

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 15, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, Board Clerk/EDA Director/CEDA Allison Wagner, Public Health and Human Services Director John Pugleasa, Human Resource Officer Brent Parker, Engineer Brian Pogodzinski, Appraiser Joe Olson, Assessor Luke Onstad, Bonnie Lamb, Tony Bauer, Glenn Lamb, Clayton Johnson, Larry Bauer, Steve Bauer, Roger Pearson, Karen Colsch, Michael Moen, and Gary Gimble

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion unanimously carried to approve the agenda.

Motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion carried unanimously to approve the special meeting minutes from July 1, 2025.

Motion was made by Commissioner Wright, seconded by Commissioner Zehnder, motion carried unanimously to approve the regular meeting minutes from July 1, 2025.

Motion was made by Commissioner Zehner, seconded by Commissioner Myhre, motion carried unanimously to approve the workgroup session minutes from July 13, 2025.

Public Comment:

Luke Onstad said he worked for the County, but was at the meeting for public comment. He said the State of Minnesota was now allowing rifle hunting in Southern Minnesota including Houston County. The County had the ability to opt out of this option and not allow rifle hunting. Onstad spoke against allowing rifles in Houton County. He said most hunting accidents occurred because people failed to identify the target. He said rifles were faster than shotguns. He mentioned numerous safety concerns.

Clayton Johnson and Steve Bauer also spoke against using rifles to hunt in Houston County. Johnson said the County had the ability to opt out if they wished, and he urged them to do so. He said a major concern he had was shooting accidents.

Bonnie Lamb said kids started hunting at a young age and she thought 12 years old was too young to be using a rifle.

Karen Colsch questioned where the proposal to allow rifles had first started.

Clayton Johnson spoke again saying he had spoke to farmers who said they would not allow hunters to hunt on their land with rifles.

## APPOINTMENTS

At 9:20 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion carried unanimously to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The Commissioners, Human Resource Officer Parker, and Interim Administrator Lapham attended the closed session.

At 9:50 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion carried unanimously to end the closed session and return to the regular meeting. Chairperson Johnson gave a summary of the closed session saying they had discussed labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. No official action was taken. Action item number five to consider possible action would be tabled.

## CONSENT AGENDA

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

- 1) Change the employment status of Sarah Ostern, Jailer/Dispatcher, from probationary to regular, effective July 22, 2025.
- 2) Change Kelly Petersen from a Commercial Property Appraiser to Accredited Minnesota Appraiser, C41, Step 2, effective 07/03/2025.
- 3) Approve LAW ENFORCEMENT LABOR SERVICES, INC., LOCAL #237 tentative agreement as negotiated.
- 4) Approve Intellicents Business Associate Agreement and Consultant Service Agreement.

## ACTION ITEMS

File No. 1 – The Commissioners discussed with Engineer Pogodzinski approving the grant agreement for FAA Airport Infrastructure funding. The FAA had rescinded and reissued the AIG grant offer due to a lawsuit the State of Minnesota had joined. The new agreement had added a special conditions item. Commissioner Johnson asked about the special conditions, saying they seemed confusing and not related to the project. Pogodzinski said there were other states who had had the same special conditions language added to their contracts. Commissioner Myhre moved, Commissioner Zehnder seconded, motion carried three to one to approve grant agreement for FAA Airport Infrastructure (AIG) funding for project # 3-27-0016-015-2025, the Houston County Airport T-Hanger and adopt Resolution No. 25-18 to accept the Federal AIG funds and authorize signature. Commissioners Wright, Zehnder, and Myhre voted yes. Commissioner Johnson voted no. (Commissioner Schuldt was absent from the meeting.) The resolution is below.

### **RESOLUTION NO. 25-18**

**AUTHORIZATION TO EXECUTE  
FEDERAL AVIATION AIRPORT INFRASTRUCTURE GRANT (AIG)  
CONSTRUCT 8-UNIT T-HANGAR PROJECT  
Grant Number        3-27-0016-015-2025**

BE IT RESOLVED by the Houston County Board of Commissioners for the **County of Houston** as follows:

1. That the FAA Grant No. **3-27-0016-015-2025**,  
“Construct / Expand Hangar” at the **Houston County Airport** is accepted.
2. That the Houston County Board Chairman, Eric Johnson, is authorized to execute the Contract and any amendments on behalf of the **County of Houston**.

File No. 2 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to adopt Resolution No. 25-19 approving Houston County Title VI Policy (non-discrimination in programming and contracts). Resolution is below.

### **RESOLUTION NO. 25-19**

#### **Houston County Title VI of the Civil Rights Act of 1964 Non-Discrimination Policy**

**WHEREAS**, it is the policy of Houston County that no person shall on the grounds of race, color, national origin, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of Houston County as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

**NOW THEREFORE BE IT RESOLVED**, by the Houston County Board of Commissioners that, the Houston County Title VI Non-Discrimination Policy and the Title VI Highway Department Plan for MnDOT FHWA Subrecipient and associated Title VI/Non-Discrimination Assurances required per the U.S. DOT Order No. 1050.2A, are hereby approved.

