry Gaustad; Deputy Sheriff Kulas; John Dewey; Deb Dewey; Joanne Heim-Welch; Jeremy Chipps; Matt Klug; Ken Tschumper; Robin Tschumper; Fred Arnold; Ted Hanson; Eric Johnson; Bruce Kuehmichel

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Kjome, seconded by Commissioner Schuldt and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the minutes of the February 9, 2016 meeting.

File No. 1 - Motion was made by Commissioner Kjome, seconded by Commissioner Zmyewski and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$157,733.45
Road & Bridge Fund	270,638.71

Total	$428,372.16
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PHN Director Marchel requested that her evaluation be completed in open session.

The Board met with PHN Director Marchel for her annual performance review.

Commissioner Schuldt reported that the appraisals have been completed. However, copies have not been received by the County yet. A meeting with the appraiser is scheduled for later today.

File No. 2 – On the recommendation of Engineer Pogodzinski, motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the airport maintenance and Operation Grant Contract and adopt the following:

RESOLUTION NO. 16-7

AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT

BE IT RESOLVED by the **County of Houston** as follows:

1. That the State of Minnesota Agreement No. **1000998**,
   "Airport Maintenance and Operation Grant Contract," at the Houston County Airport is accepted.

2. That the County Board Chairperson and County Auditor are authorized to execute this Contract and any amendments on behalf of the County of Houston.

Engineer Pogodzinski noted the contract remains unchanged from previous years.

File No. 3 – Engineer Pogodzinski reported on an Equipment Lease Agreement with Caledonia Implement providing for a new tractor to be used for Highway Department use which is primarily mowing for a period of 6 months or 250 hours. The agreement has been reviewed by the county attorney. County Attorney Jandt noted that the agreement is good and may be used by others as a template. There are areas which are vague and pertain to damage which is not normal use, and the responsible party for repairs to fix such damage. Commissioner Schuldt questioned which party is responsible for minor damage which may/could occur. Normal wear and tear is acceptable. This is a limited contract, the term limits liability to a certain degree. Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the Equipment Lease Agreement with Caledonia Implement.

At this time the Board met with the Human Services team for its monthly update.

File No. 4 - Financial Services Supervisor Kohlmeyer presented, for consideration, a cooperative agreement with the State of Minnesota for the child support program and also Attachment A between Human Services, County Sheriff and County Attorney. Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve both the Minnesota State/County Child Support Program Cooperative Agreement and

Attachment A IV-D Child Support Cooperative Arrangement with Houston County Offices of Human Services, County Sheriff and County Attorney. The term of the agreements is January 1, 2016 through December 31, 2017.

Financial Services Supervisor Kohlmeyer was pleased to report that her unit has improved across all child support measures. Houston County now ranks 4th in establishing orders and 11th in establishing paternity.

HS Director Bahr reported that Houston County is a member of a regional group which has been awarded CREST grant funding. This funding is utilized for qualifying adult mental health expenses. Olmsted County has been the fiscal agent for the regional group. As such, they received documentation and billing information. The State Legislature recently enacted legislation requesting significant amounts of reporting and statistics. The requested information would take any organization a significant amount of time and hand calculations to gather, compile and submit. Olmsted County would like each county to prepare their own information however, the documentation has been submitted to Olmsted County and they could prepare the information for the entire region. Olmsted County receives remuneration for acting as the fiscal agent. If the required information is not submitted, funding could be withheld. The regional group has drafted and submitted a request to legislature to amend the reporting requirements. While this and similar requests are being considered, Olmsted County is seeking a guarantee from regional group members that in the event CREST funding is withheld, participating counties will guarantee payment for their share of CREST expenses paid. HS Director Bahr indicated that Houston County has two options, discontinue services for the mentally ill or provide the requested guarantee to Olmsted County. Houston County's share of the CREST grant is approximately $80,000.00. The Human Services Department has this amount in reserves in the event Olmsted County requested payment and CREST funding was withheld. It was agreed that it would not be in the County's best interest to discontinue services. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to guarantee payment to Olmsted County for Houston County expenses that qualify for CREST grant funding.

File No. 5 – HS Director Bahr distributed an outline of mandated services provided by Human Services. The only non-mandated service provided by the department is extended employment. The public is extremely supportive of this service. The cost of the program is offset by certain mental health grant funds. Funding for mandated programs is often tied to performance standards. Funding could be withheld if counties fail to meet said standards.

File No. 6 – HS Director Bahr provided statistical information regarding caseloads among the various Human Services units. She noted that the report reflects a decline in child support cases. This decline is attributed to the fact that MN Sure is not referring certain cases which qualify. The cases must be manually tracked. The report also shows the breakdown in FTE's related to each unit and administration. One notable change was bringing mental health case management back in house. HS Director Bahr indicated that reimbursements offset the cost

of staffing. In closing, HS Director Bahr invited Commissioners to come in and spend time in the department to learn more about the department and understand what they do.

Social Services Supervisor Moen reported that 2 additional children have been placed in foster care. She is scheduled to meet with Semcac later today to discuss a significant increase in the one way trip fee from $3.50 to $8.00 for those utilizing Semcac Transportation. This is having a negative impact on individuals living on fixed and limited incomes. She also has meetings scheduled with other service providers to better understand how the County's role and the service providers role can be complimentary to one another to better meet client needs.

HS Director Bahr reported on the quote for a HS vehicle which was included on the consent agenda. The price difference between the Chevy Malibu and the Chevy Equinox was minimal, less than $100.00. There are times when staff may need to haul a donated item of furniture to a client in need. The Equinox will provide the flexibility to do so. In addition, the Equinox is a heavier vehicle which could be beneficial on certain area roads. While gas mileage may be slightly less, it isn't expected to be significant.

File No. 7 - HR Director Arrick-Kruger presented a job description and banding information related to an IT Support/Web Technician position for consideration. This position is confidential and not represented by a collective bargaining unit. Chairperson Storlie commented that there has been discussion regarding the addition of this position for over a year. HR Director Arrick-Kruger explained that while a person assigned to this position will report to the IT Director, it will be a position which is shared between Human Resources and IT. Commissioner Zmyewski expressed reservations regarding the addition of the IT position. Commissioner Zmyewski shared his opinion that a county administrator position is a greater priority and in the event additional funds are to be budgeted they should go to the position with priority. HR Director Arrick-Kruger stated that the IT Department is sorely short staffed, and without this position she is unable to advance needed initiatives from her office. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and carried with Commissioner Zmyewski voting in the negative to accept the position description and banding for IT Support/Web Technician.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and carried with Commissioner Zmyewski voting in the negative to authorize a search to fill the position of IT Support/Web Technician.

Finance Director Lapham and Treasurer Trehus met with the Board to provide the monthly financial update. Finance Director Lapham reported that fund balance increased by $450,000.00. She stated that a portion of this amount is made up of designated funds some of which have been paid out since January 1, 2016. The highway departments fund balance has decreased due to the recent payment on a flood project. In closing, Finance Director Lapham stated that it is a typical January with more payments being made than revenues being receipted.

File No. 8 - Treasurer Trehus provided an update on cash balances and investment holdings. There are several CD's coming due and there are adequate accounts which provide sizeable liquid cash balance. Treasurer Trehus mentioned that intent regarding the Highway Department Building is important and any change could impact the liquid cash balances and investments made. Treasurer Trehus reported that rates have remained steady and there is no significant change expected for CD rates over the next 5 year period. She did note that a single natural disaster could impact liquid cash significantly.

Commissioner Kjome questioned why payments to HSR Associates continue to appear on the warrant register. Commissioner Zmyewski stated that, as a government entity, the county is required to go out for competitive bid. This requires that a single set of plans be prepared so that all interested parties are bidding on the same package. He also stated that the county could save funding and solicit design build proposals based on minimal parameters. It would be up to the county to determine which meets needs in the most cost effective manner.

Commissioner Kjome reported on an EDA meeting which he attended this past Wednesday.

Commissioner Walter reported on various meetings which she attended and were not directly county business related but of great interest.

Chairperson Storlie reported on the surveyors' conference which she attended to gain a better understanding of the position of surveyor.

Yvonne Krogstad, Caledonia Township resident, read from a prepared statement. She questioned why certain county employees are issued county vehicles and shared her opinion regarding this practice.

File No. 9 - Bryan VanGorp, Yucatan Township resident, read from a prepared statement which is on file.

Jeremy Chipps, La Crescent City resident, provided an overview of a house transportation committee meeting which he recently attended. He questioned whether the Board was or has considered holding a hearing and requesting the presence of rail representatives to discuss the recent train derailment. He expressed his opinion that there is safety and tourism dollars at stake. It was noted that Sheriff Inglett and Emergency Manager Kuhlers are working through the process and continue the preparation of a final report regarding the derailment.

Ken Tschumper, La Crescent Township resident, spoke regarding a complaint which was recently filed and his perceived inaction related to said complaint. County Attorney Jandt requested the comment cease. He indicated that in the event the performance of an employee subject to the Board's authority is discussed, the Board needs to convene a closed session or

have the permission of the subject to hold such discussion in open session neither of which is the current situation. Chairperson Storlie excused Mr. Tschumper from further comment during this public comment period.

Robin Tschumper, La Crescent Township resident, encouraged the Board to listen to PHN Director Marchel regarding concerns related to citizen health and wellbeing as it relates to frac sand mining. She shared her opinion that there are many who are considering frac sand mining a business opportunity and have little if any regard for citizen wellbeing.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to recess the meeting for a period of 5 minutes.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to reconvene the meeting.

At this time, HR Director Arrick-Kruger guided strategic planning discussion. She asked commissioners to consider "burning" county questions. She explained that once the burning questions have been identified they can move forward to identify a vision and follow that with establishing goals and objectives.

From the previous strategic planning session, she discovered and pointed out that commissioners adhere to several of the same principles.

HR Director Arrick-Kruger guided an exercise in identifying great leaders and the qualities making them such. She also took time to point out great leaders with negative outcomes. An example of this was Adolf Hitler.

HR Director Arrick-Kruger presented a mission statement which she crafted as a result of the collective information gathered last week. This proposal can be considered, not considered or tweaked as the commissioners sees fit.

She encouraged commissioners to consider what four things are required in order for the county to remain upright. This will be discussed further next week.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to place on file the following items from the consent agenda:

File No. 10 – Notice of rust repair on surveyor vehicle

File No. 11 – Quote on Equinox for HS Department

There being no further business and the time being 11:32 a.m., motion was made by Commissioner Kjome seconded by Commissioner Zmyewski and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, February 23, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, February 23, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Stotts; County Attorney Jandt; Liz Gibson-Gassett; Sam Whitehead; HR Director Arrick-Kruger; Fred Arnold; Yvonne Krogstad; Bryan VanGorp; Betts Reedy; Deputy Sheriff Swedberg; Gretchen Cook; Joanne Heim-Welch; Emily Schroeder; Glenn Kruse; Finance Director Lapham; LaVonne Beach

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the minutes of the February 16, 2016 meeting.

File No. 1 - Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$25,683.17
Road & Bridge Fund	2,197.54

Total	$27,880.71
	=========

Sam Whitehead reported on various EDA loans which have been granted in 2015. They include a loan to CREST Precast in the amount of $65,000.00 for an expansion project. CREST Precast was granted additional funding from the State. Caledonia Veterinary Clinic was able to complete an expansion project as a result of $18,000.00 in EDA loans from the County with additional funding from the City of Caledonia. Nicki Rud was granted $20,000.00 to re-open a restaurant in Houston City. Unfortunately this loan failed. Mike and Diane Schnell were granted $20,000.00 in order to re-open a restaurant which is performing very well. An expansion of

Elsie's Bar & Grill has been completed as a result of an EDA loan. This business is also performing well. Mr. Whitehead was pleased to report that a flood loan granted to Randy Munson Trucking has been collected in full. The EDA loan granted to failed Corner Café has also been collected. Work continues with the City of Caledonia to attract and identify a suitable location for Tacticam. Greg Hoscheit is also exploring grant options for an expansion to Lifestyle Fitness. Mr. Whitehead anticipates a request coming forth from a Spring Grove manufacturer for an expansion project.

The County planned a 10 year abatement for Kid's Corner, however, the agreement was worded in a peculiar manner and a 5 year abatement with the option to extend the abatement resulted. Kid's Corner is requesting the abatement be extended.

Sam Whitehead reported that he has tendered his resignation to CEDA. CEDA will assign a different employee to provide contracted service to the County.

File No. 2 - Liz Gibson-Gassett, Houston Library Director, met with the Board. The Directors of both the Hokah and La Crescent City Libraries were also in attendance. Ms. Gibson-Gassett discussed the current contract and a formula error which contradicts a previous funding request. When SELCO representatives met with the Board to request funding for 2015 through 2017, annual increases of 3% were requested. When the contract was developed and sent for final approval, the amounts reflected a 3% increase for 2015, a 6% increase for 2016, and a 3% increase for 2017. This was a formula error and not meant to be misleading. It is the desire of Library Directors to discuss the Board's intent with regard to the level of funding. The libraries have developed their budgets and programming based on the contract amounts and it could be detrimental to summer reading programs if the funding was reduced to reflect only a 3% increase over the previous year. This would also pose an additional challenge to recently hired Library Directors. Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to approve the financial figures presented in the SELCO contract which are $138,437.00 for 2015, $146,742.00 for 2016 and $151,144.00 for 2017 and reflect increases of 3%, 6%, 3%.

Commissioner Schuldt reported that he and Engineer Pogodzinski will be meeting with the City of Caledonia to discuss whether there are concerns in the event the County is successful in negotiating a deal to swap land and plan an expansion for the current Highway Department site.

File No. 3 - At this time Sam Whitehead along with Emily Schroeder met with the Board regarding a recommendation to extend the Kid's Corner tax abatement for an additional five years for a total of 10 years, and to schedule the required public hearing. Mr. Whitehead noted that the maximum value remaining on the tax abatement was approximately $8,000.00. In the event the extension is granted it would be in effect tax payable years 2017 through 2022. Motion was made by Commissioner Kjome, seconded by Commissioner Schuldt and unanimously

carried to schedule the required public hearing to extend the Kid's Corner tax abatement for 5 years for Tuesday, March 22, 2016 at 9:15 a.m.

Commissioner Kjome reported on a Board of Adjustment meeting which he attended. He also reported that he has been assisting HR Director Arrick-Kruger with the review of building maintenance foreman applications due to his past experience with maintenance. Interviews are being scheduled for Friday.

Commissioner Schuldt reported on a safety meeting to discuss disaster recovery, Board of Adjustment, SELCO and Association of County Township Officers meetings which he has attended recently. He also reported on equipment failures impacting the Justice Center.

Chairperson Storlie reported on the safety committee and CJC meetings which she attended. Chairperson Storlie expressed concern with unattended audio and visual equipment. She suggested a policy be developed to limit any county liability should unattended equipment become damaged.

Auditor Meiners presented a Ground Lease Agreement for Lot 12 for signature. This is one of multiple ground lease agreements which will trickle in over time. The agreement was approved earlier and signing individual agreements is a formality.

File No. 4 - Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the gambling permit for Gopher State Sportsmen's Club for an event scheduled for March 26, 2016.

There was a reminder of the Joint Board of Public Health meeting to be held in Mabel at the community center at 1:00 p.m. today.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to place on file the following items from the consent agenda:

File No. 5 – Correspondence to H Koch regarding tons delivered to Xcel

There being no further business and the time being 9:28 a.m., motion was made by Commissioner Zmyewski seconded by Commissioner Kjome and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, March 1, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, March 1, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Stotts; County Attorney Jandt; Engineer Pogodzinski; Yvonne Krogstad; Luke Sass; Donna Buckbee; Fred Arnold; Michael Fields

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the agenda.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the minutes of the February 23, 2016 meeting with the noted correction.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$8,825.98
Road & Bridge Fund	8,375.24

Total	$17,201.22
	=========

File No. 2 - Engineer Pogodzinski reported on two bids which were received for S.A.P. 028-614-011. This is a concrete paving project for CSAH 14. Concrete Foundations, Inc. submitted the low bid in the amount of $4,641,920.45. The bid was substantially higher than the engineer's estimate. The engineer's estimate is only the second concrete paving estimate the county has prepared and upon review, flaws were discovered. Engineer Pogodzinski noted that more bidders were expected. He explained the options which include hold on awarding the bid until additional advanced funds can be requested from the State or reject all bids and rebid the project. It is his understanding that the State would have additional funding available if

requested. However, this could impact 2017 construction projects in Houston County. If the project is rebid, the county can rebid as asphalt, or as an alternate bid to include bidding for both asphalt and concrete. Asphalt has less expensive upfront costs and the project can be completed faster. The maintenance costs over time are higher. Concrete, while having a high up front cost, has less maintenance costs and an estimated useful life of approximately 35 years compared to 20 years for asphalt. Concrete paving projects take longer to complete. Engineer Pogodzinski has calculated out the costs including maintenance for both asphalt and concrete and has found the overall costs to be within $200.00 of one another. The weather will be the greatest factor with road wear. When asked whether Engineer Pogodzinski had a preference, he responded that he did not. Commissioner Zmyewski suggested that CSAH 14 would be well served by asphalt paving. More expensive upfront concrete paving could be utilized on higher traffic roadways. It was noted that the most recent overlay on CSAH 14 took place in 1991 and maintenance could have been performed anytime in the past 5 years. Commissioner Schuldt indicated that lower upfront costs and speed of project completion favor asphalt paving. Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to reject all bids and to go out for alternate bids.

File No. 3 - Discussion was held regarding personal items at public meetings being left unattended and the risk and safety concerns. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to adopt the Personal Items in County Buildings and at Public Meetings Policy.

File No. 4 - Motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to authorize the hire of Greg Olson at Step 1 of the C41-2 comparable worth band, effective March 14, 2016 for the position of Building Maintenance Foreman contingent upon successful completion of the required background check.

Commissioner Kjome reported on the Joint Board of Health meeting which he attended and also interviews for the position of Building Maintenance Foreman which he participated in.

Commissioner Schuldt reported on the Joint Board of Health meeting and Land Use training in Mankato which he recently attended.

Chairperson Storlie reported on the Joint Board of Health meeting, Land Use training in Mankato, and a public forum on Drug Use in the area which she attended.

Yvonne Krogstad, Caledonia Township resident, questioned whether the Board had considered her request for the reassessment of issuing county vehicles to staff. She expressed her opinion that this is unnecessary and eliminating the practice would save tax dollars. She questioned why architect fees have been assessed and paid when no building decisions have been made. She requested this be looked into. She questioned why complainant names are considered confidential in some instances while not in others. She provided an example of when complainant names were shared publicly. County Attorney Jandt responded that the time in

questions was reviewed for privacy concerns and finding none, the names were shared publicly. He noted that each case must be evaluated independently based on the facts of the case.

Donna Buckbee, Yucatan Township resident, expressed concern that certain members of the public have been and continue to be discriminated against. She shared her strong concern for the safety of members of the Houston County Protectors. She feels these safety concerns are not being seriously considered.

There being no further business and the time being 9:43 a.m., motion was made by Commissioner Schuldt seconded by Commissioner Zmyewski and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, March 8, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, March 8, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Stotts; County Attorney Jandt; Finance Director Lapham; HR Director Arrick-Kruger; Yvonne Krogstad; Bryan VanGorp; Glenn Kruse; Jail Administrator Schiltz; HS Director Bahr; Gretchen Cook; Fred Arnold; Environmental Services Director Frank; Jeremy Chipps; Sheriff Inglett; Chief Deputy Sheriff Lapham; Bruce Kuehmichel; Deputy Sheriff Swedberg

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the minutes of the March 1, 2016 meeting.

File No. 1 - Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$82,538.43
Road & Bridge Fund	6,991.35

Total	$89,529.78
	=========

File No. 2 - Environmental Services Director Frank provided an overview of the 2016-2017 Recycler Brochure. This brochure is updated and released once every two years as a way to keep residents abreast of the solid waste program in Houston County.

Finance Director Lapham provided end of February financial reports electronically prior to the meeting. She provided a brief overview of said reports.

File No. 3 – Finance Director Lapham presented a budget amendment request to reflect the use of Falck Foundation grant funding for the LETG project completed by the Sheriff's Department. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the budget amendment as presented.

Finance Director Lapham is preparing budget amendments for the current year. Discussion was held regarding how specific expenses were being covered.

File No. 4 – At this time HR Director Arrick-Kruger, Sheriff Inglett and Jail Administrator Schiltz met with the Board to discuss jail staffing. HR Director Arrick-Kruger presented a Program Coordinator/Lead Jailer position description for consideration. This position is new and is the result of DOC regulations requiring a full time programmer in facilities which have an average daily inmate population of 30 or more. It was reported that during the past year the average daily inmate population has fluctuated between 25 and 30. Sheriff Inglett reported that last week Houston County had 30 of its own inmates and was unable to house out of county inmates. HR Director Arrick-Kruger reported that the proposed position description takes into consideration like positions from surrounding counties and the expectations and qualifications. She will work with Gallagher and Associates to expedite a rating so that the internal posting can be put up over the weekend in the event the position description and search authorization are granted. Commissioner Zmyewski questioned the total cost for the position. HR Director Arrick-Kruger provided an estimated cost including wages and benefits to be approximately $70,000.00. HR Director Arrick-Kruger noted that this position is a mandate from the DOC. In the event the inter-agency agreement is approved, the costs for the position will be marginalized. At this time Houston County does not have a contract with La Crosse County. A proposed contract with Winona County for the housing of inmates will be presented later during this meeting. Commissioner Zmyewski noted that during committee meetings there was lengthy discussion. He expressed concern that Winona County hasn't approved the inter-agency agreement, therefore it is not certain. Also if the position isn't contingent upon the approval of the contract, it is a new position for which Houston County taxpayers will be responsible for. Recently, Houston County added an IT position which will cost taxpayers approximately $50,000.00. Commissioner Zmyewski noted that these positions will increase the budget by $120,000.00. He disputed the claim that Houston County has averaged 30 inmates per day. There are two additional jailer positions being requested which will increase the staffing costs by $200,000.00. While the proposed inter-office agency agreement could be worth $260,000.00 annually, Houston County will be responsible for the budget impact of staffing in the event the contract is not approved or is terminated. Commissioner Zmyewski would like to see staffing levels re-evaluated in the event no contract is effective. HR Director Arrick-Kruger stated that Houston County has a present need for a programmer in the Jail at this time regardless of there being a contract or not. In addition, without the addition of the programmer, a contract cannot be considered in good faith. Commissioner Zmyewski expressed concern that the contract is short term and the impact of staffing is long term stating that historically, Houston County has never reduced staffing. He expressed his opinion that there is a need to consider management and staffing in the County. HR Director Arrick-Kruger indicated that strategic planning sessions

have commenced and through that process this may be addressed. Commissioner Kjome commented that when he has viewed the In Custody report, the majority of inmates are being housed for outside agencies. Sheriff Inglett responded that housing outside agency inmates resulted in $160,000.00 in revenues last year. At this time, Houston County is unable to house outside agency inmates due to the fact that Houston County has so many inmates it is seeking to house them out of county and the jail is full with its own inmates. Sheriff Inglett noted that the revenue generated from the inter-agency agreement will likely offset the staffing costs. Current staffing levels allow the housing of 30 inmates, with the approval of the programmer and two jailers, this would be increased to 50. The jail could house a maximum of 88 inmates. Currently, Houston County is faced with keeping inmate populations at or below 30 and maintaining current staffing levels. This would likely result in the inability to house outside agency inmates and could require Houston County to house its inmates out of county. Otherwise, Houston County can increase staffing, marginalize overhead costs, generate revenue and house outside agency inmates while housing its own inmates. Sheriff Inglett agreed that, in the event the contract did not come to fruition or was terminated, staffing would need to be reassessed. He also noted that if the county decides to add staffing and the contract comes to fruition inmate meal pricing could be reduced from $3.03 per meal down to $2.44 per meal which could result in a savings of $10,000.00. Jail Administrator Schiltz reported that since 2015, the average daily inmate population has been 27. Winona County is proposing a contract to guarantee 15 beds in the Houston County Jail with the likelihood they will house additional inmates with Houston County. With the approval of the additional staffing the next DOC threshold will be a daily inmate population of 60. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and carried with Commissioner Zmyewski voting in the negative to approve the position description.

HR Director Arrick-Kruger would like to post internally this weekend if banding is completed by Gallagher and Associates. Motion was made by Commissioner Walter, seconded by Commissioner Walter and carried with Commissioner Zmyewski voting in the negative to post the position contingent upon receiving banding information.

File No. 5 – HR Director Arrick-Kruger provided an overview of the Detention Center Inter-Agency Service Agreement. MCIT has been consulted and insurance liability concerns have been well defined. It was noted that Winona County will be designated as a 90 day lock up facility as of August 1. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the Detention Center Inter-Agency Service Agreement with term expiring December 31, 2018.

File No. 6 - HR Director Arrick-Kruger requested authorization to hire 2 jailer/dispatchers. These positions are both new and are DOC required to allow the jail to house more than 30 inmates. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and carried unanimously to approve the search with the understanding the need for the positions will be reviewed if the contract for housing Winona County inmates is discontinued.

HR Director Arrick-Kruger reported that the program coordinator position could result in a lead jailer vacancy. She requested authorization to advertise for and fill a layer created vacancy. Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to authorize the search for a lead jailer in the event a vacancy is created.

File No. 7 - On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Walter, seconded Commissioner Schuldt and unanimously carried to approve the status change of Lynnsey Standahl from probationary to regular effective March 15, 2016. HS Director Bahr commented that Ms. Standahl is a good team player and she is pleased to have her as a part of her department.

HR Director Arrick-Kruger reported that the Labor Agreement with the Operating Engineer's Union has been ratified by the membership. There are minor corrections which need to be incorporated and the final document will be presented for consideration during the March 22nd meeting.

File No. 8 - Auditor Meiners reported on a request for a tax abatement on U.S. Fish and Wildlife owned property. She explained that while the property was purchased after July 1st and was considered taxable for the following year, when the tax bill was received a representative from U.S. Fish and Wildlife contacted Assessor Dybing to inform him that the federal government does not pay property taxes. She also reported on a request for a tax abatement for Glenn D Meyer due to incorrect classification. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the tax abatement on parcel #07.0039.000 and #07.0040.000 in the amount of $2,432.00 for 2015 taxes payable and on parcel #21.0518.001 in the amount of $424.00 for taxes payable 2015.

Commissioner Zmyewski expressed disapproval of placing approximately $480,000.00 worth of equipment purchases on the consent agenda. He noted that there is a 1997 policy which requires even budgeted items to come before the Board for final approval. Chairperson Storlie stated that the information was provided to Commissioners in advance. If there were questions or concerns there was plenty of time to perform necessary research or seek answers. Commissioner Zmyewski stated that budgets are completed in August and are not a guarantee. He expressed his opinion that these purchases need to go through the proper approval channels.

Commissioner Schuldt reported that he hopes to meet with the Schulte family soon regarding the recent appraisal. It was noted that the appraisal is confidential at this point.

Commissioner Kjome reported on department head, EDA, and Water planning meetings which he recently attended.

Commissioner Walter reported on a SE MN Emergency Communications Board (former ARMER) meeting which she attended and that she is scheduled to attend both the State Extension meeting and AMC Legislative Conference later this week.

Commissioner Schuldt reported on a Toward Zero Deaths meeting which he attended.

Chairperson Storlie reported on Southern MN Tourism, EDA, CJC, SE MN Emergency Communications Board, and Hiawatha Valley Mental Health meetings which she has recently attended.

Chairperson Storlie expressed the importance of Commissioners attendance at assigned committee meetings. She would like any Commissioner unable to attend assigned meetings to work with other Commissioners to ensure Commissioner presence. Commissioner Zmyewski indicated that some meetings are not beneficial, discussion is often superficial and lacks business performance pertinent information. He expressed his opinion that matters of importance come before the full Board. Commissioner Storlie expressed disagreement and stated that recently at a department head meeting goals were discussed at length. She shared her opinion that set times ensure that Commissioners do meet with department heads. If there is no established meeting times she expressed her feeling that the meetings will cease to take place. Furthermore, committee meeting attendance makes Commissioners aware of what is happening in the organization. Commissioner Zmyewski commented how a large part of the information discussed at committee never comes before the full board. He commented that meeting reports need to contain more about what took place at the meetings. Commissioner Zmyewski expressed support for an administrator position. He expressed his opinion that an administrator would be able to utilize information to make decisions and would efficiently disperse information. Chairperson Storlie expressed her belief that communication is lost when meetings are not attended. In addition, an administrator would not take over the duties of commissioners. Commissioner Zmyewski responded that an administrator should take over a fair majority of Commissioner duties. Again Commissioner Zmyewski stressed the importance of meaningful meeting discussion. Commissioner Zmyewski shared his opinion that Commissioners act like independent administrators and lack experience to deal with the wide range of topics. Commissioner Schuldt shared his opinion that good discussion takes place during department head meetings.

HR Director Arrick-Kruger provided a brief review of work completed during previous strategic planning sessions including mission, principles, core values and important questions. She encouraged Commissioners to provide her with their definition of success and to contribute what they consider to be wildly important goals (WIGs). It was agreed to schedule an hour for the next strategic planning discussion to allow time to discuss challenges, strategy for success and results.

Motion was made by Commissioner Walter and seconded by Commissioner Schuldt to place on file the following items from the consent agenda. A roll call vote was taken: District 1 – yes, District 2 – no, District 3 – yes, District 4 – yes, District 5 – no. The motion carried.

File No. 9 – Budgeted equipment purchases including bids

File No. 10 – Notice of Public Hearing regarding extension of Caledonia Kids Corner tax abatement

There being no further business and the time being 10:54 a.m., motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, March 22, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, March 22, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Stotts; County Attorney Jandt; PHN Director Marchel; HR Director Arrick-Kruger; Tim Hunter; HS Director Bahr; Social Services Supervisor Moen; Financial Services Supervisor Kohlmeyer; Zoning Officer Lacher; Building Maintenance Foreman Olson; Donna Buckbee; Betts Reedy; Bryan VanGorp; Bruce Kuehmichel; Michael Kruckow; Deputy Sheriff Swedberg; Jeremy Chipps; Gretchen Cook; Diane Fields; Yvonne Krogstad; Eric Johnson; Mike Fields

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the minutes of the March 8, 2016 meeting.

File No. 1 - Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$93,991.06
Road & Bridge Fund	27,736.86

Total	$121,727.92
	=========

File No. 2 - PHN Director Marchel reported on revisions proposed for the Fillmore-Houston Joint Board of Health By-Laws. These revisions will ensure the by-laws mirror applicable statute. Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the by-laws as presented.

File No. 3 - HS Director Bahr reported on a regional initiative being spearheaded by Mayo Clinic called Accountable Health Communities. A 5 year grant will fund the initiative which will involve care providers along with regional human services and public health departments. Mayo Clinic will serve as the fiscal host for the 12 county regional initiative. The goal of the project is to encourage continuity of care. This will be accomplished by regional care providers referring clients to their local human services and public health departments to ensure client needs for services are being met. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to support the involvement of Houston County with the Accountable Health Communities project.

HR Director Arrick-Kruger introduced Greg Olson. Mr. Olson was recently hired as the Building Maintenance Foreman. He has an extensive background in public works.

File No. 4 – On the recommendation of HR Director Arrick-Kruger motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to accept the resignation of Jean Meiners effective April 1 and to send a letter of appreciation for her years of service.

HR Director Arrick-Kruger stated that no request to authorize a search is being put forth at this time. Recently, the 4H program has undergone change and upgrade. Much of the information once collected by Ms. Meiners as part of her duties is now collected online. HR Director Arrick-Kruger will be working with the Extension Committee and Ms. Meiners to review the needs of the position. She will return to the board for further request at a later date.

HR Director Arrick-Kruger reported that the Operating Engineer's Local 49 has ratified the 2015 through 2017 Collective Bargaining Agreement. She provided an overview of the agreement which provides for salary increases in the amount of 2% for 2015, 2.5% for 2016 and 3.0% for 2017 and clarifies certification payments. This unit has been without a contract since negotiations opened in late 2014. Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the Operating Engineer's Local 49 Collective Bargaining Agreement.

HR Director Arrick-Kruger reported that the Board recently adopted a policy regarding the filling of Planning Commission vacancies. This policy was followed during recent interviews for a Planning Commission vacancy. The applicant pool consisted of 5 of which 4 were interviewed. She noted that the vacancy was in a specific district and applicants residing in the district were interviewed. The committee is recommending the appointment of Bob Burns. Commissioner Zmyewski indicated that he had requested information regarding the interview of the candidates. He has not been provided with the requested information. Motion was made by Commissioner Zmyewski and seconded by Commissioner Kjome to table making the appointment until the requested information has been provided and there has been adequate time to review said information. The motion failed with Commissioners Schuldt, Walter and Storlie voting in the negative.

HR Director Arrick-Kruger reported that the four candidates who were interview include David Schultz, Harold Link, Yvonne Krogstad and Bob Burns. The identity of the fifth applicant remains private data. Commissioner Schuldt reported that Mr. Burns has experience with land use within the city and a history of public service. Environmental Services Director Frank reported that Mr. Burns has a working knowledge of the permitting process and is familiar with terminology specific to zoning. Commissioner Kjome commented that Mr. Burns answered the questions well, however, he has reservation which he expressed following the interview. Commissioner Zmyewski questioned what qualifications Mr. Burns possesses which make him the top pick other than his service on city council. Commissioner Schuldt stated Mr. Burns was well spoken, professional and confident. HR Director Arrick-Kruger stated that subjective interview information is private data. Education qualifications are public information. Commissioner Zmyewski indicated that Mr. Burns is retired from Mathy Construction and questioned whether Mr. Burns receives a pension from that organization. Commissioner Zmyewski expressed his opinion that in the event Mr. Burns receives a pension from Mathy he may have an ethical duty to recuse himself from voting on certain decisions. HR Director Arrick-Kruger stated that there will be a refresher regarding ethics and perception for members of the Planning Commission and Board of Adjustment. Commissioner Kjome commented how each candidate interviewed was questioned regarding their ability to perform the duties of the Commission and/or Board with fairness and impartiality. HR Director Arrick-Kruger stated that each and every individual has experiences and the mix of these experiences contributes to the ability to neutrally perform necessary duties. The candidates addressed this well.

File No. 5 - Motion was made by Commissioner Walter and seconded by Commissioner Schuldt to appoint Bob Burns to the Planning Commission. A roll call vote was taken: District 1 – yes; District 2 – no; District 3 – yes; District 4 – yes; District 5 – yes. The motion carried to appoint Bob Burns to the Planning Commission, with his term to expire December 31, 2018.

At this time Tim Hunter met with the Board to provide an overview of the Mobile Crisis Unit initiative. This program was conceptualized in 2013 and is functional for both children and adults since earlier this year. The Unit has the ability to bill MA, however, it is largely grant funded. There is no cost charged to clients for the services offered. When adults call the 1844CRISIS2 number they are speaking with someone within 40 seconds. If a team is dispatched they will be onsite within 40 minutes. Mr. Hunter reported that 80% of situations de-escalate during the period of phone contact. Law Enforcement has a direct line to the Mobile Crisis Units. There are plans for service expansion of the program in the future.

File No. 6 – At this time HS Director Bahr reported on the information represented on the "Human Services Staff Earned Revenues vs. Staffing Costs" graph. The graph depicts information from 2007 through 2015. All payroll expenses (this includes benefits) are reflected. The revenues generated by staff include reimbursement for Targeted Case Management "hits", and bonuses and incentives earned by the department and paid to the County. Factors which significantly impacted a given year are noted.

Financial Services Supervisor Kohlmeyer reported that 36 families are participating in the childcare assistance program. This results in the underutilization of available funding. In an attempt to increase awareness regarding the availability of the program the department is seeking ways to "get the word out". She noted that enrollment in the program requires an extensive amount of information and participating daycare providers are subject to specific requirements which are additional.

Social Services Supervisor Moen reported that March is Social Worker month. She expressed appreciation for the work of staff.

Social Services Supervisor Moen reported that the implementation of MN Choices continues to be challenging and the software fails to run smoothly. The Human Services and Public Health departments work collaboratively to complete assessments timely. The number of required assessments continues to increase and requires greater amounts of time.

File No. 7 - Chairperson Storlie was pleased to report on correspondence from the Minnesota Department of Human Services commending Houston County for perfect performance reporting requirements. This commendation is the result of 32 major reports being submitted on or prior to their deadline. She expressed her appreciation for those contributing to attaining this goal.

File No. 8 - Zoning Officer Lacher expressed a need to provide clarification regarding non-commercial family cabins which have been permitted using interim use permits. Zoning Officer Lacher indicated that there is potential issue defining cabin versus dwelling. Cabins have been permitted using conditional use permits which run with the land. There are restrictions regarding size and cabins are prohibited from connecting to water, sewer and/or electricity. Non-commercial family cabins have been permitted using interim use permits which sunset, however, they are not limited to size and some have been hooked up to modern utilities. The one limiting factor is time spent residing in the family cabin. Zoning Officer Lacher is concerned that non-commercial family cabins could largely resemble a dwelling. As such, a family could significantly invest in the cabin. At some point, the IUP will sunset and a question of how to deal with the non-commercial family cabin will be faced. If there has been a significant investment into the construction of the cabin it could impact a decision that requires the structure be removed. In addition, the land use plan seeks to limit the number of dwellings to 1 per 40 and allowing non-commercial family cabins to resemble dwellings in all respects with the exception of time spend in residence could undermine the density issue of a single dwelling per quarter quarter. At this time the Zoning Office is not encouraging application. Zoning Officer Lacher reported that 6 IUP's have been issued for non-commercial family cabins. The size of permitted structures ranges between 350 and 700 square feet and several are connected to modern utilities. Permits not exceeding these criteria will continue to receive permitting.

File No. 9 – Another land use topic recommended for review is non-conforming mines. Zoning Officer Lacher has completed extensive research and review of legal opinion, neighboring county ordinance and also general discussion with a cross section of the public. He reported that the listing of mining sites which was compiled in 1972 was a step in a process which was never completed. The list alone cannot bestow any status. It may however be considered a component in the establishment of a status. The list lacks precise location for a simple quarter quarter definition. There was never any validation of the entries submitted which appear on the listing. Zoning Administrator Lacher indicated that activity or use should be considered when determining whether there is an issue requiring review. Examples were provided which included a simple aerial photo, the same photo with lidar line overlay and then a photo with an area highlighted that may have been the site being identified on the 1972 list. Noted was the fact that without lidar or highlighting, this area was unidentifiable from the photo alone. County Attorney Jandt commented that activities take place, if those activities fall outside a defined circle, over time, they are brought into compliance. In many instances failure to perform activity over a consecutive 12 month period results in a loss of status. Anyone taking up an activity will need to show what has been done over a period with regard to mining to establish their claim.

