

**HOUSTON COUNTY BOARD OF COMMISSIONERS  
AGENDA  
October 24, 2017**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVE AGENDA**

**APPROVE MINUTES**

**APPOINTMENTS**

- 9:00 Public Comment
- 9:00 Emergency Manager Olivia Niday – Emergency Mgmt Plan & 2017 MN Energy Resources Safety Grant
- 9:15 Rick Frank – Recycling Bids
- 9:30 Tess Kruger – Personnel
- 9:45 Brian Pogodzinski – 2017 Prioritized Bridge Replacement Resolution
- 11:00 – 2:00 Department of Aeronautics - Airport

**ACTION ITEMS**

- 1) Approve Claims, Human Service & License Center disbursements

**CONSENT AGENDA (Items to be placed on file)**

- 1) Correspondence to Payroll regarding change in employment status for Lynn Bauer
- 2) Notice of Public Hearing on 11/7/17 to review amendments to Houston County Zoning Ordinance

**DISCUSSION ITEMS (No action will be taken on the following items)**

- 1) Commissioner Reports & Comments
- 2) Find out who is going to AMC Conference in December

**CLOSING PUBLIC COMMENT**

**ADJOURN**

**REMINDERS**

- October 17<sup>th</sup> – Evening meeting, no committee meetings
- October 24<sup>th</sup> – Finance Committee Meeting

# Houston County Agenda Request Form

9:00  
10-24-17

This form is not intended for the general public. It is intended for use by county department heads, representatives of other governmental units or vendors/agencies who contract with Houston County. Members of the public may address the Board during the Public Comment Period. (See Policy for Public Comment Period).

Date Submitted: August 29th, 2017

Person requesting appointment with County Board: Olivia Niday, Emergency Management Director

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

**Issue:**

I am asking the county board to make a resolution to approve the Emergency Operations Plan for 2017.

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

I have attached a typed summary/overview of the Emergency Operations Plan and the County Board's responsibilities within it, as well as a previous resolution designating the National Incident Management System (NIMS) within Houston County.

**Justification:**

The Emergency Operations Plan is required by state and federal law and provides guidance for disaster preparedness, response, and recovery as well as allows federal funding through EMPG.

**Action Requested:**

Resolution to approve the Emergency Operations Plan for 2017 in Houston County. (I need a signed copy of the resolution to turn into the state by October 1st)

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

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

## **Emergency Operations Plan Overview**

In the state of Minnesota, Emergency Managers are expected to review and update their county Emergency Operations Plans (EOP's) annually. The EOP's are on a cycle of four years where they are reviewed and approved also by a second entity. Houston County is in its first year of the cycle, which means that the plan should be approved by the County Board before October 1<sup>st</sup>, 2017. The purpose of the Emergency Operations Plan is to provide a structure of guidelines to follow during a disaster event, including the following sections: Direction and Control, Communications, Notification and Warning, Public Safety and Evacuation, Fire and Rescue, Mass Care, Health and Medical, Resource Management, Damage Assessment, Debris Management, Volunteer/Donations Management, and Animal Protection among others.

The plan was reviewed this year between EMD Niday and department heads who would be in charge of activating their appropriate annexes and have been edited to reflect Houston County's response/recovery capabilities and to make sure all involved can uphold the standard operating guidelines of the plan. The plan's central focus is on response following a disaster, including activation of the Houston County Emergency Operations Center, contacting mutual aid and state/federal government levels, the operations based in the Emergency Operations Center, responder communication, notification and warning of the public of an event, and health-related activities to protect life during a disaster. The plan also includes annexes supporting damage assessment, debris management, and animal protection after a disaster.

By passing a resolution to approve the plan, the County Board is recognizing the plan as the general guidelines for operations in an Emergency Operations Center during and after a disaster, and agree to follow procedures in the event the plan is needed to activate due to a disaster event. The role of the County Board according to the plan is as follows:

- In the event of a disaster, it is the responsibility of the Chair of the Board to declare a State of Emergency, which activates sections of the plan in order to reduce loss of life, promote safety, and protect property within the county. This declaration is also required in order to open up channels to receive possible state and federal assistance.
- The County Board of Commissioners is in charge of approving requests for procurement of resources through the Emergency Operations Center (EOC). The County Board may also grant emergency authority to procure resources to the Logistics Branch Director in the EOC.
- The County Board will support the National Incident Management System (NIMS) as previously resolved, as well as all Emergency Operations Planning concepts, processes, and structures.

