

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 23, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, Human Resource Officer Brent Parker, Public Health and Human Services Director John Pugleasa, Environmental Services Director Amelia Meiners, Engineer Brian Pogodzinski, Public Health Public Health Supervisor Jordan Knoke, Social Services Supervisor Bethany Moen, Fiscal Supervisor Heidi Harms, Medical Examiner Ross Reichard, Supervisor Death Investigations Medical Examiner's Office Monica Kendall, Semcac Executive Director Jennifer Hengel, Semcac Senior Services Director Jeff Wyant, and Semcac Board President Bob Burns

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Wright, seconded by Commissioner Schuldt, motion carried unanimously to approve the meeting minutes with the change.

Public Comment:

None.

APPOINTMENTS

Dr. Ross Reichard, Chief Medical Examiner for Houston County and Southern Minnesota Regional Medical Examiner's office gave a 2024 report to the board. In 2024 the total number of deaths in Houston County was 144. 139 deaths were reported to the medical examiner's office. Ten autopsies were completed in Houston County in 2024. The vast majority of deaths in Houston County were natural. Reichard said there were no suicides, no homicides, and no drug overdoses in Houston County in 2024 and that made Houston County "unique" and this was a "defining factor". This was a good thing for Houston County. The board thanked Dr. Reichard for the report and his team's work.

Semcac Executive Director Jennifer Hengel, Semcac Senior Services Director Jeff Wyant, and Semcac Board President Robert Burns gave a Semcac update to the board. Hengel said Semcac was Houston County's Community Action agency. In 2026 Semcac would be celebrating their 60th anniversary of providing services. Semcac's mission was to empower and advocate for people to enhance their self sufficiency. Semcac had focused on poverty related efforts in Southeast Minnesota since they started. About 44% of households served with energy assistance in Minnesota were senior citizen households, and another 20% were individuals with disabilities. Semcac had a weatherization program to help make households more energy efficient. Semcac also had a housing rehab program for low income individuals and worked on a head start program in Houston County. Semcac offered a bus service in Houston County. Semcac had family homeless prevention programs and a local food shelf. Wyant said they had served \$10,500 nutritious meals to 184 seniors at congregate dining areas in the County. Semcac also had a home delivered meals program delivered to older adult homes. Semcac thanked Houston County for their support for their programs. The Commissioners thanked Semcac for the service.

CONSENT AGENDA

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

- 1) Change the employment status of Leigh Goetzinger, Child Support Enforcement Aide, from probationary to regular, effective October 7, 2025.
- 2) Update the resignation/retirement date for Carolyn Olson from November 1, 2025 to October 31, 2025.

ACTION ITEMS

File No. 1 – Commissioner Wright moved, Commissioner Myhre seconded, motion carried four to one to approve a Cannabis Retail Registration for Ouidhaus LLC for a Cannabis Retail Site located in La Crescent Township. Commissioner Johnson voted no saying he did so because there were already other cannabis businesses in La Crescent and he said he thought it was a public health and safety issue.

File No. 2 – Commissioner Schuldt moved, Commissioner Wright seconded, motion unanimously carried to review and approve payments. Payments are below.

REQUEST APPROVAL FOR PAYMENT

**2025/09/23 COMMISSIONER'S
WARRANTS:**

<u>NAME</u>	<u>AMOUNT</u>
ABILITY BUILDING COMMUNITY	2,682.65
COMMISSIONER OF TRANSPORTATION	7,559.56
COMPUTER FORENSIC SERVICES LLC	48,301.41
LIBERTY TIRE RECYCLING LLC	3,438.25
MIENERGY COOPERATIVE	6,218.26
MILESTONE MATERIALS	4,255.88
ROGICH BROTHERS CONCRETE LLC	4,892.50
	<u>77,348.51</u>
20 VENDORS PAID LESS THAN \$2000.00	7,805.88
	<u>85,154.39</u>
PUBLIC HEALTH & HUMAN SERVICES	46,723.33
	<u>131,877.72</u>