File No. 10 - Zoning Officer Lacher shared correspondence regarding a list of topics which should be the focus of review to reduce ambiguity and to bring the zoning ordinance into compliance with updated definitions related to federal and/or state provisions. He provided examples of defining bluffs which fall outside of shore land and addressing parcel splits in ag protection districts which result in a non-farm dwelling which does not meet the non-farm dwelling requirements. Legislative changes have resulted in the ordinance not being in compliance. This needs to be updated so that the ordinance is again compliant.

File No. 11 - Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the 2015 Annual County Feedlot Officer Annual Report and Performance Credit Report and to authorize the signature of Chairperson Storlie.

Commissioner Kjome reported on Emergency Response Training which he attended and on a SE MN Water Resource Board meeting. He expressed concern that planting season is near and a proposed land swap has not been discussed. If a land swap is successfully negotiated it could have implications with regard to the planting season.

Commissioner Walter reported that she had attended the Emergency Response Training and has attended a State Extension meeting, the Legislative Conference, Wildcat Committee and SCHAC meetings. She also attended the La Crescent Township annual meeting.

Commissioner Schuldt reported on Emergency Response Training which he attended and on a Legislative Conference and Semcac meeting. He also participated on the interview team for the Planning Commission vacancy.

Chairperson Storlie reported on Emergency Response Training which she participated in. She also reported on a security meeting and Legislative Conference which she recently attended.

File No. 12 - Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the Addendum to Farm Lease resulting from a reduction in tillable acres of airport cropland.

File No. 13 - Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the letter of understanding with the Office of the State Auditor for 2015 audit services and to authorize the signature of Chairperson Storlie.

Mike Fields, Winnebago Township resident, questioned the appointment of an individual to the Planning Commission.

Betts Reedy, Money Creek Township resident, commended Houston County on achieving the rank of 5 of 87 counties for Public Health outcomes. She further encouraged the Board to step up efforts to improve air and water quality standings.

Bryan VanGorp, Yucatan Township resident, expressed his ongoing distrust in county government.

There being no further business and the time being 10:50 a.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, March 29, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, March 29, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Stotts; County Attorney Jandt; Fred Arnold; Bryan VanGorp; Finance Director Lapham; Yvonne Krogstad; Emily Schroeder; John Dewey; Deb Dewey; Donna Buckbee; PHN Director Marchel; Ron Ziegler; HS Director Bahr; Health Educator Myhre; HR Director Arrick-Kruger; Engineer Pogodzinski; social Services Supervisor Moen; Deputy Sheriff Hargrove

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the agenda.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the minutes of the March 22, 2016 meeting.

File No. 1 - Motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$87,009.27
Road & Bridge Fund	96,984.29

Total	$183,993.56
	=========

File No. 2 – Finance Director Lapham reported on two budget amendments. The first amendment has to do with items which weren't addressed prior to the final budget approval including salaries which were approved following the approval of the final budget. The second is with regard to fund balance applied entries. Wildcat Park profits are to be spent on the park per the agreement between the Corp of Engineers and Houston County. The tracked profits need to be accounted for and since they are not kept within a unique fund, they need to be designated to the appropriate line item to reflect this. The amendments will result in the accurate reflection of

financial business. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the budget amendments as presented.

Chairperson Storlie was pleased to report that Winona County has ratified the Detention Center Inter-Agency Service Agreement which was approved March 8, 2016. This will provide for the designation of 15 beds for Winona County inmates.

Commissioner Schuldt stated there is no update with regard to the proposed highway department building. He feels there is a need to move forward with reviewing plans to keep the project moving forward.

At this time Ron Ziegler, CEDA Director and interim Houston County EDA Director, met with the Board to provide an update. He reported that since Sam Whitehead resigned, all EDA items are continuing to be addressed and processed. He is hopeful that a staff person will be assigned to meet the needs of Houston County within a couple of weeks.

Chairperson Storlie indicated that Houston County contracts with CEDA for grant writing services. She questioned whether the person assigned to Houston County provides this service or whether it is handled differently. Mr. Ziegler responded that CEDA employs a Grant Writing Director and they are responsible to assign duties resulting from the agreement. It is likely that the individual assigned to the County would perform a significant amount of prep work and/or information gathering. Once a draft grant is prepared it will go through the CEDA process and be reviewed by the Grant Writing Director and others within the organization for comment and content review. At this time Mr. Ziegler is considering rescheduling the EDA meeting until a staff person has been assigned to Houston County and due to the fact that there is no time sensitive issue to address at this time.

File No. 3 - Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to recess the meeting to convene the public hearing which is scheduled for 9:15 a.m.

Ron Ziegler along with Emily Schroeder met with the Board to discuss the extension of the Kid's Corner tax abatement. Mr. Ziegler reported that when the tax abatement was originally approved it defined the terms and established the need to approve the optional 5 year extension for the project. This public hearing has been properly advertised. The requirements have been met. Emily Schroeder reported that she employs between 20 and 25 full and part time staff members and has a waiting list for childcare projected out to 2017. The daycare center is licensed for 99 children and has approximately 120 children enrolled. The children may be enrolled full or part time. The EDA Board reviewed the extension request and recommends approval.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to close the public hearing.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to reconvene in open session.

File No. 4 - Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the extension request for a period of 5 years and to adopt the following:

RESOLUTION NO. 16-8
Approving a Property Tax Abatement for Certain Property
in the City of Caledonia, Houston County, Minnesota,
to Renew the Abatement Agreement for Kid's Corner of Caledonia Properties, LLC

WHEREAS, pursuant to Minnesota Statutes, Sections 469.1812 to 469.1815, the Minnesota State Legislature has authorized cities, school districts, counties and towns to rebate all or part of their respective portions of a parcel's property tax as an incentive to economic development provided the designated project meets criteria as established; and

WHEREAS, the Houston County Board of Commissioners believes that a strong economy is critical to the continued comprehensive growth and health of Houston County; and

WHEREAS, the Houston County Board recognizes that many complex factors influence the economic climate of the area and the Board has and will continue to support diverse efforts to foster a positive environment for both small and large business growth, attract and retain new corporate residents, and encourage development of the local labor force; and

WHEREAS, the Houston County Board has established the Houston County Economic Development Authority (EDA) which has been designated as the body responsible for reviewing and acting upon economic development abatement requests and other business subsidies, thereby replacing the original Abatement Committee; and

WHEREAS, the Houston County Board at a meeting held on April 28, 2009, did approve an abatement request of Emily and Troy Schroeder for Kid's Corner of Caledonia Daycare, subject to the following stipulations:

1. The abatement will be payable to Kid's Corner of Caledonia Properties, LLC, on the appreciated tax capacity in accordance with the development agreement which will specify the terms of such payments over up to ten (10) years beginning with the first year that taxes are due following substantial completion of the Commercial Daycare Facility.
2. The abatement will be in effect for up to five (5) years, and renewable for up to ten (10) years subject to recommendation by the Houston County Economic Development Authority and motion by the Houston County Board of Commissioners according to the following terms.

3. After full payment of taxes due each year:
    a. In years one (1) through six (6), Kid's Corner of Caledonia Properties, LLC will receive a 75% abatement of the appreciated tax capacity;
    b. In years seven (7) through ten (10) they will receive a 50% abatement of the appreciated tax capacity.
4. In year eleven (11) and thereafter, Kid's Corner of Caledonia Properties, LLC will pay 100% of the real estate taxes without tax abatement.
5. Total abatement granted for the first five (5) years shall not exceed $11,300.00 and the total abatement for ten (10) years shall not exceed $19,600.00.
6. The abatement shall not be modified in any way.

WHEREAS, the Houston County EDA held a meeting on February 3rd, 2016, following due notice as required by law and a recommendation by the Houston County EDA in favor of renewing the abatement application of Kid's Corner of Caledonia Properties, LLC; and

WHEREAS, the Houston County Board of Commissioners has found and determined that:

1. It expects the benefits to Houston County of the proposed abatement agreement to at least equal the costs to the County of the proposed agreement;

2. The proposed abatement is in the public interest because it did:
    a. Increase the County tax base by creating new market value;
    b. Create new and retain existing businesses and their employment opportunities in the County;

3. The proposed tax abatement otherwise meets or exceeds the County's Business Subsidy Criteria because:

    a. The project did provide needed space for the expansion of Caledonia Kid's Corner, that did have sufficient financing to complete the project in a timely manner;

    b. It did encourage a high quality of construction and promote the highest and best use of land, consistent with the County's Comprehensive Plan, the City's zoning ordinance, and other local regulations;

    c. The project will not significantly and adversely increase the demands for service needs in the County;

    d. The project will create and retain jobs which pay desirable wages and provide support for other local business.

NOW, THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners hereby approves the renewal abatement request of Kid's Corner of Caledonia Properties, LLC, subject to the following stipulations:

1. After full payment of the taxes as due each year, the abatement will be payable to Kid's Corner of Caledonia Properties, LLC as outlined in the original agreement. Kid's Corner of Caledonia Properties, LLC will receive a 75% abatement of the appreciated tax capacity in tax year payable 2016; and will receive a 50% abatement of the appreciated tax capacity in tax year payable 2017, 2018, 2019 and 2020.

2. In tax year payable 2021, Kid's Corner of Caledonia Properties, LLC will pay 100% of the real estate taxes without tax abatement.

4. Total abatement renewed for the five (5) years.

File No. 5 - PHN Director Marchel provided the 2016 Houston County Health Rankings. She explained how the data was gathered and discussed its meaning. She mentioned how the information can be used to establish goals and focus efforts to improve. She hopes to use the information gathered for Houston and Fillmore Counties to identify areas where the two counties can collaborate to improve statuses in both counties.

File No. 6 - HR Director Arrick-Kruger reported that following discussion with Jean Meiners, VSO Rob Thoen and the Regional Extension Director the Extension Technical Clerk II position can be reduced to 0.6 FTE while providing the same level of service and meet the needs of both Extension and Veterans Services. HR Director Arrick-Kruger stated that much of the work performed by the person in this position and related to 4H is now performed online. HR Director Arrick-Kruger requested authorization to initiate a search for a 0.6 FTE Extension Office Technical Clerk II. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to authorize the initiation of a search for a 0.6 FTE Technical Clerk II with a comparable worth band of B-22.

On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to authorize the search for a 67 day employee to provide coverage for the Extension Office until a Technical Clerk II can be hired.

HR Director Arrick-Kruger requested authorization to hire Judy Haugstad as a 67 day case aide. This would provide assistance with an increased caseload and during the search period for a Child Protection Worker. Ms. Haugstad has experience working in the office and has performed this type of work in the past. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the hire of Judy Haugstad as a 67 day temporary Case Aide at step 1 of the appropriate comparable worth band.

File No. 7 - On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to accept the resignation of Chelsey Senn and to draft a letter thanking her for her service.

At this time Human Services is requesting to fill the Child Protection Worker position vacated by Ms. Senn and to hire an additional 1.0 FTE Child Protection Worker. The need is overwhelming and Houston County is exceeding the number of cases being served by each case worker. Social Services Supervisor Moen reported that the Governor's Taskforce has revised 2012 guidelines. The updated guidelines went into effect January 1st. The Taskforce identified 93 areas for review, they have prioritized the areas and are working to revise each area. The result of the revisions implemented to date is that cases are being opened more frequently. The unit has opened 13 more cases than the same time period one year ago. Currently, there are 4 Child Protection Workers and 114 cases which average out to 29 cases per worker. These workers must coordinate services through work with children, parents, service providers and others. They are required to meet with the children and parents face to face on a monthly basis. Social Services Supervisor Moen provided the number of Child Protection Workers employed by several surrounding counties. It is necessary to add this worker in order to meet the performance measures outlined in the revised guidelines.

File No. 8 - HS Director Bahr reported that a Child Protection Worker position costs approximately $73,000.00. She provided an overview of funding streams. Adding staff ensures the County has the staff available to meet requirements, complete and file the appropriate paperwork in order to secure reimbursement revenue. HR Director Arrick-Kruger stated that the scenarios provided are snapshots and that there are factors which could impact the example. However, with the increased costs come increased revenues. There are child protection requirements which must be met. If the unit is grossly understaffed it will impact attrition and the ability to capture reimbursement revenues. Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to authorize the initiation of a search to fill 1.0 FTE Child Protection Worker vacancy.

Commissioner Zmyewski stated that he has always been conservative. He expressed concern that recently three new positions in the Jail have been authorized. He noted that the cost for two of the positions will be offset by the agreement with Winona County to house inmates, the third position will in the jail and the IT position which was also approved will be an expense of the General Fund. This will be the 5th new position requested and we are just finishing the first quarter of the year. He expressed his understanding of the potential reimbursements and his concern if the reimbursements are not collected. HR Director Arrick-Kruger stated that during her 7 year tenure and under various leadership, the face to face meetings required are being completed and the eligible reimbursements are being recovered and there continues to be improvement. One should not assume that this history would suddenly change course and decrease. Commissioner Zmyewski expressed concern with unknown factors such as what level of insurance a new hire would elect and that these positions have long term financial impacts. He indicated that he would like to see a 5 year plan outlining staffing needs and projections

developed. HR Director Arrick-Kruger responded that the Board is working on this very thing during strategic planning meetings. She also pointed out that there will be small savings resulting from the reduction of FTE from 1.0 to 0.6 of the Technical Clerk II in the Extension Office. With regard to the request to hire an additional Child Protection Worker, there is little choice as child safety is necessary. It was stated again that with the Governor's Taskforce, requirements are being revised and there is a need to add this position in order to remain in compliance. It was stated again that when the unit is adequately staffed, they perform the face to face meetings which are required and record the "hits" so that the reimbursements can be recovered. They need adequate staff in order to accomplish this. Commissioner Zmyewski commented that the Human Services Department, unlike other departments, has the revenue streams to offset staff expense. Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to initiate a search for a 1.0 FTE child protection worker which is a new position.

In anticipation that there could be a domino effect when hiring for the Child Protection Worker, she suggested that the advertisement include the possibility that a case aide position may be available. This will save advertising and reduce the time required to backfill positions so that the unit is fully staffed. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to advertise both the child protection worker and potential for case aide position in the posting.

File No. 9 - HR Director Arrick-Kruger presented an agreement with Mille Lacs County outlining parties of financial responsibility and the duties which each county is responsible for with regard to out of home placement of youth. Houston County has similar agreements in place with the Counties of Fillmore, Winona, and Wabasha. Motion was made by Commissioner Walter seconded by Commissioner Schuldt and unanimously carried to approve the Houston-Mille Lacs County Professional Services Agreement Human Services.

File No. 10 - HR Director Arrick-Kruger along with IT Director Milde, Commissioner Schuldt and Court Administrator Larson have met regarding court recording equipment which is proprietary and required for the courts. It has been determined that a maintenance agreement for the equipment is the most cost effective option at this time. The cost for the maintenance agreement is $6,169.79 annually. County Attorney Jandt stated that the equipment is necessary. It is expensive and time consuming to be without properly functioning ITV equipment. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the Professional/Technical Service Agreement with MSpace, Inc. It was noted that the services outlined will be available for a 5 year period following that, it may or may not be offered. Commissioner Zmyewski stated that maintenance agreements can be expensive and it would be worthwhile to explore other options including replacement of the system.

Engineer Pogodzinski was pleased to report that Houston County has been presented with a plaque in commemoration of a Merit Award for the concrete paving project completed on CSAH 8.

File No. 11 – Engineer Pogodzinski reported on the following bids received until March 21, 2016 at 1:00 p.m. for S.A.P. 028-599-076:

ICON Constructors, LLC Mabel, MN 55954	$241,784.00
Minnowa Construction Harmony, MN 55939	$325,502.00
M & K Bridge Construction Walnut Grove, MN 56180	$340,451.00

The low bid is approximately 25% below the Engineer's Estimate. On the recommendation of Engineer Pogodzinski, motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to accept the low bid of ICON Constructors, LLC in the amount of $241,784.00. Engineer Pogodzinski reported that ICON Constructors, LLC has performed work for the County in the past and he has been satisfied.

Engineer Pogodzinski provided an overview of how townships budget and plan for sizeable projects. He indicated that until 2010, the township share of design costs was $10,000.00 and in 2010 the amount was doubled to $20,000.00. While townships are responsible for this share of costs they have no control over the decisions being made by MN DOT and the County regarding the designs. Recently, Sheldon Township and Yucatan Townships have had small bridge projects which have or are expected to exceed the $20,000.00 local share. Engineer Pogodzinski questioned how the Board wishes to proceed in these instances. In some counties the townships are billed and other counties pick up the overage. Engineer Pogodzinski explained what costs are covered by this local funding. He reported that the overage amounts are often times not direct, rather they are county staff time spent on design and/or inspection. Currently, Engineer Pogodzinski is working with the township and MN DOT in an attempt to obtain addition funding. However, he does want the Board aware in the event additional funding is not secured. Commissioner Walter expressed support for the county covering the overage costs. Commissioner Zmyewski pointed out that whether the cost is covered by the County or the Township, it is tax dollars. He indicated that the project often benefits more than just a single township and it may be appropriate for the County to cover any overages because it can spread the cost out across the county whereas a Township has a limited ability to do the same. Chairperson Storlie requested that Engineer Pogodzinski draft a policy to outline funding in the event of overages and to bring it to the Board for consideration.

File No. 12 - Engineer Pogodzinski recommended approval of the final payment for S.A.P. 28-608-14. This is for the concrete paving project completed on CSAH 8 for which the Merit Award was received. The contract amount was $1,773,038.38. Certified to date is

$1,817,678.36. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to adopt the following:

RESOLUTION NO. 16-9

WHEREAS, Contract No. 253 has in all things been completed, and the County Board being fully advised in the premises,

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

File No. 13 - Engineer Pogodzinski reported that there are three areas within Hokah Township where he recommends the County turnback unneeded right of way and revoke right of way. These areas are along old CSAH's 7 & 18 and are more recently known as Kriebech Drive and Petersen Road. Hokah Township has been maintaining Kriebech Drive and Petersen Road and billing the County. Kriebech Drive is asphalt while Petersen Road is gravel. In order to turnback the areas of roadway a public hearing is required and impacted landowners must be notified. The County has 3 options: do nothing and continue as is, turnback everything as recommended, or some arrangement agreeable to the parties which would result in a portion being turned back and a portion retained as is. Engineer Pogodzinski requested authorization to proceed with the turning back of lands, to schedule the required public hearing for May 18th at 8:15 p.m. and to have 2 commissioners present at said meeting. Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to authorize Engineer Pogodzinski to proceed with the turn back. It was agreed that Chairperson Storlie and Commissioner Walter would attend the May 18th meeting with Hokah Township.

Engineer Pogodzinski provided a history of why the Board is faced with considering the premium amount which would be appropriate to apply to asphalt bids when comparing them to concrete paving. He explained how the life expectancy and maintenance for each type of paving is taken in consideration to develop a formula and apply a premium. This is specific to the County 14 project. The premium amount MN DOT has arrived at is $644,670.10. He reported that some counties including Winona won't pay a premium, while others cap the amount of premium they will pay. The question is whether the County has the funding to spend more upfront versus spending it overtime in maintenance costs. Impacting factors include what other projects need to be performed in the County and the amount of funding available. He stated that in the event the County paves utilizing asphalt it will perform the following maintenance: in years 3 and 12 sealcoat, in year 22 mill and overlay, in year 25 sealcoat, in year 39 another mill and overlay, year 42 sealcoat with useful life exhausted by year 50. A concrete paved roadway would have the following maintenance: years 10 minor slab replacements, in year 20 grind and in year 35 a possible overlay with useful life expiring by year 50. He reported that most recently Houston County has focused on bridge replacement projects which has resulted in the deterioration of paved surface roadways. Commissioner Zmyewski questioned whether the CSAH 14 project is the best place to spend extra funding for concrete paving or should a more

heavily traveled roadway be considered. Engineer Pogodzinski indicated that the traffic volume impacts the concrete thickness which affects overall project pricing. Also, not all roadways are well suited for concrete paving due to the equipment needs for adequate shoulder. Concrete paving impacts those living along the roadway for a longer period during the paving project, however they are impacted little as a result of maintenance. Asphalt projects can be completed quicker but experience more frequent periods when maintenance is being performed. Following discussion, motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to accept the premium amount of $644,670.10 to weigh the alternate bids being asphalt and concrete.

Engineer Pogodzinski stated that the County has been participating in the State Bid for salt for several years now. This has served the County well and he requested authorization to do so to meet the needs for the next winter driving season. Motion was made by Commissioner Walter, second by Commissioner Kjome and unanimously carried to authorize participation on the State bid for the purchase of road salt.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to recess the meeting for a period of 5 minutes.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to reconvene in open session.

File No. 14 - The time being 11:27 a.m., HR Director Arrick-Kruger led the Board in Strategic Planning.

Commissioner Kjome reported on the Planning Commission meeting which he attended.

Commissioner Zmyewski reported on meetings with Zoning Office staff which he participated in.

Commissioner Schuldt reported on the department head meeting which she attended.

Commissioner Storlie reported on the department head meeting which she attended.

There being no further business and the time being 12:01 a.m., motion was made by Commissioner Zmyewski seconded by Commissioner Schuldt and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, April 5, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, April 5, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Deputy Auditor Quinn; Reporters McGonigle and Moorhead; County Attorney Jandt; John Dewey; Deb Dewey; Engineer Pogodzinski; Zoning Officer Lacher; Environmental Services Director Frank; Deb Wray; Yvonne Krogstad; Chief Deputy Sheriff Lapham; Fred Arnold; HR Director Arrick-Kruger; Ken Tschumper; Sheriff Inglett

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the agenda.

Motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to approve the minutes of the March 29, 2016 meeting.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$6,103.88
Road & Bridge Fund	43,288.74

Total	$49,392.62
	=========

File No. 2 - Engineer Pogodzinski distributed the Local Roads and Bridges Highway Users Tax Distribution Fund 2016.

Engineer Pogodzinski discussed upgrades to water, well and electrical at Wildcat Park. Last fall, the Board approved the construction of new restroom and shower facilities. The water, well and electrical was reviewed and it was found they did not meet State requirements. Davy Engineering has prepared plans and quotes have been solicited for the completion of necessary upgrades to bring the Park water, well and electrical into compliance to allow for the bathroom

and shower facility upgrades and the addition of 10 permanent and daily sites. Engineer Pogodzinski stated that it would be beneficial to have the Highway Department secure the required materials and coordinate the contractors. The total cost of upgrades is approximately $55,000.00. Contractors have indicated that are available to complete the upgrades by Memorial Day if approval to move forward is granted. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to move forward with the necessary upgrades.

File No. 3 - On the recommendation of the Planning Commission, motion was made by Commissioner Kjome, seconded by Commissioner Walter and carried with Commissioner Zmyewski voting in the negative to approve the issuance of the following conditional use permit:

> Daniel Sabatka of CP Rail – Hokah Township - Replace an existing railroad bridge and place fill in floodplain, excavation of over 50 cubic yards of material in a shoreland, substantial land alteration in a floodplain.

The CUP requires that all Federal State and Local regulations be followed.

An application for CUP submitted by G & K Development LC/Bruening Rock Products, Inc. was tabled. The Planning Commission has scheduled a site visit for April 18th which will be followed by an April 20th Planning Commission meeting at which time the application will be approved or denied.

Commissioner Kjome reported that reclamation bonds were discussed at length. Zoning Officer Lacher anticipates presenting a reclamation bond policy to the Board at a later date. He explained that each bond will be unique to the sites. Zoning Officer Lacher explained that the current ordinance provides the necessary authority to the Board to require and set the parameters of reclamation bonds and that they are standard practice in the State of Wisconsin.

File No. 4 - On the recommendation of the Planning Commission, motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the issuance of the following Zoning Permits:

> Ben Lind – Sheldon Township - Build lean-to (20’ x 72’)
>
> Gerald Ladsten – Spring Grove Township - Build pole shed (36’ x 64’)
>
> Richard and Jeff Fitting – Money Creek Township - Build addition on existing shed (50’ x 31’)
>
> Melvin Davy – Brownsville Township - Build pole shed for ag use (30’ x 80’)

Teri Peters Davy – Union Township - Build pole shed for ag use (36' x 72')

Thomas Benedum – Yucatan Township - Build garage (36' x 24')

Dylan Becker – Caledonia Township - Build addition on existing shed (50' x 30')

Bob Beutler – Brownsville Township - Build house (28' x 59') garage (34' x 26') deck (12' x 16')

File No. 5 - At this time the Board met with Sheriff Inglett and Chief Deputy Sheriff Lapham regarding their recommendation to relocate the microwave equipment from the roof of the Justice Center to the top of the Caledonia water tower. Tree growth has been and will continue to interfere with the proper functioning of this equipment unless it is moved. Moving the equipment will permanently rectify the obstruction caused by tree growth.

Chief Deputy Sheriff Lapham has met with the Caledonia City Council which has requested the County provide appropriate liability insurance. The City will not assess a fee for the placement of the equipment on the water tower. Consideration has been given to extending the equipment tower located on the Justice Center roof, however, the roof is not structurally built to accommodate this and it would be unsightly. The roof of the Historic Courthouse was not constructed to support an equipment tower either and tree growth could remain an issue with this option. Sheriff Inglett expressed concern that any failure causing the equipment to fall would be a significant liability with the amount of pedestrian traffic around the Historic Courthouse. The structural integrity of the water tower has been reviewed and it will support the placement of the microwave equipment.

Chief Deputy Sheriff Lapham stated that the cost to move the equipment is estimated at $54,000.00. The County is eligible to make application to receive a 50/50 cost share grant. There are Federal funds available and Houston and Dodge counties are the only counties making application for said funding increasing the chances of being successful in securing the grant. Commissioner Zmyewski questioned whether 911 funds could be utilized for this project. GIS Coordinator is checking whether this would be a qualifying expense for E911 funds. Sheriff Inglett indicated that this is a countywide concern and should not be the financial responsibility of the Sheriff's Department. There is a need to ensure funding prior to making grant application. Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve moving the microwave equipment. Commissioner Zmyewski commented that if this project had been better thought out originally, there would be no need to move the equipment.

File No. 6 - On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to

approve the temporary increase of FTE of Nancy Welsh from 0.5 to 1.0 FTE effective April 7, 2016 and to appoint her to provide temporary coverage for the extension office while a competitive search is performed.

HR Director Arrick-Kruger reported that, as a result of scheduling conflicts, it has been requested to extend the probationary period of Kelly Wooden. Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to extend the probationary period of Kelly Wooden for two weeks from April 21st.

On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve a $30.00 phone per diem for Greg Olson, Building Maintenance Foreman.

File No. 7 - HR Director Arrick-Kruger reported that she and Deb Wray met with a representative from the Preservation Alliance to request their assistance in making application for historical grants. HR Director Arrick-Kruger reported that Houston County has the necessary historical study which has undergone an architect's update however, a full cost study, architectural drawings and re-use study are needed before grant applications will be given serious consideration. The Preservation Alliance has prepared a proposal outlining the services they could provide to the County. Carrying out the plan prepared by the Preservation Alliance would ensure the County has exhausted options and can move forward with the decision making process regarding the Historic Jail. Due to the fact that the Historic Courthouse and Jail are listed as a single unit on the National Register, Preservation Alliance recommends making application for a project which is inclusive of both structures. The Preservation Alliance is the only non-profit to provide these types of services. Planning grant applications are due July 29th. Chairperson Storlie highlighted the benefits of working with the Preservation Alliance. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to designate up to $2500.00 from the other technical and professional funds budget line to cover the expense of Phase 1 and 2 and to move forward with the completion of these two phases.

It was noted that there is a meeting scheduled for today regarding the proposed highway department building.

Chairperson Storlie reported on a phone conference she participated in with Deb Wray and a representative from the Preservation Alliance and also on a HVMHC Board meeting which she attended.

Commissioner Walter provided a reminder of the Township Officers Meeting scheduled for 7:00 p.m. this evening.

File No. 8 - Fred Arnold, Wilmington Township resident, read from a prepared statement which is on file.

Ken Tschumper, La Crescent Township resident, expressed concern with the cost of a proposed Highway Department Building stating any amount exceeding $1.5 million would be too much. He also expressed concern with information related to non-conforming mines which was recently presented by Zoning Officer Lacher. He indicated that neither he nor members of the Houston County Protectors agree with Zoning Officer Lacher's perspective and they have filed an appeal.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to recess the regular meeting until 10:05 a.m. at which time strategic planning discussion will commence.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to reconvene the meeting in open session.

At this time the Board worked with HR Director Arrick-Kruger to work on strategic planning.

HR Director Arrick-Kruger reported that the Historical Society has requested the Historic Jail be open for tours from noon until 3:00 p.m. on Founder's Day. Last year several individuals toured the building in spite of the inclement weather. The Historical Society will provide staffing and HR Director Arrick-Kruger will have county staff on site during the tours also.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to place on file the following items from the consent agenda:

File No. 9 – Correspondence to payroll regarding recent hire

There being no further business and the time being 11:01 a.m., motion was made by Commissioner Zmyewski seconded by Commissioner Schuldt and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, April 12, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, April 12, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Stotts; County Attorney Jandt; Engineer Pogodzinski; HR Technician Diersen; Environmental Services Director Frank; Finance Director Lapham; Yvonne Krogstad; Fred Arnold; Deputy Sheriff Seitz; Assistant Surveyor Mauss

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the minutes of the April 5, 2016 meeting.

File No. 1 - Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$106,182.88
Road & Bridge Fund	13,719.79

Total	$119,902.67
	=========

File No. 2 - Environmental Services Director Frank reported that the State desires to perform aerial spraying to inhibit the spread of the Gypsy Moth. The FAA and State Department of Agriculture require a letter of agreement and support of this activity prior to the application. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to authorize the signature of Chairperson Storlie on said letter.

File No. 3 – Engineer Pogodzinski reported the County recently solicited quotes for aggregate stockpiles and equipment rental and requested authorization to accept all quotes

received. He explained that accepting all quotes for aggregate stockpiles allows flexibility to choose the most cost effective option to meet needs. Accepting all equipment rental quotes provides for rapid emergency response should the need arise with greater assurance that expenses would be reimbursed by FEMA in a qualifying event. Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to accept all quotes for aggregate stockpile and equipment rental.

File No. 4 – Engineer Pogodzinski reported on bids received for calcium chloride. The low bid of $0.884 per gallon delivered is $0.025 lower than the previous year's bid. The bid delivered and applied to various county roads is slightly more at $0.968 per gallon. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to accept the low bid submitted by Northern Salt for calcium chloride at a rate of $0.884 delivered or $0.968 delivered and applied.

Commissioner Schuldt reported on a highway department building meeting held last week. Commissioner Zmyewski expressed that there are constituents who want the Board to reconsider purchasing the Roverud Building. He reported that he has received many phone calls from constituents from across the County who feel the Roverud Building would meet the needs of the County at an affordable price. In addition, the approximate 5 acres on which the building is located are contiguous to the satellite shop the County has in Spring Grove. Commissioner Zmyewski argued that with an estimated cost to purchase of $800,000, the County could put money into upgrades and maintenance for much less that the cost to build a new Highway Department complex. The County is currently paying on jail bonds, and once the jail bonds have been paid off there would be additional funding which could be utilized for further improvements and/or expansion of the facility. Recently, the County had been working with a landowner to swap property however, the landowner has lost interest. With this option at a stalemate, the County is faced with selecting a site. The property near the school has become more contentious over time. The Spring Grove site has received no negative feedback. Commissioner Walter commented that the decision not to pursue the purchase of the Roverud Building was based on the fact that the purchase price far exceeded the appraised value and several concerns identified by MCIT. Commissioner Zmyewski disputed the validity of the appraisal which had limited commercial property sales data available for comparison purposes and indicated that the property has since sold and the price is in line with the most recent sale price. Commissioner Walter referred to the listing of potential issues with the building as outlined by MCIT stating concerns with possible water leaks. Commissioner Zmyewski expressed his opinion that those concerns were overstated and the water damage could have been the result of previous damage which had been repaired. Chairperson Storlie indicated that the Board needs to consider the overall cost projections looking forward over many years. She expressed her support for a thorough cost analysis of the site by the school and also the Roverud Building. She indicated that the Roverud Building may appear to be a good option, it may be a short term fix. Commissioner Zmyewski restated his opinion that the Roverud Building is suitable, having office space and multiple bays and adjoins neighboring County owned property, in addition to being cost effective and unlike the property near the school, this site is not

contentious. Commissioner Walter expressed concern that there have been many rumors surrounding the cost of the proposed Highway Department Building and the site near the school. She expressed agreement with Chairperson Storlie that a cost analysis of both options would be helpful in making a decision. In the event the Roverud Building was purchased, there would be a need to address the Caledonia facility and the work conducted from it. Commissioner Zmyewski stated that there are cost estimates for the construction of a Highway Department. Engineer Pogodzinski responded that those cost estimates are 2 years old. Commissioner Schuldt reported that he has received communication from citizens who feel the county should not spend more than $1.5 million on a building. He is aware of a building project to construct a bus shed with 4 offices and dispatch space that has been estimated to cost this amount. Chairperson Storlie stated that the County owns the property near the school and it was purchased with the intent to construct a Highway Department Building therefore, the option remains. Commissioner Kjome stated that he is pleased that the Roverud Building is again being considered and evaluated. The Board directed Engineer Pogodzinski to work with the architect to prepare a cost analysis of the Roverud Building and necessary repair and/or improvements to meet needs and also cost analysis to develop the site near the school and construct a building. Commissioner Zmyewski again stated the need to build or purchase something the taxpayers can afford. Chairperson Storlie expressed concern that the cost of construction increases with each year of indecision and the Board needs to ensure that any decision adequately meets needs now and into the future.

File No. 5 - HR Technician Diersen requested authorization to initiate a search for a 67 day employee to assist both the Surveyor and Highway Departments. HR Technician Diersen commented that in the event the successful candidate is a student, statute allows up to 100 days of temporary work assignment. Assistant Surveyor Mauss reported that the successful candidate will gain knowledge in the fields of surveying and engineering. Engineer Pogodzinski commented how the shared position allows the departments to work collaboratively to keep the employee busy. He stated that in a small county such as this, it can be difficult to find qualified individuals to fill tech positions. This opportunity provides a sort of long term outreach. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to authorize the search for a 67 day employee to work in a shared position between the Surveyor and Highway Departments.

Finance Director Lapham indicated that she identified no areas of concern within the finance reports and that they appear as expected for this time of year.

File No. 6 - Finance Director Lapham reported on the TriMin Contract for Support. She explained that Houston County is a member of MCCC which is our provider for the financial software. MCCC works with TriMin for the necessary support of the financial software. Houston County benefits from being a MCCC member through more competitive pricing. The contract has been reviewed by legal counsel. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the TriMin Contract for Support expiring December 31, 2018.

Finance Director Lapham stated that during the budgeting process last year, the Board indicated it would like to consider a more effective process. As the budgeting process for next year draws near, Finance Director Lapham is interested in the ideas and/or suggestions the Board has regarding the process. In addition, she will inquire with other counties how they work through the budgeting process.

File No. 7 - At this time Rob Gross, Director of the Minnesota State Veterans Cemetery, met with the Board. The cemetery is located in Preston, Minnesota. He was pleased to report that the cemetery is fully staffed with 8 full time and 2 seasonal employees who have the ability to perform 35 funerals per week. He indicated that it was a long process to get to this point. However, his time taken to learn the roles and search for the perfect fit has awarded him with a wonderful team who are well prepared to provide each person with the ceremony he/she deserves. The cemetery is a 169 acre facility. The distance between the front gate and the maintenance building is approximately 1 mile and there are a total of approximately 2 miles of roadway within the cemetery grounds. In addition, there is an administrative building, 1,600 pre-buried vaults and an extensive sprinkler system. Current trends indicate that the cemetery will not fill for at least 50 years. This timeframe may be much longer, perhaps as many as 100 years if trends continue to change from traditional casket burial to cremation. The cemetery is designed to develop blocks in 10 year intervals so that adaptations to meet changing needs can be made. In addition, with the support of the local community and landowners, there are neighboring parcels which could be acquired to expand the cemetery further. Mr. Gross indicated that his team has only a single opportunity to "get it right" there are no second chances or "do overs". The team has an extensive list of organizations that can assist them in achieving this goal and are willing to assist with military honors, honor squad and musicians to perform taps. The cemetery anticipates performing between 350 and 400 services annually. In addition, perpetual care is ensured. In addition, tours are being scheduled. These include bus tours, and groups of boy and girl scouts. Mr. Gross indicated that the Board would be receiving a formal invitation to dedication ceremonies scheduled for Sunday, May 29th beginning with the band performing at 1:30 p.m. followed by the ceremonies at 2:00 p.m. This is the day before Memorial Day and will allow for local squad participation in the dedication on Sunday and also in their hometowns on Monday. Invitations will be sent to several dignitaries including the Governor and representatives from Washington D.C.. There will be local bands and musicians performing various pieces and a rumored flyover. Although there are gates at the entrance of the cemetery and the posted hours are sunup to sundown, Mr. Gross hopes that the gates are never required to enforce these posted hours.

Commissioner Kjome reported on Association of Township Officers, Water Planning, and One Watershed, One Plan meetings which he attended over the past week.

Commissioner Walter reported on Association of Township Officers and AMC/MN DOT meetings which she recently attended.

Discussion was held regarding the department head meeting scheduled for April 26th when no Board meeting is scheduled. It was agreed that the meeting would go on as scheduled.

Commissioner Zmyewski commented that he has already reported on the Highway Department Building meeting which he attended last week.

Commissioner Schuldt reported on Association of Township Officers, SEMCAC, and Highway Department Building meetings which he attended.

Chairperson Storlie reported on her attendance at Association of Township Officers, AMC/MN DOT meetings and also meetings between 4 agencies to develop a tree planting/replacement plan for Wildcat Park.

File No. 8 – Chairperson Storlie expressed support for the economic development study represented in HF3637 and SF3379. Following discussion, motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to adopt the following:

RESOLUTION NO. 16-10
IN SUPPORT OF Southeast Minnesota Regional Economic Development Study

WHEREAS, southeast Minnesota faces unprecedented economic growth in the coming years from a variety of sources and projects.

WHEREAS, the Southeastern MN League of Municipalities (SEMLM) is working with legislators in our region on behalf of over 60 SEMLM cities to provide our communities with needed economic development information as they plan to address the changes coming to our region.

WHEREAS, without a Regional Development Commission, our part of the state lacks the same level of regional economic development support as seen in the rest of the state.