Once a resolution is passed to approve it, the Emergency Operations Plan will be printed and a copy will be provided for the County Board of Commissioners to use and study. Any further questions regarding the plan can be directed to Olivia Niday, Houston County Emergency Management Director.

**RESOLUTION NO. 17-47**

**Houston County Board Resolution Approving 2017 Emergency Operations Plan**

WHEREAS, the Houston County Board of Commissioners recognizes the 2017 update of the Emergency Operations Plan and all of its annexes as approved by responsible department heads;

WHEREAS, the Board of Commissioners recognizes and accepts its roles prior to, during, and after a disaster as outlined in the 2017 updated of the Emergency Operations Plan;

NOW, THEREFORE, BE IT RESOLVED that we accept the 2017 Houston County Emergency Operations Plan and all of its annexes, roles, and responsibilities.

\*\*\*\*\*CERTIFICATION\*\*\*\*\*

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Charlene Meiners, do hereby certify that the above is a true and correct copy of a resolution adopted by the Houston County Board of Commissioners at regular session dated September 5, 2017.

WITNESS my hand and the seal of my office this 24th day of October, 2017.

(SEAL)

\_\_\_\_\_  
Charlene Meiners, County Auditor



Minnesota Energy Resources  
1995 Rahnclyff Court, Suite 200  
Eagan, MN 55122

August 7, 2017

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

Dear Olivia:

Congratulations! Your organization has been selected to receive one of the 2017 Safety Grants offered through Minnesota Energy Resources and our charitable giving entity, Wisconsin Public Service Foundation.

This was the third year we offered this grant opportunity to emergency response agencies in our service area. We were impressed with the quality of applications received.

After an independent review of all applications, we are excited to announce that your grant request is one of six chosen for a total of \$9,655 to be awarded. We are pleased to be able to fund your project and thank you for your dedication to public safety. Enclosed is a Foundation check in the amount of \$1,722.02.

If you release or publish information about this donation, please mention Minnesota Energy Resources and Wisconsin Public Service Foundation. Tag us on Facebook at Minnesota Energy Resources. You also can follow us on Twitter @MNenergy.

Minnesota Energy Resources is proud to be your partner in safety education, and we pledge to continue our longtime commitment to supporting emergency response agencies in our service area. For natural gas and electric safety training information and free materials, visit our website: <http://www.minnesotaenergyresources.com/business/responder.aspx>

Sincerely,

Jeff Larson  
Senior External Affairs Manager  
[JWLarson@minnesotaenergyresources.com](mailto:JWLarson@minnesotaenergyresources.com)

**2017 Minnesota Energy Resources Safety Grant  
Houston County Water Search and Rescue Equipment**

<b>EQUIPMENT</b>	<b>QUANTITY</b>	<b>COST PER ITEM</b>	<b>STORE</b>	<b>TOTAL COST</b>
Rapid Rescuer Rescue Lifejacket	5	\$195.00	<a href="http://www.rescuetechl.com/rapidrescuer.aspx">http://www.rescuetechl.com/rapidrescuer.aspx</a>	\$975.00
Ring Buoy w/ 100 foot tether	1	\$109.00	<a href="http://www.rescuetechl.com/waterrescueringbuoys.aspx">http://www.rescuetechl.com/waterrescueringbuoys.aspx</a>	\$109.00
Kidde Mariner 10-B:C Fire Extinguisher	1	\$20.25	<a href="https://www.wholesalemarine.com/kidde-mariner-10-fire-extinguisher.html">https://www.wholesalemarine.com/kidde-mariner-10-fire-extinguisher.html</a>	\$20.25
Stainless Steel Mini Compact Electric Horn	1	\$20.98	<a href="https://www.wholesalemarine.com/stainless-steel-mini-compact-electric-horn.html">https://www.wholesalemarine.com/stainless-steel-mini-compact-electric-horn.html</a>	\$20.98
Ocean Signal Rescue MO EDF 1 Electronic Distress Flare	1	\$107.99	<a href="https://www.wholesalemarine.com/ocean-signal-rescueme-edf1-electronic-distress-flare-7-mile-range/">https://www.wholesalemarine.com/ocean-signal-rescueme-edf1-electronic-distress-flare-7-mile-range/</a>	\$107.99
Scotty Throw Line Bag w/ 50 foot rope	1	\$20.99	<a href="https://www.wholesalemarine.com/scotty-throw-bag-w-50-mfp-floating-line/">https://www.wholesalemarine.com/scotty-throw-bag-w-50-mfp-floating-line/</a>	\$20.99
Princeton TEC Sector 7 LED Spotlight	1	\$89.99	<a href="https://www.wholesalemarine.com/princeton-tec-sector-7-led-spotlight-neon-yellow/">https://www.wholesalemarine.com/princeton-tec-sector-7-led-spotlight-neon-yellow/</a>	\$89.99
Marker Buoy	2	\$48.54	<a href="https://www.wholesalemarine.com/cal-june-trip-line-and-anchor-marker-buoy.html">https://www.wholesalemarine.com/cal-june-trip-line-and-anchor-marker-buoy.html</a>	\$97.08
Collapsible Oars	1	\$59.00	<a href="http://www.tackledirect.com/seaeagle-aluminum-collapsible-oar-set.html">http://www.tackledirect.com/seaeagle-aluminum-collapsible-oar-set.html</a>	\$59.00
Standard Horizons GX1300 Eclipse Fixed Mount VHF Radio	1	\$155.24	<a href="https://www.wholesalemarine.com/standard-horizons-gx1300-eclipse-fixed-mount-vhf-radio.html">https://www.wholesalemarine.com/standard-horizons-gx1300-eclipse-fixed-mount-vhf-radio.html</a>	\$155.24
Black Heavy Duty Tote	1	\$66.50	<a href="http://www.homedepot.com/p/RIS-169-Qt-Remington-Store-It-All-Tote-Storage-Bin-in-Black-296003/300735830">http://www.homedepot.com/p/RIS-169-Qt-Remington-Store-It-All-Tote-Storage-Bin-in-Black-296003/300735830</a>	\$66.50
<b>TOTAL COST</b>				<b>\$1,722.02</b>