Adopted this 15 day of July 2025

File No. 3 – The Commissioners and Human Resources Officer Parker discussed the possibility of beginning the formal process to transition the Houston County Auditor / Treasurer and Houston County Recorder positions from elected to appointed positions. Parker said many other counties had already made this transition. Making the transition would allow the County to advertise and seek qualified candidates rather than having the possibility of someone being elected to the position without background knowledge or qualifications. The County would need to follow a process in order to make the change. This included having a public hearing, and a grace period for residents to petition the change. Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to begin the formal process to transition the Houston County Auditor / Treasurer and Houston County Recorder positions from elected to appointed positions pursuant to Minnesota Statute § 375A.1205.

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

REVIEW LICENSE CENTER PAYMENTS

2025/07/02 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
HOUSTON COUNTY TREASURER	50,852.84
ISD 900 TREASURER	77,101.35
MN PACE-ST PAUL PORT AUTHORITY	3,749.15
TREASURER CCWSD	39,084.82
TREASURER CITY OF BROWNSVILLE	101,946.30
TREASURER CITY OF CALEDONIA	797,063.57
TREASURER CITY OF EITZEN	74,713.45
TREASURER CITY OF HOKAH	211,673.78
TREASURER CITY OF HOUSTON	350,079.25
TREASURER CITY OF LA CRESCENT	2,178,121.01
TREASURER CITY OF SPRING GROVE	421,253.10
TREASURER SCHOOL DISTRICT 239	6,330.38
TREASURER SCHOOL DISTRICT 294	39,611.20
TREASURER SCHOOL DISTRICT 297	23,134.14
TREASURER SCHOOL DISTRICT 299	50,252.89
TREASURER TWP OF BLACKHAMMER	67,331.54
TREASURER TWP OF BROWNSVILLE	114,072.93
TREASURER TWP OF CALEDONIA	119,077.82
TREASURER TWP OF CROOKED CREEK	61,047.26
TREASURER TWP OF HOKAH	82,923.62
TREASURER TWP OF HOUSTON	111,422.82
TREASURER TWP OF JEFFERSON	16,962.82
TREASURER TWP OF LA CRESCENT	225,721.64
TREASURER TWP OF MAYVILLE	98,810.02
TREASURER TWP OF MONEY CREEK	166,891.61
TREASURER TWP OF MOUND PRAIRIE	201,813.89
TREASURER TWP OF SHELDON	58,053.02
TREASURER TWP OF SPRING GROVE	105,708.96
TREASURER TWP OF UNION	70,119.22
TREASURER TWP OF WILMINGTON	122,310.50
TREASURER TWP OF WINNEBAGO	78,217.76
TREASURER TWP OF YUCATAN	86,815.44
	<u>6,212,267.80</u>
3 VENDORS PAID LESS THAN \$2000.00	1,460.93
	<u>6,213,728.73</u>

**2025/07/15 COMMISSIONER'S WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
ACEN TEK	4,492.38
ADVANCED CORRECTIONAL HEALTHCARE	7,722.15
BOND TRUST SERVICES CORPORATION	108,100.00
CALEDONIA/CITY OF	14,995.96
CEDA	7,285.33
COMMISSIONER OF TRANSPORTATION	6,271.30
CONSOLIDATED ENERGY COMPANY	4,018.00
ELECTION SYSTEMS & SOFTWARE INC	4,403.17
ENTERPRISE FM	12,261.00
GIRARD'S BUSINESS SOLUTIONS INC	2,139.00
H & R ENTERPRISES LLC	6,886.23
HILDI INC	3,800.00
HISTORICAL SOCIETY/TREAS OF	18,750.00
HOSKINS ELECTRIC INC	16,767.95
HOUSTON COUNTY TREASURER	56,943.41
INTERSTATE BILLING SERVICES	11,404.94
KNOWBE4 INC	7,095.60
LIBERTY TIRE RECYCLING LLC	3,606.00
MEYERS LAWN SERVICE	2,000.00
MILESTONE MATERIALS	2,970.46
MINNESOTA ENERGY RESOURCES	3,435.02
MINNOWA CONSTRUCTION INC	22,447.74
MN DEPT OF CORRECTIONS	71,460.11
MN STATE TREASURER	4,646.00
MNCCC	12,970.05
OFFICE OF MNIT SERVICES	2,376.11
REGENTS OF THE UNIVERSITY OF MINNE	37,500.00
RICHARD'S SANITATION LLC	23,835.96
SELCO	56,840.25
TWIN VILLAGE LLC	2,249.00
VANGUNDY EXCAVATING LLP	3,127.93
VISA	8,542.85
WEX BANK	7,555.50
WINONA CONTROLS INC	4,177.67
	<hr/>
	563,077.07
65 VENDORS PAID LESS THAN \$2000.00	31,421.43
	<hr/>
	594,498.50
PUBLIC HEALTH & HUMAN SERVICES	154,816.70
	<hr/>
	749,315.20

File No. 5 – This item was tabled.