WHEREAS, the SEMLM has put this proposal forward to create a forecasting tool for communities.

WHEREAS, while geared for cities in our region, it will produce useful information for our counties and townships, too.

WHEREAS, the SEMLM seeks county support of the HF3637/SF3379 Southeast Minnesota Regional Economic Study Bill for the planning data it will generate for entities throughout the eight county area.

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

The Houston County Board of Commissioners asks the Minnesota State Legislature to fund the Southeast Minnesota Regional Economic Study as Outlined in HF3637 and SF3379.

File No. 9 – Following discussion, motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve an abatement for David and Rhonda Betz on parcels 03.0315.001 and 03.0349.000 for taxes payable 2016 in the amount of $3,326.00 for incorrect classification as ag non-homestead when application had been received for special ag homestead.

At this time County Attorney Jandt introduced John Youngkrantz and Trevor Abrego, two interns who have been working in the County Attorney's Office. He commented that the office is busier than it has ever been and these young men performed excellent work, saved on staff time and completed some projects which otherwise would have remained undone. County Attorney Jandt expressed his sincere appreciation for the assistance of the interns.

Deputy Seitz indicated that the staff on the first level of the Historic Courthouse have been ALICE trained. He indicated that the Sheriff's Office is working with departments to get all staff trained. He invited Commissioners to participate in one of the upcoming training opportunities noting information on the dates and times would be sent to them.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to place on file the following items from the consent agenda:

File No. 10 – Correspondence to payroll regarding recent changes

File No. 11 – Quotes for various computer equipment to be purchased

File No. 12 – Correspondence to H Koch regarding tons delivered

File No. 13 – Correspondence from B Waller regarding La Crescent City Wellhead Protection Plan, Part 1

There being no further business and the time being 10:11 a.m., motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, April 19, 2016.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, April 19, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle & Moorhead; County Attorney Jandt; Engineer Pogodzinski; HR Technician Diersen; PHN Director Marchel; Mary Thompson; Chief Deputy Sheriff Lapham; Yvonne Krogstad; Fred Arnold; Kris Ehresmann; Bruce Remme; Helen Olson; Judy Johnson; HS Director Bahr; Social Services Supervisor Moen; Financial Services Supervisor Kohlmeyer; Sheriff Inglett; Several members of the PHN Staff

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the agenda.

Motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to approve the minutes of the April 12, 2016 meeting.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$54,601.91
Road & Bridge Fund	31,506.27

Total	$86,108.18
	=========

File No. 2 - PHN Director Marchel introduced Kris Ehresmann, director of the Infectious Disease Epidemiology, Prevention and Control Division at the Minnesota Department of Health. Ms. Ehresmann reported that this week is National Infant Immunization Week and she is here to present Mary Thompson with the CDC Childhood Immunization Champion Award. This award is presented to recognize individuals at the local level who go above and beyond their typical duties to encourage and educate the public regarding childhood vaccinations. Ms. Ehresmann

noted that Mary Thompson has spent 40 years in nursing and has witnessed the devastation of vaccine preventable diseases and also the benefits of a generation whose vaccination record is good. Ms. Thompson is a special advocate for immunization and has spent time building relationships and working with partners to get children immunized. She is also innovative and has spearheaded school immunization clinics and also a County Fair booth where parents could check their children's immunization records to ensure they were protected. Mary Thompson expressed appreciation for the award bestowed upon her.

File No. 3 - Engineer Pogodzinski reported on the following bids which were received until April 18, 2016 for C.P. 2016-03:

Scott Construction Inc. Lake Delton, WI 53940	$422,927.90
Fahrner Asphalt Sealers LLC Eau Claire, WI 54703	$441,983.88

The bids are for the sealcoating of various roadways. The low bid was 4% below the engineer's estimate. Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to accept the low bid of Scott Construction Inc. in the amount of $422,927.90 for C.P. 2016-03.

File No. 4 - Engineer Pogodzinski reported on the following bids which were received until April 18, 2016 for C.P. 2016-04:

Fahrner Asphalt Sealers LLC Eau Claire, WI 54703	$92,435.00
Asphalt Surface Technologies Corporation St. Cloud, MN 56302	$123,025.00
Allied Blacktop Company Maple Grove, MN 55369	$172,235.00
Scott Construction Inc. Lake Delton, WI 53940	$184,870.00

The bids are for crack filling. Engineer Pogodzinski reported that this will take place on County 21 with the balance taking place on other county roads. The low bid was 26% below the engineer's estimate. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to accept the low bid of Fahrner Asphalt Sealers LLC in the amount of $92,435.00 for C.P. 2016-04.

File No. 5 - Chief Deputy Sheriff Lapham requested approval for the 2016 Boat and Water Safety Grant. The grant amount is slightly less than last year and was based on activity which took place in 2014. Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the 2016 State of Minnesota Annual County Boat and Water Safety Grant Agreement in the amount of $5,094.00 and to adopt the following:

RESOLUTION NO. 16-11

WHEREAS, the Houston County Sheriff's Office has been awarded a grant through the Minnesota State Boating Safety Grant Program.

NOW, THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners hereby approves and authorizes the Houston County Sheriff's Office to accept said grant funding; and

BE IT FURTHER RESOLVED that the Houston County Board of Commissioners hereby names Houston County Sheriff Mark Inglett as the authorized signer on behalf of Houston County in regard to this specific grant, from this day forward.

Chief Deputy Sheriff Lapham noted that he expects information regarding the Federal Boat and Water Safety Grant later this week. He stated that the funding is due, in part, to the fact that Houston County borders the Mississippi River and the amount is expected to remain unchanged from $5,000.00.

File No. 6 - Following discussion, motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the Professional Services Agreement with DS Solutions, Inc. Auditor Meiners reported that this agreement allows Houston County to offer on-line election judge training and that interest was near equal of persons expressing interest in online versus in person training. She stated she anticipates that over time interest will shift to online.

File No. 7 - HR Technician Diersen reported that on March 8th the Board voted to create a Program Coordinator position in the Jail. This position is required when the average daily inmate population consistently exceeds 30. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to assign Mark Olson to the position of Program Coordinator effective July 10, 2016. This is a lateral transfer of Mr. Olson.

Discussion was held regarding a recent AMC Update article regarding a sustainable transportation budget.

Commissioner Walter reported on EMS and Workforce Development meetings which she attended.

Commissioner Zmyewski reported on a meeting with a landowner who purchased a parcel of property with 2 dwellings located on it. Since the homes were constructed the County adopted zoning language limited dwellings to 1 per quarter quarter section. The landowner has indicated that one of the structures is uninhabitable however, he wishes to replace it at a later date. This is a grey area within the Zoning Ordinance. It is something that should be clarified.

It was noted that Highway Department maintenance staff are sent to northern Minnesota for grader operation training. Engineer Pogodzinski is interested in the possibility of offering the training locally. He is researching the possibility that onsite field training could result in the development of a parking lot at Botcher Park. It was agreed to discuss this possibility further.

Chairperson Storlie reported on a Fair Board Building Committee meeting which she attended. The committee hopes to have formal plans developed and to seek 501c.3 status. She also reported on leadership training and a Bluff Country HRA phone conference which she also participated in.

Helen Olson reported on statistics related to the operation of Woodland Industries. She indicated that they are currently serving 27 county funded clients at a rate of $8.72 per day. She proposed an increase for 2017 to $8.90 per day being a modest increase of $0.18 per client per day. It was noted that the funding for these clients flows through the Human Services Department and a portion comes from specific mental health funding streams. Ms. Olson noted that in addition to the clients served at Woodland Industries there are 6 staff members also employed.

Judy Thompson reported on ABC Works and the number of jobs it offers in the community. There are both community and center based work opportunities offered.

At this time Bruce Remme was introduced. He replaces Steve Hill who recently retired. Mr. Remme has been involved with ABC for over 20 years as a Board member and volunteer. He indicated that he is very passionate about the organization and excited to be serving in this new capacity.

File No. 8 – On the recommendation of HS Director Bahr, motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the Cooperative Agreement Crest Initiative 2016. HS Director Bahr explained which counties participate in the cooperative. Olmsted County is the fiscal agent for the cooperative. In addition, Olmsted County collects statistics and performs accounts payable functions. For this work, Olmsted County is provided a stipend in the amount of $80,000.00. The total amount of CREST funds is $2,650,681.00 less the administrative stipend. The balance of funding is divided amongst participating counties based on population.

Social Services Supervisor Moen was pleased to report that soon the waiver unit will have 3 trained assessors. This will help with the workflow. She explained how DD assessments used to be 3 pages and LTC were 20 pages. With the new MN Choice assessment it takes 2 to 5 staff hours per assessment to complete.

File No. 9 - Social Services Supervisor Moen reported that she is pleased to report that 4 children that had been in out of home placement were reunited with their family units on a trial basis. Unfortunately, 3 different children were placed in out of home placement. Social Services Supervisor Moen shared information related to State mandates and funding which was expected to cover the increased costs which were anticipated as a result. The funding fell well short of the additional costs. She is hopeful that the State funding is being reviewed and that in the future additional funds will be designated to offset the increased expenses. She also reported that the overall increase in out of home placement is putting additional pressure on an already fragile foster care system. Foster homes are often headed by individuals who have 40 hour a week employment, the needs of placed children need to be met and as the needs of children increase, the availability of facilities which are able to devote additional resources to meeting the needs decreases. This is a statewide concern.

Financial Services Supervisor Kohlmeyer provided an overview of the workload associated with MN Sure, its annual renewal process and proposed periodic data match requirements. If the proposed requirements are adopted it could result in a 30% increase in workload. In addition, the unit is working to migrate 300 cases from one platform to another. They are hoping legislators will delay the implementation of data match requirements or opt for random sampling instead. The platform they are migrating cases too does not operate as intended which is impacting timeliness and accuracy. If the proposed requirements are enacted there is funding attached however, funding isn't expected to be adequate to cover the true costs.

Financial Services Supervisor Kohlmeyer reported that unearned income and asset calculations are being simplified. In addition, the method for calculation or rules for inclusion will be consistent across programs. This will be a significant change. The child support unit has traditionally collected a $25.00 fee for those seeking services who are not enrolled in other assistance programs however, this fee is being eliminated. Financial Services Supervisor Kohlmeyer expects this change to result in an increased amount of individuals seeking services. Finally, the e-filing deadline is drawing closer. The department is currently submitting some court related items this way to work through and fine tune the process prior to the go live date of July 1st.

IT Director Milde presented the low quote for EOC technology upgrades for consideration. He reported that 2 quotes were received and a third company declined to submit a quote. The upgrades would provide for better audio and recording, whole room phone conference capabilities, optional room configurations and increased seating. Both quotes submitted include the same equipment. The low quote submitted by Digicom is approximately $5,000.00 below the competitor's quote. Motion was made by Commissioner Walter and

seconded by Commissioner Schuldt. IT Director Milde reported that the $65,000.00 expense was not budgeted for. Commissioner Zmyewski expressed concern that there may not be adequate funds remaining in the Commissioners budget following covering the expense resulting from the moving of microwave equipment. He indicated that there have been several projects which have required significant spending to correct and/or upgrade which he attributes to poor initial planning and research. He expressed a desire to review financial information to ensure funding is available prior to approval. Chairperson Storlie expressed support to move forward with the upgrades as they are the result of a public outcry regarding the public's inability to hear meeting discussion taking place. She also indicated that covering the cost of the upgrades may result in the need to shift funding. After discussion, the motion and second were withdrawn and the matter was tabled until the May 3, 2016 meeting.

Commissioner Zmyewski stated that first quarter billing has been received from HSR and he questioned what services were received which resulted in the billing.

Yvonne Krogstad, Caledonia Township, expressed her concerns regarding the proposed Highway Department Building.

Pursuant to M.S. 13D.05 subd 3(a), motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to go into closed session to evaluate the performance of Kelly Wooden.

The time being 11:03 a.m., motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to return to open session.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and carried with Commissioner Storlie voting in the negatively to immediately terminate the employment of Kelly Wooden. County Attorney Jandt stated that the closed session held was for the purpose of hearing testimony regarding the performance of Kelly Wooden which was unsatisfactory for an individual serving in her capacity in Human Services.

Commissioner Zmyewski provided a reminder of a public meeting scheduled by Superintendent Barton and to include the County Board and Caledonia City representatives.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to place on file the following items from the consent agenda:

File No. 10 – Responses from legislators regarding resolution in support of HF3637 and SF3379

There being no further business and the time being 11:07 a.m., motion was made by Commissioner Zmyewski seconded by Commissioner Kjome and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, May 3, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, May 3, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle & Moorhead; County Attorney Jandt; Engineer Pogodzinski; IT Director Milde; HR Director Arrick-Kruger; Bryan VanGorp; Ted Hanson; Donna Buckbee; Yvonne Krogstad; HS Director Bahr; Social Services Supervisor Moen; Ken Tschumper; Robin Tschumper; Chief Deputy Sheriff Lapham

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the minutes of the April 19, 2016 meeting.

File No. 1 - Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$33,691.64
Road & Bridge Fund	16,451.80

Total	$50,143.44
	=========

File No. 2 - Engineer Pogodzinski reported on the following bids which were received until May 2, 2016 for S.A.P. 028-614-011:

Mathy Construction Co. Onalaska, WI 54650	$3,215,470.97
Concrete Foundations, Inc.	

New Hampton, IA 50659 $4,373,221.80

The bids are for paving on County 14. The bid for asphalt with the adjustment factor included totals $3,860,141.07 which is still the low bid submitted. On the recommendation of Engineer Pogodzinski, motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to accept the low bid submitted by Mathy Construction Co. in the amount of $3,215,470.97 for S.A.P. 028-614-011. Engineer Pogodzinski commented that the project is expected to be completed during August and September.

Engineer Pogodzinski has been approached by Albert Lea to borrow FAA entitlement funds. At this time, Houston County has funds on loan to Winona which may be repaid later in the year and also additional funds including the current year allocation. Engineer Pogodzinski indicated that there is consideration being given to completing a sealcoating project which would include the runway and aprons. There is no current cost estimate for the project at this time. Engineer Pogodzinski stated that if Houston County needs the funds to complete the project he has no interest in loaning them, however, in the event Houston County is repaid funds from Winona County and has an adequate balance, loaning the funds ensures they remain available for use by Houston County at a later date. The FAA would like to know the county's intent by May 15th. It was agreed that further discussion will take place at the next regularly scheduled meeting.

File No. 3 - At this time Finance Director Lapham provided an overview of various reserves the County tracks including the capital improvement reserve. This fund has an adequate balance to cover the cost of proposed EOC technology upgrades. The balance being reserved is added to annually and is intended for use on the Historic Courthouse roof and steps. The cost for the roofing project is projected to be approximately $1 million. Cost sharing grants are being pursued. In the event the County is awarded a grant, it would likely require $500,000.00 in local funding which would come from this account. The technology upgrades were originally included in the plans for the Justice Center. However, they were foregone due to cost overruns in various other areas of the project. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to accept the proposal submitted by Digicom, Inc. for technology upgrades to the EOC totaling $65,940.00. Commissioner Zmyewski clarified how the expense would be paid for and questioned whether reserves were available in the event the upgrades worked well and the Board desires to implement similar upgrades in the Commissioner's Room. Finance Director Lapham indicated that MCIT refunds are added to the capital improvement reserve each year, and she felt confident there would be sufficient funds available for technology upgrades in the Commissioners Room.

File No. 4 - HR Director Arrick-Kruger reported that following meetings with IT Director Milde it is the hiring committees desire to re-advertise for the opening in IT. She reported that the previous search resulted in 4 interested candidates, three of which were interviewed. Unfortunately, two candidates have withdrawn their interest leaving the county with no qualified candidates. Motion was made by Commissioner Schuldt, seconded by

Commissioner Zmyewski and unanimously carried to approve the re-advertising of the IT position.

File No. 5 - HR Director Arrick-Kruger along with Chief Deputy Sheriff Lapham met with the Board regarding the hiring of 67 day temporary staff to assist in providing coverage for water patrol, court and board room security along with road patrol. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to hire the following individuals as 67 day employees to assist in the Sheriff's Department as needed: Kurt Zehnder, Mike Ernster, Zach Swedberg, Darin Daveau, Christopher Frick and Seth Louks. All candidates have passed the required background check.

File No. 6 – Following discussion, motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve an abatement for Robert and Janell Colleran on parcel 21.0405.000 for taxes payable 2016 in the amount of $442.00 due to the fact that the lot is unbuildable.

File No. 7 - Following discussion, motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to adopt the following:

RESOLUTION NO. 16-12

BE IT RESOLVED By the Board of County Commissioners, Houston County, Minnesota, that it approves the Maintenance and Grooming application of the Gopherland Trails Snowmobile Club and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

File No. 8 – Following discussion, motion was made by Commissioner Kjome, seconded by Commissioner Schuldt and unanimously carried to approve the tobacco license for Foursome Golf Group d.b.a. Valley High Golf Course for a period to expire December 31, 2016.

File No. 9 - Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the Seachange Election Services Agreement. The agreement provides for ballot layout and printing services.

Commissioner Kjome reported on a Planning Commission meeting which he attended last week.

Commissioner Walter reported on Department Head and CJC meetings which she recently attended. She also reported that PHN Director Marchel is working with Winona County to share a public health nurse specializing in maternal and infant health and Engineer Pogodzinski has been working on an arrangement with neighboring counties that would allow the sharing of equipment following an inquiry from Fillmore County.

Commissioner Walter provided a reminder of the upcoming Joint Board of Health meeting scheduled for May 24th and also the AMC District Meeting to be hosted in Houston County on Monday, June 6th.

Commissioner Zmyewski questioned whether anyone else had received the letter from the DNR/Valerie Green regarding a property acquisition in Yucatan Township. It was agreed that Commissioner Zmyewski would forward the information to commissioners and that Valerie Green would be invited to speak regarding the acquisition. Commissioner Zmyewski praised staff efforts to collaborate with neighboring counties, especially with regard to equipment sharing. Commissioner Zmyewski reported that recently he met with the fleet manager for Tri-State Ambulance who utilizes geo tracking of its vehicles. The geo tracking allows for extensive record keeping, maintenance scheduling, mileage, travel speed, seat belt compliance and can provide alerts also. He explained how ambulances in high mileage areas are swapped out with ambulances in lower mileage areas to keep total mileage relatively similar across vehicles to lengthen useful life of the fleet as a whole. He suggested that this technology could be useful in managing the squads for Houston County. He indicated that the technology is inexpensive at approximately $30.00 per vehicle for the FOB and an annual subscription of approximately $100.00 to $200.00.

Commissioner Schuldt reported on a SELCO meeting which he recently attended noting that the organization would be searching for a new director because Ann Hutton will be retiring. He also reported on a Planning Commission meeting and a meeting with the League of Municipalities which he attended.

Commissioner Storlie reported on her attendance at a CJC meeting and an Interoperability Conference. She also participated in jailer/dispatcher interviews recently. She provided a reminder of the upcoming CEDA annual meeting which Commissioner Kjome is likely to attend.

Ted Hanson, Union Township resident shared his opinion as to where he felt the proposed highway department building should be placed and that the current site has adequate space. He also expressed his concern that, if the current site is vacated, the land may be costly to prepare for sale.

Bryan VanGorp, Yucatan Township, shared his views on the National Parks, the ongoing value of preservation and the temporary economic impact of extraction.

Ken Tschumper, La Crescent Township resident, expressed concern with the Board's indecisiveness regarding the proposed highway department building. He also shared his concern regarding the state of the farm economy. He encouraged the Board to be frugal.

Yvonne Krogstad, Caledonia Township resident, shared her thoughts related to a recent Planning Commission meeting which she attended.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to place on file the following items from the consent agenda:

File No. 10 – Public Notice of special joint meeting of the Board of Commissioners, Caledonia City Council and ISD #299 School Board

File No. 11 – Correspondence to local units of government regarding County Auction

File No. 12 – Notice of Disbursement from Minnesota Pollution Control Agency related to FY16 SCORE block grant

File No. 13 – Correspondence to Steve Hill in appreciation for his service as Executive director of ABC

File No. 14 – Single audit findings from MN Department of Human Services

There being no further business and the time being 9:44 a.m., motion was made by Commissioner Zmyewski seconded by Commissioner Schuldt and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, May 10, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, May 10, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle,& Moorhead; Assistant County Attorney Hammell; Zoning Officer Lacher; HR Director Arrick-Kruger; Finance Director Lapham; Engineer Pogodzinski; Fred Arnold; Yvonne Krogstad; Sheriff Inglett; Environmental Services Director Frank; Matt Klug; Luke Sass; PHN Director Marchel; Doug Ramsey; Dan Blumer; Bob Sworski

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the agenda.

Motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to approve the minutes of the May 3, 2016 meeting.

File No. 1 - Motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$63,347.90
Road & Bridge Fund	163,806.05

Total	$227,153.95
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File No. 2 - On the recommendation of the Planning Commission, motion was made by Commissioner Schuldt, seconded by Commissioner Walter and carried to approve the issuance of the following interim use permits with Commissioner Kjome abstaining:

Eric Ingvalson/Donald Ingvalson – Wilmington Township - Start-up Business in an Agricultural District – Gunsmith Shop

File No. 3 - On the recommendation of the Planning Commission, motion was made by Commissioner Kjome, seconded by Commissioner Zmyewski and unanimously carried to approve the issuance of the following interim use permit:

Fred Sandvik – Mound Prairie Township/La Crescent Township - Start-up Business in an Agricultural District – Multi-Use Agri-Tourism

File No. 4 - On the recommendation of the Planning Commission, motion was made by Commissioner Kjome and seconded by Commissioner Zmyewski to approve the issuance of the following conditional use permit, with the added condition determined by the Board is that there will be no frac sand mining. After discussion, a roll call vote was taken: District 1 - no, District 2 - yes, District 3 - no, District 4 - yes, District 5 – yes. The motion carried.

G & K Development LC/Bruening Rock Products, Inc. – Spring Grove Township - Mineral extraction in an Ag district.

File No. 5 - On the recommendation of the Planning Commission, motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to approve the issuance of the following Zoning Permits:

John and Shawn Heimer – Mayville Township - Build garage (30’ x 40’)

Gary Van Minsel – Spring Grove Township - Build garage (28’ x 26’) concrete patio (12’ x 16’)

Tyler Lee – Houston Township - Build house with attached shop (44’ x 56’)

Charles Little – Houston Township - Build pole barn (32’ x 48’)

Bob Koch – Winnebago Township - Build garage (24’ x 28’)

Ronald Klinski – Caledonia Township - Build 4-stall garage (24’ x 48’)

Matt Schwanbeck – Houston Township - Build pole shed (50’ x 80’)

MD Tewes Family Trust – Caledonia Township - Replace pole shed (54’ x 40’)

Jeff Shimshak/Shimshak Trust – Mound Prairie Township - Build storage building (36’ x 54’)

Darin Ideker – Brownsville Township - Build garage (40’ x 50’)

File No. 6 - HR Director Arrick-Kruger was joined by Sheriff Inglett and requested the extension of the probationary period for Bruce Shores and Danielle Henson Schroeder. Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the extension of the probationary period for Bruce Shores and Danielle Henson Schroeder for up to 3 months.

File No. 7 - PHN Director Marchel reported that Winona County Public Health is in need of assistance in the maternal child health nursing area. Much of the work in this area is completed via telephone with possible home visits for high risk pregnancy individuals. Winona County has reached out to neighboring counties for cross jurisdictional assistance for the short term. Houston County is willing to provide assistance to Winona County and has the capacity to do so. An agreement has been drafted and ensures that Houston County will break even. Winona County agrees to cover time, mileage and other indirect expenses. PHN Director Marchel stated that this is a courtesy and Houston County would hope that Winona County would extend the same courtesy if the roles were reversed. The agreement has been reviewed by County Attorney Jandt and insurance protections are in place. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the Professional Services Agreement with Winona County to provide PHN assistance. Said agreement will remain in effect through August 1, 2016.

File No. 8 – At this time Finance Director Lapham reported that the county is currently in tax collecting season and busy paying regular expenses. The financial reports reflect that everything is in order for this time period.

File No. 9 - Following discussion, motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to adopt the following resolutions:

RESOLUTION NO. 16-13

BE IT RESOLVED By the Board of County Commissioners, Houston County, Minnesota, that it approves the Maintenance and Grooming application of the La Crescent Snowmobile Club and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

RESOLUTION NO. 16-14

BE IT RESOLVED By the Board of County Commissioners, Houston County, Minnesota, that it approves the Maintenance and Grooming application of the Viking Ridge Riders and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

File No. 10 - Commissioner Kjome reported that he received an inquiry from the Spring Grove Area Veterans Memorial Group, LLC seeking financial support to erect a Veterans memorial in the city. While the Commissioners agreed that this is a worthwhile project, they did not feel it was appropriate to provide financial support as this could open the door for additional community project requests. They did however, wish to express their support by providing a letter in support of the project.

Commissioner Kjome reported on EDA and SE MN Water Resources meetings which he attended.

Commissioner Walter reported on a Workforce Development meeting which she attended.

Commissioner Zmyewski reported on discussion with Valerie Green from the DNR who will be meeting with the Board next week.

Commissioner Schuldt reported on TZD and Semcac meetings which he recently attended.

Chairperson Storlie reported on an EDA and CJC Safety meeting and also a meeting which included the City of Caledonia Mayor, the school superintendent and school board chair for Caledonia regarding the public meeting scheduled for tomorrow.

File No. 11 - Engineer Pogodzinski reported on the following bids which were received until May 9, 2016 for S.A.P. 028-599-087:

Midwest Contracting, LLC Marshall, MN 56258	$235,326.00
Zenke, Inc. La Crescent, MN 55947	$249,284.10
Minnowa Construction Inc. Harmony, MN 55939	$249,758.10
Generation X Construction, LLC Rushford, MN 55971	$267,644.10
VanGundy Excavating LLP Houston, MN 55943	$271,799.00
Brennan Construction Lansing, IA 52151	$319,134.00

The bids are for a bridge replacement project on Bush Valley Road in Mound Prairie Township. The low bid came in nearly 9% below the engineer's estimate. This low bidder is a new contractor for Houston County which has performed work locally for MN DOT and Fillmore County. On the recommendation of Engineer Pogodzinski, motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to accept the low bid submitted by Midwest Contracting, LLC in the amount of $235,326.00 for S.A.P. 028-599-087.

File No. 12 - Engineer Pogodzinski reported that Albert Lea is in need of up to $300,000.00 in unused FAA Entitlement Funds. Since last week he has learned that the City of Winona will be recommending they pay back 2015 entitlement funds in the amount of $123,100.00 to Houston County. Moorhead is also taking steps to pay back borrowed entitlement funds in the amount of $150,000.00 to Houston County. These repayments in addition to Houston County's current entitlement of $283,000.00 less the sealcoat and crack filling project would leave Houston County with an adequate balance and allow for the lending of the requested amount. Engineer Pogodzinski expressed support to lend Albert Lea the requested funding provided both repayments are received. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the lending of up to $300,000.00 in FAA Entitlement Funds to Albert Lea contingent upon the repayment of funds from both the cities of Winona and Moorhead.

Commissioner Walter commended Engineer Pogodzinski on his care of the bridges within Houston County.

At this time Engineer Pogodzinski provided an overview of operations conducted out of the Caledonia Highway Department Building. The building was constructed 60 years ago and is suffering from structural stability issues and it no longer accommodates the size of today's equipment, nor does it provide for OSHA compliant walkways. Currently the building houses 15 staff members working in the areas of Administration, Engineering, Equipment Maintenance and Maintenance. The county has 179 bridges located within its political boundaries and maintains 500 plus lane miles of roadway. The plow trucks dispatched from the Caledonia building serve areas primarily east of the city. In the event the building was relocated to a different community within the county there would be a need to determine how to best serve these areas.

Engineer Pogodzinski reported on each of the sites under consideration. The sites under consideration include the current site on Washington Street, the 22 acre parcel located near the school and the Roverud Building site located in Spring Grove City and adjacent to the county's satellite shop.

Engineer Pogodzinski provided an overview of spacing needs including a layout with bay/office size reflected. He shared the benefits of indoor equipment storage. He outlined benefits and disadvantages related to the sites.

File No. 13 - At this time Doug Ramsey and Dan Blumer representing HSR Associates, Inc. presented information related to a request for proposal to perform a life cycle cost analysis related to the proposed Highway Department Building. They provided information related to their company, staff credentials, philosophy, services and breadth of knowledge. They stressed their desire that those involved be diverse, include commissioners and those utilizing the facility and others devoted to understanding the project. They also want to call on experts and fresh eyes to ensure understanding and an all-inclusive viewpoint. It was noted that the county has historically been indecisive with regard to this project and there is a need to gather adequate information on which to base a decision. Discussion was held. It was agreed that there is a need to flesh out certain concerns prior to moving forward with the project. There is a need to establish base criteria in order to perform a cost analysis to compare the sites being considered. There is a significant amount of data which has already been collected.

File No. 14 – At this time Bob Sworski representing cbs² presented information related to a request for proposal to perform a life cycle cost analysis. His presentation focused on the extensive knowledge he has of developing and carrying out projects to construct this type of maintenance site. He reported on his organizations ability to closely and accurately project costs and to build with the future in mind. It was agreed, by the Board, to schedule discussion with regard to the RFP presentations at the next regularly scheduled meeting.

Commissioner Zmyewski provided a reminder of the school board meeting tomorrow evening to include County Board members and members of the Caledonia City Council.

A reminder of the upcoming CEDA meeting scheduled for Friday and the upcoming Joint Board of Health meeting scheduled for May 24th was provided.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to place on file the following items from the consent agenda:

File No. 15 – Correspondence from SMIF in appreciation of continued financial support

There being no further business and the time being 12:18 p.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, May 17, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, May 17, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Stotts & Moorhead; Chief Deputy Sheriff Lapham; HS Director Bahr; Social Services Supervisor Moen; Financial Services Supervisor Kohlmeyer; HR Director Arrick-Kruger; Valerie Green; Bryan VanGorp; Fred Arnold; Donna Buckbee; Stan Bahr; Gretchen Cook; Todd Roesler; Yvonne Krogstad; Deputy Sheriff Swedberg

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the agenda with Commissioner Zmyewski voting in the negative.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the minutes of the May 10, 2016 meeting with corrections as noted.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$145,463.83
Road & Bridge Fund	50,924.15

Total	$196,387.98
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File No. 2 - At this time Valerie Green met with the Board regarding a land acquisition in Yucatan Township. She reported that the DNR is currently working with two land owners for acquisitions in Yucatan Township. The first is with VanGundy's and another is with the family of Carol Hahn. The DNR will purchase property which is contiguous with existing State owned parcels from willing landowners. The DNR and VanGundy's have negotiated an agreeable price

for the property. Ms. Green reported that the land was recently logged and has an extensive trail system in place already. The Hahn parcel will be split and the DNR is working to purchase the portion of the tract which lies north of the roadway. Ms. Green explained how the State pays PILT (payment in lieu of tax) which the counties benefit well from, however, the townships do not fare as well with this payment type and are not always as receptive to acquisitions. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the acquisition by the DNR of the VanGundy parcel located in Yucatan Township.

File No. 3 – Valerie Green provided information related to an educational opportunity to learn about the process from logs to lumber and how sawing techniques affect lumber production and grade. Two mills will be operating at Micheel's Tree Farm located in Money Creek Township on Friday June 24, 2016 from 9:00 a.m. until 3:00 p.m.

File No. 4 – Chief Deputy Sheriff Lapham reported that in addition to the State Boat Grant, there is also a Federal Boating Safety Patrol Supplement Grant Agreement. The Federal Grant provides for an additional $5,000.00 to support the boat patrol. Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the Federal Grant and to adopt the following:

RESOLUTION NO. 16-15

WHEREAS, the Houston County Sheriff's Office has been awarded a grant through the Federal Supplemental Boating Safety Grant Program.

NOW, THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners hereby approves and authorizes the Houston County Sheriff's Office to accept said grant funding; and

BE IT FURTHER RESOLVED that the Houston County Board of Commissioners hereby names Houston County Sheriff Mark Inglett as the authorized signer on behalf of Houston County in regard to this specific grant, from this day forward.

HS Director Bahr reported that the Human Services Department is developing a customer survey. It is common among other counties and at the State level for Human Services Organizations to collect surveys regarding client service and experience. She anticipates offering the survey to clients who come to the county building.

HS Director Bahr provided statistics related to the Southeast Minnesota Crisis Phone Line. Recently, Tim Hunter provided an overview of the regional initiative to the County Board. The initiative covers a 12 county area with 4th highest call volume originating from Houston County. Olmsted County logged 91 calls, 49 were logged from Winona County with Steele County originating slightly fewer calls than Winona followed by Houston County with 17 calls,

10 of which occurred in January. The highest call volume days are Sunday and Thursday and the highest call volume between 8:00 a.m. and 5:00 p.m. in spite of the 24/7 availability. The greatest concerns are mental health followed by suicide. Secondary concerns are mental health and relationships. Suicide is the greatest risk associated with calls. The majority of calls received are from females ranging in age between 36 and 54.

HS Director Bahr expressed concern regarding personal cell phones being utilized by Human Services employee for County business. There are employees who receive a per diem however, there is no policy related to this. HS Director Bahr indicated that personal information could be subpoenaed along with business data during litigation and discovery. She expressed a desire to develop a policy related to the use of personal devices which intermingle with business use. This concern needs to be discussed with IT and consideration may need to be given to returning to county owned phones for county business.

HS Director Bahr commented that since a search was authorized for two 1.0 FTE positions within Human Services another vacancy has occurred. She questioned whether the Board would consider authorizing the use of the current pool to fill the additional vacancy. It was agreed to discuss this matter further at the scheduled appointment of HR Director Arrick-Kruger.

Financial Services Supervisor Kohlmeyer reported on state performance measures. She was pleased to report that Houston County ranked 2nd in the region for 30 day processing. She provided desired thresholds and Houston County standings related to several performance measures. She indicated that the department strives to improve and has plans in place to do so.

Financial Services Supervisor Kohlmeyer provided an update regarding MN Sure. Significant changes which were scheduled for July have been rescheduled for October. There is a migration of cases which is also scheduled for October. Staff assignments are being adjusted to meet need.

The child support unit is performing well.

Social Services Supervisor Moen, recognized adult and child mental health team members. She also expressed appreciation for the assistance of public health staff. She was pleased to report that another staff member is a now eligible and performing assessment which is helping with workflow. She has been working with IT to update the website.

File No. 5 – Following discussion, motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to transfer $176,900.00 in FAA entitlement funding to Albert Lea and to authorize the execution of the appropriate paperwork. It was noted that the FAA does not favor Winona County's repayment of $150,000.00 in entitlement funds dating back several years to Houston County, so in turn it can be re-loaned out to Albert Lea. These funds will revert back to the FAA.

File No. 6 - Engineer Pogodzinski requested approval of Houston County Right of Way Plat No. 65 in connection with S.A.P. 028-619-001 on CSAH 19. This project is a bridge replacement project. Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to approve the plat and to adopt the following resolution:

RESOLUTION NO. 16-16

RESOLUTION TO APPROVE AND ACCEPT HOUSTON COUNTY RIGHT OF WAY PLAT NO. 65 FOR THE RECONSTRUCTION OF STATE AID PROJECT 028-619-001.

WHEREAS; Houston County desires to improve and reconstruct County State Aid Highway 19, Located 415' West of Riceford Creek to 400' East of Riceford Creek, with Grading, Bridge Replacement (No. 7546 Old)(No. 28557 New), Aggregate Base, identified as SAP 028-619-001; and

WHEREAS; the Houston County Highway Department and the Houston County Surveyor have prepared Houston County Right of Way Plat Number 65 to identify and delineate the right of way and temporary easements within the state of Minnesota required for this project; and

NOW THEREFORE BE IT RESOLVED; that Houston County approves and accepts Houston County Right of Way Plat No. 65 as designating the definite location of that part of County State Aid Highway 19, located in Section 29, Township 102 North, Range 7 West, as presented on this date, May 17, 2016, and authorizes it to be filed of record with the Houston County Recorder.

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

Engineer Pogodzinski provided a reminder of the meeting with Hokah Township officials scheduled for this evening regarding the possible turn back of roadway.

Commissioner Zmyewski commented that following the school board meeting which included the Caledonia City Council and Board of Commissioners, it is clear to him that the school site is not an option for the proposed Highway Department Building. Commissioner Schuldt commented that the Roverud Building is not a desirable option either. Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to reject the proposals from both HSR and cbs². Commissioner Walter expressed concern that if no adjoining property to the current site is acquired it may be necessary to reconsider the Roverud Building site.

Commissioner Kjome reported on his attendance at the school board meeting which included discussion regarding the site for the proposed highway department building. He also commented that Farm Bureau is working to accommodate participating commissioners so that they may join the tour at Shooting Star instead of Rochester. The tour is scheduled for July 22nd.

Commissioner Walter indicated that it would have been ideal to have negotiated a successful land swap. She expressed her agreement that the site adjoining the school is not viable for a Highway Department Building. She also reported on a Workforce Development meeting which she attended in addition to the school board meeting.

Commissioner Zmyewski reported that he had attended the school board meeting.

Commissioner Schuldt reported on the school board meeting which he attended.

Commissioner Storlie reported on the school board meeting and also a La Crosse County Solid Waste meeting which she attended. She was pleased to report that 9,000 mattresses have been diverted from the landfill in the past year.

File No. 7 – Following discussion, motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve an abatement for Valley View Nursing Home on parcel 24.0532.000 for taxes payable 2016 in the amount of $7,092.00 for incorrect square footage used for calculation purposes.

File No. 8 - HR Director Arrick-Kruger reported that Environmental Services has a planned leave of absence. She requested authorization to appoint a 67 day employee to help meet the needs of the department. Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the search of 67 day employee to assist in the Environmental Services Department.

HR Director Arrick-Kruger reported that recently the 1.0 FTE clerk in the Extension office resigned. Nancy Welsh from Corrections/Probation was assigned to temporarily assist in the department while a search was conducted. Her FTE was temporarily increased to 1.0 FTE. It has become evident that reducing the 1.0 FTE position to 0.6 FTE will not provide for the necessary work to be completed. HR Director Arrick-Kruger recommended that the Extension clerical position be increased to 1.0 FTE. In addition, she requested authorization to search for a 67 day employee to cover 1 day per week until the position is filled and to reduce the temporary assignment of Nancy Welsh to 0.9 FTE. Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the search for a 67 day temporary employee, to reduce the temporary assignment of Nancy Welsh from 1.0 FTE to 0.9 FTE and to authorize the search for an Extension clerk at 1.0 FTE.