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Date Submitted: 10/19/2017

Person requesting appointment with County Board: Rick Frank

**Issue:**

To review bids received for the processing of Fiber and Rigid Recyclables.

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

Comparison of the three final bidders.

**Justification:**

Because of the difference in the percentage of Rebate being given back to Houston County, calculations needed to be done so a comparison of pricing could determine the best option to go with for Houston County. Waste Management is not considered as they did not follow the bid specs that was sent to them.

**Action Requested:**

Time on the agenda at the October 24th, Commissioners Meeting.

For County Use Only						
<b>Reviewed by:</b>	_____	County Auditor	_____	County Attorney	_____	Zoning/Planning/E.S.
	_____	Finance Director	_____	County Engineer	_____	Human Resources
	_____	IS Director	_____	Other (indicate dept)	_____	
<b>Recommendation:</b>						
<b>Decision:</b>						

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**Green Circle (Harters)**

109.72 Tonage from 2016	
\$ 54.64 High Side Yellow Sheet Average	
\$ 5,995.10 109.72 X \$54.58	
100 % of Rebate	
\$ 2,743.00 Processing Fee 109.72 X \$25.00	
\$ 3,252.10 Net Profit from Fiber	
\$ 156.06 ton of Rigid	
\$ 15.00 Processing Fee	
\$ 2,340.90 Net Cost of Processing	
\$ 3,252.10	
\$ 2,340.90	
<u>\$ 911.20</u> Profit to County	

This information is from that actual tonnage shipped in 2016.  
The information below is for the current year 2017

**HillTopper**

109.72 Tonage from 2016	
\$ 54.64 High Side Yellow Sheet Average	
\$ 5,995.10 109.72 X 54.64	
\$ 2,997.55 50 % of Rebate	
\$ 1,645.80 Processing Fee 109.72 X \$15.00	
\$ 1,351.75 Net Profit from Fiber	
\$ 156.06 ton of Rigid	
\$ 15.00 Processing Fee	
\$ 2,340.90 Net Cost of Processing	
\$ 1,351.75	
\$ 2,340.90	
<u>\$ (989.15)</u> Profit to County	

**Richards Sanitation**

109.72 Tonage from 2016	
\$ 54.64 High Side Yellow Sheet Average	
\$ 5,995.10 109.72 X 54.64	
\$ 2,398.04 40 % of Rebate	
\$ 3,291.60 Processing Fee 109.72 X \$30.00	
\$ (893.56) Net Profit from Fiber	
156.06 ton of Rigid	
\$ 35.00 Processing Fee	
\$ 5,462.10 Net Cost of Processing	
\$ (893.56)	
\$ 5,462.10	
<u>\$ (6,355.66)</u> Profit to County	