REVIEW LICENSE CENTER PAYMENTS

2025/09/12 AUDITOR WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
AC4 FARMS, LLC	6,675.00
EMMONS & OLIVIER RESOURCES INC	2,725.25
IOWA DNR STATE FOREST NURSERY	4,355.00
MAHR EXCAVATING	8,510.00
MNCCC	26,187.74
NUSS TRUCK & EQUIPMENT	6,777.05
SCHULTE/MARK D	3,761.82
SHEEHAN/JAMES	17,304.80
	<u>76,296.66</u>
20 VENDORS PAID LESS THAN \$2000.00	5,525.15
	<u>81,821.81</u>

REVIEW LICENSE CENTER PAYMENTS

2025/09/17 AUDITOR WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
BOND TRUST SERVICES CORPORATION	17,863.75
	<u>17,863.75</u>
1 VENDOR PAID LESS THAN \$2000.00	406.48
	<u>18,270.23</u>

File No. 3 – The Commissioners discussed with Interim Administrator Lapham the 2026 proposed budget and levy.

File No. 4 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to adopt Resolution No. 25-33 Adopting 2026 Proposed Levy. This would be a proposed 7.905% increase. The Commissioners discussed that the actual levy could be less than 7.905%, but not more. They discussed looking for further reductions before approving the final levy. Resolution is below.

RESOLUTION NO. 25-33

BE IT RESOLVED, that the proposed levy after the deduction of County Program Aid (CPA), in the amount of \$16,074,171 be made on all taxable property in the County of Houston for taxes payable in 2026 in the following amounts by County Fund:

County Revenue	\$ 10,155,688
Road & Bridge	2,827,517
Public Health & Human Services	3,092,653
Bond Fund – 2017A Jail Bonds	1,388,205

Total	\$ 17,464,063
Less CPA	(1,389,892)

Total Levy	<u>\$ 16,074,171</u>

File No. 5 – Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to adopt Resolution No. 25-34 Adopting 2026 Proposed Budget. Resolution is below.

RESOLUTION NO. 25-34
RESOLUTION ADOPTING 2026 PROPOSED OPERATING BUDGET

	Revenue	Expenditures	Revenues Over (Under) Expenditures
	-----	-----	-----
County Revenue	\$14,716,154	\$14,716,154	0
Road & Bridge	11,246,726	11,246,726	0
Public Health & Human Services	8,993,759	8,993,759	0
Debt Service	1,607,083	1,607,083	0
	-----	-----	-----
Grand Total	\$37,629,179	\$37,672,179	0
	=====	=====	=====

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a SELCO, Finance, Solid Waste, Township Annual Meeting, Hiawatha Valley Mental Health event, and an EDA related tour of Sno Pac’s facility.

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 workgroup session on October 7, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

**HOUSTON COUNTY
AGENDA REQUEST FORM
October 7, 2025**

Date Submitted: 10/2/2025
By: Brent Parker, Human Resources Officer

ACTION

- **Consider approving the 2025-2027 Labor Agreement between The County of Houston and LAW ENFORCEMENT LABOR SERVICES, INC., LOCAL #577 (Chief Deputy Unit) pending County Attorney review and approval.**

APPOINTMENT REQUEST

HR CONSENT AGENDA REQUEST

- **Change the employment status of Susan Felten, Community Health Worker, from probationary to regular, effective October 15, 2025.**

<u>Reviewed by:</u>	_____	HR Director	_____	Sheriff	
	_____	Finance Director	_____	Engineer	
	_____	IS Director	_____	PHHS	
	_____	County Attorney	_____	(indicate	_____
	_____	Environmental Svcs	_____	other dept)	_____
<u>Recommendation:</u>					
<u>Decision:</u>					