File No. 9 – On the recommendation of HR Director Arrick-Kruger motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to accept the retirement notification from Roger Pearson effective May 31, 2016 and to draft a letter of appreciation for his 40 years of service to the County. Engineer Pogodzinski stated that Mr. Pearson acted as the main grader operator for the County, as he was extremely proficient in this area. Mr. Pearson was also skilled in the operation of the backhoe and is credited with having dug between 300 and 400 of the corners for the County.

Following discussion, motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to authorize a search for a 1.0 FTE replacement for the position held by Roger Pearson.

File No. 10 – A young woman with local ties who studies at the University of North Dakota is interested in an unpaid internship with Human Services. UND has expectations and learning criteria for internships. UND and Houston County have been able to negotiate an agreement which has been approved by County Attorney Jandt to provide a beneficial internship. Social Services Supervisor Moen indicated that the department is excited about the prospect of a summer intern and the young woman is interested in all aspects of her unit not a specific or single area. She expressed appreciation for the work of both HR Director Arrick-Kruger and County Attorney Jandt in negotiating an agreement with UND. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the Clinical Affiliation Agreement with The University of North Dakota.

In follow up to discussion held earlier, motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to authorize the use of the current pool of social worker applicants in order to hire a replacement for a third 1.0 FTE position within the Human Services Department resulting from the recent release of an employee. The advertisement noted a desire to hire two 1.0 FTE's, however a total of 3 will be hired.

File No. 11 - HR Director Arrick-Kruger reported on a labor agreement with Operating Engineers Local No. 49. This is the first agreement with them. In 2014 there was an MOA which provided for salary payments. During 2014 certification and clothing allowance payments were withheld. The agreement provides for back pay to 2014 for certifications and clothing allowance, salary increases consistent with those offered to other units and health benefits comparable with those of AFSCME and MAPE. The agreement has been ratified by the Operating Engineers. Motion was made by Commissioner Kjome, seconded by Commissioner Schuldt and carried with Commissioner Zmyewski voting in the negative to approve the labor agreement with Operating Engineers Local No. 49.

Bryan VanGorp, Yucatan Township resident, expressed concern regarding frac sand mining propaganda from Heartland Institute which is fossil fuel funded. He expects the will of the people be carried out. He expressed his belief that his views are the same as the majority of people.

Yvonne Krogstad, Caledonia Township resident, expressed appreciation that the Planning Commission and Board of Commissioners considered the concerns of citizens neighboring the G & K/Bruening mine and applied conditions to the CUP. She questioned why there is still consideration being given to alternate sites for a proposed Highway Department Building when a vote to select a site was passed last August.

Pursuant to M.S. 13D.05 subd. 2(b), motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to go into closed session to consider allegations and/or to determine whether disciplinary action if any will be taken.

At the request of the subject of the meeting, Linda Bahr, the meeting was held in open session. It was noted that due to the fact notice of the meeting was not received by Ms. Bahr until 4:00 p.m. on Monday, May 16th, union representation was unable to be present.

Commissioner Zmyewski questioned why, when he is a member of the personnel committee, he is unaware of the reason for these proceedings. He expressed his concern that certain individuals are pushing their own agendas. As a member of the personnel committee he has an expectation of being informed when personnel issues arise. When he questioned fellow commissioners regarding the purpose of the meeting, he was provided with a generic response or a response indicating the Commissioner was uniformed of the reason/subject. He expressed that he is uncomfortable being asked to make decisions when he is unprepared and/or uninformed. HR Director Arrick-Kruger stated that she brought forward her concerns to the Board Chair. This matter is related to the Human Services Department. It is possible the concern was also discussed during the Human Services sub-committee meeting held earlier this morning.

HR Director Arrick-Kruger has felt that in previous attempts to discuss certain matters that she has been dismissed and her phone calls have gone unanswered. Commissioner Zmyewski stated he had not received any such e-mails. She expressed concerns with data privacy leaks. She takes data privacy seriously. For these reasons, HR Director Arrick-Kruger kept her communications limited to the Chair only. In addition, in the event her performance is at issue, she expects due process. Commissioner Zmyewski questioned again why the personnel committee has not been informed of the concerns.

File No. 12 - At this time HR Director Arrick-Kruger provided materials which contain private data. She restated that the meeting is open and expressed concern that private data not be included in any verbal statements and/or discussion. In an attempt to provide the requested background information to Commissioner Zmyewski, she provided a chronological overview of events leading to the current discussion. She restated her concern that all employees are provided due process. She did speak with a representative from Ms. Bahr's union and assured them that there would be no question/answer with the staff member who is the subject of the meeting. HR Director Arrick-Kruger indicated that following review of the documents provided, she anticipates the Board to either dismiss the matter or refer the matter for investigation.

HR Director Arrick-Kruger reported that she is responsible for reporting to both DEED and Minnesota Merit System Report of Personnel Action when there is the dismissal of an employee. When reviewing documentation in preparation of the required submission of information she became aware of inconsistencies. It is her duty to inform the Board of said inconsistencies. She provided an overview of the inconsistencies which she identified. She stated that, while there may be reasonable explanation for inconsistencies, she is not at liberty to

question, as she felt that would be the purpose of an investigation. She expects that performance reviews would be complete, submitted timely and mirror comments made to the Board. She provided examples from the timeline and how it was her understanding that steps were in place for further evaluation.

Commissioner Zmyewski expressed his understanding that this situation appears to be a procedural concern. HR Director Arrick-Kruger stated that she is required to respond to two state agencies. Commissioner Zmyewski expressed his understanding that both HS Director Bahr and Social Services Supervisor Moen have performed their duties. HR Director Arrick-Kruger expressed ongoing data privacy concerns with the discussion taking place in open session and recommended the matter be referred to the County Attorney's Office for further investigation. She stated that she has supplied the information she has and explained her concerns. There are files which should be included in the personnel files which are not included. Commissioner Zmyewski stated again that the dismissal was dealt with under the guidance of the County Attorney. He expressed his expectation that the HR Department is responsible to ensure that procedures are followed. HR Director Arrick-Kruger expressed concern with the tenor of these proceedings and not being afforded the opportunity to provide response or address questions. She reiterated inconsistencies identified. At this time she is asking for direction. She is required to apprise the Board of her concerns. She is not judging anything and there may or may not be explanation. She again stated that it is her opinion that there are inconsistencies and she has provided examples. It is the Board's decision how to proceed.

HR Director Arrick-Kruger explained the Human Services Merit System hiring process. There are 2 registers received from Merit System. One of the registers is regional and the other reflects statewide data. She stated that Human Resources does not pre-screen applications. They do take the register and pull any applications for individuals appearing on the register. If a name appears on the register and an application has been submitted, those are passed onto the search committee. If there is a need to identify additional candidates, HR can refer to the 2nd register and cross reference it with applications received. If the department head wishes to see all Merit testing scores, they need only request that information from Human Resources. However, she did caution that the scores are not part of the rating system. The system has changed and is now based on experience and education and not on the testing. The top twenty individuals are provided on the register.

At this time there was discussion regarding HS Director Bahr's ability to openly waive her right to union representation. HS Director Bahr stated that she will not be waiving said right. HR Director Arrick-Kruger stated again the purpose of these proceedings is to bring forth a concern, it is not to perform an investigation nor inquire. There will be no judging and no determination made. There is a different process for judging and/or decision making. HR Director Arrick-Kruger indicated that in the event an investigation is conducted, the Board can direct those involved to cooperate fully. These proceedings are to determine whether or not to refer the matter for investigation.

It is customary in this type of situation to inform the employee. If the matter is referred for investigation, the Board will need to determine whether to leave the employee in place or place them on paid administrative leave. In the event the staff member is placed on leave, there will need to be an interim appointed. Commissioner Zmyewski indicated he does not favor spending money on investigations.

HR Director Arrick-Kruger reported that she received information last Thursday from a former employee, and she was out of the office on Friday. Over the weekend she worked with the information submitted to her office in order to prepare the required reporting information and discovered the inconsistencies. She immediately drafted a letter outlining her concerns and submitted it to the Board Chair. She has already requested an extension of her reporting deadlines. She did limit her communications to the Board Chair, due to ongoing concerns related to data privacy.

Commissioner Zmyewski questioned why there is a need to rush this decision. He holds people accountable. To do so, he expects to have adequate information and needs time to ask questions and evaluate information. HR Director Arrick-Kruger stated again that she is not asking for a determination whether there was wrongdoing. HR Director Arrick-Kruger expressed that she feels obligated to provide appropriate documentation to DEED and Merit. However, she is unable to match up the documentation she has. It is not for her to determine why the information is inconsistent. Commissioner Schuldt expressed interest in hearing the County Attorney's position on the situation. It was noted that County Attorney Jandt has been apprised of the situation. Commissioner Zmyewski expressed his opinion that with the assistance of County Attorney Jandt, those involved should be able to work together to resolve concerns. He expressed his belief that there has been no wrongdoing, and in the event there is missing data, it simply needs to be supplied to resolve the concern. HR Director Arrick-Kruger indicated it is her preference that all staff involved meet individually with the County Attorney. Motion to instruct HR Director Arrick-Kruger, County Attorney Jandt, HS Director Bahr and Social Services Supervisor Moen to work together to resolve concerns failed for lack of a second. HR Director Arrick-Kruger stated that due to deadlines, her reporting requirements will be prepared and submitted today, regardless of the Board's decision. She will address the reporting requirements. The question was raised why these proceedings are taking place if HR Director Arrick-Kruger has data to complete the reporting. If there is a missing documents, it needs to be provided to the HR Department immediately. Commissioner Walter indicated there is a need to resolve the matter. It was restated again that the purpose of the this meeting is to determine whether or not the inconsistencies warrant investigation. The HR Department is responsible to have full and complete personnel records. It is expected that personnel records be submitted timely following the generation. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to have County Attorney Jandt meet individually with HR Director Arrick-Kruger, HS Director Bahr and Social Services Supervisor Moen to resolve concerns.

Motion was made by Commissioner Kjome, seconded by Commissioner Zmyewski and unanimously carried to place on file the following items from the consent agenda:

File No. 13 – Correspondence regarding Spring Grove Area Veterans Memorial request

There being no further business and the time being 11:36 a.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, May 24, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, May 24, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Stotts; Thomas Trehus; Chief Deputy Sheriff Lapham; Assistant Engineer Conway; Surveyor Walter; Gretchen Cook; PHN Director Marchel; Courtney Bergey; Jail Administrator Schiltz; Finance Director Lapham; Ted Hanson; Yvonne Krogstad; HR Technician Diersen

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the agenda.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to approve the minutes of the May 17, 2016 meeting with corrections as noted.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$37,855.22
Road & Bridge Fund	189,248.42

Total	$227,103.64
	=========

File No. 2 - On the recommendation of HR Technician Diersen, motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to hire Samuel Stemper as a 67 day employee effective June 1, 2016 to assist both the Highway Department and Surveyor's Office.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to hire Ardell Olafson and Matthew Schellsmidt as 67 day employees to assist as drop site supervisors.

Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to hire Kayla Vit as a 67 day employee at a rate of $12.15 per hour, effective June 2, 2016 to assist in the PHN Department. Ms. Vit has been identified as the successful intern candidate. She has a psych degree from Gustavus and is currently enrolled at Viterbo University in the nursing program.

File No. 3 - Jail Administrator Schiltz reported on behalf of the safety committee which desires to offer volunteer CPR/AED training. They are requesting the Board consider allowing interested staff to attend the training during work hours and receive their regular pay. However, the $30.00 fee would need to be paid for by the employee. Employees would need department head permission to participate. The training takes between 2.5 to 3 hours. It will be offered by the Caledonia Ambulance Service. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to authorize the program as presented. Jail Administrator Schiltz will coordinate the training.

Courtney Bergey, EDA Coordinator through CEDA, stated that she has ties to the area and is excited to serve Houston County. In the six weeks since she joined the team she has been meeting with EDA members at the county and municipal levels getting to know those involved and gathering ideas. She hears the same concerns from local business owners related to tourism and workforce development. She has also assisted in the preparation and submission of reports for Crest Pre-cast and has been working with the County Attorney's Office regarding an EDA loan which defaulted.

File No. 4 – Chief Deputy Sheriff Lapham reported on a Toward Zero Deaths (TZD) Grant which the department would like to make application to receive. The grant runs from October 1, 2016 through September 30, 2017 and is a collaborative initiative with the Public Health Department. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski unanimously carried to approve the application and adopt the following:

RESOLUTION NO. 16-17

BE IT RESOLVED that the Houston County Sheriff's Office enters into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period from October 1st, 2016 through September 30th 2017.

The Houston County Sheriff is hereby authorized to execute such agreements and Amendments as are necessary to implement the project on behalf of the Houston County Public Health and to be the fiscal agent and administrator of the grant.

File No. 5 - Assistant Engineer Conway reported that recently, EPA performed an inspection at the La Crescent satellite shop and found a violation. In order to come into compliance the drain can be plugged or a holding tank can be installed. Quotes have been solicited for the installation of an appropriate holding tank. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to accept the quote submitted by Zenke Incorporated in the amount of $9,089.45 in order to install a holding tank, and have it plumbed and wired so that it is brought into compliance with EPA requirements.

File No. 6 – Motion was made by Commissioner Kjome, seconded by Commissioner Schuldt and unanimously carried to approve the issuance of the following liquor licenses:

LIQUOR LICENSES, WINE AND STRONG BEER
Rushford Golf Club, Inc. dba Ferndale Country Club with Deck
Amanda's Back Forty, LLC dba Amanda's Back Forty
Elpaka, LLC dba Ma Cal Grove Country Club
Foursome Golf Group LLC dba Valley High Golf Club
Denstad Enterprises, Inc. dba Shellhorn Roadhouse
City of La Crescent dba Pine Creek Golf Course (Wine & Strong Beer)

ON SALE BEER LICENSES
City of La Crescent dba Pine Creek Golf Course
Lawrence Lake Marina LLC dba Lawrence Lake Marina
Gopher State Sportsmans Club
La Crescent Snowmobile Club

OFF SALE BEER LICENSES
City of La Crescent dba Pine Creek Golf Course
Lawrence Lake Marina LLC dba Lawrence Lake Marina
Houston Food Mart
La Crescent Snowmobile Club

File No. 7 - Following discussion, motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to adopt the following resolution:

RESOLUTION NO. 16-18

BE IT RESOLVED By the Board of County Commissioners, Houston County, Minnesota, that it approves the Maintenance and Grooming application of the Houston Money Creek Snowriders Snowmobile Club, Inc. and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

At this time the Board met with Thomas Trehus, Wilmington Township resident, Spring Grove School Board member and candidate for Minnesota House of Representative. Mr. Trehus

shared his thoughts on the direction government should be taking. He is a 5th generation Houston County resident. He is running due to his frustration with the current state of government. He expressed concern for small towns, farmers and schools which are being left behind by State and Federal government. He indicated that LGA and CPA are failing to keep up with the needs of the population leaving local units of government with no choice other than to increase taxes to meet them. He reported that legislators failed to pass a long term transportation bill or bonding bill prior to the close of the session. It is disappointing that legislators fail to perform their duties timely. Commissioner Walter expressed concern that local governments are faced with unfunded mandates. In addition, many small towns have water quality concerns. It is also frustrating when elected legislators place blame on one party or another when they fail to come to a compromise to pass legislation. In closing, Mr. Trehus stated he has a goal to meet with cities and counties in the district annually if elected.

Commissioner Walter reported on a Hokah Township meeting which she attended regarding road turnback.

Commissioner Zmyewski clarified that HR Director Arrick-Kruger had not made any attempts to call or e-mail him. However, he noted that he had been carbon copied on 4 correspondences from Bethany Moen and/or Linda Bahr. He also questioned why the Board meeting video had been posted on Friday, taken down and later reposted without audio during a segment of the video. He indicated that he will not be attending the Joint Board of Public Health meeting, instead he will attend the Department Head meeting.

Chairperson Storlie reported that she too had attended the Hokah Township meeting and also a CJC meeting. She stated that it was her understanding that HR Director Arrick-Kruger had not contacted Commissioner Zmyewski regarding the most recent issue due to the fact that he failed to respond to past communications from her. He indicated that he responds to the communications he receives and the issue last week was not communicated to him.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to place on file the following items from the consent agenda:

File No. 8 – Correspondence to H Koch regarding tons delivered to Xcel

File No. 9 – Minutes from May 11, 2016 School Board Meeting

File No. 10 – Correspondence from SMIF

File No. 11 – Note in appreciation of participation in recent School Board meeting

There being no further business and the time being 9:35 a.m., motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, June 7, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, June 7, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Stotts; County Attorney Jandt; Engineer Pogodzinski; Zoning Officer Lacher; HR Director Arrick-Kruger; Fred Arnold; Surveyor Walter; Chief Deputy Sheriff Lapham; Sheriff Inglett; Finance Director Lapham; Gretchen Cook; Yvonne Krogstad; Deputy Sheriff Seitz

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the minutes of the May 24, 2016 meeting.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$32,992.27
Road & Bridge Fund	187,045.76

Total	$220,038.03
	=========

File No. 2 – Engineer Pogodzinski discussed the turnback of 2 portions of roadway located in Hokah Township. Recently a public hearing was held to discuss this. The turnbacks involve a portion, formerly CSAH 7, of Kreibich Drive and a portion, formerly CSAH 18, of Petersen Road.

The Township would appreciate the removal of a sunken culvert, crack filling and sealcoating of Kreibich Drive prior to the road being turned back. They would also appreciate sealcoating of Petersen Drive. It was reported that approximately 90% of Hokah Township

roadways are seal coated. Petersen Drive is currently a gravel roadway and the County has proposed shaping the roadway and applying gravel. Statute provides the County with the authority to turnback the roadways.

Engineer Pogodzinski has estimated the cost of proposed repairs to Kreibich Drive at approximately $8,000.00. He indicated that the road is in need of the requested repairs. The cost to complete the proposed sealcoating of Petersen Road would range between $20,000.00 and $30,000.00. He indicated that annual winter road maintenance costs average approximately $1,200.00 for each section to be turned back. Three resolutions would be required in order to complete the turnback of both portions of road.

Chairperson Storlie questioned whether the County would need to complete the same repairs if the roads were being retained by the County. Engineer Pogodzinski commented that grading and gravel application to Petersen Road would be required. He also commented that the townships will become eligible to receive state funding on the portions of roadway turned back. The County does not receive funding for those same portions of roadway. He encouraged the Board to determine the amount or level of repairs at the same time as the turnback resolutions are adopted.

File No. 3 - Surveyor Walter shared some of the history of the project and roadways. Commissioner Schuldt commented that the roadways should be in good repair in the event the county turns back the roadway. Engineer Pogodzinski commented that Kreibich Drive is due for crack filling and sealcoating and that Petersen Road is in poor shape and would require shaping and gravel application. Hokah Township does have many seal coated roads, however, in other parts of the county similar roads are gravel. County Attorney Jandt shared information regarding the turnback process. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to authorize the removal of the sunken culvert, and to crack fill and sealcoat Kreibich Drive and to shape and apply 4" of gravel to Petersen Road and adopt the following resolutions:

RESOLUTION NO. 16-19

WHEREAS, CSAH 7 was relocated and altered and opened for travel, and;

WHEREAS, CSAH 7 as relocated and altered took the place and serves the same purpose as the portion of old CSAH 7, Kreibich Drive, as referenced in Document 234741 in the Houston County Recorder's Office, and;

WHEREAS, the County Board may, according to Minn. Stat. 163.11, The County Board, by resolution, may revoke any county highway. The highway shall thereupon revert to the town in which it is located.

WHEREAS, on June 7, 2016, the Houston County Board, by majority vote, voted that pursuant to Minn. Stat. 163.11 it resolved to revoke the portion of old CSAH7, Kreibich Drive, as reference in Document 234741 in the Houston County Recorder's Office;

NOW THEREFORE BE IT RESOLVED,

1. That the portion of old CSAH 7, Kreibich Drive, as referenced in Document 234741 in the Houston County Recorder's Office, indicated as HOKAH TOWNSHIP ROAD (KREIBICH ROAD) FEE LEGAL DESCRIPTION on Certificate of Survey, shall be revoked pursuant to Minn. Stat. 163.11;

2. That this revoking shall not affect existing Easements therein, nor shall it affect the authority of any persons, corporation, or municipality owning or controlling electric poles or lines, telephone, gas, and sewer lines, or water pipes, mains, and hydrants, thereon or thereunder to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace, remove, or otherwise attend thereto.

RESOLUTION NO. 16-20

WHEREAS, CSAH 18 was relocated and altered and opened for travel, and;

WHEREAS, CSAH 18 as relocated and altered took the place and serves the same purpose as the portion of old CSAH 18, Petersen Drive, as referenced in Book 1 of Surveyor's Records, Page 113 as Survey #58, and;

WHEREAS, the County Board may, according to Minn. Stat. 163.11, The County Board, by resolution, may revoke any county highway. The highway shall thereupon revert to the town in which it is located.

WHEREAS, on June 7, 2016, the Houston County Board, by majority vote, voted that pursuant to Minn. Stat. 163.11 it resolved to revoke the portion of old CSAH18, Petersen Road, as reference in Book 1 of Surveyor's Records, Page 113 as Survey #58, and;

NOW THEREFORE BE IT RESOLVED,

1. That the portion of old CSAH 18, Petersen Road, as referenced in Book 1 of Surveyor's Records, Page 113 as Survey #58, in the Houston County Recorder's Office, indicated as area of turnback on Exhibit A, shall be revoked pursuant to Minn. Stat. 163.11;

2. That this revoking shall not affect existing Easements therein, nor shall it affect the authority of any persons, corporation, or municipality owning or controlling

electric poles or lines, telephone, gas, and sewer lines, or water pipes, mains, and hydrants, thereon or thereunder to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace, remove, or otherwise attend thereto.

County Attorney Jandt reported that the county is owed $18,000.00 on a defaulted EDA loan. He filed in small claims court, the Sheriff served papers at no fee and a judgment was obtained in the amount of $15,065.00. Priority is given to Merchants Bank with the County to receive 2nd priority. Filing and obtaining the judgment moved the County ahead of the City of Houston in priority.

County Attorney Jandt also provided an update on collections he has been assisting Jean Becker with. In one instance, a nursing home resident who received assistance owned property in Wisconsin. Proceedings to collect for the assistance received were commenced and the county was able to acquire title to the property to cover those expenses. There is also action pending to collect funds from a trust for assistance received.

County Attorney Jandt reported that, in the past, Winona County has provided assistance in trying two felony cases. County Attorney Jandt has recently been assisting Winona County with a revocation of a permit to carry and one additional case.

File No. 4 – On the recommendation of Engineer Pogodzinski, motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to adopt the following:

RESOLUTION NO. 16-21

WHEREAS, CSAH 18 was relocated and altered and opened for travel, and;

WHEREAS, CSAH 18 as relocated and altered took the place and serves the same purpose as the portion of old CSAH 18 as referenced in Book 1 of Surveyor's Records, Page 113 as Survey #58, and;

WHEREAS, the County Board may, according to Minn. Stat. 163.11, When a newly established, relocated, or altered County Highway is opened for travel which takes place of and serves the same purpose as any portion of another County Highway, the County Board may vacate any such portion of highway by resolution, and;

WHEREAS, the vacation shall be subject to utility easements, if any, and;

WHEREAS, on June 7, 2016, the Houston County Board, by majority vote, voted that pursuant to Minn. Stat. 163.11 it resolved to vacate the portion of old CSAH 18 as reference in Book 1 of Surveyor's Records, Page 113 as Survey #58, and;

NOW THEREFORE BE IT RESOLVED,

1. That the portion of former County Road 18 Easement as existing in the South ½ of the Southwest ¼ of Section 3, T103N, R4W and the Northeast ¼ of the Northwest ¼ of Section 10, T103N, R4W, Hokah Township, Houston County, Minnesota more particularly described as follows: Beginning at the Southeast corner more or less of the Northeast ¼ of the Northwest ¼ of said Section 10; thence in a Northwesterly and Westerly direction to the Easterly Right of Way line of the present County State Aid Highway 18 in the Southwest ¼ of the Southwest ¼ of said Section 3 and there terminating. The said side lines are extended and shortened to match existing Right of Way lines, indicated as area of turnback on Exhibit A, shall be vacated pursuant to Minn. Stat. 163.11;.

2. That the Houston County Board directs that this resolution shall be served personally on each occupant of land through which the vacated portion of highway passes;

3. That this vacation shall not affect existing Easements therein except for any County Highway Easements which are hereby being vacated, nor shall it affect the authority of any persons, corporation, or municipality owning or controlling electric poles or lines, telephone, gas, and sewer lines, or water pipes, mains, and hydrants, thereon or thereunder to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace, remove, or otherwise attend thereto;

4. That the Houston County Board directs that this resolution shall be posted for a period of at least ten (10) days in the Office of the Houston County Auditor;

5. That the Houston County Board directs that a copy of this resolution together with proof of service and affidavit of posting shall be filed in the Office of the Houston County Auditor.

File No. 5 - HR Director Arrick-Kruger reported that last year, 3 recycling center leads were hired, two of which are nearing the end of their probationary period. Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the change of status from probationary to regular for Danny O'Heron effective June 14, 2016.

Motion was made by Commissioner Kjome, seconded by Commissioner Schuldt and unanimously carried to approve the change of status from probationary to regular for Gary Massman effective June 14, 2016.

HR Director Arrick-Kruger reported that Human Services is currently conducting a search to fill 3 social worker vacancies. Interviews have been conducted with four candidates. She is conducting background investigations and checking with references on some candidates. She recommended hiring Kelly Rohland. Social Services Supervisor Moen stated that Ms. Rohland has been working as a case aide and has familiarity with the computer programs utilized in the department. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to appoint Kelly Rohland as a probationary social worker at step 1 of the appropriate comparable worth band.

Due to the leave of HS Director Bahr, HR Director Arrick-Kruger recommended the Board take action to appoint PHN Director Marchel as the interim HS Director. PHN Director Marchel has the necessary experience and is willing to accept the interim appointment through June 26, 2016. This appointment has been discussed with Financial Services Supervisor Kohlmeyer and Social Services Supervisor Moen. There is a need to have an interim in place to address immediate needs of the department. Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to appoint Mary Marchel as interim Human Services Director to cover the leave of Linda Bahr and to increase her hourly rate per the collective bargaining agreement when someone works out of class. It was noted that no change in FTE is being requested at this time.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to hire Tyler Fabian as a probationary Jailer/Dispatcher at step 1 of the appropriate comparable worth band effective June 21, 2016 pending successful completion of a required background check. It was reported that Mr. Fabian has 2 ½ years of experience working in a larger jail and he is expected to move timely through training.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the hire of Dean Ott as a probationary Lead Jailer at an hourly wage of $27.41 effective June 21, 2016 pending successful completion of a required background check. Mr. Ott was most recently employed at the La Crosse County Jail.

On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to approve the hire of Casey Scanlan as a 67 day employee to assist as a Technical Clerk II at a wage of $14.83 per hour. Ms. Scanlan has extensive experience in 4H and its programming, and she is able to start as early as tomorrow.

HR Director Arrick-Kruger reported that County Attorney Jandt meets the mobile computing stipend criteria and has for some time. A request to receive the stipend has been received. County Attorney Jandt indicated that with electronic filing he can continue to complete work and file with the courts outside of business hours. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve a $50.00 mobile computing stipend.

File No. 6 - Recently, HS Director Bahr raised concerns regarding the mobile computing device policy. HR Director Arrick-Kruger worked to amend the policy to address county data or subject data collected by county representatives. She worked with Social Services Supervisor Moen, County Attorney Jandt and IT Director Milde in order to come up with language to address the concerns. The group all agrees on the proposed language change to the policy. Unfortunately, the amendment does not address the potential for personal data to be viewed as part of a subpoena. County Attorney Jandt explained the legal process which indicates that there would be several layers of filter that would aid in the protection of non-work related data on an employee's phone. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to adopt the Cellular and Other Mobile Computing Devices, Houston County Policy 9.31.

File No. 7 - On the recommendation of the Planning Commission, motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to approve the issuance of the following conditional use permit:

> Travis and Naaren Kingsley – Sheldon Township - Build a dwelling on less than 40 acres in an agricultural district.

File No. 8 - On the recommendation of the Planning Commission, motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to approve the issuance of the following conditional use permit:

> Margaret Erkel-Thorson – Sheldon Township - For an existing dwelling on less than 40 acres on a parcel to be created by a parcel split in an agricultural district.

File No. 9 - On the recommendation of the Planning Commission, motion was made by Commissioner Kjome, seconded by Commissioner Zmyewski and unanimously carried to approve the issuance of the following Zoning Permits:

> Lori Bresnahan – Hokah Township - Rebuild deck (24' x 15') and (5' x 17')
>
> Chase Johnson – Sheldon Township - Build pole building (100' x 60')
>
> RB Roth Inc. – Mound Prairie Township - Build open ended structure (24' x 32') and (16' x 36')
>
> Dustin Sayles – Yucatan Township - Build pole shed/horse barn (36' x 88')

Michael Wiste – Spring Grove Township - Build bedroom addition (16' x 26') attached garage (16' x 26') covered porch (8' x 60')

Houston County/Crest Precast, Inc. – Brownsville Township - Build restroom/shower building (23' x 30' 6") (Wildcat Park)

Chad Rosendahl – Mound Prairie Township - Build shed (40' x 50')

Peter Wiese – Caledonia Township - Build shed/shop (26' x 40')

Bill Oertel – Spring Grove Township - Build pole building (26' x 28')

Brian Parent – Sheldon Township - Build dwelling (28' x 82')

Arlyn Pohlman – Mayville Township - Build hay shed (39' x 96')

Ryan Feller – Sheldon Township - Build house (30' x 40') garage (30' x 30') breezeway (10' x 15')

Dean Frank – Union Township - Build pole shed (30' x 40')

Robert Kuecker – Mayville Township - Replace shed (32' x 52')

Pursuant to M.S. 13D.05 subd. 3(b) Attorney Jandt requested the Board convene a closed session to discuss matters protected by attorney-client privilege, and more specifically, pending litigation.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to convene a closed session at 9:49 a.m.

The time being 9:58 a.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to close the current session.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to reconvene in open session.

County Attorney Jandt announced that the closed session was to discuss active matters and to receive an update related to litigation involving a former employee and also land use matters.

Auditor Meiners reported that there is a very limited list of items to be sold on the county auction. She questioned whether the Board wished to proceed or seek an alternative way to dispose of the excess items. Another option would be to consign the items to an online auction

service. These services charge a considerable fee however, they may also generate a greater number of bidders. Commissioner Schuldt commented that it is likely the listing of items would grow if the auction is carried out. It is a customary event which takes place around fair time. It was noted that the county and auctioneer both perform some advertising of the event. The auction event has never appeared in the official Fair Events Flyer. It was agreed to discuss the matter further at the next regularly scheduled meeting.

Commissioner Kjome reported on Joint Board of Health, Planning Commission, EDA, Water Planning, Extension, and AMC District Meetings which he has attended over the past two weeks.

Commissioner Walter reported on Joint Board of Health, Extension, and AMC District meetings which she has recently attended.

Commissioner Zmyewski reported on the department head meeting which he attended.

Commissioner Schuldt reported on Joint Board of Health and AMC District meetings which he attended.

Chairperson Storlie reported on Joint Board of Health, EDA, CJC, and AMC District meetings she attended. She also reported on the Veterans Cemetery Dedication held on the Sunday before Memorial Day.

Engineer Pogodzinski indicated that a recent joint meeting with the School Board and city council reflected the community's desire to keep the Highway Department at the current site. He encouraged those participating in the visioning of the proposed Highway Department Building to consider the site with the possibility of future expansion in mind. In addition, the number of bays and size, office and meeting room size needs to be examined on a microscopic basis. After those items have been examined, they need to consider how they would fit on the current site. In discussion with other counties, it was learned that Steele County recently purchased a 40 acre tract of land for a Highway Department Building. They anticipate utilizing approximately 20 of those acres. Commissioner Walter questioned whether there was any possibility of acquiring additional land from the Schulte Family. It was suggested that the Schulte's be presented with a draft plan which shows or reflects the need. Commissioner Zmyewski commented that if a committee is established, it needs to include prominent public figures. He expressed his belief that prominent figures could influence the public greatly and therefore, it is important to include them to ensure that they support the project. Chairperson Storlie commented that this project is a County project, not solely a Caledonia City project and expertise should be gathered from other county entities with experience in similar matters. Engineer Pogodzinski expressed concern that in the event there is a committee established there is a need for regular updates to the full board. He indicated in the past the committee may have had suggestions or ideas which the Board was unaware of due to the communication barrier between the two groups. He expressed a need to ensure good communication between the two

groups in the future. Concern was raised that the public is unaware of the needs or of what exactly will be housed in the Highway Department Building. There is a perception that it is simply a shop to perform limited maintenance on a couple of trucks. In reality, the proposed Highway Department Building would be a commercial building, subject to commercial building codes and would house in addition to the maintenance portion of the facility, engineering and accounting staff, and provide heated storage and possibly cold storage for vehicles. Commissioner Zmyewski noted that maintenance and office space are the most expensive. He expressed his opinion that cold storage could be as simple as erecting a hoop building. Heated storage is nothing more than a steel building with insulation. He expressed firmly his belief that without public figures involved in the discussion and development of plans, the public will not support any ideas coming forward. He expressed a desire to develop agenda's for meetings, take minutes and keep the Board informed. He shared his opinion that architect services are not necessary at this point in the process and cautioned that architects are paid based on the end fee. Chairperson Storlie responded that architects have knowledge of commercial code and can assist in the development of plans which meet code. Commissioner Zmyewski reiterated the need to determine the number of bays and offices. Engineer Pogodzinski commented that there are preliminary drawings available. Commissioner Zmyewski stated that the County isn't gaining roads and population has been decreasing. Commissioner Walter noted that in Iowa, the county maintains all roads. The townships have turned over road maintenance to the counties. Commissioner Zmyewski commented that if this were to happen in Houston County there may be a need to expand satellite shops but not the centrally located Caledonia Highway Department Building site. Engineer Pogodzinski restated his desire to build with flexibility in mind. He expressed a desire to leave space on the site and have it available for possible future expansion. Initially, the current site would have adequate space to meet present need. It is questionable whether the site would be adequate if needs change in the future. Commissioner Zmyewski commented that there would be more room available on the site if the proposed Highway Department Building housed only the maintenance portion of operations. He expressed his opinion that adequate office facilities could be found within the Historic Courthouse and perhaps even the Historic Jail. Commissioner Schuldt urged caution with spreading staff across campuses as efficiencies would be lost. Commissioner Zmyewski argued that times may change and efficiencies may be gained through improved technology. Commissioner Zmyewski commented how it appears easy for government to spend other people's money. He pointed out the overbuilding of both the Criminal Justice Center and Caledonia School and noted that people in the community are strapped with taxes which will go on for many years. Chairperson Storlie commented that the Board needs to be concerned with what is best for the County as a whole. It was agreed that further discussion would continue with the committee which includes Commissioners Zmyewski and Schuldt and Engineer Pogodzinski with regular meetings and updates. Commissioner Kjome suggested consideration be given to a 2 story structure due to the slope of the land and the fact that they may be able to build up rather than sprawling out.

Discussion was held regarding the possibility of performing grader operator training in County by preparing a parking lot site for the benefit of Botcher Park. Preparing the site would benefit the park and equipment operator's training. It would be performed without having to

control traffic. If training were to take place on county roadways, there would be a need to control traffic. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to authorize grader operator training to be utilized to prepare a parking lot at Botcher Park. It was agreed that Engineer Pogodzinski would prepare an estimate for graveling of said lot.

Fred Arnold, Wilmington Township, commented on the Highway Department discussion. He suggested the project always be referred to as "Highway Department Building", and not narrow the perception of scope by referring to it as "Highway Shop". He expressed support for a shared building with the Fair. He also commented that in the event a committee to discuss the Highway Department Building is activated that it be more formal than the previous committee.

Gretchen Cook, La Crescent City resident, questioned why the video of a recent open meeting has been posted in a redacted state.

Yvonne Krogstad, Caledonia Township resident, expressed appreciation for the suggestion of a 2 story Highway Department Building.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to place on file the following items from the consent agenda:

File No. 10 – Correspondence to payroll regarding recent hires

File No. 11 - Letter of appreciation from Semcac for continued financial support

There being no further business and the time being 10:58 a.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, June 14, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, June 14, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Stotts; County Attorney Jandt; Finance Director Lapham; PHN Director Marchel; HR Director Arrick-Krueger; Dave Walter; Fred Arnold; Gretchen Cook; Chief Deputy Sheriff Lapham; Bruce Bulman; Thor Kolle; Sheriff Inglett

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the agenda.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the minutes of the June 7, 2016 meeting.

File No. 1 - Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$99,432.22
Road & Bridge Fund	235,591.83

Total	$335,024.05
	=========

File No. 2 – Finance Director Lapham provided an overview of the May financial information. She would like to see expenditures lower since we are operating at a deficit. Tax money will be applied through journal entries in the month of June. The Board will be provided with a line by line report in June. The Board approved the microwave project however, questions remain regarding what account funding to cover the cost will come from. During previous discussions, it was noted that this project will benefit many other organizations in addition to the Sheriff's Department. Chief Deputy Sheriff Lapham reported that the project does not qualify for

use of E911 funds. Finance Director Lapham indicated that budget amendments will be forthcoming and will account for additional staffing which has been approved.

File No. 3 – On the recommendation of PHN Director Marchel, motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the Board Ratification Statement with MCCC. This ratifies Amendment No. 1 to the PH-Doc Maintenance and Support Agreement. PHN Director Marchel indicated that this is for PH-Doc Software which is used daily in the department. The total cost for the maintenance and support of the software is approximately $20,000.00 annually.

File No. 4 - Chairperson Storlie reported on a revolving loan application for Mell Chiropractic. The business has grown substantially and they have a need for additional space. The owners of Mell Chiropractic have signed a purchase agreement for a building which will allow them to increase their patient rooms to better serve clients. On June 1, the EDA passed a motion in support of the granting the request for a revolving fund loan. Motion was made by Commissioner Kjome, seconded by Commissioner Schuldt and unanimously carried to approve the revolving loan for Mell Chiropractic in an amount not to exceed 10% of the project cost.

Following discussion, motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to authorize the Court Administrator to advertise for proposals for Court Appointed Attorney Services.