70.31 Tonage from 2017	
\$ 73.00 High Side Yellow Sheet Average	
\$ 5,132.63 70.31 X \$73.	
\$ 5,132.63 100 % of Rebate	
\$ 1,757.75 Processing Fee 70.31 X \$25.00	
\$ 3,374.88 Net Profit from Fiber	
103.13 ton of Rigid	
\$ 15.00 Processing Fee	
\$ 1,546.95 Net Cost of Processing	
\$ 3,374.88	
\$ 1,546.95	
<u>\$ 1,827.93</u> Profit to County	

70.31 Tonage from 2017	
\$ 73.00 High Side Yellow Sheet Average	
\$ 5,132.63 70.31 X \$73.00	
\$ 2,566.32 50 % of Rebate	
\$ 1,054.65 Processing Fee 70.31 X \$15.00	
\$ 1,511.67 Net Profit from Fiber	
103.13 ton of Rigid	
\$ 15.00 Processing Fee	
\$ 1,546.95 Net Cost of Processing	
\$ 1,511.67	
\$ 1,546.95	
<u>\$ (35.28)</u> Profit to County	

70.31 Tonage from 2017	
\$ 73.00 High Side Yellow Sheet Average	
\$ 5,132.63 70.31 X \$73.00	
\$ 2,053.05 40 % of Rebate	
\$ 2,109.30 Processing Fee 70.31 X \$30.00	
\$ (56.25) Net Profit from Fiber	
103.13 ton of Rigid	
\$ 35.00 Processing Fee	
\$ 3,609.55 Net Cost of Processing	
\$ (56.25)	
\$ 3,609.55	
<u>\$ (3,665.80)</u> Profit to County	



### Waste Management

70.31	Tonage from 2017
<u>73.00</u>	High Side Yellow Sheet Average
\$ 5,132.63	70.31 X \$73.
\$ 3,163.95	Processing Fee 70.31 X 45.00
103.13	ton of Rigid
<u>87.00</u>	Processing Fee
\$ 8,972.31	Net Cost of Processing
????????	Rebate 80% of Blended Value

Blended Value is the Company's net sale price per ton for each commodity contained in the recyclables. Net Sale Price shall mean the amount equal to the average revenue received or charges paid by the Company's processing facility for each commodity for recyclables processed the month prior to delivery, less any freight cost.

County would receive 80% of the Blended Value.

The per ton processing fees shall increase each year on January 1 by the 12 month rolling average percentage change in water, sewer, trash collection consumer price index.

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
October 24, 2017  
9:00 AM**

**Date Submitted: 10.18.17**

**Person requesting appointment with the County Board: Tess Kruger, HRD.**

**Issue**

**STAFFING**

- Human Services
  - Department Head end of trial period (end of business day November 13<sup>th</sup>) performance review, John Pugleasa, Human Services Director

***CLOSED SESSION pursuant to Minn. Stat. § 13D.05, Subd. 3, (a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.***

**Attachments**

Performance Evaluation forms

**Action Requested**

**STAFFING**

- Human Services
  - HSD probation status determination

For County Use Only			
<b><u>Reviewed by:</u></b>	<input type="checkbox"/> County Auditor	<input type="checkbox"/> County Attorney	<input checked="" type="checkbox"/> Zoning Administrator
	<input checked="" type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	<input type="checkbox"/> Environmental Services
	<input type="checkbox"/> IS Director	<input type="checkbox"/> Other	<input checked="" type="checkbox"/> HSD

**Leadership Evaluation Prepared By:**

**NAME OF DEPARTMENT HEAD**

This form should be completed after reviewing the position description and Department Head Report. (self evaluation)

0	Do not know
1	Never
2	Rarely/seldom
3	Occasionally
4	Frequently
5	Almost Always

To what extent does the Department Head typically engage in the following behaviors? Choose the response number that best applies to each statement and record it in the box to the right of that statement.

