

HOUSTON COUNTY

PROCEEDINGS OF THE BOARD

OF COUNTY COMMISSIONERS

Date: Tuesday, May 15, 2018 5:30 p.m.

Place: Commissioners Room, Court-
house, Caledonia, MN

Members Present: Jack Miller, Scott
Connor, Teresa Walter and Fred Arnold

Presiding: Fred Arnold, Chairper-
son

Call to order.

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

Motion was made by Commissioner Mill-
er, seconded by Commissioner Walter and
unanimously carried to appoint Michelle
Quinn as Interim Auditor.

Motion was made by Commissioner Con-
nor, seconded by Commissioner Walter and
unanimously carried to approve the minutes
of the May 8, 2018 meeting.

Motion was made by Commissioner Wal-
ter, seconded by Commissioner Connor and
unanimously carried to approve payment of
the license center and Human Services dis-
bursements and the following claims:

County Revenue Fund	\$ 39,866.66
Road & Bridge Fund	63,380.07

Total	\$103,246.73
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Personnel Director Arrick-Kruger recom-
mended hiring Leilani Powell as an Appraiser
Trainee, Step 2, at an hourly rate of \$16.03,
effective June 11, 2018. Motion was made
by Commissioner Miller, seconded by Com-
missioner Connor and unanimously carried
to approve the same contingent upon suc-
cessful completion of the required back-
ground check.

HR Director Arrick-Kruger recommended
the hire of an additional appraiser trainee.
Discussion was held. Commissioner Connor
requested the discussion be tabled for one
week. It was agreed to consider the request
at the next meeting.

Personnel Director Arrick-Kruger reported
that Auditor Charlene Meiners has submitted
her resignation, effective at the end of the
business day on Friday, May 18, 2018. Mo-
tion was made by Commissioner Connor to
accept the resignation of Charlene Meiners
and to thank her for her years of service. Mo-
tion was seconded by Commissioner Miller
and carried with Commissioner Walter voting
with reservation.

HR Director Arrick-Krueger clarified that
Michelle Quinn be appointed as Interim Au-
ditor to fulfill the unexpired term of Charlene
Meiners at the incumbent's current salary.
Said term to expire December 31, 2018. Mo-
tion was made by Commissioner Miller, sec-
onded by Commissioner Connor and unani-
mously carried to approve the same.

Gary Weiers provided an overview of the
process to search for a candidate for the
position of administrator. He indicated there
were several items for the Board's consid-
eration. The brochure has been drafted. Chair-
person Arnold and Commissioner Miller
shared their opinions how the brochure cov-
ers all aspects adequately. It was the con-
sensus of the Board that no changes were
necessary.

Mr. Weiers noted minimal changes had
been made to the Job Description. Com-
missioner Walter expressed concern the
Surveyors Department was not included in
the department head listing. It was agreed
to add said office to the listing. Motion was
made by Commissioner Miller, seconded by
Commissioner Connor and unanimously car-
ried to approve the same.

Discussion was held regarding compen-
sation. The job description was submitted to
Arthur Gallagher for recommendation. The
recommendation from Arthur Gallagher is a
position having a recommended banding of
E82 with a salary ranging from \$82,000 to
\$120,000. Motion was made by Commis-
sioner Walter, seconded by Commissioner
Miller and unanimously carried to accept
the E82 banding and corresponding salary
range.

Discussion was held with regard to the
draft timeline. There is a specific date set for
the selection of finalists. Motion was made
by Commissioner Miller, seconded by Com-
missioner Connor and unanimously carried
to approve narrowing the candidate field on
July 3.

Assessor Cresswell-Hatleli reported an in-
flux of abatements was expected due to the
new assessment program. Motion was made
by Commissioner Connor, seconded Mill-
er and unanimously carried to approve the
abatements for Mike and Deb Hagen on par-
cel #26.0704.000 due to new construction
being applied to the wrong year and Lifestyle
Fitness/Greg Hoscheit due to clerical errors
related to dimensions and age.

Motion was made by Commissioner Wal-
ter seconded by Commissioner Connor and
unanimously carried to adopt the following
resolution:

RESOLUTION NO. 18-17

BE IT RESOLVED By the Board of County
Commissioners, Houston County, Minne-
sota, that it approves the Maintenance and
Grooming Application of the La Crescent
Snowmobile Club and authorizes the agree-
ment with the Department of Natural Re-
sources.

Motion was made by Commissioner Con-
nor, seconded by Commissioner Walter and
unanimously carried to adopt the following
resolution:

RESOLUTION NO. 18-18

BE IT RESOLVED By the Board of County
Commissioners, Houston County, Minne-
sota, that it approves the Maintenance and
Grooming Application of the Houston Money
Creek Snowmobile Club and authorizes the
agreement with the Department of Natural
Resources.

Chairperson Arnold noted there was an
additional item to be considered. Discussion
was held regarding the consolidation of the
auditor/treasurer positions. A decision is
necessary with the elections drawing near.
With the resignation of the incumbent auditor
an opportunity has been presented to move
forward with this action. Interim Auditor
Quinn stated filing opens May 22nd. Attor-
ney Jandt indicated he will need time to per-
form research. He indicated action could be
taken and in the event research findings are
contrary action may be rescinded at the next
meeting. It was noted Minnesota Statue re-
quires a 4/5 vote for action to consolidate the
offices. Discussion was held. Motion was
made by Commissioner Miller, seconded by
Commissioner Connor and unanimously car-
ried to consolidate the offices of auditor and
treasurer and to adopt the following:

RESOLUTION NO. 18-19

THEREFORE, BE IT RESOLVED By the
Board of County Commissioners, Houston
County, Minnesota, that the offices of county
auditor and treasurer be consolidated to a
single publicly elected office.

There being no further business and the
time being 6:42 p.m., motion was made by
Commissioner Miller seconded by Com-
missioner Connor and unanimously carried
to adjourn the meeting, the next advertised
meeting being Tuesday, May 22, 2018.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: Fred Arnold, Chairperson

Attest:
Michelle Quinn, County Auditor

THE ABOVE PROCEEDINGS OF THE
HOUSTON COUNTY BOARD OF COM-
MISSIONERS IS ONLY A SUMMARY. THE
FULL TEXT IS AVAILABLE FOR PUBLIC
INSPECTION AT THE HOUSTON COUNTY
AUDITOR'S OFFICE AS WELL AS ON THE
HOUSTON COUNTY WEBSITE LOCAT-
ED AT THE FOLLOWING WEB ADDRESS:
<http://www.co.houston.mn.us/>

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