File No. 5 - Discussion was held regarding the County Auction. There may be a need to establish a policy for the disposal of excess government property. Commissioner Zmyewski indicated that ongoing disposal of excess property is a good thing. He expressed his opinion that it is more beneficial than gathering and storing equipment for up to a year until the annual auction can be planned, organized and held. Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to dispose of excess government property through Darr Online Auction in Rushford, Minnesota. Therefore, there will be no County Auction held the Wednesday of fair week this year.

File No. 6 - Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the Joint Powers Agreements for the 2016 Primary and General Elections between the Office of the Secretary of State and Houston County for recounting of any races which may be required.

File No. 7 - On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the change of status of Bethany Moen from probationary to regular effective June 29, 2016. Ms. Moen is the Social Services Supervisor. PHN Director Marchel was pleased to make this recommendation following discussion with Ms. Moen. HS Director Bahr had met with Ms. Moen regarding her talents and abilities in preparation for this. HR Director Arrick-Kruger

stated that she too hears stellar reports from all offices that deal and work with Social Services Supervisor Moen.

HR Director Arrick-Kruger reported that there has been an ongoing and difficult search to hire a third IT staff person. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to authorize the hire of Max Ekobena for the position of IT Support/Web Technician at step 1 of the appropriate comparable worth band. Mr. Ekobena recently completed an internship at Gundersen Health System and has an MIS (Management Information Systems) degree.

File No. 8 - At this time the Board met with Dave Walter. He provided information related to a tour their office has partnered with Farm Bureau to host. He also provided information regarding the Buffer Initiative. The DNR recently proposed public waters maps which they have been reviewing. These maps are in conjunction with the recently passed buffer initiative which requires a minimum and/or average 30 foot buffer with a desired 50 foot buffer from the top of bank. He explained the challenges in determining "top of bank". The Root River is the only ditch in Houston County however, there are many miles of public waters. In addition to public waters, there are waters such as springs and others shorter than 2 miles in length which are not covered under the "public waters" definition. Environmental Services will be responsible for the enforcement of the buffer initiative and SWCD will provide technical support. Mr. Walter reported that of the 35 different streams his office has completed a review of 9 and found approximately 75% compliance. He expressed that landowners, overall, are doing a good job. The buffer initiative doesn't go into full effect until December 2017 at which time the buffer of perennial cover, trees, grasses and/or alfalfa will be required. No row cropping within the buffer will be allowed. Commissioner Walter questioned whether there would be a tax break for those with property subject to the buffer requirements. Mr. Walter responded that some of the land may qualify for various programs such as CRP, it may be grazed or hay raised and harvested. In addition, certain areas may qualify for DNR easement to provide greater access for anglers. He expects the State to award counties with one time grant funding for enforcement purposes as the program is launched.

The Conservation Tour Date is July 22nd. It is by invitation only and Houston County Commissioners and invited staff may join the tour at Shooting Star Native Seeds in Spring Grove. Commissioner Schuldt commented how beneficial his participation in last year's conservation tour was.

Commissioner Schuldt reported that a meeting of the Proposed Highway Department Building did take place and another is scheduled for Tuesday June 24th.

The Board of Equalization meeting is scheduled for next Monday, June 20th at 6:00 p.m.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to recess until the next regularly scheduled appointment at 10:15 a.m.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to reconvene in open session.

HR Director Arrick-Kruger noted that there was no longer a need to convene a closed session.

On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to accept the immediate resignation of probationary jailer/dispatcher Danielle Henson Schroeder.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to accept the immediate resignation of Lead Jailer/Dispatcher Kevin Walther.

HR Director Arrick-Kruger informed that Board that 67 day employee Darin Daveau who worked as a Sheriff's Deputy also tendered his resignation effective immediately.

HR Director Arrick-Kruger reported that adequate resources remain within an employee search pool which was recently conducted for the position of jailer/dispatcher. On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to authorize the use of the current applicant pool to fill jailer/dispatcher vacancies and to fill any new vacancy which may result from an internal candidate being hired for the lead jailer/dispatcher vacancy. HR Director Arrick-Kruger shared her belief that re-advertising would not result in a substantially different pool of applicants.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to authorize that the most recent applicant pool for lead jailer/dispatcher be utilized to search for a viable applicant to fill the lead jailer/dispatcher vacancy created as a result of a recent resignation.

HR Director Arrick-Kruger along with Sheriff Inglett reported that they have had two candidates which had issues with the required background checks and have begun the background check on a third candidate. They hope to return to the Board with a request to hire at the next meeting. HR Director Arrick-Kruger noted that proper due diligence takes time to perform.

Commissioner Kjome reported on a One Watershed, One Plan meeting which he attended.

Commissioner Walter reported on an EMS and Workforce Development meetings. She also attended City of La Crescent and La Crescent Township meetings.

Commissioner Zmyewski reported that he recently met with Zoning Office Lacher regarding proposed changes to the zoning ordinance. They also discussed the mining ordinance and potential changes, and also splitting of parcels which results in non-confirming non-farm dwellings. The Zoning Ordinance is a living document which requires constant monitoring and revision. Commissioner Zmyewski also met with Environmental Services Director Frank, the State and landowner of the former dump site.

Commissioner Schuldt reported on a Semcac meeting which he attended.

Chairperson Storlie provided a reminder regarding the Annual Solid Waste Meeting which is scheduled for this Friday.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to place on file the following items from the consent agenda:

File No. 9 – Correspondence to payroll regarding recent hires and changes

File No. 10 – FCC Microwave License

There being no further business and the time being 10:26 a.m., motion was made by Commissioner Kjome seconded by Commissioner Schuldt and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, June 21, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, June 21, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle & Moorhead; Assistant County Attorney Bublitz; GIS Coordinator Krzoska; HR Director Arrick-Kruger; Courtney Bergey; Betts Reedy; Bruce Kuehmichel; Recorder Bauer; Fred Arnold; PHN Director Marchel; Social Services Supervisor Moen; Sheriff Inglett; Bryan VanGorp; Ted Hanson; Zoning Officer Lacher

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the minutes of the June 14, 2016 meeting.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$52,653.14
Road & Bridge Fund	259,459.23

Total	$312,112.37
	=========

File No. 2 - GIS Coordinator Krzoska requested authorization to purchase a GPS unit and IPad for use by his office. He stated that the overall cost for the equipment is estimated at $3,200.00 and adequate funds are available in the Recorder's Compliance Fund. The purchase qualifies as an acceptable use of Compliance funding. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the purchase of a GPS unit and IPad and for the expense to be paid for utilizing the Recorder's Compliance Fund.

Courtney Bergey provided an update related to the activities of the EDA Office. She indicated that much of the work she is currently performing is laying the groundwork for larger projects. She reported that recently Senator Klobuchar visited Houston County and toured Spring Grove Soda. They had discussion about workforce concerns. The Mell Chiropractic revolving loan was recently approved and planning continues for their move. Ms. Bergey indicated that she has been visiting local businesses and meeting with civic leaders to gain understanding of the local economy and to gather concerns and ideas. She is coordinating a brainstorming session to include business owners and interested individuals on July 21st in Hokah in hopes of organizing a regional tourism campaign. She reiterated a recent report by County Attorney Jandt that a judgment was granted in the amount of $15,000.00 for a failed EDA loan. She was recently made aware of the closure of APN which will result in the displacement of approximately 20 employees. She met with the businesses owners and shared information for staff regarding other local businesses which are hiring in hopes of keeping trained workers in county.

File No. 3 - On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to hire Shay Mahoney as a Social Worker at step 1 of the appropriate comparable worth band, effective June 24, 2016. Social Services Supervisor Moen reported that Mr. Mahoney has extensive experience working with troubled youth. HR Director Arrick-Kruger reported that he was given excellent recommendations.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to hire Cheryl Demet as a case aide at step 2 of the appropriate comparable worth band, effective June 27, 2016. Social Services Supervisor Moen reported that Ms. Demet has good people and communication skills.

File No. 4 - Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to accept the resignation of Wendi Ruesgen effective July 6, 2016 and draft a letter in appreciation for her service. Ms. Ruesgen originally worked in child protection and most recently with commitments and chemical dependency.

Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve a search for a 1.0 FTE social worker to fill the vacancy created by the recent resignation of a social worker.

HR Director Arrick-Kruger reported that due to the uncertainty of the time in which it takes to complete the necessary background check for recent jailer/dispatcher hires she is requesting amendments to start dates for 2 such hires.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to amend the start date of Tyler Fabian from June 21, 2016 to June 22, 2016.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to amend the start date of Dean Ott from June 21, 2016 to June 24, 2016.

Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the hire of Scott Jennings as a jailer/dispatcher at step 1 of the appropriate comparable worth band, effective July 11, 2016 and contingent upon the successful completion of a required background check. HR Director Arrick-Kruger noted, in the event the background check is completed sooner, she may request the hire date be moved up.

Commissioner Kjome reported on Planning Commission and Board of Equalization meetings which he attended.

Commissioner Walter reported on Workforce Development and Board of Equalization meetings which she recently attended.

Commissioner Schuldt reported on a Board of Equalization meeting which he attended and commented on clerk and head judge training which he participated in.

Chairperson Storlie reported on Planning Commission, Annual Solid Waste and Board of Equalization meetings which she attended.

Bryan VanGorp, Yucatan Township resident, expressed his displeasure with the public comment period. He also expressed his concerns with the enforcement of ordinances and proposed changes.

Ted Hanson, Caledonia Township resident, encouraged the Board to table further discussion on the Proposed Highway Department Building until following the fall election.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to place on file the following items from the consent agenda:

File No. 5 – Correspondence to payroll regarding recent changes and hires

File No. 6 – Correspondence to H. Koch regarding tons delivered to Xcel

File No. 7 – Final request ECN Grant/ANCOM

There being no further business and the time being 9:28 a.m., motion was made by Commissioner Zmyewski seconded by Commissioner Kjome and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, June 28, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, June 28, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, and Teresa Walter

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Stotts; County Attorney Jandt; Chief Deputy Sheriff Lapham; Engineer Pogodzinski; Zoning Officer Lacher; HR Technician Diersen; Fred Arnold; Dr. R. Ross Reichard; Yvonne Krogstad; Monica Kendall; Environmental Services Director Frank; Sheriff Inglett; Thor Kolle

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the agenda.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the minutes of the June 21, 2016 meeting.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$43,397.15
Road & Bridge Fund	19,374.18

Total	$62,771.33
	=========

File No. 2 – Dr. R. Ross Reichard and Monica Kendall provided the Board with the Southern Minnesota Regional Medical Examiner's Office 2015 Annual Report for Houston County. Dr. Reichard was pleased to share that his office recently received accreditation from the medical examiners to add to their accreditation with the pathology association. There are very few accredited medical examiners. He expressed appreciation for the Houston County death investigators who work with his office and are front line and core support individuals. Statistics related to reporting, services provided, manner of death, natural and unnatural causes of death and ages of decedents. He explained that natural causes typically account for 40 to 60% of deaths, suicide 10%, and a small percentage are undetermined and/or homicide. Cardiac health

issues and cancer account for the greatest number of natural deaths. Dr. Reichard noted that he expects as the baby boomer generation ages, death resulting from neurological issues will trend upward. This category includes dementia related deaths. One surprising statistic is the number of deaths attributed to falls. A long bone fracture increases the likelihood of death for a year following the initial fracture. Poisoning is the medical term which includes death resulting from mixed drug toxicity and is the leading cause of accidental death. The information provided today includes only those deaths which occurred within Houston County. If residents sought care out of state and passed, the information is not included.

File No. 3 - Chief Deputy Sheriff Lapham requested approval of a Joint Powers Agreement along with a Subscriber Amendment. The information, portals and programs the agreement provides for are used for day to day operations and include such things as e-filing and accessing criminal history reports. County Attorney Jandt stated that access to these things is necessary. The agreements will remain in effect for a period of five years. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the Joint Powers Agreement and the Court Data Services Subscriber Amendment to CJDN Subscriber Agreement with the Bureau of Criminal Apprehension and adopt the following:

RESOLUTION NO. 16-22

WHEREAS, the County of Houston on behalf of its County Attorney and Sheriff desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the County is eligible. The Joint Powers Agreements further provide the County with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the County to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Houston, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Houston on behalf of its County Attorney and Sheriff are hereby approved. Copies of the two Joint Powers Agreements are attached to this Resolution and made a part of it.

2. That the Sheriff, Mark Inglett, or his or her successor, is designated the Authorized Representative for the Sheriff. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Chief Deputy Travis Lapham is appointed as the Authorized Representative's designee.

3. That the County Attorney, Samuel Jandt, or his or her successor, is designated the Authorized Representative for the County Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Assistant County Attorney Sue Bublitz, is appointed as the Authorized Representative's designee.

4. That Judy Storlie, the Chair of the County of Houston, and Char Meiners the County Auditor, are authorized to sign the State of Minnesota Joint Powers Agreements.

File No. 4 - Sheriff Inglett expressed a desire to have the option to utilize the MN Bid for auctioning off excess county vehicles such as squad cars and forfeiture vehicles. He stated the fee schedule is reasonable with a flat fee of $50.00 for items which generate $400.00 or less, 8% for items generating revenue in an amount between $401.00 and $4,000.00 and 6% for those items generating in excess of $4,001.00 in revenue with a maximum fee of $1,000.00. He shared that in the past, the most recent squad sold on the county auction generated $3,500.00 in proceeds while MN Bid generated $7,500.00 for a La Crescent Police Department squad which was recently sold on MN Bid. Sheriff Inglett would appreciate the ability to utilize the most advantageous means to dispense with the vehicles. Chairperson Storlie questioned whether the County has an adequate policy in place to dispose of excess property. It was noted that department heads work with Auditor Meiners to ensure excess equipment and/or vehicles sold at auction are removed from the insurance schedules. Records are also maintained for the State Auditor. Discussion was held. Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the MN Bids auction service as a means to dispense with excess government property. It was also agreed to link to the applicable website when county property is being listed and sold.

File No. 5 – Engineer Pogodzinski reported on the following bids received until June 27, 2016 at 10:00 a.m. for AIP No. 3-27-0016-06-16/SP No. A2801-30:

Fahrner Asphalt Sealers, LLC Eau Claire, WI 54703	$135,746.00
Struck & Irwing Paving, Inc. DeForest, WI 53532	$142,900.00

The low bid is nearly 24% below the Engineer's Estimate. On the recommendation of Engineer Pogodzinski, motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to accept the low bid of Fahrner Asphalt Sealers, LLC in the

amount of $135,746.00. Engineer Pogodzinski reported that Fahrner Asphalt Sealers, LLC has performed work for the county in the past on several occasions.

Engineer Pogodzinski reported that he recently met with Commissioners Schuldt and Zmyewski to continue discussions regarding the proposed Highway Department Building. During the most recent meeting space needs were considered. The committee is reconsidering the restroom facilities and also the bay widths in the large equipment storage area. There is still a need to consider the layout and how the plan will fit on the current site. Consideration will be given to a two story structure. Discussion was held regarding salt and aggregate storage on site. Engineer Pogodzinski explained that certain stockpiles may be present or not, depending on the projects which are scheduled. The storage of certain materials may be subject to specific regulations. These things will need to be taken into consideration when planning. Planning is being geared to the current site with no additional property. Commissioner Zmyewski commented that it may be possible to use different building materials for the various portions of the building which could result in some savings. Engineer Pogodzinski noted that the current plan they are working with does not include storage for mechanic tools which are not kept on the service truck. This will need to be considered whether there will be bench, wall or other space designated.

Commissioner Schuldt recently met with the fair board regarding the possibility of a shared building. Engineer Pogodzinski indicated that sharing cold storage would be easier provided it is large equipment. Large equipment could be more easily moved for fair week than small items. He suggested meeting with the Fair Board. Commissioner Schuldt indicated that the Fair Board intends to utilize the building at various times throughout the year.

File No. 6 - On the recommendation of the Planning Commission, motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the issuance of the following interim use permit:

> Mathy Construction Co. – Mayville Township - Set up a Temporary Bituminous Plant in an Agricultural Protection District

File No. 7 - On the recommendation of the Planning Commission, motion was made by Commissioner Schuldt, seconded by Commissioner Walter and carried with Commissioner Zmyewski abstaining to approve the issuance of the following Zoning Permits:

> Justin Zmyewski/Anderson Family Trust – Houston Township - Build ag shop/storage building (54’ x 56’)
>
> Phil Costigan – Jefferson Township - Build shed (40’ x 100’)
>
> John Sharpless – Black Hammer Township - Build deck (8’ x 55’) and (10’ x 55’)

Joshua Dahl – Yucatan Township - Build calf building (34' x 100')

Kyle and Elinor Hutchinson – Black Hammer Township - Build shed (60' x 110')

Eric Jr. and Tammy Nelson – Caledonia Township - Build house (28' x 62') garage (28' x 28')

Julie Chapman and David Gardner – Black Hammer Township - Build house (48' x 22') attached garage (41' x 34')

Myron Sylling – Wilmington Township - Build grain bin (72,000 b.u.)

Shooting Star Native Seeds, Inc. – Spring Grove Township - Build addition on existing building (80' x 120')

Jason Schroeder – Winnebago Township - Build dwelling (30' x 40')

File No. 8 - HR Technician Diersen stated the Sheriff's Department has an immediate need for a lead jailer/dispatcher. On the recommendation of the hiring committee, motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to appoint Samantha Hancock to the position of lead jailer/dispatcher at a rate of 12% above the top jailer/dispatcher effective June 29, 2016.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to amend the start date of Scott Jennings from July 11 to July 7, 2016.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to extend the interim appointment of Mary Marchel to HS Director for the term of HS Director Bahr's absence.

Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to hire Larissa McCann as a 67 day employee at step 1 of the appropriate comparable worth band to assist in the Environmental Services Department effective immediately.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the status change of Dennis O'Heron from probationary to regular effective July 4, 2016.

Commissioner Walter reported on a committee meeting held earlier this morning.

Commissioner Zmyewski reported on his attendance at Logs to Lumber sponsored by the DNR at a sawmill located in Money Creek Township.

Commissioner Schuldt reported on an ag society meeting which he attended this past Sunday.

Chairperson Storlie provided details regarding an EDA meeting for those interested in promoting tourism in Houston County. The meeting will be held on Thursday July 21st at the Hokah City Hall from 1:00 p.m. to 3:00 p.m.

File No. 9 - Following discussion motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the gambling permit for Sheldon Valley Sportsman's Association for an event to be held at their range on October 30, 2016.

File No. 10 – Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the minutes of the June 20, 2016 Board of Equalization meeting.

The time being 9:58 a.m. and pursuant to M.S. 13D.05 subd. 3(b) Attorney Jandt requested the Board convene a closed session to discuss matters protected by attorney-client privilege.

The time being 10:07 a.m., motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to reconvene in open session.

County Attorney Jandt stated that the purpose of the closed session was to update the Board on suit in which an individual is claiming injury in one of our facilities. The matter has been referred to the County's insurance carrier.

Commissioner Walter questioned the process to address the concern raised by the Bluff County Newspaper Group. County Attorney Jandt responded that River Valley Newspapers has been provided with a 30 day period in which to respond. In the event no response is received, the matter will be brought before the County Board for further discussion and possible action.

Commissioner Walter reported that Commissioner Schuldt will be attending the Department Head meeting scheduled for later today in her place.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to place on file the following items from the consent agenda:

File No. 11 – Correspondence to payroll regarding recent hires and status changes

File No. 12 – Correspondence to River Valley Newspapers

There being no further business and the time being 10:10 a.m., motion was made by Commissioner Zmyewski seconded by Commissioner Schuldt and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, July 5, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, July 5, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle & Moorhead; County Attorney Jandt; Tim Penny; HR Director Arrick-Kruger; Sheriff Deputy Seitz; Betts Reedy; Bryan VanGorp; Fred Arnold; Yvonne Krogstad; Bruce Kuehmichel; Surveyor Walter; Social Services Supervisor Moen; PHN Director Marchel; Recorder Bauer; Gretchen Cook

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the agenda.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the minutes of the June 28, 2016 meeting.

File No. 1 - Motion was made by Commissioner Kjome, seconded by Commissioner Zmyewski and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$64,653.62
Road & Bridge Fund	154,533.02

Total	$219,186.64
	=========

File No. 2 - Tim Penny, Southern Minnesota Initiative Foundation President and CEO, reported that they are celebrating 30 years of community investing. The Foundation assists small towns to create and manage community funds. Recently, the farmland retention program was established. This allows for farmland to be donated and managed with the profits going back into the community and/or endowment. SMIF continues to work closely with Economic Development to provide, an average of 25 to 30 small business loans annually. They continue to focus on and invest in early childhood education. The paint project also continues. Mr. Penny noted that additional resources will be utilized to increase their focus on small towns.

File No. 3 - HR Director Arrick-Kruger reported on a request received from Rena Patterson in the Corrections Department. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the changes in FTE for Nancy Welsh from 0.5 to 0.7 FTE and for Carol Sherburne from 1.0 to 0.8 FTE effective July 25, 2016. HR Director Arrick-Kruger indicated that both staff members have been involved and support the FTE change, the changes will not change the total FTE for the technical staff and if either staff member leaves county employment consideration may be given to returning the position FTE's back to one full time and another part time position.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the change in the start date of Max Ekobena from July 5th to July 11th.

On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to hire Andrea Dobosenski as a social worker at step 1 of the appropriate comparable worth band. Social Services Supervisor Moen stated that Ms. Dobosenski comes to Houston County with experience working with individuals with disabilities and she looks forward to her joining the team.

File No. 4 – At this time HR Director Arrick-Kruger acknowledged County Surveyor Walter for his 31 years of service to the County. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and carried with Commissioner Walter abstaining to accept the notice of retirement from Dick Walter effective August 31, 2016 and to draft a letter of appreciation for his years of service. Mr. Walter made a statement reflecting his gratitude for his years working in Houston County. He stated that all surveyor's performing work within the county utilize established corner and quarter corner monuments making mapping highly accurate.

Commissioner Zmyewski reported that the Personnel Committee has carefully evaluated the needs of the County with regard to the position of County Surveyor. It has been found that hiring private surveyor's to meet County needs will not be as cost effective as employing a full time surveyor to do so. Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to authorize a search for a 1.0 FTE county surveyor.

Commissioner Zmyewski reported on a Personnel Committee meeting which he attended.

Commissioner Schuldt reported on the department head meeting which he attended last week.

Chairperson Storlie reported on a Personnel Committee meeting which she recently attended.

Bryan VanGorp, Yucatan Township resident, shared his thoughts regarding ordinances and the enforcement of them.

Yvonne Krogstad, Caledonia Township resident, expressed her opposition to recently discussed highway department building plans.

Gretchen Cook, La Crescent City resident, indicated that she previously called to the attention of the Board alleged open meeting law violations specifically in regard to the posting of a board meeting video which did not include audio.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to place on file the following items from the consent agenda:

File No. 5 – Correspondence to payroll regarding recent hires and status changes

File No. 6 – Houston County Highway Department Annual Report for year ended December 31, 2015

File No. 7 - Correspondence from Southern MN Tourism Association requesting 2017 appropriation

There being no further business and the time being 9:34 a.m., motion was made by Commissioner Zmyewski seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, July 12, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, July 12, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Stotts; County Attorney Jandt; Engineer Pogodzinski; HR Director Arrick-Kruger; Zoning Officer Lacher; Deputy Sheriff Hargrove; Bryan VanGorp; Fred Arnold; Sheriff Inglett; Finance Director Lapham; Ted Hanson; Environmental Services Director Frank

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt and seconded by Commissioner Walter to amend the agenda to include an additional item on the consent agenda and to include an additional item under the discussion heading. Commissioner Zmyewski asked that the closed session be removed from the agenda, as the subject of the closed session is unable to be present and they may prefer that an open session be held. Discussion was held. A roll call vote was taken to approve the standing motion: District 1 – yes; District 2 – no; District 3 – yes; District 4 – yes; District 5 – yes. The motion carried to amend the agenda to include an additional item on the consent agenda and to include an additional item under the discussion heading.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the minutes of the July 5, 2016 meeting.

File No. 1 - Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$73,422.43
Road & Bridge Fund	124,548.61

Total	$197,971.04
	=========

File No. 2 - Engineer Pogodzinski reported on quotes received for various types of bridge repairs. Even though the low quote exceeds the estimate, Engineer Pogodzinski feels the quotes

are fair and would like the low quote accepted. Money Creek Township has a single bridge, located on Perkins Valley Road that is included in the quote. The township has accepted the quote and will pay that portion of the maintenance work performed. Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to accept the low quote of $95,291.00 submitted by Minnowa for bridge repairs.

File No. 3 – Engineer Pogodzinski reported on 3 quotes which were received for pavement marking, project CP 2016-06. Work will include marking of fog and center lines with a minimal portion of the work being within the City of Caledonia. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to accept the low quote submitted by Traffic Marking Service in the amount of $93,710.51. The County's portion of the bid is $93,060.91 and the City of Caledonia's portion is the balance. Engineer Pogodzinski commented that Traffic Marking Service has performed work for the county in the past and he has been pleased with the work.

File No. 4 - Engineer Pogodzinski reported on quotes which were received for crack filling and sealcoating of Kreibich Drive which is an old section of County 7 which is being turned back to the township. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to accept the low quote submitted by B & D Sealcoating in the amount of $9,980.00. Engineer Pogodzinski noted that once the sealcoating project has been completed, the two year time will commence. Following the two year period, the roadway will revert back to the township.

File No. 5 - Engineer Pogodzinski explained that recently a bridge railing failed. He recommended accepting a quote provided by Mathison Contracting, Inc. to install guardrail across the bridge and along the approaches of both sides of the bridge in question. He noted that the contractor will be in the area which made their quote very competitive, as others had to include a significant mobilization fee for such a minor project. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to accept the quote submitted by Mathison Contracting, Inc. in the amount of $4,950.00 for the installation of guardrail. Mathison Contracting, Inc. is a construction company located in Knapp, Wisconsin.

File No. 6 - On the recommendation of Finance Director Lapham, motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the budget amendments for the Highway, Sheriff and IT departments as presented. She provided a brief explanation regarding each individual request.

HR Director Arrick-Kruger requested authorization to re-advertise for the position of jailer/dispatcher. The current applicant pool has been exhausted. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to authorize the re-advertising requested.

File No. 7 - Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the lot lease agreement with Benson Technical Works.

Commissioner Kjome reported on a SE MN Water Resource Board meeting he attended recently.

Commissioner Schuldt reported on a Toward Zero Deaths meeting at which they reviewed accidents taking place over the past quarter. Commissioner Schuldt indicated that there have been a significant number of motorcycle accidents.

Commissioner Storlie reported on the HVMHC meeting which she attended where she had the opportunity to tour a newly opening facility in Winona.

Zoning Officer Lacher met with the Board to share public information available via the website and related to an upcoming public hearing to consider revisions to the Zoning Ordinance. The proposed changes can be viewed and written comments submitted. The proposed changes are the result of a lengthy process and should provide greater clarification. The public hearing to consider the changes will be held by the Planning Commission on July 28th.

Zoning Officer Lacher also provided information on how landowners may view the changes to the floodplain maps being proposed by FEMA. The proposed changes are the result of improved technology. Landowners should review the changes and submit any appeal to the Zoning Office. The Zoning Office will coordinate countywide appeals and submit them to FEMA per FEMA requirements.

County Attorney Jandt reported that he has received updates during the meeting related to a request for a closed session. As a result, there is no need to hold the closed session which was scheduled for 10:00 a.m.

On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to re-appoint PHN Director Marchel as interim HS Director for the duration of Linda Bahr's leave, to increase the FTE of Ms. Marchel to 1.0 FTE and to compensate her at step 8 of the D63 comparable worth band found in the MAPE contract for the period of the appointment.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to place on file the following items from the consent agenda:

File No. 8 – Correspondence to H Koch regarding tons delivered to Xcel

File No. 9 – Correspondence to payroll regarding recent hires and changes

File No. 10 – 2016 County Auction Results

There being no further business and the time being 9:47 a.m., motion was made by Commissioner Zmyewski seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, July 19, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, July 19, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporter Moorhead; HR Director Arrick-Kruger; Finance Director Lapham; Jack Miller; Bruce Kuehmichel; Treasurer Trehus; Fred Arnold; Deputy Sheriff Seitz; Environmental Services Director Frank; Engineer Pogodzinski; Recorder Bauer; Assessor Dybing; Sheriff Inglett

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the minutes of the July 12, 2016 meeting.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$86,818.81
Road & Bridge Fund	28,990.89

Total	$115,809.70
	=========

File No. 2 - HR Director Arrick-Kruger indicated there is a need for clarification regarding the recent interim appointment of Mary Marchel to the position of HS Director. The Board approved an increase to 1.0 FTE. HR Director Arrick-Kruger reported that the Board should have approved an FTE ranging between 0.8 and 1.0 dependent upon need. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the change as stated.

On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the lateral transfer of Kelly Petersen from a 0.8 FTE Public Health position to a 1.0 FTE Technical Clerk II position for Extension effective July 21, 2016.

On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to hire Chad Ready as a jailer/dispatcher at step 1 of the appropriate comparable worth band effective August 3, 2016.

HR Director Arrick-Kruger reported that she has received feedback from the State Historical Society in regards to a pre-application for a grant. She is scheduled to meet with a representative from the Preservation Alliance to incorporate suggestions and prepare the final draft. The grant application will be submitted later this month. When asked, she responded that she is unsure how long it will take the State Historical Society to award the grants. However, if the County is successful with its request, the funding will not be available until 2017.

Finance Director Lapham was pleased to report that revenues have exceeded expectations at the midway point of the year. She is hopeful this trend will continue through the balance of the year.

Recorder Bauer questioned whether individual departments should be budgeting for suggestions resulting from ALICE training and security concerns. Finance Director Lapham suggested that the security updates should be planned for globally, versus by department, and paid for out of a specific account. Commissioner Walter expressed agreement that security upgrades should be planned for countywide. HR Director Arrick-Kruger provided options such as keypad or card access entry systems noting that doors that are not solid core will need to be upgraded if keypad locks are installed and card access would require extensive wiring.

File No. 3 - Treasurer Trehus reported that the general fund money market account held at Bank of the West no longer generates interest. This is a liquid account and significant balances are not maintained in said account. She also reported that there have been no significant changes to departmental fund investments. Finance Director Lapham explained how Commissioners can cross reference the Treasurer's spreadsheets to the Trial Balance found in the financial reports.

Treasurer Trehus reported that several certificates are coming due in the next month. The interest rates are low and anticipated to further decrease. Merchants Bank is offering a 1.4% promotional rate for CDs for new money only.

Commissioner Walter reported on election training which she attended.

Commissioner Zmyewski provided a reminder regarding the Farm Bureau Tour scheduled for Friday.

Commissioner Schuldt reported on election training which he attended.

Chairperson Storlie encouraged commissioners to consider attending a key land use issues seminar that is being offered. She also reported on a Southern MN Tourism meeting, and training she completed related to running effective meetings and encouraging civility. This training will be offered online through AMC.

File No. 4 - Following discussion, motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve a Joint Powers Agreement between the Bureau of Criminal Apprehension and Probation and Parole, a Court Data Services Subscriber Amendment to CJDN Subscriber Agreement and adopt the following:

RESOLUTION NO. 16-23

WHEREAS, the County of Houston on behalf of its Court Services Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the County is eligible. The Joint Powers Agreements further provide the County with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the County to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Houston, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Houston on behalf of its Court Services Department are hereby approved. Copies of the two Joint Powers Agreements are attached to this Resolution and made a part of it.

2. That the Rena Patterson or her successor, is designated the Authorized Representative for the Houston County Department of Corrections. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.

3. That Judy Storlie, the Chair of the County of Houston, and Char Meiners the County Auditor, are authorized to sign the State of Minnesota Joint Powers Agreements.

Yvonne Krogstad, Caledonia Township, questioned what tour Commissioner Zmyewski was referring to. Commissioner Zmyewski clarified that it is an invitation only tour being sponsored by Farm Bureau in conjunction with Soil and Water.

Jack Miller, La Crescent City resident, shared his observation that during a previous meeting one justification for building a Highway Department Building was to provide service for township roads that are being maintained by the County however, the County just turned back two sections of roadway located in Hokah Township. He expressed concerns with the validity of this justification. He also expressed his disagreement that the old jail would have been shut down if a new one had not been built and that OSHA will force the closure of the current Highway Department Building if a new facility is not constructed.

Commissioner Schuldt explained that Crooked Creek Township has concerns with regard to how it will provide the necessary road maintenance to township roads once Forrest Sauer, the maintenance person, retires. He stated that there are other townships with similar concerns.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to place on file the following items from the consent agenda:

File No. 5 – Correspondence to payroll regarding recent interim appointment

File No. 6 – Correspondence from the Minnesota Historical Society regarding the Eitzen Stone Barn

There being no further business and the time being 9:36 a.m., motion was made by Commissioner Schuldt seconded by Commissioner Zmyewski and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, July 26, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, July 26, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Stotts; County Attorney Jandt; Emergency Manager Kuhlers; HR Director Arrick-Kruger; Shirley Johnson; Courtney Bergey; Yvonne Krogstad; Fred Arnold; Duane St. Mary; Sheriff Inglett; Richard Cordes; Georgia Rosendahl; PHN Director Marchel; Engineer Pogodzinski

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Storlie, seconded by Commissioner Zmyewski and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Kjome, seconded by Commissioner Zmyewski and unanimously carried to approve the minutes of the July 19, 2016 meeting.

File No. 1 - Motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$46,285.02
Road & Bridge Fund	10,141.25

Total	$56,426.27
	=========

File No. 2 - Shirley Johnson introduced Houston County Historical Society Board Members in attendance with her which includes Georgia Rosendahl, Duane St. Mary, and Richard Cordes. She noted that the Historical Society is not requesting an increase in funding. She was pleased to share that the Historical Society is noticing a significant increase in tours, one of which included 55 Norwegians. It has also been the recipient of several significant donations in the past year.

Richard Cordes provided an overview of a special exhibit depicting a timeline of the Minnesota Vikings football franchise which he hopes will include several pieces of memorabilia on loan from local residents. This will be a temporary display.

Shirley Johnson shared information on how the Historical Society has grown from an organization having $40.00 and a few artifacts to having a building valued at over $1 million, buildings in two additional communities and countless artifacts. She hopes the basement can be finished which may result in the book sale being discontinued in spite of the $6,000.00 in revenue generated by that event. There is a need to plan for maintenance work on the roof of the Eitzen building. All projects completed move towards reducing maintenance over time. Ms. Johnson was pleased to share information related to the increased volunteer hours noting that during fair week alone, approximately 65 volunteers are needed to keep the building adequately staffed. The number of volunteer and research hours impact grant funding. She expressed her appreciation for the ongoing financial support from the County.

Duane St. Mary commented on the amount of volunteerism and how there is no paid staff unlike surrounding community historical societies who have paid staff members. He tours surrounding museums to gather ideas. He pointed out that Georgia Rosendahl is the local authority on the Norwegian Heritage of the area. He also shared a story of Oscar W. Streeter, an orphan who became a lawyer and fought for human rights who resided several years in the Brownsville and Caledonia areas and submitted the name Houston County for consideration. More on Mr. Streeter can be found in his autobiography.

File No. 3 - Sheriff Inglett presented an Emergency Management Performance Grant 2016 Agreement for consideration. This is a grant which Houston County makes application for annually. It was noted that a portion of Emergency Manager Kuhlers salary qualifies as necessary matching funds. Houston County is the recipient of $18,669.00. Sheriff Inglett and Emergency Manager Kuhlers are proposing the funding be utilized to purchase an enclosed trailer to be modified and equipped with heat, air conditioning and a generator to be used as an incident command/field communications center. It could easily be set up at the scene of a disaster. In addition, it could be used as a location from which to distribute emergency water and food or as a first aid station and for officer rehydration and/or cooling or to temporarily hold someone who was apprehended out of public view until transportation could be arranged. The grant would cover the entire cost of the enclosed trailer. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the Grant Agreement for the Emergency Management Performance Grant 2016.

File No. 4 – Sheriff Inglett requested authorization to make application for access to IPAWS (integrated public alert warning system). This is available to counties utilizing Code Red, and is a Federal program developed by the Federal Government in conjunction with FEMA. Unlike Code Red which is limited to land lines and those cellular phones which have signed up to receive notifications, IPAWS can send alerts or warnings to all cellular devices within a geographic area. Emergency Manager Kuhlers noted that during town festivals many individuals

from outside the area come to visit, IPAWS could be utilized to notify visitors of imminent weather threats and has 5 methods in which to share alerts including a social media component. The cost to participate is $2,500.00 plus annual maintenance in the amount of $1,200.00. Emergency Manager Kuhlers noted that he anticipates that the annual maintenance fee may be reduced with greater participation. The initial fee qualifies for reimbursement from the Emergency Communications Board and the annual maintenance is a qualifying use of E911 funds. It was noted that adequate funds remain in the E911 account to cover the annual expense. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the authorization to move forward with the application process for IPAWS.

File No. 5 - Courtney Bergey provided an overview of the EDA activities she has been engaged in during the month. She was pleased to report that some business owners have sought her out to discuss concerns. She has been actively spreading the word of what services the EDA can provide and developing relationships. She has attended various meetings on behalf of Houston County including one with the Southern Minnesota Tourism group and was recently invited to attend a Next Generation Conference which she found beneficial. She also participated in the regional tourism discussion hosted recently in Hokah.

Ms. Bergey recently came across correspondence regarding a park and trail designation for Houston County. Discussion was held. It was agreed that Ms. Bergey should continue with her research of the requirements for the project. She may find discussion with Bill Waller and Terry Erickson to be beneficial in this regard.

It came out in the recent regional tourism discussion that there is a desire to continue regional collaboration and communications, therefore another meeting has been tentatively scheduled for fall. The intent is to hold quarterly meetings to be hosted in various communities in Houston County. Each meeting will include a local discovery tour to familiarize attendees with the various things offered by and unique to each community. Giants of the Earth has graciously offered to host the next meeting and a tour of Spring Grove is being planned.

File No. 6 - On the recommendation of HR Director Arrick-Kruger, with the full support of Engineer Pogodzinski, motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the change in status from probationary to regular of Charles Ingram effective July 27, 2016.

HR Director Arrick-Kruger clarified that 67 day employee, Judy Haugstad who works as a case aide was hired for a fixed term to end no later than September 19, 2016.

HR Director Arrick-Kruger reported that a recent search in Extension resulted in the lateral move of a Public Health employee to Extension. HR Director Arrick-Kruger along with PHN Director Marchel have reviewed the needs of Public Health. While duties related to scheduling home health can be absorbed by other staff, the duties associated with WIC will

require dedicated staffing. HR Director Arrick-Kruger is recommending advertising for a 0.2125 FTE position. Due to the change in duties the job description has been revised and submitted for banding. Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to authorize a search for a 0.2125 FTE clerical position with banding forthcoming.

