PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 27, 2025 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Cindy Wright, Eric Johnson, Kurt Zehnder, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Board Clerk/EDA Director/CEDA Allison Wagner, Public Health and Human Services Director John Pugleasa, Environmental Services Director Amelia Meiners, Human Resource Officer Brent Parker, Emergency Management Director Mark Olson, Larry Gaustad, Franklin Hahn, James Gulbranson, and Suzanna Gulbranson

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion carried unanimously to approve the meeting minutes from May 20, 2025.

Public Comment:

Larry Gaustad said he was the President of the Houston County Township Association officials. He said he first wanted to apologize to two of the Commissioners who had not been invited to the last meeting of the Township Officers. Gaustad said the intent was to invite all the Commissioners, but he had not gotten a couple emails in time for the invite. He said at their last meeting the Township Association representatives had discussed the current solar moratorium. He said the township representatives at the meeting had voted and a majority were in favor of extending the current solar moratorium by an additional six months. He asked the Commissioners to extend the mortarium on behalf of the Townships. He said once solar was allowed on prime ag land there would be no turning back. He said the Townships still had unanswered questions and concerns regarding putting solar on prime ag land and what would happen after the life of the project if commercial solar was allowed, etc.

APPOINTMENTS

CEDA's Vice President of Strategic Initiatives, Allison Wagner, presented the 2024 Economic Development Authority (EDA) annual report to the board. Highlights from 2024 included administering three EDA loans to businesses totaling \$101,000. The EDA had \$413,001.24 available to lend to starting or expanding businesses in the County at the end of the year. Other highlights included hosting an entrepreneurial event and working on the Bluff Country Collaborative to help create workforce pipelines with students for area businesses. Initiatives the EDA had continued to work on included the childcare, housing, farming, Root River Trail Expansion, Keep Company Co-Working Space, and Houston Area Preservation Initiative. The EDA and Houston County Childcare Core Team were collaborating with Workforce Development Inc. (WDI) to use a \$255,000 ARPA investment by the Houston County Commissioners. The funds were being used for childcare training for new and existing providers, to help create workforce pipelines, and a Houston County Facilities grant program had been created. In 2024 the grant program had helped to preserve 121 slots in the County and create 10 new slots. Wagner said two additional applications had already been received in 2025. Based on the 2024 numbers the cost per slot was an investment of \$153. Wagner said this was cost effective compared to similar programs around the State.

CONSENT AGENDA

None.

ACTION ITEMS

- File No. 1 Commissioner Schuldt moved, Commissioner Wright seconded, motion unanimously carried to review and approve the joint powers agreement for Region One Southeast Minnesota Homeland Security Emergency Management.
- File No. 2 Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve charging the Labor Charge and Inventory Items/Materials rates from within the 2025 Fee Schedule instead of the E911 Address Sign rate when replacing signs in bulk along roadways. This would reduce the rates charged to townships by about half, while still covering County costs.
- File No. 3 Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve a CUP to build a manure storage structure with a capacity over 20,000 gallons in Caledonia Township.
- File No. 4 Commissioner Johnson moved, Commissioner Schuldt seconded, motion carried 4 to 1 to approve a CUP for James and Suzanna Gulbranson to build a dwelling on less than 40 acres in the Agriculture Protection District in Spring Grove Township. Commissioner Myhre voted no.

- File No. 5 Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to approve a CUP for Miranda and Luke Schuttenhelm to build a dwelling on less than 40 acres in the Agriculture Protection District in Money Creek Township.
- File No. 6 Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to approve a CUP for Brooke Johnston to build a dwelling on less than 40 acres in the Agriculture Protection District in Money Creek Township.
- File No. 7 The Commissioners discussed extending the interim solar ordinance by six months as recommended by the Planning Commission with Environmental Services Director Amelia Meiners. Commissioner Wright said she had attended the Planning Commission meeting and the meeting had been well attended. She said it was clear that people cared about the matter based on the attendance. Questions and concerns had been voiced at the Planning Commission meeting. Wright said she had heard concerns about the Comp Plan changing after being approved recently in the last two years. Wright said it was important to make decisions based on need for the whole County and not a specific project. Commissioner Schuldt asked if a full six month extension was needed, or if the moratorium could be extended for a shorter period of time. Commissioner Zehnder said based on the feedback he was hearing from his district a majority of people were in favor of extending the moratorium. Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to extend the interim solar ordinance by six months as recommended by the Planning Commission. The Commissioners voted by roll. All Commissioners voted yes.
- File No. 8 Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve a guardianship contact with Clinton Brainerd.
- File No. 9 Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve a Memorandum of Agreement with the American Federation of State, County, and Municipal Employees, AFL-CIO Local Union No. 2166, Council 65 for revisions to the 2025-2027 Collective Bargaining Agreement. Including the job titles of County Attorney Administrative Legal Assistant, Network Administrator, and Network/Help Desk Technician in the definition of the bargaining unit currently represented by the Union.
- File No. 10 Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. Payments are below.

