

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 17, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Cindy Wright, Eric Johnson, Bob Schuldt, and Greg Myhre (Commissioner Kurt Zehnder was absent from the meeting)

Others Present: Interim Auditor/Treasurer Polly Heberlein, 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 Puggleasa, Public Health Supervisor Jordan Knoke, Financial Assistance Supervisor Karen Kohlmeyer, Human Resource Officer Brent Parker, and Interim Recorder Michelle Werner

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Chairperson Johnson asked for a moment of silence for Speaker Emerita Melissa Hortman and her husband, Mark who had been tragically killed in an act of violence over the weekend. Senator John Hoffman and his wife, Yvette had also been targeted in addition to other elected officials. Johnson said the act was “senseless” and “our thoughts and prayers go out to both families”.

Johnson said there had been two typos in the consent agenda. Motion was made by Commissioner Wright, seconded by Commissioner Myhre, motion unanimously carried to approve the agenda with the updates.

Motion was made by Commissioner Schuldt, seconded by Commissioner Wright, motion carried unanimously to approve the meeting minutes from June 3, 2025.

Motion was made by Commissioner Wright, seconded by Commissioner Myhre, motion carried unanimously to approve the workgroup session minutes from June 10, 2025.

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to approve the consent agenda. Approved items are below.

- 1) Reassign Tami Triplett as a .8 FTE Legal Assistant (B24 Step 6 / Lateral Transfer) effective June 30th, 2025, conditioned upon successful completion of a background check.
- 2) Initiate a competitive search for a 1 FTE Public Health and Human Services Department Collections Officer (B24).
- 3) Approve Tami Triplett to continue up to .2 FTE as Public Health and Human Services Department Collections Officer until the position is filled.
- 4) Appoint Emma Walter as a Deputy Recorder (B21 – Step 2) effective June 30, 2025, conditioned upon successful completion of a background check.
- 5) Change the employment status of David Eisberner, Social Worker, from probationary to regular, effective June 30, 2025.
- 6) Change the employment status of Amy Gehrke, Deputy Sheriff, from probationary to regular, effective July 1, 2025.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve Minnesota Lawful Gambling LG214 Premises Permit Application, for the non-profit organization, Goodview Winona Area Hockey Association, located at Money Creek Haven Campground at 18502 County 26 in Money Creek Township. (The application had been resubmitted with corrected information, and therefore had needed to be reapproved.)

File No. 2 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to accept a \$200 donation to the Sheriff's Office from Valley View Community of Care. Commissioner Schuldt said Valley View Community of Care had submitted a nice letter thanking the department and Chris Frick for providing ALICE Active Shooter training at their facilities. The Commissions agreed, and said they appreciated the donation.

File No. 3 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve the Regional Administrative Agency Cooperative Agreement Fraud Prevention Investigation Program.

File No. 4 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the Intellicents RFP consulting services proposal. Intellicents would help the County with an RFP for health insurance.

File No. 5 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to review and approve payments. Payments are below.

2025/06/02 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
1 VENDOR PAID LESS THAN \$2000.00	<u>300.00</u>

2025/06/17 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,119.41
ACEN TEK	4,542.03
ADVANCED CORRECTIONAL HEALTHCARE	7,845.02
BLUFF COUNTRY BRINE LLC	39,473.08
CEDA	7,285.33
ENTERPRISE FM	12,261.00
HOUSTON COUNTY TREASURER	68,814.60
KNOW INK	4,125.00
LA FLEUR LAW OFFICE LLC	3,765.00
LACKORE ELECTRIC MOTOR REPAIR INC	10,984.88
LIBERTY TIRE RECYCLING LLC	3,380.50
MEYERS LAWN SERVICE	2,500.00
MIENERGY COOPERATIVE	3,027.06
MN STATE TREASURER	4,105.50
MURPHY & ROVERUD LLP	2,040.00
NEWMAN SIGNS INC	20,961.16
RICHARD'S SANITATION LLC	27,576.40
THIN LINE OUTFITTERS OF WISCONSIN	9,704.28
VANGUARD APPRAISALS INC	3,040.00
VISA	13,922.14
WEX BANK	9,219.52
	<u>260,691.91</u>
68 VENDORS PAID LESS THAN \$2000.00	<u>27,363.93</u>
	<u>288,055.84</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>188,394.82</u>
	<u>476,450.66</u>

