HOUSTON COUNTY PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, July 17, 2018
5:30 p.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Jack Miller, Justin Zmyewski, Teresa Walter and Fred Arnold

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the minutes of the July 3, 2018 meeting with corrections as discussed.

Motion was made by Commissioner Walter, 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	$ 166,690.42
Road & Bridge Fund	50,333.04
Total	$217,023.46

Attorney Jandt reported on a class action lawsuit related to PILT. It was the consensus of the Board to support Attorney Jandt's recommendation to opt into the class action lawsuit related to PILT.

HR Director Arrick-Kruger reported Commissioner Scott Connor has submitted his resignation effective July 31, 2018. A special election will be scheduled to fill the vacancy.

On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to hire of Mark Tewes as a 67 day employee, drop-site supervisor, at a rate of $12.99 per hour.

HR Director Arrick-Kruger reported Environmental Services Director Frank will be retiring on October 12, 2018 following 42 years of service. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to accept the notice of retirement of Rick Frank and to draft a letter in appreciation for his many years of service.

On the recommendation of HR Director Arrick-Kruger motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the change of status of Michelle Massman from probationary to regular effective July 22, 2018.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the status change of Amy Schroeder from probationary to regular effective July 29, 2018.

Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to authorize a competitive search be conducted for the vacant child support officer position.

HR Director Arrick-Krueger reported on discussion with the personnel committee, Auditor Quinn, and Treasurer Trehus regarding analyzing ongoing staffing needs. The two offices will be combined as of the first of the year. HR Director Arrick-Kruger requested authorization to conduct a competitive search for a full time Deputy Auditor/Treasurer. The Deputy Auditor position description already includes cross training and can be updated to reflect additional cross training once the two offices are officially combined. Treasurer Trehus commented on the needs once January comes. HR Director Arrick-Krueger stated hiring is a process requiring time prior to getting an individual in place. It will take time to train a successful candidate and get them to a good level of proficiency. Commissioner Miller expressed support for transition planning and to provide appropriate staffing. Commissioner Zmyewski expressed concerns of a backlash from the public, stating management concerns became apparent when several seasoned staff left positions in the Auditor's Office. This presented an opportunity to evaluate staffing needs and work flow processes. The Board chose to leave one position vacant with the intent to review staffing needs in six months. This action resulted in management filing a law suit against the county. The Board offered to authorize the hire of a 0.5 FTE which the management, at the time, rejected. When the ruling was handed down, the auditor resigned. The Board took immediate action to combine the offices of auditor and treasurer, and to bring back staff who had left the department. The deputy auditor position remains vacant at this time, as of the first of the year, the auditor position will be combined with that of the treasurer resulting in a staffing level 2 FTE's below previous levels. Approving a single FTE hire will result in an overall staffing decrease of 1 FTE. Commissioner Zmyewski expressed ongoing support of greater departmental collaboration and streamlining of departments. Finance Director Lapham stated with the combination of offices internal controls should be closely reviewed and evaluated. Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to authorize a competitive search for a 1 FTE Deputy Auditor/Treasurer.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to approve the Professional/Technical Services Agreement with Vanguard Appraisals, Inc. in an amount not to exceed $10,000.

The time being 7:12 p.m. and pursuant to M.S. 13D.03 subd. 1(b), motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to go into closed session to consider strategy for labor negotiations specifically related to the LELS Local #415.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to return to open session at 7:19 p.m.

HR Director Arrick-Kruger restated the purpose of the closed session was pursuant to M.S. 13D.03 subd. 1(b). Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve the Labor Agreement with LELS Local #415. It was noted that LELS Local #415 had already ratified this agreement.

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the Joint Powers Agreement with the State of Minnesota for the 2018 primary election and a second Joint Powers Agreement with the State of Minnesota for the 2018 general election.

It was agreed that Commissioners Arnold and Miller would serve on the Canvas Board for the 2018 primary election to be held on Friday, August 17, 2018 beginning at 10:00 a.m.

Commissioner Miller has discussed the possibility of drafting a nuisance ordinance. He indicated that the City of La Crescent has concerns related to mold in residential structures. Attorney Jandt cautioned a county ordinance may not have jurisdiction in the city and indicated there may already be ways to deal with this type of issue which is similar in nature to the Money Creek Schoolhouse. Commissioner Zmyewski commented, in the event the county were to develop an ordinance, the cities and townships could choose to use it as template to adopt ordinances in their jurisdictions. Commissioner Miller suggested a committee comprised of the following be created: representatives from PHN, HS, Planning and Zoning, Attorney Jandt, two commissioners and possibly representatives from the townships. It was agreed that Commissioner Miller would gather additional information and report back to the Board.

There being no further business and the time being 7:49 p.m., motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, July 24, 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 COMMISSIONERS 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 LOCATED AT THE FOLLOWING WEB ADDRESS: http://www.co.houston.mn.us/

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