2025/05/27 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
AVFUEL CORPORATION	6,997.71
BOLTON & MENK INC	8,100.00
DS ERICKSON & ASSOCIATES PLLC	2,422.08
LIBERTY TIRE RECYCLING LLC	3,399.75
THIN LINE OUTFITTERS OF WISCONSIN	2,689.00
	23,608.54
24 VENDORS PAID LESS THAN \$2000.00	13,415.60
	37,024.14
PUBLIC HEALTH & HUMAN SERVICES	1,266.23
	38,290.37

DISCUSSION ITEMS

Interim Administrator Lapham said she was still watching to see when the State would be going into a special session.

The Fly In Breakfast would take place at the Houston County Airport on Sunday, June 29, 2025. The public was invited to attend.

The Commissioners discussed recent and upcoming meetings including a Land Use, Planning Commission, Finance, SELCO, and A.B.L.E. building tour.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion unanimously carried to adjourn the meeting at 10:40 a.m. The next meeting would be a regular meeting on June 3, 2025.

BOARD OF COUNTY COMMISSIONERS

By:	•	
-	Eric Johnson, Chairperson	

HOUSTON COUNTY, MINNESOTA

Attest:										
	~	1	T	1	T		A	- 1		

Carol Lapham, Interim Administrator

HOUSTON COUNTY AGENDA REQUEST FORM June 3, 2025

Date Submitted: 5.28.25

By: Polly Heberlein, Auditor/Treasurer

Consent Agenda:

Consider approving an Exempt Permit for Minnesota Lawful Gambling Application LG220 for Nonprofit Organization of 'Knights of Columbus – St Francis of Assissi Council #16456' for gambling activities to be conducted at Ferndale Golf Course in Yucatan Township with a drawing to be held on June 21, 2025, with no waiting period.

Reviewed by:	HR Director	_	County Sheriff County		
	Finance Director	_	Engineer		
	IS Director		Other Other (indicate		
	County Attorney	X		Auditor/Treasurer	
	Environmental Srvcs				
Recommendation:					
Decision:					

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
 awards less than \$50,000 in prizes during a calendar

If total raffle prize value for the calendar year will be

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.

Due to the high volume of exempt applications, payment of

your county by calling 651-539-1900.							
ORGANIZATION INFORMATION							
Organization Knights of Columbus Strancis of Previous Gambling Permit Number: X-							
Minnesota Tax ID Federal Employer ID Number, if any: Number (FEIN), if any:							
Malling Address: PO Box 377							
city: Kushtord state: Mn zip: 53971 county: F1 MOR							
Name of Chief Executive Officer (CEO): COTY NOTE, OUX							
CEO Daytime Phones CEO Email: OTY NOTCOLY C GCEO TOLO C (Parmit will be emailed to this email address, unless otherwise indicated below)							
Email permit to (if other than the CEO):							
NONPROFIT STATUS							
Type of Nonprofit Organization (check one): Type of Nonprofit Organization (check one): Veterans							
- Veterano - Garata Nonprone Organización							
Attach a copy of one of the following showing proof of nonprofit status: (DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)							
A current calendar year Certificate of Good Standing Don't have a copy? Obtain this certificate from: MN Secretary of State, Business Servicés Division 60 Empire Drive, Suite 100 St. Paul, MN 55103 St.							
IRS toll free at 1-877-829-5500. IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter) If your organization falls under a parent organization, attach copies of both of the following: 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and 2. the charter or letter from your parent organization recognizing your organization as a subordinate.							
GAMBLING PREMISES INFORMATION							
Name of premises where the gambling event will be conducted for raffles, list the site where the drawing will take place):							
Physical Address (do not use P.O. box): 3339 HW 10							
Check one: City: Zip: County:							
Township: 44Catan zip:33971 county: HOUSTON							
Date(s) of activity (for raffles, indicate the date of the drawing): 06 21 2025 H 104 06 22 2023							
Check each type of gambling activity that your organization will conduct:							
Bingo Paddlewheels Pull-Tabs Tipboards Raffle							
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to							