**DISCUSSION ITEMS**

Interim Administrator Lapham said she had finished working on projections for the 2026 salary budget. This included a possible 20% increase on health insurance. The County would be asking for RFPs for health insurance and the hope was that the increase would be less. Overall with insurance the estimate was a 1.378 million dollar increase to the salary budget.

The Commissioners discussed recent and upcoming meetings including a Southeast Minnesota nitrates strategy workgroup and ECB meeting.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting at 10:22 a.m. The next meeting would be a regular meeting on July 22, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Eric Johnson, Chairperson

Attest: \_\_\_\_\_  
Carol Lapham, Interim Administrator

**Houston County Historical Society**  
 Projected Budget  
 October 1, 2025 – September 30, 2026

**Projected Operating Revenue**

Houston County levy and matching funds	\$42,500	
Memberships, memorials, donations, rummage sale &	\$37,500	
Endowment fund interest		
		<b>\$80,000</b>

**Projected Operating Expenses**

Maintenance, general expenses, supplies	\$38,500	
Advertising, dues, brochures, newsletter	\$ 3,000	
Telephone, Internet, web page, etc.	\$ 3,300	
Community Promotion, Volunteer Appreciation,	\$ 1,500	
Annual Meeting		\$46,300

**Building and Grounds Expenses**

Insurance	\$ 9,000	
Utilities	\$14,000	
Lawn mowing and snow removal	\$ 1,700	
Security Services, Fire Protection, Elevator Maintenance	\$ 2,100	
		\$26,800

**Archives and Artifacts**

Purchases – artifacts	\$ 500	
Restoration	\$ 500	
Reference Books	\$ 100	
Exhibit supplies	\$ 800	
Archival materials	\$ 5,000	
		\$ 6,900

**Total Projected Expenses** **\$80,000**

Submitted by the Houston County Historical Society  
 Board of Directors July 22, 2025  
 Projects: Continued restoration on the Sheldon Presbyterian Church – unknown final costs

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
July 22, 2025**

**Date Submitted: 07/17/2025**

**By: Brent Parker, Human Resources Officer**

**ACTION**

**APPOINTMENT REQUEST**

**HR CONSENT AGENDA REQUEST**

**Change the classification status of Holly Gleason from Sheriff's Office Admin Assistant, B22, step 8, to Sheriff Office Admin Assistant, B23, step 7, retroactive to 06/15/2025. (Banding change due to banding review recommendation).**

**Change the classification status of Lauren Felten from Sheriff's Office Admin Assistant, B22, step 3, to Sheriff's Office Admin Assistant, B23, step 2, retroactive to 06/15/2025. (Banding change due to banding review recommendation)**

**Change status for Tami Triplett to .15 FTE as Public Health and Human Services Department Collections Officer until the position is filled while .8 FTE with the County Attorneys Office as Legal Assistant.**

<b>Reviewed by:</b>	<input type="checkbox"/> HR Director	<input checked="" 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 type="checkbox"/> (indicate other dept)
	<input type="checkbox"/> Environmental Svcs	<input type="checkbox"/>
	<b>Recommendation:</b>	
<b>Decision:</b>		

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
July 22, 2025**

**Date Submitted: 07.17.25**

**By: Polly Heberlein-Auditor-Treasurer**

**Consent Agenda:**

**Consider approving a Peddler License for Mariya Zhukova. Ms. Zhukova is sponsored by Global Educational Concepts and wishes to sell educational resources through the Southwestern Advantage Summer Program.**

**License is requested for July 23rd thru August 23rd of 2025.**

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

# Houston County, Minnesota

## Peddler's License & Registration Application

In an effort to provide the public of the County of Houston with the best quality of life within its jurisdiction, the County has determined that the following information be received from any and all persons or firms wishing to conduct:

Transient Merchant  
 Canvasser/Solicitor

Peddler

### 1. Name and description of applicant:

Name: MARIYA ZHUKOVA  
(First) (Middle) (Last)

Eyes    Hair    Height    Weight & Build   

Date of birth    Drivers License #     
(Attach copy of license)

### 2. Permanent Home Address:

Telephone Number:   

Local Address:   

### 3. Description of vehicle(s) used for sales purposes:

Make & Year KIA 2025 Model: K4

License # & State FL 93EGTT Color: Grey

### 4. Brief written description of the nature of the business, a description of the goods to be sold (including photographs or brochures), what company you are soliciting for and the applicant's method of operation:

Educational resources for  
kids K-12.