PHN Director Marchel shared her opinion that supported work opportunities could be utilized more. Individuals participating in programs such as MFIP and TANF can be provided with learning opportunities or work readiness. She feels Houston County can utilize this type of staffing and provide great opportunity for entry level training and learning. She expressed her support of this program and belief that it can benefit the Human Services Department.

Chairperson Storlie recognized HR Director Arrick-Kruger who is the recipient of a prestigious award resulting from her work on the SE Service Coop Board.

Commissioner Zmyewski questioned when the highway department would be filling their vacancy. HR Director Arrick-Kruger responded that there is a need to re-advertise the position which will take place in the latter part of August. It was decided to wait to re-advertise until the peak construction season has passed.

HR Director Arrick-Kruger reported that a children's youth camp will be touring the historic jail tomorrow at 1:00 p.m. Laura Rusert who grew up in the residential quarters of the Historic Jail, Gary Bubbers who was employed at the Jail and local Historical Society Board member Duane St. Mary have all been invited to speak and share stories with the youth at the tour.

HR Director Arrick-Kruger reported that she has received good feedback regarding the grant application to the Minnesota Historical Society. The final grant application is due July 29th. She has been working with Preservation Alliance on finishing touches and expects to have the application completed later this week. She was pleased to share the application did not receive recommendation to split the requests.

File No. 7 - HR Director Arrick-Kruger shared information on an income and exposure opportunity for the Historic Jail. Atmosphere, a male duo singing group, is looking for a suitable venue at which to record a music video for their new release, Seismic Waves. In addition, they are seeking local lodging and catering services for the cast and crew of approximately 30 individuals. They also wish to rent certain props such as orange female jumpsuits. The project is slated for filming the week of August 15th. The production company would offer in exchange an inclusive daily fee and adequate insurance coverage. HR Director Arrick-Kruger along with County Attorney Jandt will work together to draft the necessary agreement. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to authorize HR Director Arrick-Kruger to pursue this opportunity.

File No. 8 - Following discussion, motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the Emergency Elections Plan.

File No. 9 - It was agreed that Commissioners Walter and Zmyewski would serve on the County Canvasing Board scheduled to meet Friday, August 12th at 10:00 am.

Commissioner Kjome reported on Farm Bureau Conservation Tour which he attended.

Commissioner Walter reported on a Wildcat Park meeting and Farm Bureau Conservation Tour which she attended during the past week.

Commissioner Zmyewski reported on the Farm Bureau Conservation Tour which he attended and commented that he will be participating in the department head meeting scheduled for 1:00 p.m. today.

Chairperson Storlie reported on an Emergency Radio Communications Board meeting which she attended. She was pleased to announce that Houston County was awarded grant funding during said meeting to offset the cost of relocating ARMER hardware. She also reported on Wildcat and regional tourism discussion meetings which she attended. She also attended the Farm Bureau Conservation Tour hosted last Friday.

Chairperson Storlie informed the Board that the County will likely be receiving a sizeable medical bill for the treatment of an inmate.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to place on file the following items from the consent agenda:

File No. 10 – Correspondence to payroll regarding recent hires and changes

There being no further business and the time being 10:19 a.m., motion was made by Commissioner Schuldt seconded by Commissioner Kjome and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, August 2, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, August 2, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Reporters McGonigle, Moorhead & Stotts; County Attorney Jandt; Chief Deputy Sheriff Lapham; Deputy Sheriff Sass; HR Director Arrick-Kruger; PHN Director Marchel; Heather Gray; Yvonne Krogstad; Donna Buckbee; Bryan Van Gorp; Ted Hanson; Bruce Kuehmichel; Karl, Anne, Beck, Jack and Lake Peterson

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the agenda, with one addition.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the minutes of the July 26, 2016 meeting.

File No. 1 - Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$84,750.58
Road & Bridge Fund	10,869.53

Total	$95,620.11
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File No. 2 – HR Director Arrick-Kruger requested that the Board take action to change the employment status of Jailer/Dispatcher Bruce Shores from probationary to regular effective August 12, 2016. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the same.

File No. 3 - HR Director Arrick-Kruger requested that the Board take action to accept the resignation of Human Services Director Linda Bahr effective August 26, 2016. Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried

to regretfully accept said resignation and to draft a letter thanking her for her years of service to Houston County.

File No. 4 - HR Director Arrick-Kruger requested that the Board take action to approve the job description and comparable worth banding of D62 for the position of Human Services Director. Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the same.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve advertising to fill the position of Human Services Director.

HR Director Arrick-Kruger reported that the company interested in utilizing the Historic Jail for a music video will be viewing the facility today to determine whether it meets their needs.

HR Director Arrick-Kruger reported that the MN Historical Society and Cultural Heritage Grant application was submitted last week. The grant applications will be reviewed in September and she plans to attend that meeting. She would like Commissioners and members of the Historical Society to attend, as she felt community involvement was important. She indicated that the grant request is in the amount of $76,220.00 and would require a match of $10,000.00 and the funds would be utilized for a reuse study of the Historic Jail as well as for architectural drawings for roof and other repairs to the Historic Courthouse.

Chairperson Storlie stated that M.S. 373.052 indicates that the County Board may authorize the closing of a county office in an emergency situation retroactively at their next meeting. Since county offices were closed on July 29th for an emergency, she suggested that the Board take action at this time. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to retroactively approve the closing of Houston County public offices on the afternoon of July 29, 2016 due to emergency circumstances.

Commissioner Schuldt reported on a Highway Department Building Committee meeting he attended last week. The main point of discussion was the issue of space at the current site. It was felt that additional acreage is required in order to accommodate a building and storage space, in addition to water retention and sediment retention. Also, the city of Caledonia will require adequate parking for staff and visitors, as well as green space. Commissioner Zmyewski indicated that he felt reorganization would help to free up some space, and that there are still many unknowns, such as the required amount of parking and green space. Commissioner Walter suggested that the committee meet with Caledonia City officials to obtain information as to what the city will require in that regard.

Commissioner Kjome reported on the Planning Commission meeting which he attended on Thursday, July 28th, regarding proposed changes to the Zoning Ordinance. The meeting lasted from 7:00 p.m. until 10:30 p.m. and he felt there was a lot of good discussion.

Commissioner Zmyewski reported on the Department Head meeting held last week where discussion focused mainly on security in county buildings.

Commissioner Walter reported that the Joint Board of Health meeting is scheduled for Tuesday, August 23rd and she asked that the August Department Head meeting be rescheduled for August 30th.

Commissioner Schuldt reported that he attended a CPR/AED class which was sponsored by the Caledonia Ambulance Service, the Planning Commission hearing, and the Township Officers meeting.

Chairperson Storlie reported that she attended the Department Head meeting.

File No. 5 – County Attorney Jandt reported that it was recently brought to the county's attention that the Houston County News, which is the legal county newspaper, no longer has an office located in Houston County. He indicated that M.S. 331A.04 requires that if the legal newspaper does not have an office located within the municipality, they must furnish a sworn statement, verified by a recognized independent circulation auditing agency, covering a period of at least one year no earlier than 60 days before the designation of the newspaper, stating that the newspaper's circulation reaches not fewer than 75% of the households within the political subdivision. Subsequent to receiving this information, he directed Auditor Meiners to send a letter to the Houston County News regarding this concern, and asking them to provide this to their legal counsel for feedback. County Attorney Jandt indicated that he has not been furnished with the statement required by statute; therefore, he felt the County Board should move forward with choosing a different legal newspaper. Until a different newspaper is named, the Houston County News will remain the legal newspaper.

County Attorney Jandt stated that when bids were accepted for Legal Newspaper, the bid of the Houston County News was substantially lower than the other two bids. The other two bids tied for second place. He suggested that since there was a tie for second place, the Board could choose the legal paper by lot. Another alternative would be to ask for new bids or quotes. After discussion, motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to solicit quotes to be opened at the August 30th meeting.

File No. 6 – Auditor Meiners reported that SeaChange, the company that prints the ballots for Houston County, is offering a new service which would allow for downloading Election Day voter registrations into SVRS (the State Voter Registration System) at a cost of $1.20 per registration. Auditor Meiners is requesting authorization to enter into an agreement with SeaChange in this regard in order to test it in the Primary Election, and if it proves useful, she would like to further utilize for the General Election. She indicated that the agreement will allow Houston County to utilize the service as much or as little as preferred, but does not obligate the County to utilize it if we prefer not to. This would streamline the process and create

for greater efficiency in updating voter records. Discussion was held. After discussion, motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to authorize the execution of the agreement with SeaChange, with the understanding that it be tested for the Primary Election and be capped at being utilized for processing up to 1,500 registrations for the General Election.

Chairperson Storlie mentioned that there will not be a meeting next Tuesday, as that is Primary Election Day.

This being the first meeting of the month, Chairperson Storlie opened the meeting for public comment.

Bryan Van Gorp, Yucatan Township resident, expressed his concern regarding the proposed changes to the Zoning Ordinance. He indicated that the proposed wording makes enforcement discretionary. He urged the Board to change the wording or vote against the proposed change.

Yvonne Krogstad, Caledonia Township resident, indicated that she has several concerns regarding the proposed Zoning Ordinance changes which she will e-mail to the Commissioners. However, at this time she would like to address the maximum volume for mines as proposed in the ordinance revisions. She indicated that the original amendment listed a maximum volume of 10,000 cubic yards per year for a mine. However, the County Engineer indicated that there are times when a road project would require in excess of this amount, therefore, they discussed having a maximum set by the Planning Commission specific to each permit. She indicated that she would prefer to have a specific not to exceed amount listed in the ordinance.

Bruce Kuehmichel, Caledonia City resident, stated that he was unable to hear the discussion regarding the SeaChange agreement. The scope of the agreement was explained and clarified at this time.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to place on file the following items from the consent agenda:

> File No. 7 – Correspondence to Payroll regarding the change of employment status for Charles Ingram, and clarifying the employment of Judy Haugstad as a 67 day employee.
>
> File No. 8 – An MCIT Dividend Notice for 2016.

There being no further business and the time being 9:43 a.m., motion was made by Commissioner Zmyewski seconded by Commissioner Kjome and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, August 16, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, August 16, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle & Moorhead; County Attorney Jandt; Surveyor Walter; Betts Reedy; Bruce Kuehmichel; Fred Arnold; Yvonne Krogstad; Zoning Officer Lacher; HR Director Arrick-Kruger; Finance Director Lapham; Engineer Pogodzinski; VSO Thoen; Rodney Bartsh; Luke Fratzke; Mike Fields

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the agenda.

Motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to approve the minutes of the August 2, 2016 meeting.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$31,651.72
Road & Bridge Fund	19,880.61

Total	$51,532.33
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File No. 2 - On the recommendation of the Planning Commission, motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to approve the issuance of the following conditional use permit:

Steve Harrison – Crooked Creek Township - Build a cabin in an Agricultural District

File No. 3 - On the recommendation of the Planning Commission, motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the issuance of the following interim use permit:

Sarah Wexler-Mann/Sweet 16 Farm – Yucatan Township - Start-up Business in an Agricultural District – Multi-Use Agri-Tourism

File No. 4 - On the recommendation of the Planning Commission, motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to approve the issuance of the following Zoning Permits:

Larry and Patty Van Gundy – Money Creek Township - Build deck (20' x 20')

Jeremy and Danielle Myhre – Wilmington Township - Build house and garage (44' x 85')

Howard Deters – Spring Grove Township - Replace garage (36' x 64')

Timothy DeWall – Caledonia Township - Build pole building (36' x 32')

Tim Schieber – Caledonia Township - Move 24' grain bin and install new 54' grain bin

Anthony Miller – Mound Prairie Township - Build pole building (24' x 36')

Bob Scanlan – Brownsville Township - Build pole shed (30' x 72')

Daniel and Imelda Cuhel – Mound Prairie Township - Build deck (12' x 30')

Lyle Konkel – Caledonia Township - Build shop (40' x 50')

John Dewey – Yucatan Township - Build workshop (20' x 24')

Benjamin and Levenda Ranney – Union Township - Build house and garage (54' x 90')

Brian and Ruth Lavelle – Black Hammer Township - Build sewing room addition (19' x 18')

File No. 5 - On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to hire Greg Middendorf and Walter Macomber as 67 day employees to assist as VSO Drivers at the 2016 approved hourly rate for said position.

HR Director Arrick-Kruger reported that the County has received one qualified application for the position of County Surveyor. She expects interviews with the Personnel Committee to be scheduled for Tuesday, August 23, 2016 followed by an additional round of interviews to include the department head and full County Board.

HR Director Arrick-Kruger noted that her leave will not impact the hiring schedule for the position of HS Director. She will create a calendar for the process.

File No. 6 - HR Director Arrick-Kruger presented an Extended Service Coverage contract with Ziegler Power Systems for the generator. She explained that three levels of coverage are offered being silver, gold and platinum. The platinum coverage is offered for a one-time fee of $8,600.00 and is the most inclusive of the coverages. She noted that the generator is an expensive and complex piece of equipment with several electronic circuit boards. The generator currently has approximately 90 hours on it. The extended warranty would provide coverage up to 2,500 hours or 5 years, whichever occurs first. There is only a single company which provides maintenance and repair for the generator which has made it difficult to negotiate either terms and/or rates for maintenance or extended warranty contract pricing. HR Director Arrick-Kruger reported that warranty coverage was utilized to cover the cost for $5,500.00 in repairs in 2012. The cost for that coverage was less than $4,000.00 resulting in a $1,500.00 savings. The County does have a maintenance agreement in place for the generator which costs $4,300.00 annually. Commissioner Zmyewski discussed concerns with extended warranty for relatively new equipment which is expected to have a long useful life expectancy. He suggested instead of purchasing the extended warranty that funds equivalent to the cost of the warranty be set aside in a maintenance fund for the generator should anything go wrong. He calculated out the cost per hour for the warranty at the current average hours per year and the cost per hour was excessive. HR Director Arrick-Kruger noted that the extended warranty would also provide for a rental unit in the event the generator failed. This is a cost which the county would bear in the event of an equipment failure. It was the consensus of the Board to forego the extended warranty coverage at this time.

File No. 7 - Finance Director Lapham reported that with 50% of the year completed, the financial reports reflect both revenues and expenses at 48%. She expressed she is pleased with the current financial position. She also reported that 100% of bond payments have been made however, only 1st half tax collection revenues have been received making this account appear out of order.

File No. 8 – Finance Director Lapham noted that the auditors will be in house starting tomorrow (Wednesday). She indicated that single audits have been completed with no findings.

She presented a resolution for adoption at the urging of the auditors. The resolution provides direction until written policies can be developed. Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to adopt the following:

RESOLUTION NO. 16-24

BE IT RESOLVED by the Houston County Board of Commissioners that they approve the 2015 and 2016 grace period for the implementation of required procurement procedures and written standards of conduct covering conflicts of interest and governing the performance of employees engaged in the selection, award, and administration of contracts in order to reflect applicable State and local laws and regulations, and conform to applicable Federal Statutes and the procurement requirements identified in 2CFR part 200 for Federal Grants awarded beginning in 2015.

Finance Director Lapham reported that she has received 5 department budgets for the 2017 year already. She is prepared to discuss salary and bond budgets also. It was noted that bond payments will be increasing for 2017. There is a need to discuss how the cost for the public health phone system will be covered. The phone system replacement impacts the current budget.

File No. 9 – Wabasha County Sheriff Rodney Bartsh along with Fraud Investigator Luke Fratzke met with the Board to provide an annual report related to the regional fraud investigation program. Mr. Fratzke provides services to a geographic area the size of Delaware and D.C. and to more than 158,000 residents. Across the region between 2012 and 2015, benefit payouts have decreased 11%. In Houston County, the payouts have decreased 20.3%. Case levels per county have remained consistent and several cases are pending, some of which are sizeable. There are currently 20 active cases in Houston County alone. Since Mr. Fratzke started in this position, the cost to benefit ratio has increased by an additional $2.00. Mr. Fratzke noted that Houston County Human Services staff is aware and they refer many cases. He expects that one day, due to their diligence, a fraud investigation of significant size/value will be uncovered. He noted that approximately 95% of cases have been referred to him by Human Services staff across the region. Commissioner Zmyewski questioned what the biggest fraud is. Mr. Fratzke responded that unreported income and not reporting a working adult living within the household are common. The regional fraud investigator program is largely funded as a result of a $90,000.00 grant. At the inception of the program a vehicle was purchased. Wabasha County paid a portion of the cost for the vehicle with the balance being grant funded. Wabasha County is planning to replace the vehicle. If no grant funding is awarded to offset the cost, Wabasha County Sheriff Bartsh expressed his intent to ask participating counties to contribute approximately $3.000.00 each to cover the expense. Commissioner Zmyewski questioned whether there is a need for additional staffing for the program. Wabasha County Sheriff Bartsh noted that the investigator is adequate however, administrative support would be a considerable asset as reporting requirements and paperwork are considerable. Mr. Fratzke reported that during his 8 month tenure in the position, 2 individuals have been banned for life from receiving benefits. One of those banned is from Houston County, the other, Winona County. He explained that to be

banned for life you have been found guilty of fraud 3 times or that the fraud was so egregious it warranted a lifetime ban. He also shared that not all counties across Minnesota have a licensed peace officer serving as their fraud investigator. As a peace officer, Mr. Fratzke has special authority to perform his duties which a non-officer does not have the benefit of. In addition, if he witnesses criminal activity while performing his investigative duties he is obligated to pursue those also. In closing, he noted that cash benefits are unique to Minnesota and he spends a considerable amount of time investigating residency between Wisconsin and Houston and Winona Counties.

File No. 10 - Engineer Pogodzinski recommended approval of a quote from Dunn Blacktop Company for patching on County 10. He noted that a plant is currently in place for the County 14 paving project which has contributed to the competitive pricing received. Typically, he would leave the area where a culvert had been replaced gravel for the period of one year. In this case, the savings to patch at this time is beneficial. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the quote submitted by Dunn Blacktop Company in the amount of $33,711.71 for pavement patching on CSAH 10.

File No. 11 - Engineer Pogodzinski reported that there is a 48" culvert under CSAH 14 which is in need of repairs. He had solicited quotes last year however, due to budget constraints he was unable to complete the project. The contractor has agreed to honor the 2015 pricing and there is funding available within the budget to complete the work. Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to accept the quote submitted by Subsurface, Inc. in the amount of $49,980.00 to line the culvert. Lining the culvert is a more cost effective option than replacement and will extend the useful life significantly. Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to accept the quote submitted by Subsurface, Inc. and authorize the work be performed.

File No. 12 - Engineer Pogodzinski sent notification to Hokah Township explaining how all agreed upon improvements to portions of Kreibich Drive and Petersen Drive, which is being reverted to the township, have been completed. He explained how chip seal was laid prior to the completion of crack filling and the township will benefit greatly as what cracks could be located following the initial layer of chip seal were filled and a second layer of chip seal was put down which will greatly benefit the township with regard to road life.

Discussion was held regarding recent work performed on County 5. The contractor was unaware of the amount of dust and failed to control it resulting in several complaints. The complaints have been documented. The contractors insurance company has been working with complainants to resolve the issues which resulted. Commissioner Zmyewski questioned whether the County should provide notification regarding how to file a complaint. County Attorney Jandt responded that there is no statute which would require notification and any sort of correspondence may result in unforeseen liability.

File No. 13 - At this time the Board met with Surveyor Walter to consider whether the location of a significant survey marker should receive monetary remuneration. Recently a private surveyor located a marker placed in the center of a section. While the section center point is not considered a government corner, it is an integral part of the land survey system. Surveyor Walter expressed his belief that the stone was placed in the 1870's or 1880's. Some stones were cut by stone cutters and identifiable, while others were etched with location information. Houston County has adopted two resolutions which provide for monetary remuneration. Resolution No. 97-25 provides for a payment in the amount of $400.00 for locating, monumenting, and preparing a certificate for any unperpetuated Section or Quarter Section corner. Resolution No. 98-52 provides for a payment in the amount of $200.00 in situations where there exists record evidence and a durable monument that doesn't need to be replaced with a county monument in which case the monument shall be left as is. On the recommendation of Surveyor Walter, motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to authorize payment in the amount of $200.00 to private surveyor, Andy Luttchens, who located the historic monument at the center of the section 18 – 101 – 5, and who will provide appropriate documentation of the same.

File No. 14 - Veterans Service Officer Thoen recommended accepting a grant in the amount of $10,000.00. This is the annual CVSO Operational Improvement Grant Program for 2016-2017. The grant will be utilized for reintegration and outreach, and does not require matching funds. VSO Thoen indicated that the grant has been accepted annually over the past several years. Last year the proceeds were utilized to purchase a new van and wrap it. The funding resulting from this grant will likely be utilized to upgrade technology and to update outreach brochures and informational packets. VSO Thoen reported that his office provides services to 1,543 veterans in Houston County. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the Grant Contract with the Minnesota Department of Veterans Affairs and to adopt the following resolution:

RESOLUTION NO. 16-25

BE IT RESOLVED by Houston County that the County enter into the attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Enhancement Grant Program.** The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Laws 2015 Chapter 77, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by Houston County that Robert Thoen, the County Veterans Service Officer, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at a regular meeting of the County Board of Commissioners this sixteenth day of August, 2016.

It was agreed to schedule the TNT meeting on Monday, December 12th at 6:00 p.m.

File No. 15 – Following discussion, motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the tax abatement for Jeffrey & Kelly Mauss on parcel #09.0262.000 in the amount of $364.00 due to incorrect valuation.

File No. 16 - Following discussion, motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to adopt the following:

RESOLUTION NO. 16-26
Resolution for Aquatic Invasive Species Prevention Aid

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated for each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county. Houston County was allocated $26,705.00 for 2017 and years following (6 watercraft trailer launches and 56 watercraft trailer parking spaces), and

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

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

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

WHEREAS, maintaining an ongoing effort to inform the public of resource needs, resource impairments and resource protection matters has been identified as the most important

tool in addressing water resource concerns in the Houston County Water Plan, the fight against Aquatic Invasive Species is included in this educational effort and will continue to be a cornerstone of Houston County's Water Plan.

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

Commissioner Kjome reported on a water planning meeting which he recently attended.

Commissioner Walter reported on a Workforce Development meeting, a Hokah Public Hearing hosted by the State to discuss upcoming State Highway projects impacting the La Crescent and Hokah areas, a meeting with Zoning Officer Lacher regarding the proposed ordinance changes and the Board of Canvass meetings which she attended.

Commissioner Schuldt reported on a Semcac meeting which he attended.

Commissioner Zmyewski reported on the Board of Canvass which he recently served on.

Being the 3rd Tuesday of the month, Chairperson Storlie opened to floor to public comment.

Bruce Kuehmichel, Caledonia City resident, spoke regarding the County's quick action to rectify a concern raised by Spring Grove Herald staff. He also encouraged the Board, which he referred to as a "lame duck body" to refrain from adopting the proposed revisions to the ordinance and cautioned them that the adoption of the revisions would result in negative repercussions.

Michael Fields, Winnebago Township resident, reiterated Mr. Kuehmichel's "lame duck" sentiment and he too urged the sitting board to table action on the proposed revisions to the ordinance.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to place on file the following items from the consent agenda:

File No. 17 – Correspondence to payroll regarding recent changes

File No. 18 - Notice of public hearing of Root River One Watershed One Plan

File No. 19 - Notification of trout stream designation consideration impacting Crooked Creek

File No. 20 – Letter of appreciation to Caledonia Ambulance Service for CPR training provided to County employees

There being no further business and the time being 10:37 a.m., motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, August 23, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, August 23, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters Moorhead & Stotts; Engineer Pogodzinski; PHN Director Marchel; Yvonne Krogstad; Fred Arnold; Deputy Sheriff Hargrove; Bob Burns; Mike Kruckow; Gretchen Cook; John Beckman; Bruce Kuehmichel; Robin Tschumper; Zoning Officer Lacher; Environmental Services Director Frank; Larry Hafner; Dan Griffin; Glenn Kruse;

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the agenda.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the minutes of the August 16, 2016 meeting.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$81,323.88
Road & Bridge Fund	134,962.23

Total	$216,286.11
	=========

Engineer Pogodzinski requested approval of three FAA documents which include a drug free workplace and certification and disclosure regarding potential conflicts of interest along with the grant agreement. Both the drug free workplace and potential conflicts of interest documents are new and have not been previously required. Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to authorize the signature of Engineer Pogodzinski on approved documents.

File No. 2 - Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the Drug-Free Workplace Airport Improvement Program Sponsor Certification for project number 3-27-0016-006-2016.

File No. 3 - Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification for project number 3-27-0016-006-2016.

File No. 4 - Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the Grant Agreement for AIP Grant Number 3-27-0016-006-2016.

File No. 5 – Engineer Pogodzinski recommended approval of the final payment for S.A.P. 028-996-002. This was a reconstruction project on Christianson Hill project completed by JB Holland Construction, Inc. FEMA funds were awarded to Money Creek Township for the reconstruction however, the County's assistance was required. The original amount of the contract was $836,502.07. Certified to date is $797,048.05. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to adopt the following:

RESOLUTION NO. 16-27

WHEREAS, Contract No. 220 has in all things been completed, and the County Board being fully advised in the premises,

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

File No. 6 – Engineer Pogodzinski recommended approval of the final payment for S.A.P. 028-996-010. This was a project on CSAH 13 completed by JB Holland Construction, Inc. The original amount was $1,027,438.92. Certified to date is $1,041,903.32. The overruns largely resulted from additional rip rap which was required. Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to adopt the following:

RESOLUTION NO. 16-28

WHEREAS, Contract No. 254 has in all things been completed, and the County Board being fully advised in the premises,

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

File No. 7 - PHN/Interim HS Director Marchel recommended approval of 2 contracts. The first provides for an expansion of EDMS MNSure Expansion and is a collaborative effort amongst six counties. It will allow for the electronic placement of files in a pending status. The total cost of the expansion has been estimated at $21,330.00 for a per county cost of $3,555.00. It was noted that 50% of the cost will be recovered through the income maintenance unit. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the MNSure Workflow Expansion Project with Winona County.

File No. 8 - On the recommendation of PHN Marchel, motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the Purchase of Service Agreement with the County of Olmsted regarding the CREST Initiative and specialized case management of clients of the Anoka Metro Regional Treatment Center. Houston County will only be liable for those services utilized and in the event services are not needed, there is no financial obligation and/or liability. PHN/Interim HS Director Marchel noted that these services were not required anytime during the past year however, she supports having the agreement in place in the event a need arises.

Commissioner Kjome reported on his time spent working in the EDA booth at the Houston County Fair.

Commissioner Walter reported that she met with Zoning Officer Lacher and Planning Commission members regarding the proposed zoning ordinance amendments.

Commissioner Schuldt reported on the many Houston County Fair activities which he devoted time and talent too.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to recess the meeting until 9:55 a.m.

The time being 10:00 a.m., motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to reconvene in open session in order to hold the public hearing to consider proposed zoning ordinance amendments.

Zoning Officer Lacher explained in which sections each of the proposed amendments can be found and expressed his intent to provide a summary of each amendment followed by the purpose. It was noted that a 4/5ths vote will be required to pass each of the proposed and recommended amendments. Zoning Officer Lacher suggested that the amendments be considered grouped by amendments which impact one another, and therefore should be inclusively approved or not.

File No. 9 - Section 3 - Rules and Definitions has proposed amendments related to agricultural use, bluff, buildable lot, and dwelling which are proposed to reduce ambiguity which exists. Within Section 6 – Conditional Use Permits the amendments seek to establish due process

consistent with Section 10 and to provide consistency throughout the Zoning Ordinance. In Section 7 – Interim Use Permits it is a goal that proposed amendments will provide consistency with Section 10 and throughout the Zoning Ordinance. Amendments to Section 10 – Violations, Penalties and Enforcement are intended to provide due process. Section 14 – Agricultural Protection District amendments modify the definitions of dwellings and modifies road frontage requirements while providing adequate access and allows for building on additional soil types. If approved, these changes should result in an increase of buildable lots. There are also proposed amendments which will allow for temporary mineral extraction permitting based on project needs. Finally, with regard to Section 27 – Mineral Extraction proposed amendments will clarify purpose, establish a non-conforming mine section, maximum area related to non-conforming mines while ensuring future availability of local aggregate rock and sand, and protect water and air within the county. These amendments, if adopted, will increase regulation for non-conforming mines. IUP's will provide for term permitting of excavation for public works projects. They will discourage sand mines in excess of 20 acres in overall size. Additional performance standards will discourage multi-site mining, establish density requirements and clarify permit, setback and screening requirements. In addition, the amendments would eliminate terms and renewal requirements to be in compliance with a recent ruling of the Attorney General.

Commissioner Walter expressed appreciation for the hard work which has resulted in the proposals presented.

Chairperson Storlie expressed appreciation for the summary and explanation which has been provided today.

Commissioner Zmyewski commented how the ordinance is a living document and will be often subject to amendments and revision. While today's proposals may not include all things desired by all people, it is a starting point. Additional work will continue. Today's outcome will impact future concerns to be addressed. Commissioner Zmyewski expressed concern related to water quality which is not addressed by the current proposed amendments. However, there are activities at the State level which may impact future proposals which can be addressed at a later date. Commissioner Zmyewski commended Zoning Office Lacher for performing his duties well, noting that Mr. Lacher maintains a spreadsheet of questions which have arisen which he refers to often as he works to address concerns. The Comprehensive Land Use Plan is due for revision. A revision of this document will likely result in future ordinance revisions. In closing, he reiterated that the proposals discussed today are simply a starting point, work will continue and the zoning ordinance will evolve over time as additional concerns are addressed.

Commissioner Kjome stated that the proposed changes discussed today are a good start. There has been a considerable amount of work put into the proposals.

Zoning Office Lacher expressed appreciation for the time of those involved in expressing concerns and understanding the proposed amendments.

File No. 10 - At this time the public comment portion of the hearing commenced.

Yvonne Krogstad expressed concern with the exclusion or striking of number 4 under Section 3 – Rules and Definitions/Definitions. She suggested leaving the definition "as is" and referencing Section 14 for further information. She felt that the definition was necessary to allow for any dwellings. She further suggested that maximums be defined with regard to the Mineral Extraction section. She shared examples such as a maximum depth for excavation and/or a maximum volume be included. In closing, she suggested that it be mandatory to have the County perform a site visit within each 5 year permit period. Commissioner Zmyewski requested Aaron Lacher clarify the dwelling concerns of Ms. Krogstad. Mr. Lacher responded that dwellings are permitted within each district, the dwelling language is proposed to be stricken from the definitions section due to the fact that it is redundant and is specifically addressed within each individual district section of the zoning ordinance. If the definition stands it will create an inconsistency. The change will ensure that the definition is included in the district where it is permitted.

Gretchen Cook expressed appreciation for the work of the Zoning Department. She expressed concerns regarding taxation, tax election and county roadways stating roads will be destroyed as a result of heavy truck traffic on roadways designed primarily to withstand passenger vehicle travel. In addition, she expressed concerns with enforcement. She shared her understanding that when Kruckow applied for a CUP, proof of continuous use was requested but not provided. It is her understanding that tax records are to be maintained for a minimum of 7 years and those returns should be able to prove continuous use. Commissioner Zmyewski indicated that he will maintain a list of concerns to be addressed through future revisions.

Robyn Tschumper expressed her appreciation for the work of the Zoning Department. She stated that zoning is designed to protect the neighbors, and expressed her extreme concern with enforcement of the ordinance. She felt that there has been and continues to be a lack of enforcement.

Commissioner Zmyewski commented how in the past some enforcement issues may have slipped through the cracks, however, he expressed much confidence in the work of Zoning Officer Lacher to follow up and provide necessary enforcement going forward.

Being there was no further comment from members of the public, motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to close the public hearing.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to reconvene in open/regular session.

Zoning Officer Lacher suggested that the proposed amendments be grouped together due to their impact on one another and approved that way.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the amendments as presented to Section 3 – Rules and Definitions and also Section 14 – Agricultural Protection District.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve amendments as presented to Section 6 – Conditional Use Permits; Section 7 – Interim Use Permits; Section 10 – Violations, Penalties and Enforcement; and Section 29 – General Provisions.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve amendments as presented to Section 27 - Mineral Extraction.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to recess the meeting until the next scheduled appointment at 11:50 a.m.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to reconvene at 11:54 a.m. in order to interview Andy Luttchens for the position of County Surveyor.

Mr. Luttchens outlined his education and professional background and answered various questions posed to him by the County Board.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to place on file the following items from the consent agenda:

File No. 11 – Correspondence to payroll regarding recent hires

There being no further business and the time being 12:07 p.m., motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, August 30, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, August 30, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle & Moorhead; County Attorney Jandt; Fred Arnold; Yvonne Krogstad; Bryan VanGorp; Jail Administrator Schiltz; HR Director Arrick-Kruger; Engineer Pogodzinski; Finance Director Lapham

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the agenda.

Motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to approve the minutes of the August 23, 2016 meeting.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$119,778.15
Road & Bridge Fund	760,024.29

Total	$879,802.44
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File No. 2 - County Attorney Jandt reported on an amendment to a joint powers agreement with MnCCC as it relates to the County Attorney's Office. The agreement provides for the software associated with the electronic charging system. The JPA results in lower software access expenses due to the cooperatives purchasing power. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the Amended and Restated Joint Powers Agreement with MnCCC.

File No. 3 - County Attorney Jandt reported on estate collections. His office is currently working with the State and Houston County Human Services to collect from an estate with an

estimated overall value in excess of $400,000.00. In 2011, the Board granted authority to the County Attorney's Office to work with and assist with Human Services collections on behalf of the State. County Attorney Jandt stated this is a collaborative effort of which Jean Becker is much a part of. He explained the hierarchy for receiving payment which is the attorney representing the probated estate, Federal and State taxes followed by the county. In the current case, County Attorney Jandt would like to settle. He stated that if no compromise is reached it could take up to 3 years to settle and shared his opinion that the time value of money would support compromise versus spending years in litigation, as litigation will be costly and could consume a significant portion of the wealth of the estate. It was agreed by the Board that the County Attorney's Office has the authority to continue pursuing collections in the manner they deem appropriate. There was not opposition to the continuation of the status quo.

File No. 4 - Engineer Pogodzinski recommended approval of the final payment for S.A.P. 028-610-020. This was a bridge replacement/box culvert project on CSAH 10 completed by VanGundy Excavating. The original amount of the contract was $212,748.00. Certified to date is $200,722.76. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to adopt the following:

RESOLUTION NO. 16-29

WHEREAS, Contract No. 260 has in all things been completed, and the County Board being fully advised in the premises,

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

File No. 5 – Engineer Pogodzinski recommended approval of the final payment for C.P. 2016-04. This was the annual crack sealing project on various county roads. The original amount of the contract was $92,434.00. Certified to date is $123,202.63. The project required substantially greater amounts of material utilized to seal the cracks than estimated. Several roads were sealed. It is difficult to estimate the number of cracks and quantity of sealant which the cracks will require. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to adopt the following:

RESOLUTION NO. 16-30

WHEREAS, Contract No. 264 has in all things been completed, and the County Board being fully advised in the premises,

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

File No. 6 – Following discussion, motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the State of Minnesota Amendment of Lease, Amendment No. 1 Lease No. PS0277 for driver license exam space.

Commissioner Kjome reported on the Joint Board of Health meeting which he attended last week. He also provided a reminder of the open house being hosted by One Watershed, One Plan on September 8th at 6:30 p.m. in the lower conference room of the Justice Center. He shared that the Water Resource Board is struggling financially as a result of grant funding competition. Commissioner Kjome also expressed concern that while the County is responsible for meeting grant requirements related to the feedlot grants, the SWCD's are expressing interest in becoming more involved with feedlots. It is questionable whether the county would share implementation authority with another entity. Consideration may need to be given to hiring county staff to implement the programs involved.

Both Commissioners Walter and Schuldt reported on the Joint Board of Health meeting which they attended.

Commissioner Storlie reported on a Personnel meeting and also the Joint Board of Health which she attended.

File No. 7 - HR Director Arrick-Kruger reported that Jailer/Dispatcher Scott Jennings has submitted his resignation in order to pursue a law enforcement career opportunity. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to accept Mr. Jennings resignation effective September 5, 2016.

HR Director Arrick-Kruger reported that she and Jail Administrator Schiltz are actively searching for a female jailer/dispatcher and have a current pool of applicants. She reported Winona County now sends all female inmates to Houston County for housing which has resulted in 1/3 of the jail inmate population being female. The DOC (Department of Corrections) requires that female staff process any female intakes. HR Director Arrick-Kruger stated that hiring a female jailer/dispatcher is a bona fide occupational qualification therefore she requested authorization to use the current applicant pool to identify a candidate to replace the vacancy created by the recent resignation. Chairperson Storlie questioned how many jailer/dispatchers are currently on staff. HR Director Arrick-Kruger responded that there are 18, 2 of which are female. Two additional female jailer/dispatchers would allow for round the clock female staffing however, it would not provide coverage for vacation and/or sick leave. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to authorize a search for a replacement utilizing the current applicant pool with the understanding that a female candidate meets the BFOQ requirements.

On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Kjome, seconded by Commissioner Schuldt and unanimously carried to approve a

change in status from probationary to regular for Building Maintenance Forman Greg Olson effective September 14th. Mr. Olson has performed considerable needs assessment reviews and has ensured that all staff are properly trained to provide cross coverage within the organization.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to accept the resignation of Max Ekobena effective Friday August 26, 2016 from the position of IT Web/Technician.

Upon request, motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to authorize a search for an IT Web/Technician.

File No. 8 – HR Director Arrick-Kruger reported that the Drug Free Workplace Policy has been updated from the version adopted in 2010. Random testing provisions related to safety sensitive positions have been removed because the county has been unable to get it negotiated into all labor contracts. The revisions were completed to bring the policy into compliance with federal standards as they related to the acceptance of grant funding. HR Director Arrick-Kruger noted that there is minimal risk resulting from the revision due to the fact that reasonable suspicion testing provisions remain intact within the policy. Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to adopt the revised drug free workplace policy.

File No. 9 - The time being 9:39, Auditor Meiners opened bids which were received for publications in the official newspaper. The joint bid, submitted on behalf of the Spring Grove Herald and the Caledonia Argus, quoted a per column inch price of $6.00. It was noted that this amount is $4.00 more than the current price of $2.00 per column inch which is currently being paid. Discussion was held. It was agreed to table any action with regard to the bid until the next scheduled meeting to allow legal counsel to research options.