the Minnesota Gambling Control Board)	MENT (required before submitting application to				
CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises focated in a township				
The application is acknowledged with no waiting period.	The application is acknowledged with no waiting period.				
The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days for a 1st class city).	The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.				
The application is denied.	The application is denied.				
Print City Name:	Print County Name:				
Signature of City Personnel:	Signature of County Personnel:				
Title: Date:	Title: Date:				
The city or county must sign before submitting application to the Gambling Control Board.	TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: Signature of Township Officer: Date: 5/22/25				
CHIEF EXECUTIVE OFFICER'S SIGNATURE (re	•				
report will be completed and returned to the Board with 100 d. Chlef Executive Officer's Signature:					
REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS				
Complete a separate application for: all gambling conducted on two or more consecutive days; all gambling conducted on one day. Only one application is required if one or more raffle drawings a conducted on the same day.	Mail application with: a copy of your proof of nonprofit status; and application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.				
Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Comple and return the financial report form to the Gambling Control Board.	te To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113				
Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).	Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.				
Data privacy notice: The information requested application. Your org	anization's name and ment of Public Safety: Attorney General:				

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

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

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

HOUSTON COUNTY AGENDA REQUEST FORM June 3rd, 2025

Date Submitted: 05/29/2025

By: Brent Parker, Human Resources Officer

ACTION

APPOINTMENT REQUEST

HR CONSENT AGENDA REQUEST

- Change the classification status of John Pugleasa from Public Health and Human Services Director D62, step 9, to Public Health and Human Services Director D63, step 9 retroactive to 04/19/2025. (Banding change due to banding review negotiated in MAPE Contract).
- Change the classification status of Rachel Meyer from Jail Administrator C43, step 6, to Jail Administrator C44, step 6, retroactive to 04/19/2025. (Banding change due to banding review negotiated in MAPE Contract).
- Change the classification status of Justin Conway from Engineering Supervisor C43, step 8, to Engineering Supervisor C44, step 8, retroactive to 04/19/2025. (Banding change due to banding review negotiated in MAPE Contract).
- Change the classification title of Justin Conway from Engineering Supervisor to Assistant County Engineer, reflecting current position and in accordance to MAPE contract.
- Change the employment status of Morgan Solie, Social Worker, from probationary to regular, effective June 18, 2025.

Reviewed by:	HR Director	X Sheriff	
	Finance Director	X Engineer	
	IS Director	X PHHS	
		(indicate	
	County Attorney	other dept)	
	Environmental Srvcs		
Recommendation:			

Decision:

HOUSTON COUNTY

AGENDA REQUEST FORM

Date Submitted: 05/29/2025

For 6/3/2025 Meeting

By: Assessor

CONSENT AGENDA REQUEST:

ACTION ITEM: Consider approving 2025 tax abatement for Leonard Wieser

ACTION ITEM: Consider approving 2025 Tax abatement for Real Haven LLC, (Spring Grove, Cinema)

Reviewed by:	HR Director	_ 3	County Sheriff County	
	Finance Director		Engineer	
	IS Director	PHHS_	Other	
		(indicate	
	County Attorney	<u>x</u> (dept)	Assessor
	Environmental Srvcs			
Recommendation:				
Decision:				

Houston County Agenda Request Form

Date Submitted:	May 29, 2025	Board Date:	June 3, 2025
Person requesting app	ointment with County Board:	Brian Pogodzinski	
Issue:			
accessibility. It has been	he Highway Department building on requested that I check into what automatic door openers at the ma	t it would cost	to improve accessibility to the
Quote from La Crosse Q Justification: Building codes require	ntation for the Board's Review: Glass & Overhead Door Co. new construction to meet ADA red or the automatic door openers.	quirements. Th	e front entrance area meets the
	5, plus electrical wiring by others.		tuators, transmitter, and receivers
	For County U	se Only	
Reviewed by:		County Attorney County Engineer Other (indicate de	Zoning Administrator Environmental Services pt)
Recommendation:			
Decision:			

All agenda request forms must be submitted to Allison Wagner at BOC@co.houston.mn.us by 12:00 p.m. 12:00 p.m. o Thursday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.



Quote

Proposal Number
P8115
Proposal Date
5/23/2025
Salesperson
Dan H

Bill To: Houston County Hwy Dept.