Continued →

5. If employed, name and address of employer: Southwestern Advantage, 2451 Atrium Way, Nashville, TN

6. List other cities/counties where licensed: Rushford, Chatfield, Hanisboro 37214

7. Dates requested for permit: 07/23/25 - 08/23/25.

8. Have you been convicted of a felony, gross misdemeanor or any crime of theft, fraud, or issuance of a worthless check?  Yes  No

9. If a fixed site is used for display and sale of goods, written permission of the property owner must be provided.

10. Providing false information in the application could result in denial of the license.

11. Signature of applicant must be notarized.

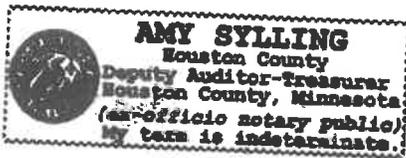
[Handwritten Signature]  
Signature of applicant

07/14/25  
Date

[Handwritten Signature]  
Notary

7/14/25  
Date

Notary Stamp



Prior to consideration of the application an investigation shall be made by the county sheriff's department of all persons listed on the license application.

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Checked by: \_\_\_\_\_

County Auditor's Office Use Only

**\$25.00 non-refundable application fee plus:**  
 Transient Merchant (7 day license) \$25.00 per individual  
 Peddler (30 day license) \$75.00 per individual  
 Canvasser/Solicitor (30 day license) \$75.00 per individual

Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ License # Expiration \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ By \_\_\_\_\_

Southwestern Advantage  
**SUMMER PROGRAM**



- Based in Nashville, TN
- Founded 1855
- Better Business Bureau (BBB) highest rating A+
- Direct Selling Association (DSA) Education for Life Award
- Over 1 million customers since 2010

## European students in Southwestern Advantage Summer Program

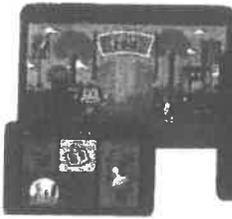


## European Students

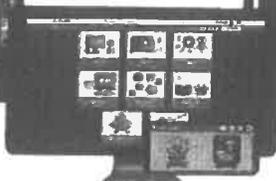
- Cultural exchange program - #1 Internship
- Stay with local host families
- Learn about USA & American entrepreneurship
- Earnings offset some expenses in the U.S.
- J-1 Summer Work Travel Exchange Visitor visa
- Sponsored by Global Educational Concepts, a U.S. Department of State designated sponsor

Skwids

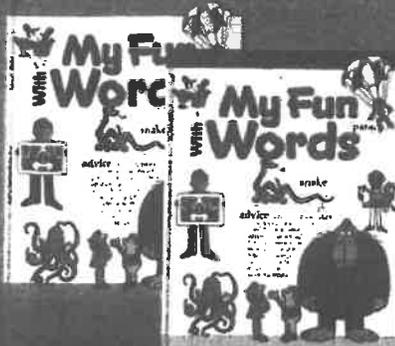
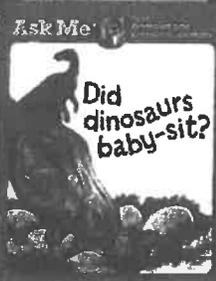
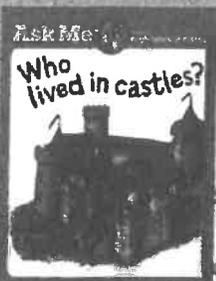
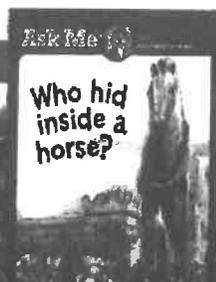
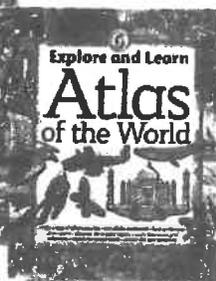
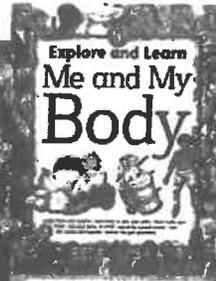
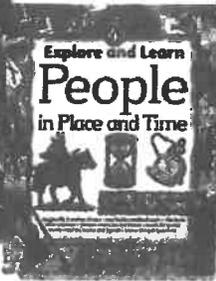
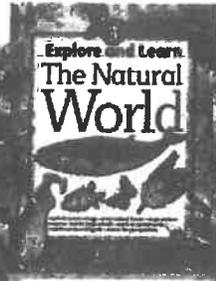
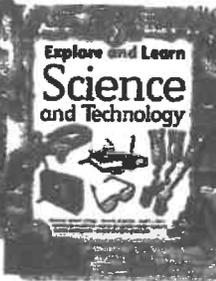
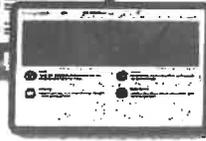
advantage  
4teens