Commissioner Walter reported that she serves on the finance committee. She stated that in the past, 2 commissioners would meet with the Public Health, HS, Highway and Sheriff's department staff to review preliminary budget requests. Chairperson Storlie questioned whether there were any volunteers to continue this practice. It was agreed that Commissioners Storlie and Walter would meet with the large departments to discuss their preliminary budgets. Commissioner Schuldt volunteered to fill in if either one of the assigned commissioners is unavailable when meetings are scheduled.

Finance Director Lapham reported that all budgets have been submitted to her office. The summary will be available next week. In addition, Finance Director Lapham will provide a synopsis of items/factors impacting the preliminary budget. She noted that while appropriations have remained level over recent years, she has received requests for increases. Commissioner Zmyewski requested that the information be presented in a simple format suggesting bullets point notes of those items impacting the budget.

HR Director Arrick-Kruger was pleased to report that the county has been granted a 0% increase for health insurance benefits costs for a third year while the statewide average is 7.1%. She indicated that the county may also receive a modest refund based on history. She explained how the county transitioned staff to a CDHP plan which has resulted in minimizing rate volatility. She cautioned that this trend is not guaranteed in the future. Southeast Service Cooperative (SSC) continues to monitor trends in the field and additional options may become available in the future.

HR Director Arrick-Kruger reported that a wellness program funding request has been put forth. She commended Public Health for the great wellness program which has been developed.

The Board met with HR Director Arrick-Kruger, Surveyor Walter & Assistant Survey Mauss and Auditor Meiners regarding proposed 2017 budgets.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to place on file the following items from the consent agenda:

File No. 10 – Stones & monuments project proposal from D.Walter/ volunteer

There being no further business and the time being 10:56 a.m., motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, September 6, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, September 6, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Stotts; County Attorney Jandt; Zoning Administrator Lacher; Environmental Services Director Frank; Emily Johnson; Deputy Sheriff Kulas; Fred Arnold; Kendra VanGundy; Shane Burros; Yvonne Krogstad; Heather Gray; Eldon Pohlman; Lonnie Tweeten; Craig Welsh; Recorder Bauer; Finance Director Lapham; Assessor Dybing; E911 Coordinator Krzoska; VSO Thoen; IT Director Milde

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the minutes of the August 30, 2016 meeting.

File No. 1 - Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$26,748.82
Road & Bridge Fund	9,697.03

Total	$36,445.85
	=========

Discussion was held regarding who would be attending the SMIF Annual Luncheon.

Commissioner Kjome reported on the employee appreciation luncheon and also a soil and water meeting which he attended.

Commissioner Walter reported on the State Extension meeting which she attended last week.

Commissioner Zmyewski indicated that there is a need to address newspaper bids which were opened last week. He reported that the Music Boosters are interested in hosting a haunted house in the Historic Jail as a means of fund raising. Shane Burros is in attendance today regarding this.

Both Commissioners Zmyewski and Schuldt reported on the employee appreciation luncheon which was held last Wednesday.

File No. 2 - On the recommendation of the Planning Commission, motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the issuance of the following conditional use permit:

Matthew and Catherine Minor – Yucatan Township - Build a dwelling on less than 40 acres in an Agricultural District.

File No. 3 - On the recommendation of the Planning Commission, motion was made by Commissioner Kjome, seconded by Commissioner Schuldt and unanimously carried to approve the issuance of the following zoning permits:

Kenneth and Terry Visger – Hokah Township - Build deck (6‘x 38’)

Douglas Jore – Sheldon Township - Build lean-to (20’ x 81’)

Elizabeth Reedy and Diane Crane – Money Creek Township - Build deck (8’ x 14’)

Lisa Brown and Mitch Brown – Yucatan Township - Build earthen garage (50’ x 60’)

John and Barbara Haverty – Crooked Creek Township - Build house (28’ x 53’) decks (10’ x 28’) (8’ x 26’)

Susan Huber – Mound Prairie Township - Build addition on existing house (33’ x 37’8”)

Matt and Carlie Gullickson – Mound Prairie Township - Build house (30’ x 60’) garage (30’ x 36’)

Mitch Bublitz – Houston Township - Build house (40’ x 70’) and (30’ x 40’)

Troy Winjum – Mayville Township - Build shed/shop (40’ x 60’)

Matt and Emily Goetzinger – Caledonia Township - Build house (32’ x 54’) garage (26’ x 24’)

Matt and Brooke Klug – Caledonia Township - Build house, garage, porch (50’ x 82’)

Wayne Houdek – Mayville Township - Build freestall barn (94’ x 160’)

Don Petersen – Brownsville Township - Build lean-to on existing barn (20’ x 32’ and 16’ x 36’)

Steve Harrison – Crooked Creek Township - Build cabin (20’ x 20’)

Farmer’s Co-Op Elevator – Houston Township - Build feed mixing tower and ingredient tower (32’ x 24’)

File No. 4 - At this time Emily Johnson, Kendra VanGundy, Eldon Pohlman and Lonnie Tweeten met with the Board. The Fair Board requested an increase in its annual appropriation. Ms. Johnson reported that the weather had negatively impacted attendance and the grandstand events which are the revenue generating opportunity offered at the fair. The weather caused significant difficulties to work through including the collapse of two tents and the cancellation of the multiple grandstand events which could not be rescheduled. The Fair Board was able to substitute one event so that there was a grandstand event the one evening. They were fortunate enough to have cancelled some of the events early enough that the full fee was not required to be paid to the cancelled entertainment. The weather increased clean up expenses also.

Emily Johnson reported that while the kid’s day events had to be relocated, they were able to proceed and the weather held out. There were busloads of children from Winona County and also one from Hamilton Elementary in La Crosse, Wisconsin which has year round school and uses the opportunity for a school field trip.

The magician received spectacular reviews. The Fair Board has contracted with the same magician now for a few years and the magician works hard to increase participation in his shows. The fair offers much free entertainment and educational opportunities for families. There is no admission or parking fee. Families can opt to bring their food and beverages and spend nothing for a full day of free entertainment.

Kendra VanGundy explained how many events take place at the fairgrounds throughout the year such as various 4H clinics, gymkhanas, and horse, goat and rabbit shows. Some of the events are held weekly throughout the summer.

The Fair Board hasn't typically carried "rain insurance". They have been researching this and have often felt like it was an expense they could not afford. However, it is appearing more like an expense they can't overlook. They feel rain insurance needs to be strongly considered for the large events at minimum.

Commissioner Zmyewski commented how it is easy to simply request additional funding and questioned what the Fair Board has done to contain expenses and/or increase profits. Ms. Johnson responded how advertising costs have been reduced by half. The Fair Board is utilizing social media to promote various fair activities and events. They have conducted surveys in an attempt to book grandstand offerings which will draw sizeable crowds. They manage the horse arena so that proceeds are properly reported and utilized. They have also rekeyed buildings and assign or sign out keys so that they are very aware of who is using the fair buildings throughout the year. In addition, the Fair Board members are extremely active and contribute to the preparation and set up of the grounds in the weeks leading up to fair week. They increase the number of meetings to weekly and have work sessions at the same time. Craig Welsh noted that this practice has significantly decreased his need to schedule and pay additional labor. Emily Johnson noted that local bands are contracted to provide musical entertainment. The Board has had a sponsor step forward to assist with lighting upgrades to transition to more economical lighting options.

Commissioner Zmyewski questioned what is being done to increase attendance. He commented how the event is not free, as taxpayers provide funding in the form of the appropriation. The children being bused to the event from other areas have not contributed to the tax base. He questioned whether fees have been increased or whether consideration has been given to increasing the rate for premium parking spaces and/or charging a nominal fee for admission. It was noted that the fair grounds are not fenced making it impractical to consider implementing an admission fee. Commissioner Zmyewski expressed his opinion that the event should be self-sustaining. It was noted that open class entry fees were recently doubled. The Fair Board members believe they are in line with grandstand fees for similar entertainment at other fair venues. Kendra VanGundy stated that it is a balancing act to provide good quality activities and entertainment to allow the vast majority of Houston County residents to be able to afford to participate with their families. Admission fees and activity fees would start to eliminate a certain portion of the population and as the fees increase would eliminate additional residents from participation. Commissioner Storlie commended the Fair Board for their hard work and expressed appreciation for the family oriented activities and entertainment provided.

File No. 5 - Environmental Services Director Frank is pleased to announce expanded recycling services related to batteries in the county. Many types of rechargeable batteries can now be recycled at each of the 5 drop sites. The program is offered at no cost to county residents. The county has minimal costs related to providing packaging for recycled batteries in order to prevent any unintended contacts which could result in fire. In the brief trial period for the program two boxes of recyclables were collected which each weighed in excess of 50 pounds.

File No. 6 – Environmental Service Director Frank provided an overview of the household hazardous waste items which were collected throughout the 3 events held annually. It was noted how medication waste has increased significantly. These events are offered with a 50/50 cost share. Environmental Services Director Frank reported that his office receives a stipend from the State which is utilized to offset the county's portion of the 50/50 cost share. He is pleased with the level of participation from residents across the county.

File No. 7 - Winona County has taken the lead on an invasive species initiative and is offering a tour to interested commissioners. The tour will begin with a brief presentation followed by a tour to locations where populations of invasive plants may be viewed. The event is scheduled for October 3rd beginning at 1:00 p.m. with anticipated conclusion around 4:30 p.m. The presentation and tour will take place/begin at the Winona County Government Center. It was noted that Commissioners Schuldt and Storlie plan to attend.

At this time County Attorney Jandt provided a brief overview regarding newspaper bids and qualifications. Commissioner Walter reported that the joint bid will result in tripling the county's cost for the required publication of minutes. She indicated that a competitive bid would have been preferable. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to accept the joint bid submitted by the Spring Grove Herald and the Caledonia Argus newspapers.

Commissioner Zmyewski commented that he has been approached by Shane Burros regarding the utilization of the Historic Jail for a Music Booster fundraising event. The planned event is a haunted house. Mr. Burros indicated that a similar event was hosted last fall and proceeds were donated to the Music Boosters, Girls Soccer and 4H. Mr. Burros indicated that he has been working with HR Director Arrick-Kruger, however, she is out of the office and he is anxious to move the project forward so that advertising may begin. Chairperson Storlie, while supportive of the benefitting organizations, questioned how the county would benefit from such a use, noting that when the music video was created, the county benefitted financially. Discussion was held. It is possible that a percentage of proceeds would be given to the County for use of the building. Commissioner Zmyewski commented that the taxpayers are already paying taxes which cover the expenses related to the Historic Jail and the event would be open to the public and for the benefit of a local organization. The organization would be responsible to provide adequate liability coverage for the event. He has discussed this and has the support of both the Chamber of Commerce and Historical Society. Chairperson Storlie cautioned that this would set precedence for public use and access to county buildings and establishing a policy to guide such use is advisable. It was noted that various organizations host meetings in county buildings and no fee is charged. However, those are not fund raising activities such as this proposal. When questioned, County Attorney Jandt responded that he would need only a day to review a drafted agreement. There will be some maintenance expenses incurred by the county as staff will need to be on hand when the building is being utilized and clean up expenses. It was

agreed that information will be gathered throughout the coming week with further discussion to be scheduled for the next regular meeting of the County Board.

File No. 8 - The Board met with the following department heads regarding the proposed 2017 budget: Attorney Jandt, Assessor Dybing, E911/GIS Coordinator Krzoska, Recorder Bauer, Finance Director Lapham, Veteran Services Officer Thoen and IT Director Milde.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to place on file the following items from the consent agenda:

File No. 9 – Correspondence to payroll regarding recent hires

File No. 10 – SMIF Annual Luncheon invitation

File No. 11 – Solicitation of input regarding local watershed plans

There being no further business and the time being 11:34 a.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, September 13, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, September 13, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Stotts; County Attorney Jandt; Engineer Pogodzinski; HR Director Arrick-Kruger; Fred Arnold; Deputy Sheriff Kulas; PHN Director Marchel; Environmental Services Director Frank; Soil & Water District Manager Walter, Technical Clerk Sherburne; Treasurer Trehus

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the minutes of the September 6, 2016 meeting.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$103,771.64
Road & Bridge Fund	383,590.94

Total	$487,362.58
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File No. 2 – Following discussion, motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to accept the proposal for Court Appointed Attorney Services submitted by Knuesal Law Firm.

File No. 3 – Engineer Pogodzinski reported on quotes received for guardrail for CSAH 20. The engineer's estimate was $79,640.00. The low quote, submitted by Mattison Contractors was $95,820.00. He also reported that due to the continued rainfall county roadways have sustained additional damage requiring repair and additional aggregate. The sealcoating project

exceeded budget also. Therefore, it is the recommendation of Engineer Pogodzinski to reject all quotes received. Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to reject all quote received for guardrail for CSAH 20.

File No. 4 - Engineer Pogodzinski recommended approval of the final payment for S.P. 028-598-011 and S.P. 028-617-010. This was a bridge replacement project on County Road 249 and CSAH 17 completed by Minnowa Construction, Inc. The original amount of the contract was $883,855.00. Certified to date is $885,606.15. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to adopt the following:

RESOLUTION NO. 16-31

WHEREAS, Contract No. 257 has in all things been completed, and the County Board being fully advised in the premises,

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

Engineer Pogodzinski reported that a 2000 Sterling dump truck sustained damage when it tipped over while applying rock to the shoulder of a roadway. No one was injured in that event. He reported that the damage was reported to MCIT and is subject to a $1,000.00 deductible. MCIT has determined that the vehicle is a total loss and has extended a settlement offer to the County in the amount of $31,500.00. Engineer Pogodzinski stated that it is difficult to find parts for the 2000 Sterling and it was one of the units scheduled for replacement. He recommended accepting the settlement offer. It was noted that with this vehicle out of commission, the department has no spare going into the fall and winter season. A new dump truck has been on order with an expected delivery in November. Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to accept the settlement offer extended by MCIT in the amount of $31,500.00 for the 2000 Sterling.

File No. 5 - HR Director Arrick-Kruger reported that the search for an adult protection and chemical dependency social worker has been successful. The search committee is recommending Rebecca Myhre be hired. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to hire Rebecca Myhre at step 1 of the appropriate comparable worth band effective September 27, 2016. Ms. Myhre comes with 2 years background working as a supervisor at ABLE. PHN Director Marchel expressed every confidence that she will be a good hire.

HR Director Arrick-Kruger provided an update on various vacancies. She is hopeful that the background checks will finally be completed in time to make hiring recommendations for 2 female jailer/dispatchers at the next regular meeting. Currently, there is a posting for a Highway Maintenance worker and her department will be re-advertising for the IT Tech position. Initial

interviews for the HS Director position are expected to take place the week of September 19th. The County Surveyor position will be reposted with an open FTE.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to authorize a search for an IT Tech.

It was agreed that the personnel committee would participate in first interviews of HS Director candidates. In the event one of the commissioners assigned to the personnel committee is unable to attend, Commissioner Walter will attend in their place.

At this time discussion was held regarding allowing a non-profit group to utilize the Historic Jail for a haunted house fundraising event. HR Director Arrick-Kruger stated there are unique risks associated with this type of event. The county still needs to meet with a parent advisor of the booster club. Discussion needs to be held regarding limited egress which includes only two exits, the lack of emergency exit lighting, capacity and required staffing. HR Director Arrick-Kruger expressed confidence that liability issues can be appropriately addressed within the contract. Commissioner Zmyewski expressed his agreement that emergency exit lighting is a concern. He indicated that a greater concern for him is the fact that there is no policy for the use of county owned facilities. Recently, the County allowed a for profit group to "rent" the Historic Jail. Now, the Board is faced with a request from an in-county non-profit and there are many hurdles and roadblocks which require addressing. HR Director Arrick-Kruger noted that there is a significant difference between the for-profit and non-profit requests. She explained how under the for-profit agreement, the renter provided lighting, controlled access, and contracted for fire support. The present request raises capacity concerns. While there would be no use of the upstairs or downstairs, safety concerns remain. The event will attract minors. Chairperson Storlie commented following a conversation with MCIT representatives, there may be a need to have security staffing the event and a plan needs to be in place in the event a participant is "lost" or suffers a medical emergency. HR Director Arrick-Kruger indicated that while the board needs to address and determine an appropriate use fee, expenses related to security and staffing need to be borne by the organization hosting the event. Commissioner Zmyewski expressed adamantly that there is a need for a policy to be in place and followed by any contracting. The policy needs to outline how requests are handled, whether fees are varied based on in-county or out of county requests, profit versus non-profit, and whether during business hours or after hours. HR Director Arrick-Kruger restated that she is concerned with addressing safety issues.

HR Director Arrick-Kruger will be traveling to the Minnesota Historical Society on September 22nd with members of the community to make a brief presentation to the Historical Society as part of a grant request. Commissioners are welcome and encouraged to join them. If successful, a grant award would fund an architectural and engineering study which would then be utilized to bolster additional grant funding requests.

Recent rains have renewed ongoing concerns related to the condition of the Historic Courthouse roof. The roof is desperately in need of repair. The Board needs to decide whether to

make patch repairs or expend the funding to replace the deteriorating roof. In addition, recent rains have shown that there are ongoing issues with the Justice Center roof. Chairperson Storlie stated that there is a need to address the deteriorated roof on the Historic Courthouse. We have been receiving ongoing significant rainfall and we are headed into a winter season followed by spring thaw. The roof needs to be addressed sooner rather than continuing to put it off in hopes of securing grant funding which may or may not come to fruition. She suggested soliciting bids for the replacement of the roof. HR Director Arrick-Kruger stated bids have been solicited for the roof, both an asphalt shingle and steel roof. She indicated that in order to continue to pursue grant funding for other projects such as windows or the repair/replacement of the stone stairs, any roof replacement would need to be architecturally acceptable to ensure inclusion to seek additional funding.

HR Director Arrick-Kruger noted that she will be attending a morning meeting with the Bureau of Mediation tomorrow.

File No. 6 - Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to adopt the following:

RESOLUTION NO. 16-32
Resolution of Support
Endorsing Border-to-Border Grant application of AcenTek, Inc. in the Rushford Village/rural Rushford area

WHEREAS, broadband internet connectivity constitutes an essential infrastructural component of residential and commercial development, education, and industry; and

WHEREAS, the majority of customers in unincorporated regions of Houston County are either unserved or underserved by the State of Minnesota's established download and upload standards; and

WHEREAS, the Alliance's primary objective is to secure financial and technical support for investments into regional telecommunications infrastructure and local provider improvements; and
WHEREAS, AcenTek is a locally controlled telecommunications cooperative, providing services to many residents in rural Houston County; and

WHEREAS, AcenTek intends to deliver new fiber optic connectivity to 749 underserved passings within the rural Rushford exchange; and

WHEREAS, AcenTek intends to submit a grant application to the State of Minnesota's Border-to-Border Grant Program to help make this project economically viable;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners, County of Houston, State of Minnesota, supports AcenTek's application to the Border-to-Border Grant Program.

File No. 7 - Chairperson Storlie reported on a proposed tax abatement for La X Fabricating, LTD which requires a public hearing. The City of Spring Grove EDA is taking steps to support the project and has scheduled their public hearing. Motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to schedule a required public hearing and adopt the following:

RESOLUTION NO. 16-33
RESOLUTION CALLING A PUBLIC HEARING REGARDING
TAX ABATEMENT IN CONNECTION WITH
LaX FABRICATING, LTD PROJECT

WHEREAS, the County of Houston ("County") has received a request from LaX Fabricating, LTD (the "Company") for tax abatement assistance under Minn. Stat. Sections 469.1812 through 469.1815 (the "Abatement Act"), in connection with the acquisition and betterment of an existing manufacturing facility (the "Project"); and

WHEREAS, under the Abatement Act, the County must hold a public hearing prior to approval of any abatement; and

WHEREAS, the County Board of Commissioners has determined to hold the required public hearing and consider the terms of abatement assistance requested by Company.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Commissioners of the County of Houston, that:

1. The County Board of Commissioners directs staff and consultants to craft an abatement resolution and a contract for private development for the Project for consideration by the County Board of Commissioners at a public hearing on October 4, 2016. The abatement of County taxes on Parcel No. 26.0698.000 will be stepped over a six-year period, commencing with taxes payable 2017 and be based on the following schedule:

2017 The County shall abate 80% of the County's taxes
2018 The County shall abate 65% of the County's taxes
2019 The County shall abate 50% of the County's taxes
2020 The County shall abate 35% of the County's taxes
2021 The County shall abate 20% of the County's taxes
2022 The County shall abate 5% of the County's taxes

2. The County Auditor is authorized and directed to publish a notice in the County's official newspaper announcing a public hearing before the County Board of Commissioners on October

4th, 2016 at 10:00am in the County Board of Commissioners chambers on the abatement resolution. The notice shall be published in the newspaper at least 11 days but not more than 30 days prior to the public hearing, and shall be in substantially the form attached as Exhibit A to this resolution, with dollar amounts and years filled in according to proposed terms provided by the County Economic Development Director.

Commissioner Kjome reported on EDA and SE MN Water Resource Board meetings which he attended. He also reported on the public hearing he attended as part of One Watershed One Plan.

Commissioner Walter reported on EMS and Workforce Development meetings which she recently attended.

Commissioner Schuldt reported on TZD and Semcac meetings which he has attended in over the past week.

Chairperson Storlie reported on EDA and budget meetings which she has attended. She provided a reminder of an upcoming tourism meeting which is being held at Giants of the Earth.

File No. 8 - The Board met with the following employees regarding proposed departmental budgets: Environmental Services Director Frank, Soil & Water District Manager Walter, Technical Clerk Sherburne and Treasurer Trehus.

There being no further business and the time being 11:02 a.m., motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, September 20, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, September 20, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle & Moorhead; County Attorney Jandt; PHN Director Marchel; Engineer Pogodzinski; HR Director Arrick-Kruger; Zoning Officer Lacher; Human Services Staff; PHN Accountant Lillegraven; Luke Sass; IT Director Arrick-Kruger; PHN Accountant Lillegraven; Highway Accountant Schroeder; HS Fiscal Officer Hankins; Assistant Surveyor Mauss; Recorder Bauer; GIS Coordinator Krzoska; Assessor Dybing; Dan Griffin; Mike. Kruse and Chuck Schwartau;

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to approve the minutes of the September 13, 2016 meeting.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$58,110.18
Road & Bridge Fund	12,829.11

Total	$70,939.29
	=========

File No. 2 – PHN Director Marchel had staff present introduce themselves and indicate which unit they work in. She reported that Human Services has the greatest number of staff and the second largest budget among county departments. Much of their work is compliance driven. She shared that staffing levels have remained relatively flat dating back to 2014, however, caseloads have increased. She highlighted accomplishments, provided an overview of residents

served and case number statistics, provided information on grant funding which was awarded to the department and shared how funding is tied to certain performance measures. In closing, the members of the leadership team provided a brief overview of eleven strategic initiatives for the coming year.

File No. 3 - Engineer Pogodzinski discussed proposed upgrades to Wildcat Park which include installing new waterlines and electrical to the south end of the park. These upgrades are being quoted as two projects, one for the water lines and a second for the electrical. It would be beneficial to complete both projects at the same time. This should reduce the trenching required and allow for cleanup and reseeding once versus twice. One quote has been received for the water line portion of the project. It is the recommendation that the quote be accepted to allow the contractor more time for preparation. The quotes for the electrical upgrades are expected later this week and will be presented for Board consideration at the next regularly scheduled meeting. The entire project costs are expected to be just in excess of $60,000.00 and will be paid for utilizing fund balance and reimbursed by future park profits. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to accept the quote submitted by Zenke, Inc. in the amount of $19,148.80 for water line upgrades.

File No. 4 – On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to hire Audrey Staggemeyer as WIC Technical Clerk at step 1 of the appropriate comparable worth band effective September 21, 2016.

HR Director Arrick-Kruger reported that 3 contractors have been contacted regarding necessary roof repairs. Maintenance Foreman Olson has inspected the flat roof sections of the historic courthouse and believes recent leaks originated from those areas. Since he would be soliciting quotes for the repair of these 2 flat roof sections he is also including for bid, the flat roof on the addition which was installed in 1978. The repair work will need to be completed prior to winter. HR director Arrick-Kruger will return to the Board once bids/quotes have been received.

HR Director Arrick-Kruger noted that she recently attended a Bureau of Mediation meeting to discuss an unresolved matter.

File No. 5 - Zoning Officer Lacher reported that recently a bill was enacted into law related to “Granny pods”. Since the implementation, zoning has performed research and recommends opting out of said legislation. Following discussion, motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to adopt the following:

RESOLUTION NO. 16-34

WHEREAS, on May 12, 2016, the Governor of Minnesota signed into law Chapter 111 of the 89th Legislature of the State of Minnesota establishing definitions and requirements for Temporary Family Health Care Dwellings, which was introduced during the 2016 legislative session as Senate File 2555 and House File 2497; and

WHEREAS, Chapter 111amends Minnesota Statute § 394 which regulates county permitting and zoning processes by establishing new rules for the placement of Temporary Family Health Care Dwellings on residential property; and

WHEREAS, the Minnesota Association of County Planning and Zoning Administrators, the professional association for county planning and zoning staff in Minnesota, supports the concept of Temporary Family Health Care Dwellings; and

WHEREAS, Chapter 111 erodes local control of the permitting process; limiting a county's ability to foster and guide development, and placing undue burden on county staff to forego standard permitting practices; and

WHEREAS, it is the intent of the Houston County Board of Commissioners to protect the public health, safety, and general welfare of County residents and the environment of the County; and

WHEREAS, subpart 2 of subdivision 1 of Houston County Zoning Ordinance § 0110.1404 provides for a Manufactured home (temporary) for family members based on medical hardship.

WHEREAS, subdivision 9 of Minnesota Statute § 394.307 allows a county to "opt-out: of the regulations through the passage of a county board resolution; now therefore,

BE IT RESOLVED, Houston County elects to regulate Temporary Family Health Care Dwellings through already existing permitting standards of the Houston County Zoning Ordinance; and

BE IT RESOLVED, pursuant to authority granted by Minnesota Statutes, Section 394.307, Subdivision 9, the County of Houston opts-out of the requirements of Minnesota Statute 394.307, which defines and regulates Temporary Family Health Care Dwellings.

Zoning Officer Lacher requested action related to the feedlot advisory committee which consists of members who all exceed the term limits which they are subject. The reason for this discussion is due to the fact that an application has been submitted to the Zoning Office which will require the committee to convene. Through his research and review, Zoning Officer Lacher has learned that the term limits established for the Planning Commissioner tie to the membership

of the Feedlot Advisory Committee. He noted that the committee has not convened since 2013. Zoning Officer Lacher indicated that he prefers to take a conservative approach which has resulted in his recommendation to appoint the Planning Commission members as acting Feedlot Advisory Committee. He also intends to consider the committee further so he can make an appropriate recommendation. If there has been no need for the committee since 2013 he questions whether there is truly a need for it. He is unsure whether to make new appointments to the committee or proposed changes to the Zoning Ordinance to dissolve the committee. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to appoint the Planning Commission members to represent the membership of the Feedlot Advisory Committee for the purpose of convening the meeting necessary to make a ruling on the application which has been submitted. A recommendation to further govern the feedlot advisory committee will be brought forth at a later date.

File No. 6 - At this time the Board met with Finance Director Lapham to discuss the proposed 2017 budget. Following recent changes a 4.812% increase would be necessary to cover the requested increases. Discussion was held. The following individuals were on hand to answer questions: PHN Accountant Lillegraven; Highway Accountant Schroeder; and HS Fiscal Officer Hankins along with various department heads.

Finance Director Lapham provided a reminder that the State Auditor's exit meeting has been scheduled for 9:00 a.m. on Monday, September 26th.

Discussion was held regarding appropriations. The Board has tentatively agreed to approve appropriations equal to those approved in 2016 with the exception of the appropriation for the Ag Society. The Board provided a proposed scenario whereby they would forgive the remaining payments due from the Ag Society which have reduced the annual appropriation and are considering an additional match amount.

Chuck Schwartau and Mike Kruse met with the Board regarding the Extension budget. Mr. Schwartau was pleased to share that office supply amounts have been reduced however, there has been an increase to cover the cost of software licensing. He expressed appreciation for the ongoing support of Extension which the Board provides.

Commissioner Zmyewski reported that he has received calls requesting a decision regarding whether or not the County will allow a group to utilize the Historic Jail for a haunted house fundraiser. Motion was made by Commissioner Zmyewski to allow the group to use the Historic Jail. The motion failed for lack of a second.

Commissioner Walter reported on a Wildcat Meeting which she attended.

Commissioner Zmyewski reported on a Bureau of Mediation meeting which he attended last week with HR Director Arrick-Kruger.

Commissioner Storlie reported on a Wildcat Meeting and Navigating Key Land Use Issues conference which she has attended in the past week.

At this time Chairperson Storlie opened the floor for any members of the public wishing to speak during the bi-monthly public comment period. Being no members of the public indicated a wish to speak, the business meeting commenced.

Commissioner Walter provided a reminder that reservations for the Association of Township Officers annual business meeting are due September 22nd.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to place on file the following items from the consent agenda:

File No. 7 – Correspondence from La Crosse County Solid Waste

File No. 8 – Correspondence to payroll regarding recent hire

File No. 9 – Public Notice of Special Meeting

There being no further business and the time being 11:02 a.m., motion was made by Commissioner Kjome seconded by Commissioner Zmyewski and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, September 27, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, September 27, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Deputy Auditor Quinn; Reporters McGonigle & Moorhead; County Attorney Jandt; Courtney Bergey; Valiree Green; Finance Director Lapham; HR Director Arrick-Kruger; Bruce Kuehmichel; Fred Arnold; Deputy Sheriff Kulas; Mike Meiners; Don Moore; Engineer Pogodzinski

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to approve the minutes of the September 20, 2016 meeting.

File No. A1 - Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the minutes of the September 26, 2016 special meeting.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$36,982.58
Road & Bridge Fund	266,479.77

Total	$303,462.35
	=========

File No. 2 - Engineer Pogodzinski requested approval for a State Grant Agreement. The agreement will provide for payment of the state share in the amount of $9,300.00 for crack sealing which was completed by Fahrner Asphalt Sealers, LLC. Without approval that state share of the project would become the financial liability of the county. Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve

the Grant Agreement for Airport Improvement Excluding Land Acquisition and to adopt the following:

RESOLUTION NO. 16-35

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

BE IT RESOLVED by the **County of Houston** as follows:

1. That the State of Minnesota Agreement No. **1026654**, "Airport Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. **A2801-30** at the **Houston County at Caledonia Airport** is accepted.

2. That the County Board Chairperson and County Auditor are authorized to execute this Agreement and any amendments on behalf of the **County of Houston**.

File No. 3 – Engineer Pogodzinski reported on quotes which were received for electrical upgrades at Wildcat Park. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to accept the low bid submitted by Hoskins Electric in the amount of $42,600.00 for upgrades to Wildcat Park.

Engineer Pogodzinski reported that he has been involved in ongoing discussion with Emergency Manager Kuhlers regarding a possible declaration of disaster related to the recent rain events. He will return to the Board with further information. The State has requested damage estimates. Engineer Pogodzinski noted that in order to be declared a Federal disaster the State infrastructure must have sustained in excess of $8 million. The State threshold is lower and it may be possible that damage qualifies for a state declaration. Engineer Pogodzinski reported Winnebago Valley and County 27 sustained the greatest damage. All roads are open to the public. Repairs to the roads continue.

File No. 4 - HR Director Arrick-Kruger recommended the hire of John Pugleasa as HS Director. She provided a brief overview of Mr. Pugleasa's qualifications. Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and carried with Commissioner Zmyewski voting in the negative to hire John Pugleasa as HS Director at step 8 of the appropriate comparable worth band effective November 14, 2016.

On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to accept the resignation of Shelly Cavanaugh effective October 12, 2016 and to draft a letter of appreciation for her many years of dedicated service.

Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to authorize a search to fill the social worker vacancy which resulted due to a recent resignation.

File No. 5 - HR Director Arrick-Kruger reported on a proposed Professional Services Agreement for Minnesota Licensed Surveyor services from the County of Olmsted. The agreement would provide for services during the search period. Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the Professional Services Agreement with Olmsted County for Minnesota Licensed Surveyor services. The contract will provide for coverage through January 31, 2017. Currently, Houston County is in need of said services for 5 bridge projects with right of way needs.

HR Director Arrick-Kruger reported that she along with Duane St. Mary and Deb Wray met with the State Historical Society regarding Houston County's application for Legacy Grant funding. It was reported that there were 73 applications submitted however, 3 were insufficient. The remaining 70 applications are competing for approximately $6.4 million in funding. HR Director Arrick-Kruger shared her opinion that the prospect of securing funding is solid.

File No. 6 - HR Director Arrick-Kruger reported the roof structure is compromised and on quotes received for the repair of two flat roof areas. The quotes are severable. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to accept the low quote submitted by Winona Heating and Ventilating, Inc. in the amount of $19,987.00 for the repair of the flat roof located on the Historic Courthouse and to accept the low quote submitted by Interstate Roofing & WTP., Inc. in the amount of $37,678.63 for the repair of the 7,800 square foot flat roof on the addition. She noted that while the repair of the addition roof is not required, it is advisable to do so prior to the roof failing. Both vendors will complete the repairs prior to the winter season. Commissioner Zmyewski questioned whether there was funding available within the maintenance budget to cover the cost of the repairs.

HR Director Arrick-Kruger reported that boiler lines were recently tested and there is a considerable amount of sludge restricting flow. The sludge can result in plugging the lines and can cause a negative impact on heat exchange and a reduction of efficiency of the system. The cost to flush the lines has been estimated at $6,000.00 and was not budgeted for. HR Director Arrick-Kruger will review the maintenance budget to determine whether funds are available to cover the expense. Commissioner Zmyewski questioned whether there is annual maintenance performed. HR Director Arrick-Kruger responded that Building Maintenance Foreman Olson has developed a testing and maintenance schedule which is being followed. He also questioned whether filters could be installed and whether the system was open or closed. Commissioner Kjome, who maintains a boilers license, requested further information since he was unfamiliar with sludge in the lines.

At this time Courtney Bergey provided an update related to recent EDA activity. She noted that La Crosse Fabricating has requested a tax abatement and a public hearing has been scheduled in this regard. The County Board approved an EDA loan for Mell Chiropractic and the components have come together and the loan closing is scheduled for later this week. Recently, Ms. Bergey met with a representative from the University of Minnesota who is able to offer various leadership training opportunities which may be beneficial in Houston County. They will continue to hold discussions in hopes of coming together to provide some educational opportunities locally. There is a meeting scheduled for next week at the Giants of the Earth Heritage Center in Spring Grove. This will provide an opportunity for local EDA's to come together with the County EDA and share ideas and work on collaborative initiatives. Ms. Bergey reported that she recently attended a La Crescent Chamber of Commerce meeting and was able to broaden her connections with representatives in the La Crescent area. CEDA has been becoming more and more involved with site selectors for business expansion and is able to share opportunities within Houston County. Due to the recent resignation of long time board member Barb Bissen, a vacancy has been created which needs to be filled.

File No. 7 - Valiree Green reported on a parcel located in Jefferson Township which is available for purchase by the State Forestry Division. While the State is allowed to purchase up to 10 acres of tillable land without County approval, the parcel available contains approximately 18 acres of tillable land and County approval is required. Ms. Green reported that the DNR intends to continue to allow active farming of the tillable acres and the acreage currently in CRP will remain. She noted that the DNR is not eligible to receive CRP payments. The DNR will pay PILT and the leasee will pay personal property tax. She indicated that even the township should benefit. There is a small portion of the parcel which will be sold at public auction. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to allow DNR Forestry to purchase in excess of 10 acres of tillable land in additional to wooded acreage from the Atherton Family in Jefferson Township.

Commissioner Schuldt has discussed parking and storm water retention related to a proposed Highway Department Building with city officials.

Chairperson Storlie announced that the TNT meeting is scheduled for Monday, December 12, 2016 at 6:00 p.m. in the Commissioner's Room.

File No. 8 - Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to approve the Agreement for the Management and Operations of Wildcat Park. There was a minor change regarding the shower receipts which, under this agreement, will be split on a 50/50 basis.

File No. 9 - Motion by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to adopt the following:

RESOLUTION NO. 16-36

WHEREAS, M.S. 38.14 provides that a county board may annually appropriate money to assist in maintaining a county fair managed by a county agricultural society; and

WHEREAS, Houston County experienced Presidential Disasters due to flooding in both 2007 and 2008 which resulted in the Houston County Agricultural Society realizing less profits than expected; and

WHEREAS, on October 27, 2009 the Houston County Board advanced the Houston County Agricultural Society $20,000 of their future appropriations; and also increased their annual appropriation from $18,000 to $20,000 with the understanding that for years 2010 through 2019 Houston County would deduct $2,000 per year in order to recoup the $20,000 advance granted to them on that date; and

WHEREAS, heavy rains during the 2016 Houston County Fair negatively impacted the fair; and

WHEREAS, increased utility and maintenance costs have become a burden for the Houston County Agricultural Society; and

WHEREAS, to date the Houston Agricultural Society has repaid $14,000 of the $20,000 advanced to them in 2009, with a balance of $6,000 remaining;

NOW THEREFORE BE IT FURTHER RESOLVED that Houston County hereby forgives the remaining $6,000 balance owed by the Houston County Agricultural Society and beginning in 2017 will pay them the entire $20,000 appropriation in January of each year; and

BE IT FINALLY RESOLVED, that in addition to the $20,000 appropriation Houston County will provide an additional appropriation up to $4,000 to be paid at the County Board's discretion after the Agricultural Society presents their annual report reflecting annual operation expenses.

Commissioner Kjome reported on a One Watershed, One Plan. Comments have been received and incorporated into the plan which will now be submitted to BWSR. Since Commissioner Kjome will not be returning to the Board in 2017, he requested that one commissioner, not up for election, accompany him to the next scheduled meeting for One Watershed, One Plan in order to prepare a smooth transition. The meeting is scheduled for December 19th from 9:00 a.m. to noon. Commissioner Kjome also reported on the special meeting which he attended yesterday for the purpose of conducting HS Director candidate interviews and also on a feedlot site visit near the City of Houston which he attended yesterday also.

Commissioners Walter, Zmyewski and Schuldt reported on the special meeting which they attended for the purpose of interviewing HS Director candidates.

Chairperson Storlie reported on a CJCC and Bluff Country HRA meetings which she attended. She also commented how collaborating with the U of M representative could result in beneficial leadership training being offered at the county level for a competitive price.

Chairperson Storlie and Commissioner Kjome both commented on the ABLE facility open house which they attended.