		RATE
1	Sets a personal example of what is expected of others.	
2	Sets appropriate annual departmental goals.	
3	Seeks out challenging opportunities that leads to improvement.	
4	Develops cooperative relationships among the people s/he works with.	
5	Provides credit to others for their contributions.	
6	Spends time and energy making certain that the people s/he works with adhere to the principles and standards.	
7	Describes a compelling image of what our future could be.	
8	Challenges people to try out new and innovative ways to do their work.	
9	Actively listens to diverse points of view.	
10	Makes it a point to let people know about her/his confidence in their abilities.	
11	Maintains professional competency in field of expertise.	
12	Is clear about his/her philosophy of leadership.	
13	Follows through on the promises and commitments that s/he makes.	
14	Searches outside the formal boundaries of my organization for innovative ways to improve what we do.	
15	Treats others with dignity and respect.	
16	Asks for feedback on how his/her actions affect other people's performance.	
17	Proposes/demonstrates how county long-term interests can be realized by creating a common vision.	
18	Asks "What can we learn?" when things don't go as expected.	
19	Appropriately supports the decisions that people make on their own.	
20	Recognizes the contributions of others.	
21	Builds consensus around a common set of values for her/his department.	
22	Paints the "big picture" of what department aspires to accomplish.	
23	Sets achievable goals, makes concrete plans, and establishes measurable milestones for the projects and programs.	
24	Gives people a great deal of freedom and choice in deciding how to do their work.	
25	Performs work with integrity.	
26	Is clear about his/her philosophy of leadership.	
27	Sets clear expectations.	
28	Speaks with genuine conviction about the higher meaning and purpose of county work.	
29	Experiments and takes risks, even when there is a chance of failure.	
30	Ensures that people grow in their jobs by learning new skills and developing themselves.	
31	Contributes to a positive environment and high morale.	
32	Be responsive to the needs of staff, the board, and the public.	
33	Continually cultivates new connections and nurtures existing relationships.	
34	Continuously and actively promotes HC.	
35	Communicates openly, timely, clearly, and accurately.	
36	Is accountable for time and the quality of work.	
37	Is proactive. Continually looks for ways to make improvements.	
38	Is flexible, adaptive, and responsive to varying internal and external challenges.	
39	Strive to continually improve skills and knowledge relevant to his/her work.	
40	Is reliable. Meets commitments or resets expectations accordingly.	
41	Is a good team player, respecting others' ideas, perspectives, and experiences.	
42	Mentors and coaches members of his/her team and provides support for their contributions.	

<p>How satisfied are you that the Department Head has performed the objectives and priorities of the department?</p>	
<p>How satisfied are you that the Department Head has appropriate financial oversight and makes sound financial decision-making?</p>	
<p>How satisfied are you that the Department Head has appropriate knowledge of the Department's programs and services and provides suitable oversight of such programs?</p>	

# Houston County Agenda Request Form

Date Submitted: October 3, 2017

BOARD DATE: October 24, 2017

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

To approve the 2017 Prioritized Bridge Replacement Resolution

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

Copy of resolution is attached.

**Justification:**

This resolution lists all the County and Township bridges that need replacement in the next 5 years. This resolution is sent to MN/Dot who then uses it to secure money from the State and Federal government.

**Action Requested:**

Pass resolution.

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

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**RESOLUTION**  
**Prioritized Bridge Replacement List**  
 Sent to Auditor for Board approval October 2017

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	Proposed Construction Year
8161	CSAH 12	212,710.00	76,750.00	-	82,400.00	53,560.00	2018
88412	CSAH 4	181,280.00	-	-	-	181,280.00	2018
1703	Looney Valley Road	381,100.00	360,500.00	-	-	20,600.00	2018
92280	CSAH 4	362,560.00	226,600.00	-	82,400.00	53,560.00	2018
L4549	Fort Ridgley Rd	261,836.00	241,236.00	-	-	20,600.00	2018
L3990	Old Indian Trail Rd	291,274.00	270,674.00	-	-	20,600.00	2018
L3974	Eitzen Creek Drive	341,610.00	320,392.00	-	-	21,218.00	2019
R0624	Hatleli Drive	341,610.00	320,392.00	-	-	21,218.00	2019
6110	Dotseth Road	341,610.00	320,392.00	-	-	21,218.00	2019
L9501	Prairie Ridge Road	491,727.00	469,872.00	-	-	21,855.00	2020
L9037	Gates Coulee Drive	351,858.00	330,003.00	-	-	21,855.00	2020
28501	Looney Valley Road	923,354.00	901,499.00	-	-	21,855.00	2020
L4012	Rooster Valley Road	362,414.00	339,904.00	-	-	22,510.00	2021
L3997	Freeburg Ridge Road	925,168.00	902,658.00	-	-	22,510.00	2021
L4009	Rooster Valley Road	313,004.00	289,819.00	-	-	23,185.00	2022
7540	CSAH 10	498,488.00	405,746.00	-	92,742.00	-	2022
		6,581,603.00	5,776,437.00	-	257,542.00	547,624.00	