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including an AMC, Workforce Development Inc., Southeast MN Medical, Wildcat, and Solid Waste Annual Meeting.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting at 9:36 a.m. The next meeting would be a regular meeting on June 24, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

**HOUSTON COUNTY
AGENDA REQUEST FORM
June 24, 2025**

Date Submitted: 06/18/2025

By: Brent Parker, Human Resources Officer

ACTION

Consider Memorandum of Agreement between Houston County and Local Union #2166 American Federation of State Employees, AFL-CIO Council 65, adding Lead Eligibility Worker and Lead Child Support Officer into 2025 – 2027 Collective Bargaining Agreement.

APPOINTMENT REQUEST

HR CONSENT AGENDA REQUEST

- **Change the employment status of Tami Klinski, Deputy Auditor/Treasurer – License Center, from probationary to regular, effective July 2, 2025.**
- **Change the employment status of Rachel Meyer, Jail Administrator, from probationary to regular, effective July 1, 2025.**

<u>Reviewed by:</u>	<input type="checkbox"/> HR Director	<input type="checkbox"/> Sheriff	
	<input type="checkbox"/> Finance Director	<input type="checkbox"/> Engineer	
	<input type="checkbox"/> IS Director	<input type="checkbox"/> PHHS	
	<input type="checkbox"/> County Attorney	<input checked="" type="checkbox"/> (indicate other dept)	<input type="checkbox"/> A/T
	<input type="checkbox"/> Environmental Svcs		
<u>Recommendation:</u>			
<u>Decision:</u>			

HOUSTON COUNTY AGENDA REQUEST FORM

Date Submitted: 06.24.25

By: Polly Heberlein, Auditor/Treasurer

CONSENT AGENDA REQUEST: Approve the following Liquor Licenses from July 1, 2025 – June 30, 2026

LIQUOR LICENCES, WINE AND STRONG BEER

- Ferndale Golf, LLC dba Ferndale Golf, LLC (on sale + Sunday)
- Ma Cal Grove Country Club, Inc. dba Ma Cal Grove Country Club, Inc. (on sale + Sunday) (contingent upon submission of required paperwork)
- Par 4 Golf, LLC dba Valley High Golf Club (on/off sale + Sunday)
- Shellhorn Enterprises, Inc. dba Shellhorn Bar and Grill (on/off sale + Sunday) (contingent upon submission of required paperwork)
- Gasthaus, LLC dba Little Miami (on/off sale + Sunday)
- City of La Crescent dba Pine Creek Golf Course (Wine & Strong Beer)(on/off sale)

ON SALE BEER LICENSES

- Lawrence Lake Marina, LLC dba Lawrence Lake Marina
- La Crescent Snowmobile Club dba La Crescent Snowmobile Club (contingent upon submission of required paperwork)
- City of La Crescent dba Pine Creek Golf Course
- Gopher State Sportsmans Club dba Gopher State Sportsmans Club

OFF SALE BEER LICENSE

- Lawrence Lake Marina, LLC dba Lawrence Lake Marina
- La Crescent Snowmobile Club dba La Crescent Snowmobile Club (contingent upon submission of required paperwork)
- City of La Crescent dba Pine Creek Golf Course
- Houston Food Mart dba Houston Food Mart

Reviewed by:	<input type="checkbox"/> HR Director	<input checked="" type="checkbox"/>	County Sheriff	
	<input type="checkbox"/> Finance Director		County Engineer	
	<input type="checkbox"/> IS Director		PHHS	
	<input checked="" type="checkbox"/> County Attorney	<input checked="" type="checkbox"/>	Other (indicate dept)	Auditor/Treasurer
	<input type="checkbox"/> Environmental Svcs			
 Recommendation:				
 Decision:				