1124 East Washington Caledonia, MN 55921 (507) 458-5698 Re: Greg Olson

1124 East Washington

507-458-5698

Caledonia MN 55921

Cu	Customer Job No		Customer PO	nt Terms	Due Date	
				Net 30) Days	6/22/2025
Quantity	U/M		Description		Rate/Unit	Price
1.00	ea	pushside mount and vestibule doors. Thi	II 2 Stanley Magic Force auto d dark bronze in color to the M is also includes the actuators, oors and program operators to	8,625.00	8,625.00	
1.00	ea	High voltage by other	ers		0.00	0.00

Subtotal \$ 8,625.00

8,625.00

Total Due \$

Note: Door and frame will require painting to be weather resistant (not included). If keying new hardware to the existing keys is required, additional cost may apply.

TERMS AND CONDITIONS: Our quotation is subject to the following terms and conditions: Acceptance of this quotation by Customer will be acceptance of all terms and conditions as follows and will supersede any conflicting term in any other contract document. Customer's agreement will be evidenced by Customer's signature permitting La Crosse Glass Co. Inc. to commence project work. La Crosse Glass Co. will not commence work until proposal is signed and accepted.

CREDIT/ PAYMENT TERMS:

- 1. RETAINAGE: No retainage is to be held on material invoices.
- 2. PROJECT START: No materials will be ordered, manufactured or supplied until a valid purchase order or prepayment is received.
- 3. INVOICES: All invoices are due within 30 days. Service charges may be applied to invoices over 30 days.

The undersigned accepts the terms and conditions herein and agrees to incorporate same into any Contract arising from this Quote.

DATE
PO#

Houston County Agenda Request Form

Date Submitted:	May 29, 2025	Board Date:	June 3, 2025
Person requesting appoi	ntment with County Board:	Brian Pogodzinsk	ii

Issue:

There has previously been some discussion on installing a flag pole at the Highway Department building in Caledonia. A cost estimate has been prepared for the installation of a flag pole at the facility.

Attachments/Documentation for the Board's Review:

Justification:

Flag Pole (25' Commercial Grade): \$1,500-2,000 Underground electric and light installation: \$2,500

Concrete/Misc supplies: \$500

4'x6' Flag: \$120 per year (\$60 each x 2)

Total Initial cost: Approx \$5,000

Annual expenses after installation: \$250 (flags & electric)

Action Requested:

Discussion and potential action on adding a flag pole at the Highway Department building in Caledonia.

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

All agenda request forms must be submitted to Allison Wagner at BOC@co.houston.mn.us by 12:00 p.m. 12:00 p.m. o Thursday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.

HOUSTON COUNTY AGENDA REQUEST June 3, 2025

Date Submitted: May 29, 2025

By: Carol Lapham Administrator-Interim

CONSENT AGENDA:

ACTION ITEM:

Approval of funds transfer from County Revenue Fund to EDA Fund as required for reporting. EDA Loan balance available funds as of 2025/05 \$378,192.09 + 2025/01-05 interest on investment \$9,386.23 - \$387,578.32 Total.

Approval of 2025 budget amendments. Documentation is being finalized and will be available prior to the meeting.

CC:	Auditor/Treasurer Admin/Finance Director IS Director	Sheriff Human Resources PHHS	
	County Attorney	(indicate other dept)	
	County Assessor		

Auditor Warrants 2025/05/28

Lynn Colsch

Thu 5/29/2025 11:42 AM

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

REVIEW LICENSE CENTER PAYMENTS

2025/05/28 AUDITOR WARRANTS:

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

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

Phone 507-725-5825

Commissioner Warrants 2025/06/03

Lynn Colsch

Thu 5/29/2025 11:44 AM

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

CcCarol Lapham «Carol Lapham@co.houston.mn.us»; Eliana Babinski «Eliana.Babinski@co.houston.mn.us»; Susan Tostenson «Susan.Tostenson@co.houston.mn.us»;

REQUEST APPROVAL FOR PAYMENT

2025/06/03 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
BRUENING ROCK PRODUCTS INC	13,197.46
CALEDONIA/CITY OF	2,344.42
DELTA DENTAL	7,103.92
EQUIPMENT BLADES INC	4,223.50
EXPRESS PRESSURE WASHERS INC	7,500.00
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	25,040.00
MEDICA	253,786.68
MN LIFE INSURANCE COMPANY	2,458.79
PAMELA ANN LARSON VAGTS	6,870.00
SIGN SOLUTIONS USAILLC	2,061,22
VERIZON WIRELESS	3,359.25
	327,945.24
20 VENDORS PAID LESS THAN \$2000.00	7,913.54
	335,858.78
PUBLIC HEALTH & HUMAN SERVICES	35,120.88
	370,979.66

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

Phone 507-725-5825