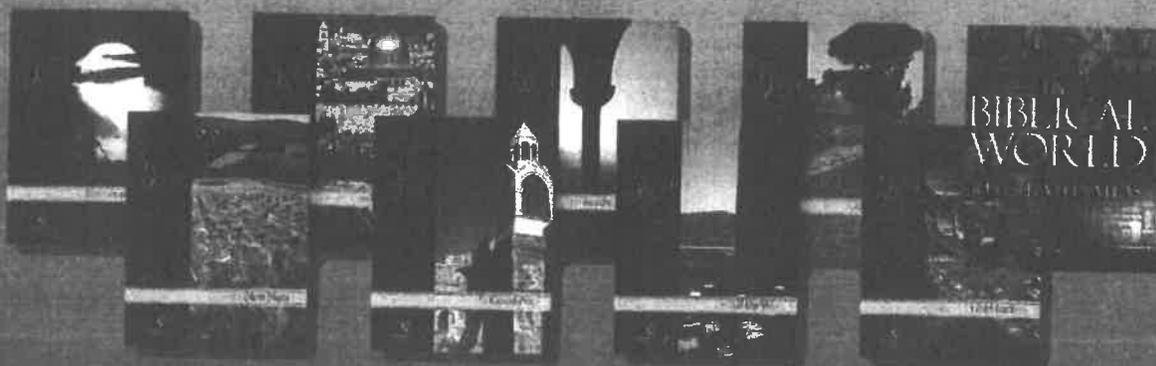
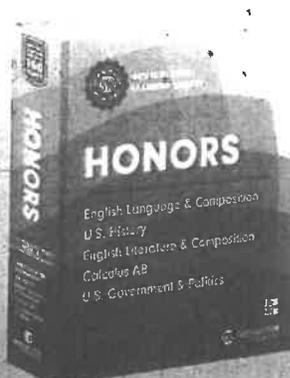
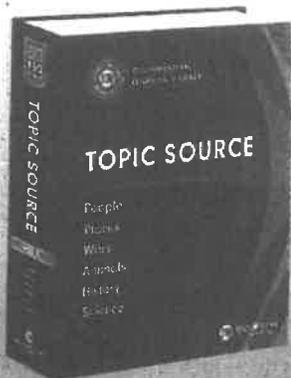
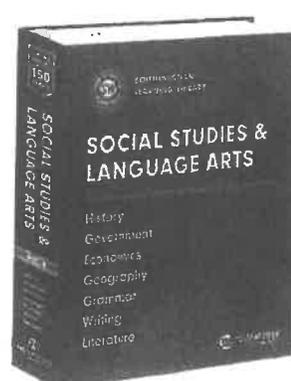
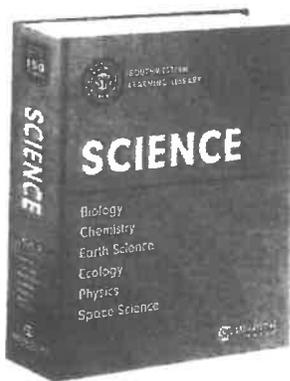
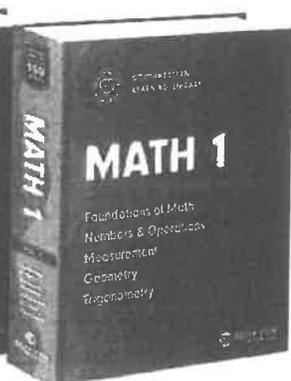
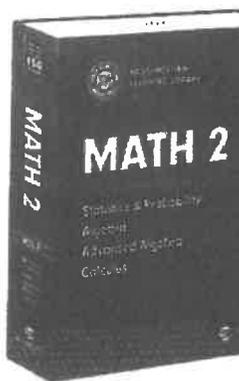


HOMER



advantage  
4 kids





**HOUSTON COUNTY  
AGENDA REQUEST FORM  
July 22, 2025**

**Date Submitted: July 15, 2025**

**By: Brian Swedberg, Sheriff**

**ACTION REQUEST:**

**Approve Houston County Special Use Vehicle Ordinance**

**CONSENT AGENDA REQUEST:**

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

## **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. Applications 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.

**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.

### **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.**

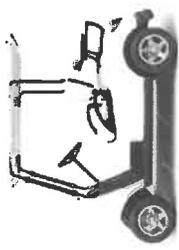
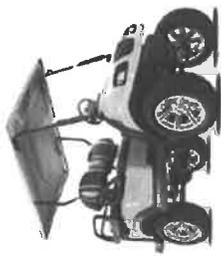
A violation of this Ordinance is a petty misdemeanor, subject to a penalty not exceeding \$300.00.