FURTHERMORE, Houston County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

FURTHERMORE, Houston County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

Agenda: \_\_\_\_\_ Airport Needs Meeting – Location | Date | Time

- 1) Introductions
- 2) Existing Airport Conditions
  - a) Is the airport the right size? What approaches does the airport have or need?
  - b) 5010 Inspection report – obstructions
  - c) How many based aircraft are there at the airport?
  - d) How do pilots and businesses bring their needs to the airport sponsor?
- 3) Community's VISION for the future – how the airport is included – what that means for the airport
  - a) Airport Master Plan/Airport Layout Plan
  - b) CIP update, Funding Rates, Airport Past Project List, and Grant Request Process
  - c) Airport Calendar and Timelines
  - d) Are the clear zones completely owned by the airport?
  - e) Airport Safety Zoning –(Fill in for Existing, future, ultimate, unzoned).
    - i) How is the airport zoning administered?
  - f) Does your community have a comprehensive plan that includes your airport?
- 4) How is the airport supported technically?
  - a) FAA
    - i) Surplus Federal Equipment
  - b) Consultant
  - c) State -- Office of Aeronautics
    - i) Pavement information
    - ii) Compatibility of Surrounding Developments
      - Solar Analysis, Plume Analysis, Towers, Roads, Recreational Trails, Utilities, etc.
    - iii) Airport minimum standards
    - iv) Self – Inspection processes
    - v) NOTAMS
    - vi) Emergency Management Plans
    - vii) Sample lease agreements
    - viii) Agricultural Operations
    - ix) Future Fuel Changes      Drones?      Hospital Heliport?
    - x) NAVAIDS

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B R E A K

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- 5) How is the airport supported financially?
  - a) City's Airport Account – Income streams?
    - i) Are there fuels sales at the airport? If yes, the proceeds go to \_\_\_\_\_?
    - ii) Hangar rent, ground leases, other?
  - b) State Airport Fund
    - i) M&O
      - State Agreement provides (fill in amount) (SFY 16-17) Up from \$ (SFY 15).
  - c) Appropriation Timeline
  - d) Hangar Loan Funds – changes
  - e) Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Funds
    - i) Process (Approved Airport Layout Plan and Current CIP)
  - f) League of Minnesota Cities/Association of Minnesota Counties
    - i) Insurance
- 6) State's Vision for the System – State Aviation System Plan
  - a) 20 year plan
  - b) Communicating a vision to: MnDOT Aeronautics, State legislature, FAA, US Congress

**CHARLENE MEINERS  
HOUSTON COUNTY AUDITOR**

**304 South Marshall Street STE 116  
Caledonia, Minnesota 55921-1324**

**(507) 725-5803  
FAX (507) 725-2647**

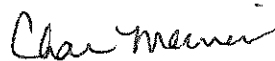
October 18, 2017

Payroll Department  
Courthouse  
Caledonia, MN 55921

Dear Ann:

The Houston County Board of Commissioners, at a meeting held October 17<sup>th</sup>, voted to change the employment status of Jailer/Dispatcher Lynn Bauer from probationary to regular effective October 19, 2017.

Sincerely,



Char Meiners  
Houston County Auditor

cc: Carol Lapham

## NOTICE OF PUBLIC HEARING

### PLEASE TAKE NOTICE:

There will be a hearing on Tuesday, November 7, 2017 at 10:00 a.m. to review various amendments to the Houston County Zoning Ordinance. This meeting will take place at the Houston County Commissioner's Room, City of Caledonia, Minnesota, 55921.

Draft amendments are available for inspection at the Houston County Courthouse, Room 209, 304 S. Marshall Street, Caledonia, MN 55921, and on the Houston County website at [http://www.co.houston.mn.us/Public\\_Notices.aspx](http://www.co.houston.mn.us/Public_Notices.aspx). The affected sections and topics include:

1. Section 12 – Board of Adjustment
  - a. Amend the Findings Required for a variance
2. Section 24 – Riparian Buffer Standards
  - a. Add riparian buffer requirements pursuant to the State of Minnesota Buffer Law

HOUSTON COUNTY BOARD OF COMMISSIONERS

By Char Meiners  
County Auditor

ADV: October 25, 2017



## Discussion Item #2

Commissioners:

The AMC Conference is Monday, December 4 – Tuesday, December 5, 2017 in St. Cloud.

I have rooms reserved for everyone, but can cancel for those who do not plan to attend.

As far as registration for the conference itself, the “Early bird” Registration ends November 3, and is at the rate of \$375 per attendee. After November 3<sup>rd</sup> the rate increases to \$400.

Please be prepared to let me know at the October 24<sup>th</sup> meeting whether or not you plan to attend.

Thanks.

Char