LIQUOR LICENCES, WINE AND STRONG BEER

- Ferndale Golf, LLC dba Ferndale Golf Course (on sale + Sunday)
 - Partner-Dennie Darr
 - Partner-Lucas Rye
- Ma Cal Grove Country Club, Inc. dba Ma Cal Grove Country Club, Inc. (on sale + Sunday) (contingent upon submission of required paperwork)
- Par 4 Golf, LLC dba Valley High Golf Club (on/off sale + Sunday)
 - President-William Schmitz
- Shellhorn Enterprises, Inc. dba Shellhorn Bar and Grill (on/off sale + Sunday) (contingent upon submission of required paperwork)
- Gasthaus, LLC dba Little Miami (on/off sale + Sunday)
 - Owner-Michael Schnell
- City of La Crescent dba Pine Creek Golf Course (Wine)
 - Superintendent-Roy Lemke

ON SALE BEER LICENSES

- Lawrence Lake Marina, LLC dba Lawrence Lake Marina
- La Crescent Snowmobile Club dba La Crescent Snowmobile Club
 - President-Lawrence Meyer
- City of La Crescent dba Pine Creek Golf Course
 - Superintendent-Roy Lemke
- Gopher State Sportsmans Club dba Gopher State Sportsmans Club
 - Treasurer-Jeffrey Jensen

OFF SALE BEER LICENSE

- Lawrence Lake Marina, LLC dba Lawrence Lake Marina (also has BYOB permit)
 - Owner-Kim Benson
- La Crescent Snowmobile Club dba La Crescent Snowmobile Club
 - President-Lawrence Meyer
- City of La Crescent dba Pine Creek Golf Course
 - Superintendent-Roy Lemke
- Houston Food Mart dba Houston Food Mart
 - Owner-Rich Irish

Houston County Ordinance No. XXXX

**AN ORDINANCE FOR REGULATING THE USE AND OPERATION OF
SPECIAL VEHICLES ON COUNTY ROADS, REQUIRING A LICENSE, AND
PROVIDING PENALTIES FOR VIOLATIONS THEREOF.**

The County Board of Houston County, Minnesota, ordains:

Section 1. Definitions.

In this ordinance, the following terms have the meanings given unless otherwise specified:

Subd. 1. All-terrain vehicle (ATV) has the meaning given in Minnesota Statute § 84.92, subd. 8;

Subd. 2. County means the County of Houston, Minnesota;

Subd. 3. County road means all county highways and county state-aid highways, and does not include United States Highways or Minnesota Trunk Highways;

Subd. 4. Golf cart means a small, motorized vehicle with four wheels powered by either an electric or a gas motor, commonly used for golfers and their equipment on a golf course;

Subd. 5. Public road right-of-way has the meaning given in Minnesota Statute § 84.92, subd. 6a;

Subd. 6. Traveled portion means the paved portion of a paved county road and the portion of unpaved county roads used for vehicle travel, but does not include any portion of a ditch supporting a county road;

Subd. 7. Shoulder means the unpaved gravel strip between the traveled portion of a paved county road and the ditch, but does not include any portion of a ditch supporting a county road;

Subd. 8. Special vehicle means any all-terrain vehicle, golf cart, or utility-task vehicle described under this ordinance;

Subd. 9. Utility-task vehicle (UTV) has the meaning given in Minnesota Statute § 169.045, subd. 1(3).

Section 2. Requirement of Special Vehicle Permit.

Subd. 1. This ordinance applies on all county roads within the County of Houston, including those within the limits of any city. Permits shall be required to operate a special vehicle on county roads. Application shall be made in a form supplied by the County and shall require evidence of insurance complying with the provisions of Minnesota Statute § 65B.48. The County Sheriff is responsible for reviewing applications and issuing permits.