**Section 8. EFFECTIVE DATE.**

This Ordinance shall be in full force and effect from and after XXXXX

\_\_\_\_\_  
Chairperson, Houston County  
Board of Commissioners

Attest: \_\_\_\_\_  
County Auditor291929



# Houston County Special Use Vehicle permit



# MN Statute 84.92 Definitions

- Subd. 1a. **Agricultural zone.**
- "Agricultural zone" means the areas in Minnesota lying south and west of a line starting at the Minnesota-North Dakota border and formed by rights-of-way of Trunk Highway No. 10, thence easterly along Trunk Highway No. 10 to Trunk Highway No. 23, thence easterly along Trunk Highway No. 23 to Trunk Highway No. 95, thence easterly along Trunk Highway No. 95 to its termination at the Minnesota-Wisconsin border.
- Subd. 1d. **Agricultural use.**
- "Agricultural use" means use in agriculturally related activities or harvesting of wood for commercial or firewood purposes by any person.
- Subd. 6a. **Public road right-of-way.**
- "Public road right-of-way" means the entire right-of-way of a public road, including the traveled portions, banks, ditches, shoulders, and medians of a roadway, that is not privately owned.

# MN Statute 84.92 Definitions continued

- Subd. 8. **All-terrain vehicle or vehicle.**
- (a) "All-terrain vehicle" or "vehicle" means a motorized vehicle with: (1) not less than three, but not more than six low pressure or non-pneumatic tires; (2) a total dry weight of 2,000 pounds or less; and (3) a total width from outside of tire rim to outside of tire rim that is 65 inches or less. All-terrain vehicle includes a class 1 all-terrain vehicle and class 2 all-terrain vehicle.
- Subd. 9. **Class 1 all-terrain vehicle.**
- "Class 1 all-terrain vehicle" means an all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is 50 inches or less.
- Subd. 10. **Class 2 all-terrain vehicle.**
- "Class 2 all-terrain vehicle" means an all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is greater than 50 inches but not more than 65 inches.

## MN Statute 84.92 Definitions continued

- **Subd. 1a. Agricultural zone.**
- "Agricultural zone" means the areas in Minnesota lying south and west of a line starting at the Minnesota-North Dakota border and formed by rights-of-way of Trunk Highway No. 10, thence easterly along Trunk Highway No. 10 to Trunk Highway No. 23, thence easterly along Trunk Highway No. 23 to Trunk Highway No. 95, thence easterly along Trunk Highway No. 95 to its termination at the Minnesota-Wisconsin border.



# Why does Houston County need an ordinance?

- From April 1 to August 1 it is illegal to drive an all-terrain vehicle on county roads except of agricultural use.
- MN Statute 84.928 Sub.1(h):
  - (h) A person shall not operate an all-terrain vehicle within the public road right-of-way of a trunk, county state-aid, or county highway from April 1 to August 1 in the agricultural zone unless the vehicle is being used exclusively as transportation to and from work on agricultural lands. This paragraph does not apply to an agent or employee of a road authority, as defined in section 160.02, subdivision 25, or the Department of Natural Resources when performing or exercising official duties or powers.

## Why does Houston County need an ordinance?

- State law allows counties, cities, towns to make their own decision on ATV use on county roads
- MN Statute 84.928 Sub. 1(k):
- (k) A county, city, or town, acting through its governing body, may by ordinance allow a person to operate an all-terrain vehicle on a public road or street under its jurisdiction to access businesses and residences and to make trail connections.

# Ordinance requirements

- State law requires an ordinance
- MN Statute 169.045 SPECIAL VEHICLE USE ON ROADWAY.
- **Subdivision 1. Designation of roadway, permit.**
- The governing body of any county, home rule charter or statutory city, or town may by ordinance authorize the operation of motorized golf carts, all-terrain vehicles, utility task vehicles, or mini trucks, on designated roadways or portions thereof under its jurisdiction. Authorization to operate a motorized golf cart, all-terrain vehicle, utility task vehicle, or mini truck is by permit only.
-

# Ordinance requirements continued

- State law requires an ordinance
- MN Statute 169.045 SPECIAL VEHICLE USE ON ROADWAY.
- **Subd. 2. Ordinance.**
- The ordinance shall designate the roadways, prescribe the form of the application for the permit, require evidence of insurance complying with the provisions of section 65B.48, subdivision 5 and may prescribe conditions, not inconsistent with the provisions of this section, under which a permit may be granted. Permits may be granted for a period not to exceed three years, and may be renewed. A permit may be revoked at any time if there is evidence that the permittee cannot safely operate the motorized golf cart, all-terrain vehicle, utility task vehicle, or mini truck on the designated roadways. The ordinance may require, as a condition to obtaining a permit, that the applicant submit a certificate signed by a physician that the applicant is able to safely operate a motorized golf cart, all-terrain vehicle, utility task vehicle, or mini truck on the roadways designated.