Mike Meiners, Building Maintenance, reported that the heating system is an open system and that supply and return lines are full of sediment which has impacted flow. It was explained that flushing the lines includes draining, filling with an acid solution, circulating for several days, draining again and then refilling the lines with a chemically balanced water solution. Overtime, additional water is introduced into the lines. Commissioner Zmyewski questioned whether filters were in place where the replacement water is introduced. The system has utilized hard water. A soft water conditioning system was discussed. Utilizing soft water in the chemically balanced refill solution and as replacement water should result in less wear and sediment of the piping system. It was agreed that quotes for flushing and soft water conditioning system would be solicited.

File No. 10 - Finance Director Lapham provided information related to the proposed 2017 levy. She explained the information presented on the spreadsheets.

Motion was made by Commissioner Zmyewski and seconded by Commissioner Kjome to set the proposed levy at 0%. Commissioner Zmyewski stated it is the duty of the Board to set the levy. It is the responsibility of department heads to operate within the financial confines of the levy. Commissioner Zmyewski claimed that his property taxes have doubled over the past few years. It has remained easy for department heads to request additional staff and equipment and for staff to request wage increases. However, the consequence is continually increasing taxes. Commissioner Zmyewski estimates taxes have outpaced inflation by five times since 2005. He called attention to those living on fixed incomes while taxes continue to increase. Commissioner Zmyewski stated the County needs to improve, collaborate and gain efficiencies. Commissioner Zmyewski commented on the number of phone calls he receives from concerned taxpayers and reiterated how it is the duty of the Board to set the levy and the responsibility of department heads to live within its confines.

Commissioner Walter suggested setting the proposed levy at 4% and work to reduce that prior to setting the final levy. She noted that the County is already locked into collective bargaining agreements. Chairperson Storlie commended department heads who have worked diligently to identify reductions. This shows department head concern to contain expenses. Commissioner Kjome commented how this may be a time when fund balance is expended instead of increasing taxes. It was noted that recently the State experienced a surplus however,

the State did not provide relief to local governments and instead retained the excess at the State level. It was agreed that the county has adequate investments which could be utilized to cover expenses. Chairperson Storlie commented how refraining from increasing the levy simply pushes decisions to the next board and doesn't truly address the issue. She admitted the Board may need to meet with department heads again to identify additional reductions. She expressed her understanding that commissioners have an obligation to understand where the money is being spent. Commissioner Zmyewski expressed disagreement and shared his opinion that department heads are compensated to know their job and budgeting is part of their job. They should know where the money is going and operate within the budget which has been established by the Board. Commissioner Zmyewski expressed concern that department heads make their annual budget request, the Board asks for reductions, some reductions are offered. He expressed his opinion that if the Board hands down a directive that there will be no increase, department heads will find where their individual budgets can be reduced. Commissioner Zmyewski shared his opinion that there have been purchases made when alternate and less expensive options were available. He explained that there have been cost effective lease options utilized which have removed the need to purchase various pieces of equipment. Commissioner Walter expressed disagreement that department heads aren't trying. Chairperson Storlie stated that department heads didn't make the decision to approve collective bargaining agreements and it is unfair to expect them to reduce their budget in order to cover that expense. Commissioner Zmyewski responded that life is about choices and some of those may require giving up something to gain something different. Chairperson Storlie provided a reminder that the County's business is providing service. Commissioner Zmyewski stated the county receives tax revenue in exchange for services provided. Commissioner Walter pointed out how the highway department has put off or foregone equipment purchases and even projects in an effort to contain expenses however, these choices simply push the expense out. Chairperson Storlie indicated it is her belief that the Board is charged with asking questions and learning prior to making decisions. Commissioner Zmyewski responded that he does not have questions and he is fulfilling his duty to approve the levy. Commissioner Zmyewski indicated that if the Board approves anything other than a zero percent levy increase, taxes will increase. Commissioner Walter responded that setting the levy at an amount greater than zero does not guarantee a levy increase as the Board can work to reduce the levy to zero prior to adopting the final.

A roll call vote was taken: District 1 – no; District 2 – yes; District 3 – no; District 4 – no; District 5 – yes. The motion failed to set the proposed levy at 0%.

File No. 11 - Motion was made by Commissioner Walter and seconded by Commissioner Storlie to set the proposed levy at 4%. Commissioner Kjome expressed concern that there are several taxing authorities including the county, local city or townships and schools. Each of the authorities may increase their levy. He expressed concern that in the event the county increases its levy by 4%, if each of the authorities did the same it would result in a 12% property tax increase. Chairperson Storlie reiterated that the proposed levy can be reduced to zero prior to adopting the final. Commissioner Schuldt stated he would prefer the levy increase be less than

4%. Commissioner Zmyewski argued that department heads have claimed to have made all of the cuts they can.
Commissioner Walter rescinded her motion to set the proposed levy at 4%. Motion was made by Commissioner Walter and seconded by Commissioner Schuldt to set the proposed levy at 3%.

A roll call vote was taken: District 1 – yes; District 2 – no; District 3 – yes; District 4 – yes; District 5 – no. The motion carried to set the proposed levy at 3% and to adopt the following:

RESOLUTION NO. 16-36

BE IT RESOLVED, that the proposed levy after the deduction of County Program Aid (CPA), in the amount of $12,057,481 be made on all taxable property in the County of Houston for taxes payable in 2017 in the following amounts by County Fund:

County Revenue	$ 7,838,448
Road & Bridge	2,320,738
Human Services	1,396,748
Bond Fund – 2009B Jail CIP Bonds	510,234
Bond Fund – 2009C Jail Bonds	268,288
Bond Fund – 2010A Jail CIP Bonds	381,993
Bond Fund – 2010B Jail Bonds	224,707
Total	$12,941,156
Less CPA	(883,675)
Total Levy	$12,057,481

RESOLUTION NO. 16-37
RESOLUTION ADOPTING 2017 OPERATING BUDGET

	Revenue	Expenditures	Revenues Over (Under) Expenditures
County Revenue	$12,296,098	$12,416,793	$ (120,695)
Road & Bridge	7,350,775	7,386,509	(35,734)
Human Services	4,625,982	4,647,489	(21,507)
Debt Service	1,385,222	1,385,222	0
Grand Total County Funds	$25,658,077	$25,836,013	$ (177,936)

Finance Director Lapham indicated that the State Auditor is available to provide a report to the Board, however, there would be an additional fee. It was agreed that Finance Director Lapham could provide an adequate overview of the findings at the next finance update. Finance Director Lapham reported that the County received an unmodified opinion which is the best.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to place on file the following items from the consent agenda:

File No. 12 – Correspondence to payroll regarding recent hire

File No. 13 – Amended budget request from County Attorney

There being no further business and the time being 10:31 a.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, October 4, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 4, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle & Moorhead; Engineer Pogodzinski; Emergency Manager Kuhlers; Dave Walter; Environmental Services Director Frank; HR Director Arrick-Kruger; Gary Larson; Glenn Kruse; Yvonne Krogstad; Ryan Stenzel; Sheriff Inglett; Fred Arnold

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the agenda.

Motion was made by Commissioner Kjome, seconded by Commissioner Schuldt and unanimously carried to approve the minutes of the September 27, 2016 meeting.

File No. 1 - Motion was made by Commissioner Kjome, seconded by Commissioner Zmyewski and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$54,542.56
Road & Bridge Fund	2,116,768.63

Total	$2,171,311.19
	=========

Emergency Manager Kuhlers requested a peacetime State of Emergency declaration. This is necessary in order to receive resources which may be released by the State or Federal government in the event either makes a similar declaration. He reported that the preliminary damage estimates for the county and 11 of 17 townships which have reported are $1,504,446.00, $844,708.00 of which is damage to county roadways and bridges. Houston County has sustained more significant damages in the past. The estimates are preliminary and may increase.

Engineer Pogodzinski reported that emergency repairs are being completed. The areas with high priority are areas which could be a hazard to motorists or areas which could result in

additional infrastructure damage if left unattended. Engineer Pogodzinski shared photos of various areas damaged by the flooding.

File No. 2 - Emergency Manager Kuhlers noted that the declaration is valid for a period of 72 hours and can be continued if necessary. Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to declare a state of emergency in Houston County and adopt the following:

RESOLUTION NO. 16-39
Resolution Declaring a State of Emergency

WHEREAS the rain/flooding events beginning on August 23, 2016 and continuing until September 22, 2016 have impacted the population of Houston County and its cities; and

WHEREAS these rain events and ensuing flooding has caused a significant amount of public property damage;

Extensive damages to local government such as: loss of rock on roads, deteriorated road shoulders, mud slides which require ditch cleaning, as well as culvert damage and loss of rip rap; and,

WHEREAS the Houston County Department of Emergency Management requests the Houston County Board of Commissioners to declare Houston County in a STATE OF EMERGENCY for the rain/flooding events beginning on August 23, 2016 and continuing until September 22, 2016

NOW, THEREFORE, BE IT RESOLVED, that the Houston County Board of Commissioners declares Houston County in a State of Emergency for conditions resulting from the rain and flooding events beginning August 23, 2016 to September 22, 2016.

Emergency Manager Kuhlers noted that the SWCD has toured the area and have estimated crop damage and losses at approximately $750,000. This is based only on what is visible to them as they travel by vehicle around the impacted areas. Crop damage and loss is not included in the damage totals reported earlier. However, these damages will impact the local economy.

File No. 3 - Dave Walter questioned whether the County would consider sponsoring a request for assistance from the EWP (Emergency Watershed Protection) program. The County has sponsored similar requests in the past. The funding for the program comes from the Federal government and possibly FEMA, through NRCS. The funding is utilized to repair flood control structures which have suffered damage as a result of flooding. Seven sites across the county have been identified as needing repair as a result of recent heavy rains and flooding. Several structures located throughout Winnebago Valley are included as this area was hardest hit. Gary Larson

provided information related to each site including location and damage sustained. The program typically provides 75% funding and requires a 25% local match. Chairperson Storlie questioned whether the County could make its decision based on whether or not the county qualifies for FEMA assistance. It was pointed out that it is unlikely FEMA funding could be utilized for the local match as those are federal dollars. Dave Walter estimates repair to 6 of the 7 sites would cost approximately $100,000. He reported that SWCD budgets $2,000 annually for maintenance and has $7,200 in reserve which could be used to offset the local match. Dave Walter expressed how difficult it can be to accurately estimate the cost to repair sinkholes. Finance Director Lapham noted landowners paid the 25% match the last time the County sponsored the EWP Program. Discussion was held regarding funding for the local match portion. Commissioner Kjome questioned how the One Watershed, One Plan would impact this situation in the future. Dave Walter speculated that requests would be brought before the Board, prioritized and placed on a capital improvement project list and approval and funding would likely take one year. Currently, there is an emergency type situation, and additional rain or spring runoff if the areas are left in disrepair could result in further damage and structure failure. Commissioner Schuldt questioned whether repairs could be completed in order to protect the sites from additional damage caused by spring runoff. Dave Walter responded that the program requires that approved sites must be repaired within 10 days, therefore the sites would be repaired before the winter season. The Board can approve any number or all of the sites as a means of controlling the amount of match dollars required. If the county does not sponsor the program, the SWCD and NRCS will struggle with financing the necessary repairs. Dave Walter explained that it is unlikely that all 7 sites would be approved for the project and recommended the County include all sites in its sponsorship. He commented that the structures saved additional infrastructure damage. He further explained that it is all or nothing. There is not an option to sponsor a couple sites now and a few more later. Following discussion, motion was made by Commissioner Storlie, seconded by Commissioner Zmyewski and unanimously carried to approve 25% sponsorship of the EWP for all 7 sites described.

File No. 4 - Environmental Services Director Frank reported on a wetland application which TEP has been working on for approximately 3 years with MN DOT. The site is located north and west of Hokah and includes approximately 52 acres. The acreage is made up of flood plain forest and shallow marsh. Flood plain forest improvement was attempted, however failed to flourish resulting in the entire acreage being categorized as shallow marsh. These wetlands have been created and the State would like to bank them as credits for use when wetlands must be disrupted and the State is unable to return them to wetland status. Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the wetland delineation report.

File No. 5 - On the recommendation of the Planning Commission, motion was made by Commissioner Kjome, seconded by Commissioner Zmyewski and unanimously carried to approve the issuance of the following conditional use permit:

Peter Shimshak – Mound Prairie Township - Build a dwelling on less than 40 acres in an Agricultural District.

File No. 6 - On the recommendation of the Planning Commission, motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the issuance of the following Zoning Permits:

Dean and Diane Montgomery – Money Creek Township - Build tool shed/workshop addition on existing garage (12' x 18') (Variance Permit #302)

John Jore – Sheldon Township - Build garage (24' x 24')

Marcie Jenson – Caledonia Township - Build addition for kennel use (16' x 12')

Ben Seidel – Hokah Township - Build house (42' x 32') garage (26' x 28')

Mark Von Arx – Hokah Township - Build storage shed (12' x 16') with cement foundation (Variance Permit #303)

Kathryn Overland – Black Hammer Township - Build pole building (36' x 40')

David and Deb Thompson – Crooked Creek Township - Build addition on ag building (40' x 50')

Dean Ellingson – Spring Grove Township - Install free standing solar panels (44' x 67')

Benjamin Schieber – Mound Prairie Township - Move existing building (28' x 18')

Environmental Services Director Frank provided an update related to a proposed feedlot located just outside the edge of Houston City. Several members of the Feedlot Advisory Board have completed site visits and there are others who have a site visit planned. Additional information has been requested of the landowner. The matter will be discussed further at subsequent meetings.

File No. 7 – On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to amend the effective resignation date of Shelly Cavanaugh to October 28, 2016. This will allow Ms. Cavanaugh to continue working with the department on a large project.

On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to hire Catherine Krupa as a probationary jailer/dispatcher at step 1 of the appropriate comparable worth band effective October 11, 2016.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to hire Lynn Bauer as a probationary jailer/dispatcher at step 1 of the appropriate comparable worth band effective October 19, 2016.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to hire Nathan Rask as a probationary Highway Maintenance Specialist at step 1 of the appropriate comparable worth band effective October 24, 2016 and contingent upon the successful completion of the required background check. Engineer Pogodzinski commented that Mr. Rask is well qualified and has used and maintained several different pieces of heavy equipment. He is pleased the position has been filled in time for the winter season.

HR Director Arrick-Kruger reported that building maintenance has been busy obtaining the quotes for a softening system and boiler line flushing. She is moving forward and working with the contractors regarding the roofing repairs.

File No. 8 - Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to adopt the following:

RESOLUTION NO. 16-40

BE IT RESOLVED that Houston County supports CenturyLink's proposed installation of middle-mile fiber optic cable to improve network speed and reliability in the rural Caledonia telephone exchange.

BE IT FURTHER RESOLVED that Houston County recognizes the need for investment into telecommunications and broadband networks as a means to improve quality of life for residents and opportunities for businesses.

BE IT FURTHER RESOLVED that Houston County supports CenturyLink's application to the Border-to-Border Grant Program as a means to make this project economically viable.

NOW, THEREFORE BE IT FINALLY RESOLVED that the undersigned is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

Commissioner Kjome reported on Department Head, Association of Township Officers and Planning Commission meetings which he attended over the past week.

Commissioner Schuldt reported on an Association of Township Officers meeting and also an invasive species tour in Winona which he attended.

Chairperson Storlie reported on Department Head, Association of Township Officers, 7 Rivers Economic Development and HVMHC meetings, and an invasive species tour which she attended recently.

The time being 10:00 a.m., motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to recess the regular meeting and convene the public hearing which is scheduled to consider a tax abatement for La X Fabricating. Chairperson Storlie explained the reason for the abatement as well as the provisions thereof.

There was no comment from the public regarding the tax abatement for La X Fabricating.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to adjourn the public hearing

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to reconvene in open session.

File No. 9 - Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to adopt the following:

RESOLUTION NO. 16-41
Approving a Property Tax Abatement for Certain Property
in the City of Spring Grove, Houston County, Minnesota for LaX Fabricating LTD

WHEREAS, pursuant to Minnesota Statutes, Sections 469.1812 to 469.1815, the Minnesota State Legislature has authorized cities, school districts, counties and towns to rebate all or part of their respective portions of a parcel's property tax as an incentive to economic development provided the designated project meets criteria as established; and

WHEREAS, the Houston County Board of Commissioners believes that a strong economy is critical to the continued comprehensive growth and health of Houston County; and

WHEREAS, the Houston County Board recognizes that many complex factors influence the economic climate of the area and the Board has and will continue to support diverse efforts to foster a positive environment for both small and large business growth, attract and retain new corporate residents, and encourage development of the local labor force; and

WHEREAS, the Houston County Board has established the Houston County Economic Development Authority (EDA) which has been designated as the body responsible for reviewing

and acting upon economic development abatement requests and other business subsidies, thereby replacing the original Abatement Committee; and

WHEREAS, the Houston County Board of Commissioners held a public hearing on **October 4, 2016**, following due notice as required by law and a recommendation by the Houston County EDA in favor of the abatement application of LaX Fabricating LTD, dated August 31, 2016 and

WHEREAS, the Houston County Board of Commissioners has found and determined that:

1. It expects the benefits to Houston County of the proposed abatement agreement to at least equal the costs to the County of the proposed agreement;

2. The proposed abatement is in the public interest because it will:
   a. Increase the County tax base by creating a new market value of **$30,100**;
   b. Create new and retain existing businesses and their employment opportunities in the County;

3. The proposed tax abatement otherwise meets or exceeds the County's Business Subsidy Criteria because:

   a. The project will provide needed resources for the expansion of LaX Fabricating LTD, that has sufficient other financing to complete the project in a timely manner;

   b. It will encourage a high quality of construction and promote the highest and best use of land, consistent with the County's Comprehensive Plan, the City's zoning ordinance, and other local regulations;

   c. The project will not significantly and adversely increase the demands for service needs in the County;

   d. The project will create and retain jobs which pay desirable wages and provide support for other local business.

NOW, THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners hereby approves the abatement request of **LaX Fabricating LTD**, subject to the following stipulations:

1. The abatement will be payable to **LaX Fabricating LTD** on the existing tax value in accordance with a development agreement which will specify the terms of such payments over **six** (6) years beginning in 2017.

2. After full payment of the taxes as due each year:

   a. In year one (1), **LaX Fabricating LTD** will receive a 80% abatement;
   b. In year two (2), **LaX Fabricating LTD** will receive a 65% abatement;
   c. In year three (3), **LaX Fabricating LTD** will receive a 50% abatement;
   d. In year four (4), **LaX Fabricating LTD** will receive a 35% abatement;
   e. In year five (5), **LaX Fabricating LTD** will receive a 20% abatement;
   f. In year six (6), **LaX Fabricating LTD** will receive a 5% abatement;

3. In year seven (7) and thereafter, **LaX Fabricating LTD** will pay 100% of the real estate taxes without tax abatement.

4. Total abatement granted for the **six** (6) years.

At this time Chairperson Storlie invited public comment being it is the 1st Tuesday of the month.

Yvonne Krogstad, Caledonia Township resident, questioned whether there could be a mailer regarding noxious weeds and the information learned from the recent tour distributed to county residents.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to place on file the following items from the consent agenda:

File No. 10 – Correspondence to payroll regarding recent hire

File No. 11 – MCIT Annual Report

File No. 12 – Nomination of HR Director Arrick-Kruger to SSC Board

File No. 13 – Letter of appreciation

There being no further business and the time being 10:08 a.m., motion was made by Commissioner Schuldt seconded by Commissioner Kjome and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, October 11, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 11, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporter Moorhead; County Attorney Jandt; Engineer Pogodzinski; HR Director Arrick-Kruger; Betts Reedy; Yvonne Krogstad

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the agenda.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve the minutes of the October 4, 2016 meeting.

File No. 1 - Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$175,323.62
Road & Bridge Fund	53,035.90

Total	$228,359.52
	=========

File No. 2 - Engineer Pogodzinski reported on the 5 year prioritized bridge replacement plan. The plan provides an overview for the State and townships. It allows for financial planning to take place. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to adopt the following:

RESOLUTION NO. 16-42
Prioritized Bridge Replacement List
October 2016

WHEREAS, Houston County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government, and

WHEREAS, Houston County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

NOW, THEREFORE, BE IT RESOLVED that the following deficient bridges are high priority and Houston County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available,

Old Bridge #	Road # or Name	Total Project Cost	Township Bridge/or State Aid Funds	Federal Funds	Bridge Bonding	Local Funds	GF LBRR	Proposed Construction Year
8161	CSAH 12	362,560	226,600	0	82,400	53,560	0	2017
7546	CSAH 19	949,660	607,700	0	288,400	53,560	0	2017
L4011	Rooster Valley Road	280,160	259,560	0	0	20,600	0	2017
L4573	Bush Valley Rd	362,560	341,960	0	0	20,600	0	2017
L9669	Swede Bottom Rd	331,660	311,060	0	0	20,600	0	2017
1703	Looney Valley Rd	383,160	362,560.	0	0	20,600	0	2017
92280	CSAH 4	373,437	233,398	0	84,872	55,167	0	2018
L4549	Fort Ridgley Rd	463,613	442,395	0	0	21,218	0	2018
L3974	Eitzen Creek Drive	463,613	442,395	0	0	21,218	0	2018
L3990	Old Indian Trail Rd	394,655	373,437	0	0	21,218	0	2018
R0624	Hatleli Drive	351,858	330,003	0	0	21,855	0	2019
6110	Dotseth Road	351,858	330,003	0	0	21,855	0	2019
L9501	Prairie Ridge Road	491,847	469,337	0	0	22,510	0	2020
L9037	Gates Coulee Drive	362,414	339,904	0	0	22,510	0	2020
28501	Looney Valley Road	951,055	928,545	0	0	22,510	0	2020
L4012	Rooster Valley Road	373,286	350,101	0	0	23,185	0	2021
L3997	Freeburg Ridge Road	952,923	929,738	0	0	23,185	0	2021
		8,200,319	7,278,696	0	455,672	465,951		

File No. 3 - HR Director Arrick-Kruger reported on quotes received to flush the boiler system and also install a water conditioning system. The estimate to flush the lines is $6,000.00 and will be performed by Winona Controls which also performs maintenance, repairs and upgrades to the boiler system. HR Director Arrick-Kruger explained how 2 water conditioning systems would be required to treat all water within the Historic Courthouse. One system would be required for the historic portion of the building and is not being recommended at this time. All drinking water stems from this portion of the building. A second system is required for the addition which includes the boiler. The installation of a water conditioning system for this portion of the building is being recommended. Quotes received for this range between $3,000.00 and $3,580.00. The two lowest quotes do not include electrical, however, the high quote does include electrical and was submitted by Winona Controls. Commissioners noted that they anticipated quotes for the water conditioning system to come in much higher. Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to accept the quote submitted by Winona Controls in the amount of $3,580.00 which includes

required electrical work for the installation of a water conditioning system for the portion of the building which includes the boiler systems.

Commissioner Kjome reported on EDA, Water Planning and Extension meetings which he attended over the past week.

Chairperson Storlie reported on EDA, Houston County Tourism Initiative and Emergency Communications meetings which she attended.

A reminder of the upcoming District IX meeting to be held on October 24th in Austin was provided. Carpool to the meeting is being arranged.

There will be a meeting held at the old Houston County landfill sight at 1:30 p.m. on Wednesday. In addition, a meeting has been scheduled for Friday at 9:00 a.m. in Oronoco to discuss silica sand.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to place on file the following items from the consent agenda:

File No. 4 – Correspondence to payroll regarding recent hires, change of effective date of resignation

File No. 5 – MCIT Annual Meeting Announcement and Notice of Board Election

There being no further business and the time being 9:21 a.m., motion was made by Commissioner Zmyewski seconded by Commissioner Schuldt and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, October 18, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 18, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle & Moorhead; Public Health Staff; Yvonne Krogstad; County Attorney Jandt; Finance Director Lapham; HR Director Arrick-Kruger; Engineer Pogodzinski

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the agenda.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to approve the minutes of the October 11, 2016 meeting.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$128,095.50
Road & Bridge Fund	203,332.47

Total	$331,427.97
	=========

File No. 2 – PHN Director Marchel provided an annual report regarding the activities of the Public Health Department. Staff that were present were invited to introduce themselves, tell what their duties are and how long they've been employed by Houston County. She provided an overview of the information contained within the written report.

File No. 3 - Finance Director Lapham provided an overview of the current financials. It appears to be a typical 3rd quarter. There are some significant purchases which departments have waited to make in order to ensure adequate funding is available to make said purchase.

File No. 4 - Finance Director Lapham reported on the Audit findings. Houston County received the highest opinion which is unmodified. There are always things which can be improved upon. One item which has been recurring is the disaster recovery plan or continued operations plan. The safety committee is working on the plan which started in 2001. Commissioner Walter questioned whether Houston County has ever considered an independent auditor versus utilizing the services of the State Auditor. She indicated that other counties have boasted significant savings by working with an independent audit provider.

Ehlers has indicated that the County may have an opportunity for refunding on bonds which have been issued. This could provide a savings in a few years. Commissioner Schuldt encouraged meeting with Ehlers to learn more, since it may result in savings.

File No. 5 - HR Director Arrick-Kruger requested a change of classification and rate of pay for Randy Hongerholt from Maintenance Specialist step 3 to Laborer step 3 effective October 24th due to the revocation of a class A CDL. Said change will remain in effect until the CDL revocation has expired and it has been reinstated. Details of the changes have been discussed with the Union. Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the change in classification and rate of pay as discussed.

Commissioner Kjome reported on his attendance at a DNR frac sand meeting which was held in Oronoco last week.

Commissioner Walter reported on the dedication/groundbreaking event for a La Crescent assisted living facility which she attended.

Commissioner Zmyewski reported on a septic line dispute between private property owners which he has been receiving multiple phone calls regarding.

Chairperson Storlie reported that she observed the FEMA meeting with the townships. She is hopeful that the Federal government will provide some relief.

File No. 6 - Motion was made by Commissioner Kjome, seconded by Commissioner Walter and unanimously carried to reappoint Bob Mierau to the CCWSD Board for a three year term expiring November 30, 2019.

Auditor Meiners stated more information will be forthcoming regarding tree planning at Wildcat Park.

Yvonne Krogstad, Caledonia Township resident, questioned why nothing has been discussed regarding the proposed Highway Department Building.

Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to place on file the following items from the consent agenda:

File No. 7 – Correspondence from USDA responding to Houston County's request for funding under the Emergency watershed Protection Program

There being no further business and the time being 9:56 a.m., motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, October 25, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 25, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Graaff; County Attorney Jandt; Katie Smith; HR Director Arrick-Kruger; Fred Arnold; Finance Director Lapham

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the minutes of the October 18, 2016 meeting.

File No. 1 - Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$68,519.22
Road & Bridge Fund	216,252.78

Total	$284,772.00
	=========

File No. 2 – HR Director Arrick-Kruger recommended the re-assignment of Fiscal Officer, Heidi Hankins from 0.6 Human Services and 0.4 Finance to 1.0 FTE Human Services. She reported that Ms. Hankins is effectively spending all of her time working for Human Services and this change will accurately reflect this. In addition, the time billed to Human Services qualifies for reimbursements. It will also provide for continuity within the department. Commissioner Walter questioned how adequate back up would be provided for finance. Discussion was held. It was agreed that further discussion would take place and include the Personnel Committee along with the Finance Director. HR Director Arrick-Kruger stated that Ms. Hankins reassignment would not impact her ability to provide assistance to the finance department and assured the Board that the finance records are in good order which would allow a

qualified candidate to step in at a moment's notice. Motion was made by Commissioner Walter, seconded by Commissioner Schuldt and unanimously carried to reassign Heidi Hankins from 0.6 HS and 0.4 Finance to 1.0 FTE Human Services Fiscal Officer effective October 31, 2016.

File No. 3 - On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to accept the resignation of Erin Bauer from her position of Home Health Aide effective November 1, 2016 and thank her for her service.

HR Director Arrick-Kruger reported that the County continues to search for a Surveyor. At this time there is a Professional Services Agreement in place with Olmsted County for necessary services. In addition, she recommended a change in FTE of Assistant Surveyor Tammy Mauss. Motion was made by Commissioner Zmyewski, seconded by Commissioner Schuldt and unanimously carried to approve the change in FTE for Tammy Mauss from 0.8 to 0.9 FTE effective October 31, 2016.

File No. 4 – Motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to approve the abatement for Harold and Eunice Meyer on parcel #16.0360.000 in the amount of $185.00 for taxes payable 2016 due to a structure incorrectly listed on the parcel.

File No. 5 – Following discussion, motion was made by Commissioner Kjome, seconded by Commissioner Zmyewski and unanimously carried to adopt the following:

RESOLUTION NO. 16-43

BE IT RESOLVED that the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application for Exempt Permit on behalf of the Caledonia Volunteer Fire Department Relief Association for gambling activities to be conducted at Ma Cal Grove Country Club in Caledonia Township, with no waiting period.

It was agreed to appoint Steve Schuldt and Teresa Walter to serve on the County Canvas Board which will convene on Monday, November 14, 2016 at 10:00 a.m.

Chairperson Storlie reported on a District IX conference attended by Commissioners Schuldt, Walter and herself. Discussion at the conference focused on county levy's across the state, the use of private audit firms, state revenues and high priority items. It was noted that Cook County has exhausted reserves and has been forced to increase their levy from between 15 and 19%, while neighboring Fillmore County is experiencing a levy increase of 8% which is being driven by a need to upgrade technology. Winona County will be implementing a half percent sales tax in order to generate revenues for road projects. There were 3 reporting counties which were able to approve a 0% increase. Commissioner Zmyewski questioned how Fillmore County has been able to place a question on the ballot regarding the appointment versus election of the

auditor/treasurer position when Houston County was unable to place a question regarding frac sand on the ballot. Auditor Meiners responded that statute specifically provides for the auditor/treasurer question to be placed on the ballot. Commissioner Walter shared a recommendation that counties utilizing private firms for their audits have an out clause included in their agreements/contracts with said firms as the State Auditor is appealing rulings allowing for the use of private firms. It was reported that state sales and gas tax revenues have been declining while alcohol and tobacco tax revenues have increased. It was noted that AMC is focused on encouraging the passage of a comprehensive package for roads and transit, an updated county program aid formula, improvement of technology and the need for alternatives for those in mental health crisis other than jails. Other hot topics discussed include drones, civic education and staffing.

Commissioner Walter reported on the candidate forum hosted in La Crescent last week which she attended.

Commissioner Zmyewski reported he too attended the candidate forum hosted in La Crescent and a personnel committee meeting.

Commissioner Schuldt reported on the ribbon cutting ceremony which he attended.

Chairperson Storlie reported on the candidate forum and personnel and solid waste meetings which she attended recently.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to place on file the following items from the consent agenda:

File No. 6 – Correspondence to payroll regarding recent changes

File No. 7 – Correspondence to Bob Mierau regarding reappointment to CCWSD Board

File No. 8 - SELCO Annual Report

File No. 9 – Update on trees for Wildcat Park

There being no further business and the time being 9:31 a.m., motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, November 1, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, November 1, 2016 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Judy Storlie, Justin Zmyewski, Steve Schuldt, Teresa Walter and Dana Kjome

Others Present: Auditor Meiners; Deputy Auditor Quinn; Reporters McGonigle, Moorhead & Graaff; County Attorney Jandt; Fred Arnold; Engineer Pogodzinski; Sheriff Inglett; Environmental Services Director Frank; Zoning Officer Lacher; Yvonne Krogstad; Finance Director Lapham; Chief Deputy Sheriff Lapham; IS Director Milde

Presiding: Judy Storlie, Chairperson

Call to order.

Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to approve the agenda.

Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve the minutes of the October 25, 2016 meeting.

File No. 1 - Motion was made by Commissioner Walter, seconded by Commissioner Kjome and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	$17,633.05
Road & Bridge Fund	93,682.20

Total	$111,315.25
	=========

File No. 2 - Engineer Pogodzinski recommended approval of the final payment for S.A.P. 028-599-081 & S.A.P. 028-599-089. This is for bridge replacement projects located on Wildflower Drive in Winnebago Township and Rood Road in Spring Grove Township. The contract amount was $341,265.70. Certified to date is $351,804.30. Engineer Pogodzinski explained that the bulk of the overage was due to rip rap needed to protect a ditch. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to adopt the following:

RESOLUTION NO. 16-44

WHEREAS, Contract No. 259 has in all things been completed, and the County Board being fully advised in the premises,

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

File No. 3 – Engineer Pogodzinski recommended approval of the final payment for S.A.P. 028-598-009 completed by Icon Constructors, LLC. The contract amount was $756,243.30. Certified to date is $748,019.70. Motion was made by Commissioner Schuldt, seconded by Commissioner Walter and unanimously carried to adopt the following:

RESOLUTION NO. 16-45

WHEREAS, Contract No. 256 has in all things been completed, and the County Board being fully advised in the premises,

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

File No. 4 – Engineer Pogodzinski reported on quotes received for 5 flood repair projects. Motion was made by Commissioner Schuldt, seconded by Commissioner Kjome and unanimously carried to accept the low bid submitted for each project as follows:

C.P. 2016-BR01	Griffin Construction Co., Inc	$64,990.00
C.P. 2016-401	Griffin Construction Co., Inc	$11,305.00
C.P. 2016-1101	Griffin Construction Co., Inc	$6,500.00
C.P. 2016-1201	Generation X Construction, LLC	$38,900.00
C.P. 2016-24901	Generation X Construction, LLC	$28,160.00

It was noted that FEMA reimbursement is expected for each of the above listed projects. Discussion was held regarding the variation in quotes.

File No. 5 - Engineer Pogodzinski reported that the copier, printer, scanner at the highway Department is malfunctioning. The SAN unit is nearing the end of anticipated useful life and both the black and magenta units are in need of replacement. The repairs are estimated at $4,023.62. The unit was purchased in 2009 and has generated in excess of 700,000 copies. The expected useful life of the machine was estimated at 8 years or 1 million copies. The cost for a new machine is $9,333.27. Commissioner Zmyewski questioned whether a lease would be a more cost effective option. IS Director Milde joined the discussion. He reported that the County purchased machines because that was the most cost effective. This decision has saved money. He will review the situation specific to the highway department to determine whether purchase or lease is the most cost effective option at this time. Motion was made by Commissioner Schuldt,

seconded by Commissioner Zmyewski and unanimously carried to authorize IT Director Milde to determine the most cost effective option and to move forward with either the purchase of a machine at $9,333.27 or lease.

File No. 6 - Environmental Services Director Frank along with Zoning Officer Lacher provided an overview of a meeting attended by them and Commissioner Kjome. BWSR (Board of Water and Soil Resources) is drafting silica sand mining rules. The meeting discussed the proposed rules and their impact on counties. Zoning Officer Lacher stated that this is a step in a long process which may result in the adoption of rules. Feedback from counties has been solicited. There are several points for discussion. In the event rules are approved, BWSR is encouraging counties to adopt them as part of their ordinance. Zoning Officer Lacher expressed support for this, provided the rules work in concert with existing ordinances. Rules would apply to all new sites of 2 acres or more in size. Included would be an exemption for projects which are public works transportation related. Zoning Officer Lacher stated that advantages of rules would include standardized reclamation requirements, reporting would be shifted from counties to the operators, high wall guidance, financial surety and post reclamation use. Concerns which were expressed by counties include timelines which vary from existing requirements and the burden which may result for small operators who are not as well equipped as large operators to meet reporting requirements. Commissioner Zmyewski clarified that the rules would well define sand. Zoning Officer Lacher indicated that the rules would establish a baseline and counties would have the authority to be more restrictive if desired.

Environmental Services Director Frank was pleased to report that Houston County has met all requirements to be awarded and receive SCORE grant funding in the amount of approximately $70,000.00.

Environmental Services Director Frank reported on a recent La Crosse County Solid Waste meeting. He reported that tip fees will not increase for 2017. He indicated that there was lengthy discussion regarding the amount of material and space need for refuse at the landfill. La Crosse County Solid Waste will be utilizing fund balance and bonds to develop additional cells to meet projected demands. The other significant item is the possibility of extending the current contract with Xcel Energy for incineration of materials. In the event La Crosse County Solid Waste moves forward with an extension, they would like all counties who collaborate with them to approve contract extensions as well so that all contracts are on the same schedule. Environmental Services Director Frank stated that Houston County has a financial responsibility and the agreement with Xcel Energy has been beneficial to the residents of Houston County. Working with La Crosse County Solid Waste affords Houston County residents the same access for disposal of materials as La Crosse County residents. He expressed support for extending the contract if necessary.

On the recommendation of Environmental Services Director Frank, motion was made by Commissioner Zmyewski, seconded by Commissioner Kjome and unanimously carried to authorize the closure of the drop sites on Saturday, December 24th due to the Christmas Eve

holiday. This will allow staff to celebrate the holiday and it is questionable whether residents would be visiting the sites on the holiday.

File No. 7 - Sheriff Inglett along with Tom Tornstrom, Executive Director for Tri-State Ambulance and Mike Tornstrom, Caledonia Ambulance met with the Board regarding a proposed agreement for emergency medical dispatch services. Sheriff Inglett explained how Houston County dispatch would continue to coordinate emergency response however, there are limitations to the service dispatchers can provide. There are times when a dispatcher is unable to remain on the line until emergency service personnel arrive on scene. The agreement would provide for trained dispatchers to remain on the line with a caller to assist them until help arrives. Houston County dispatchers would be able to patch the caller through to trained personnel who would remain on the line with the caller. This could be lifesaving. There is no cost to Houston County other than computer hardware with internet access which is already in place. The opportunity for his service is the result of local connections. Houston County would join Winona County in Minnesota and La Crosse and Jackson Counties in Wisconsin which also utilize the service. It was reported the service could be available to Houston County residents in as few as 90 days in the event the agreement is approved. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the agreement with Gunderson and to designate Sheriff Inglett as the authorized signer. Sheriff Inglett noted that Attorney Jandt has reviewed the agreement which will expire in one year. The agreement will automatically renew, but has a 30 day out clause.

Commissioner Storlie reported on a conference with Bluff Country HRA which she attended recently.

Yvonne Krogstad, Caledonia Township, reported on a Board of Adjustment meeting which she attended last week which dealt with an individual who was requesting 4 variances. She expressed her disagreement with members of the Board and expressed her support for the appointment of new members.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to place on file the following items from the consent agenda:

File No. 8 – Correspondence to payroll regarding recent changes

There being no further business and the time being 9:54 a.m., motion was made by Commissioner Schuldt, seconded by Commissioner Zmyewski and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, November 15, 2016.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Judy Storlie, Chairperson

Attest: _____
Charlene Meiners, County Auditor