Subd. 2. Permits shall remain valid for three calendar years (January 1 through December 31), unless revoked according to Section 6 of this Ordinance. Permits may be renewed. There will not be a fee for permits issued on or before December 31, 2025.

Subd. 3. Special vehicle permits from other jurisdictions will be recognized in the County. Recipients of permits from other jurisdictions may file a copy of the permit with the County or provide proof of permit from another jurisdiction within fourteen (14) days of being stopped for not having a County special vehicle permit. Any permit provided must have been valid when the special vehicle was used in the County.

Subd. 4. After permitting requirements are met, a sticker will be issued by the County and will serve as proof of the County permit. The sticker must be affixed to the rear of the special vehicle and be clearly and legibly displayed. ATVs must also comply the registration requirements of Minnesota Statute § 84.922.

Section 3. Permitted Operation of Special Vehicles.

Subd. 1. Special vehicles may, by permit, be operated on the right-hand shoulder, where available, or on the extreme right-hand side of the traveled portion, where no shoulder exists, of county roads in the County. No person shall operate a special vehicle on county roads at speeds greater than the posted or statutory speed limit for the county road.

Subd. 2. Golf carts may, by permit, be operated only on county roads in the County with a speed limit of 45 miles per hour or less. Golf carts may not be operated on any portion of county roads in the County with a speed limit of more than 45 miles per hour, except on County Road 6 between Town Hall Road and North Pine Creek Road, La Crescent, MN. Golf carts operated under this ordinance must properly display the slow-moving-vehicle emblem described in Minnesota Statute § 169.522.

Subd. 3. Every special vehicle operator has all the rights and duties applicable to the driver of any other vehicle under the provisions of Minnesota Statutes chapter 169, unless those provisions cannot reasonably be applied to special vehicles. The operation of special vehicles shall comply with Minnesota Statutes § 84.92 through § 84.928, and § 169.045, as well as any other Federal, State, or local law, rule, or

regulation.

Section 4. Restrictions. No person shall operate a special vehicle under this ordinance:

Subd. 1. Without a valid driver's license;

Subd. 2. Without valid insurance meeting the standards of Minnesota Statute § 65B.48;

Subd. 3. Except between sunrise and sunset, unless the special vehicle is equipped with original headlights, taillights, and rear-facing brake light equipment;

Subd. 4. In inclement weather, when visibility is impaired by weather, smoke, fog, or other conditions, or at any time when there is insufficient visibility to clearly see persons and vehicles on the roadway at a distance of 500 feet;

Subd. 5. Without a rear-view mirror as described in Minnesota Statutes § 169.70.

Section 5. Minors.

No minor under the age of 18 may operate a special vehicle under this ordinance without possessing a valid driver's license and completing a Department of Natural Resources ATV safety course. Any minor special-vehicle operator or passenger traveling on a county road shall wear a properly fitted helmet approved by the Commissioner of Public Safety.

Section 6. Revocation or Denial.

A permit or application under this Ordinance may be revoked or denied by the County if the special vehicle is not safe to legally operate or has not been safely or legally operated within the County. A permit or application may also be revoked or denied if the operator cannot safely operate the special vehicle.

Section 7. Penalty.

A violation of this Ordinance is a petty misdemeanor, subject to a penalty not exceeding \$300.00.

Section 8. EFFECTIVE DATE.

This Ordinance shall be in full force and effect from and after **XXXXXX**

Chairperson, Houston County
Board of Commissioners

Attest: _____
County Auditor

**HOUSTON COUNTY
AGENDA REQUEST
June 24, 2025**

Date Submitted: June 18, 2025

By: Carol Lapham Administrator-Interim

10am Public Hearing to implement new cannabis business registration fees, pursuant to Minn. Statute 342.22 Subd. 2, along with additional County fee implementations.

ACTION ITEM:

Approval of new fees and fee changes.