# ATV statute confusion

- Many statute subdivisions contradict each other.
- A lot of confusion
- **84.928 OPERATION REQUIREMENTS; LOCAL REGULATION.**
- **Subdivision 1. Operation on roads and rights-of-way.** (a) Unless otherwise allowed in sections 84.92 to 84.928 or by local ordinance under paragraph (k), a person shall not operate an all-terrain vehicle in this state along or on the roadway, shoulder, or inside bank or slope of a public road right-of-way of a trunk, county state-aid, or county highway.
- (c) A person may operate a class 1 all-terrain vehicle designed by the manufacturer for off-road use to be driven by a steering wheel and equipped with operator and passenger seat belts and a roll-over protective structure or a class 2 all-terrain vehicle:
- (1) within the public road right-of-way of a county state-aid or county highway on the right shoulder or the extreme right-hand side of the road and left turns may be made from any part of the road if it is safe to do so under the prevailing conditions, unless prohibited under paragraph (d) or (f);

# Houston County ATV & Golf Cart Permit: Sheriff's Office web page

## **Welcome to the Special Use Vehicle registration area for the Houston County ATV/golf cart enthusiasts.**

The ordinance is for the management of All-Terrian Vehicles & golf carts in the public right-of-way on county roads within the county's jurisdiction. The reason that the ordinance was drafted was to allow licensed drivers to be able to operate on the far-right hand side of county roads. You will see that the application is simple. We will email you with confirmation that we received your application and assign you a permit number. You will need to keep this with you or at least remember your permit number. You will not need to attach anything extra to your current DNR registration. There is no fee, and your permit is only good for three years. That is as long as the law allows us to extend it. Houston County will also be honoring permits from other jurisdictions. Please have that paperwork with you while driving in Houston County.

You will need to know the county ordinance and the MN DNR Laws. This does not allow you to ride on State Highways. You will see links to both as well as a Question-and-Answer forum that we will keep active for some time to help with clarification. You can email the sheriff at [hcco@hocomn.us](mailto:hcco@hocomn.us) with questions. We will try to post most questions to the site. Safe Riding!

Sheriff Brian Swedberg

[Houston County Special Use Vehicle Ordinance](#)

[MN DNR ATV Regulations](#)

[ATV Permit Online Application](#) (You must download/save this .pdf to your computer then complete and email the completed form along with proof of insurance)

[ATV FAQs](#)

# FAQS

- **May I ride my ATV on snowmobile trails in Houston County with an ATV Permit?**
  - No, you may not ride an ATV on any snowmobile trail in the county
- **If I apply for a County ATV Permit, do I still need the MN DNR ATV registration?**
  - MN DNR ATV registration is required on all ATV's operated in MN (even if used exclusively on private property). ATV's 25 years and older are exempt from registration.
- **How does the County ATV Permit affect the AG Registration?**
  - AG Registration - Allows the use of ATV's on state trunk highways or county roads if being used for agricultural purposes. The ATV must be operated on the extreme right-hand side of the road, and left turns may be made from any part of the road if it is safe to do so under the prevailing conditions.
  - Roadways – A valid driver's license is required when operating an ATV in the road right of way (this includes the roadway, shoulders, and ditches).
- **Is ATV Training required for a County ATV Permit?**
  - Safety Training – Anyone born after July 1, 1987 needs ATV safety training before operating on public lands or water, public road right-of-way, or state or grant-in-aid trails.
- **Where can I see the current ATV laws in Minnesota?**
  - Simply go to <http://www.dnr.state.mn.us/regulations/ohv/index.html> and you will find all of the laws, training information, and safety tips for safe ATV operation.
- **Do I need to register a side-by-side?**
  - Yes, through the DNR at the DMV.
- **Do I need a valid driver's license to drive on county roads?**
  - Yes, all drivers must have a valid driver's license, not permit.

# Houston County Permit

- Permit Example

**\*\*IMPORTANT NOTICE:** Each permit issued is valid for 3 years. It is your responsibility to renew the permit by using this same form. Also, please be sure to notify the Sheriff's Office of any other change in information such as DNR registration number, phone number, insurance company, policy number, address, etc. Please email [lfelten@hocomn.us](mailto:lfelten@hocomn.us) with any updates. Thank you for your cooperation!

Save this form to your computer/device when complete. Email the completed form and proof of insurance to [lfelten@hocomn.us](mailto:lfelten@hocomn.us)

ALL FIELDS ARE REQUIRED TO RECEIVE A PERMIT  
ONE VEHICLE PER REGISTRATION FORM

Requesting permit for:

side by side

ATV

Golf Cart

Full Name:

Address:

Phone Number:

Email Address:

Year:

Make:

Model:

Color(s):

DNR Registration #:

Insurance Company:

Policy Number:

Driver's License # &  
State of Issuance:

If emailed, what date:



*preserving the peace and public trust*

# HOUSTON COUNTY SHERIFF'S OFFICE

306 South Marshall Street Suite 1100 Caledonia MN 55921

**Brian L. Swedberg - SHERIFF**



July 1, 2025

John Doe  
306 S. Marshall Street  
Suite 1100  
Caledonia, MN 55921

Email – john.doe@gmail.com  
 Letter given in person

RE: ATV/Golf Cart Permit – 2021 Polaris Ranger – Serial # abc123

Dear John:

Your ATV/Golf Cart permit number is 25-001 for the above-named ATV. This permit will expire on

**\*\*IMPORTANT NOTICE\*\***

Each permit issued is valid for 3 years. However, if your current DNR registration expires before the 3-year permit, you will be responsible for updating this information with the Sheriff's Office. Also, please be sure to notify the Sheriff's Office of any other change in information such as insurance company, policy number, address, etc. Please email [lfelten@HoCoMN.gov](mailto:lfelten@HoCoMN.gov) with any updates.

\*\*\*This permit may be revoked for violation of county ordinance or state laws. \*\*\*\*

Thank you for your cooperation!

Respectfully,

Brian Swedberg  
Houston County Sheriff

**HOUSTON COUNTY  
AGENDA REQUEST  
July 22, 2025**

**Date Submitted: July 17, 2025**  
**By: Carol Lapham Administrator-Interim**

**ACTION ITEM:**  
Approve 2026 Wildcat Fees as recommended by the Wildcat Committee.

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

**Park Use Fees – 2026**

Park User Fees are subject to change, by vote of the Wildcat Park Committee. The following rates shall apply for the 2026 season:

Seasonal Rates	\$2,250.00 per season sites 1-8, \$2,000.00 per season sites 9-35, Plus tax, plus the actual cost of electricity (\$275.00 electricity deposit required)
Monthly Rate	\$550.00 per month plus tax
Weekly Rate	\$275.00 per 7-night stay plus tax
Electric Sites	\$45.00 per night plus tax
Primitive Sites	\$25.00 per night, per tent plus tax
Shelter Rental	\$50.00 per day plus tax, <i>plus a \$50.00 deposit</i>
Boat Launch Fee	\$5.00 daily fee and \$25.00 Season Pass <i>(Fine of \$100.00 for non-compliance of fee)</i>
Non-Camper overnight parking fee	\$5.00 per night

The fine for parking overnight without paying the appropriate fee in advance is \$25.00 per night.

Check-out time: 12:00 PM (Noon)

Check-in time: 12:00 PM, *provided the site is ready.*

Quiet time: 10:00 PM to 8:00 AM

Park Hours: 8:00 AM to 11:00 PM. *No visitors/guests are allowed outside of these hours*

## HoCo BOC

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**From:** Lynn Colsch  
**Sent:** Thursday, July 17, 2025 11:26 AM  
**To:** HoCo BOC  
**Subject:** Commissioner Warrants 2025/07/22

### REQUEST APPROVAL FOR PAYMENT

#### 2025/07/22 COMMISSIONER'S WARRANTS:

<b>VENDOR NAME</b>	<b>AMOUNT</b>
BRUENING ROCK PRODUCTS INC	380,565.16
COMPUTER FORENSIC SERVICES LLC	48,301.41
DAHL AUTOMOTIVE	2,332.22
ENTERPRISE FM TRUST CAR SALES	5,775.24
HOUSTON COUNTY TREASURER	15,380.47
INSIGHT PUBLIC SECTOR	4,190.00
LA CROSSE GLASS & OVERHEAD DOOR	8,193.75
MAYO CLINIC	15,834.69
MIENERGY COOPERATIVE	5,148.58
TRIMIN SYSTEMS INC	21,991.00
WINONA CONTROLS INC	4,591.31
	<hr/>
	512,303.83
31 VENDORS PAID LESS THAN \$2000.00	12,926.42
	<hr/>
	525,230.25
PUBLIC HEALTH & HUMAN SERVICES	103,461.98
	<hr/>
	628,692.23
	<hr/> <hr/>

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

Phone: 507-725-5825

## HoCo BOC

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**From:** Lynn Colsch  
**Sent:** Thursday, July 17, 2025 11:26 AM  
**To:** HoCo BOC  
**Subject:** Auditor Warrants 2025/07/14

### REVIEW LICENSE CENTER PAYMENTS

#### 2025/07/14 AUDITOR WARRANTS:

<b>VENDOR NAME</b>	<b>AMOUNT</b>
BREYER/SUSAN	4,680.00
FILLMORE SWCD	4,472.78
FILLMORE SWCD	4,628.22
RLM FAMILY LIMITED PARTNERSHIP	10,485.00
SE SWCD TECHNICAL SUPPORT JPB	13,032.30
WINONA COUNTY PLANNING & ZONING	4,668.47
	<hr/>
	41,966.77
4 VENDORS PAID LESS THAN \$2000.00	2,162.03
	<hr/>
	<u>44,128.80</u>

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

Phone: 507-725-5825