CC:	<input checked="" type="checkbox"/> Auditor/Treasurer	<input checked="" type="checkbox"/> Sheriff
	<input type="checkbox"/> Admin/Finance Director	<input type="checkbox"/> Human Resources
	<input type="checkbox"/> IS Director	<input type="checkbox"/> PHHS
	<input checked="" type="checkbox"/> County Attorney	<input checked="" type="checkbox"/> (indicate other dept) <u>Environmental Services</u>
	<input type="checkbox"/> County Assessor	

NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing to implement new cannabis business registration fees, pursuant to Minn. Statute 342.22 Subd. 2, along with additional County fee implementations will take place in conjunction with the regularly scheduled Board of Commissioners meeting at 10:00am on June 24, 2025, in the Commissioner's Room, Houston County Historic Courthouse, located at 304 South Marshall Street, Caledonia, Minnesota. The current County Fee Schedule may be found on the County website: www.co.houston.mn.us.

FEE ADDITIONS:

DEPT	FEE	CURRENT	PROPOSED	STATUTE
A/T	Tobacco License Late Renewal		\$50	
SHERIFF	Buoy Permit		\$20	
SHERIFF	Special Use Vehicle Permit		TBD if Ordinance Adopted	

Houston County Proposed Cannabis Registration Fee

License Type	Initial Fee	C Renewal Fee
Micro	\$ -	\$ 1,000.00
Mezzo	\$ 500.00	\$ 1,000.00
Cultivator	\$ 500.00	\$ 1,000.00
Manufacturer	\$ 500.00	\$ 1,000.00
Retailer	\$ 500.00	\$ 1,000.00
Wholesaler	\$ 500.00	\$ 1,000.00
Transporter	\$ 250.00	\$ 500.00
Cannabis Testing	\$ 500.00	\$ 1,000.00
Delivery	\$ 250.00	\$ 500.00
LP Hemp Manufacturer	\$ 500.00	\$ 500.00
LP Hemp Retailer	\$ 125.00	\$ 125.00
Medical	\$ 500.00	\$ 1,000.00

FEE CHANGES:

DEPT	FEE	CURRENT	PROPOSED	STATUTE
	Drivers License Reinstatement			
A/T	Filing Fee	\$8	\$11	171.061
A/T	Tobacco License	\$100	\$200	
		\$25 Non-refundable \$25-\$75 Application Fee	\$150 /year w/Bond between \$1,000- \$3,000	
A/T	Peddlers/Transient Merchant			329.11
A/T	Sunday Liquor	\$50	\$200	340A.504

Auditor Warrants

Lynn Colsch

Wed 6/18/2025 11:07 AM

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

REVIEW LICENSE CENTER PAYMENTS

2025/06/13 AUDITOR WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
COSTIGAN/PHIL R	3,257.27
EMMONS & OLIVIER RESOURCES INC	2,206.75
LA CRESCENT/CITY OF	35,000.00
REEL HAVEN LLC	2,960.08
SCHAFFER/JOYCE	5,989.21
	<u>49,413.31</u>
19 VENDORS PAID LESS THAN \$2000.00	<u>5,827.56</u>
	<u>55,240.87</u>

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

Phone 507-725-5825

Commissioner Warrants 2025/06/24

Lynn Colsch

Wed 6/18/2025 11:09 AM

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

Cc: Carol 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

2025/06/24 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
BAN-KOE SYSTEMS INC	2,420.00
BOLTON & MENK INC	3,000.00
INSIGHT PUBLIC SECTOR	3,131.18
MINNESOTA ENERGY RESOURCES	3,152.20
WINONA CONTROLS INC	4,599.70
MNCCC	4,665.00
CALEDONIA OIL CO INC	6,792.00
CALEDONIA/CITY OF	12,238.34
SHI INTERNATIONAL CORP	48,208.46
COMPUTER FORENSIC SERVICES LLC	48,301.41
	<u>136,508.29</u>
28 VENDORS PAID LESS THAN \$2000.00	<u>10,388.26</u>
	<u>146,896.55</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>167,441.44</u>
	<u><u>314,337.99</u></u>

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

Phone 507-725-5825