LABOR AGREEMENT

BETWEEN

THE COUNTY OF HOUSTON



AND

LAW ENFORCEMENT LABOR SERVICES, INC.,

Representing: Chief Deputies

LOCAL #577

JANUARY 1, 2025 - DECEMBER 31, 2027

Table of Contents

ARTICLE 1. PURPOSE 2

ARTICLE 2. RECOGNITION..... 2

ARTICLE 3. EMPLOYER AUTHORITY 2

ARTICLE 4. UNION RIGHTS AND SECURITY 3

ARTICLE 5. EMPLOYMENT STATUS..... 4

ARTICLE 6. PROBATION AND TRIAL WORK PERIOD 4

ARTICLE 8. WAGES 5

ARTICLE 10. SICK LEAVE 6

ARTICLE 11. VACATION 7

ARTICLE 13. BEREAVEMENT LEAVE 8

ARTICLE 14. TRAVEL EXPENSES 8

ARTICLE 15. JURY DUTY 9

ARTICLE 16. INSURANCE 9

ARTICLE 17. USE OF COUNTY VEHICLE..... 10

ARTICLE 19. SEPARATION..... 11

ARTICLE 20. LEAVES OF ABSENCE 12

ARTICLE 21. DISCIPLINE AND DISCHARGE 12

ARTICLE 22. LAYOFF..... 13

ARTICLE 23. GRIEVANCE PROCEDURE..... 13

ARTICLE 24. UNIFORM AND EQUIPMENT ALLOWANCE..... 15

ARTICLE 25. SEVERABILITY 16

ARTICLE 26. TRAINING AND MEETINGS 16

ARTICLE 27. INJURY ON DUTY 16

ARTICLE 28. PERSONAL PROPERTY 17

ARTICLE 29. WAIVER 17

ARTICLE 30. DURATION AND PLEDGE..... 17

APPENDIX "A" Wage Grids..... 20

This Labor Agreement is entered into between the Houston County Board of Commissioners, hereinafter the "Employer" and the Law Enforcement Labor Services, Inc., Local #577, hereinafter the "Union".

ARTICLE 1. PURPOSE

- 1.1 To establish the foundation for harmonious and effective labor-management relationship.
- 1.2 To provide for a means to peacefully resolve disputes concerning the application or interpretation of this Agreement.
- 1.3 To specify the full and complete understanding of the parties; and
- 1.4 To memorialize in writing the parties agreement regarding rates of pay, hours of work, and other terms and conditions of employment for the duration of this Agreement.

ARTICLE 2. RECOGNITION

- 2.1 The Employer recognizes Law Enforcement Labor Services, Inc. as the exclusive representative as certified by the Bureau of Mediation Services, Case No. 25PCL0291 all Employees in the bargaining unit composed of:

All essential licensed employees of the Houston County Sheriff's Office, Caledonia, Minnesota, in the job classification of Chief Deputy, who are public employees within the meaning of Minn. Stat. 179A.03, subd. 14, excluding confidential employees within the meaning of Minn. Stat. 179A.03, subd. 4, and all other employees.
- 2.2 Disputes which may occur between the Employer and the Union, as to the inclusion or exclusion of a new or revised job classification in the unit defined above, shall be referred to the Bureau of Mediation Services for determination.

ARTICLE 3. EMPLOYER AUTHORITY

- 3.1 It is recognized by both parties that except as expressly stated herein, the Employer, through the County Sheriff, shall retain rights and authority necessary to operate and direct the affairs of Houston County Sheriff's Office in all of its various aspects, including, but not limited to: the right to direct the working forces; to plan, direct and control all operations and services of the department, to determine the methods, means, and organization of personnel by which operations and services are to be conducted; to assign and transfer Employees; to schedule working hours, and to assign overtime; to determine whether goods or services should be made or purchased; to hire, promote, demote, suspend, discipline, discharge or relieve Employees due to lack of work or other legitimate reasons; to make and enforce rules and regulations; and to change or eliminate existing methods, equipment or facilities. It is also recognized by both parties that the Employer shall retain the authority and prerogatives to:

- 3.1.1 Operate and manage affairs in all respects in accordance with existing and future laws and regulations of appropriate authorities including County Personnel Policies and Work Rules.
 - 3.1.2 Maintain the efficiency of the government operations; and
 - 3.1.3 Take whatever actions may be necessary to carry out missions of the County in emergencies.
- 3.2 Any term or condition of employment not explicitly established by this agreement shall remain with the Employer to establish, modify or eliminate.

ARTICLE 4. UNION RIGHTS AND SECURITY

- 4.1 The Employer shall deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly dues. Such monies and listing of employees from whom such deduction has been made shall be remitted as directed by Law Enforcement Labor Services, Inc.
- 4.2 The Union may select a member as Steward and shall inform the Employer within ten (10) days, in writing of such choice and changes in the position of Steward. Stewards shall have the right to process grievances, engage in negotiations, and other duties and responsibilities as established by this Agreement.
- 4.3 Negotiations and Grievance meetings shall occur during the employees' normal working hours.
- 4.4 The Employer agrees to allow the Union to use designated bulletin boards for the purpose of posting notices of Union meetings, Union elections, Union recreational or social affairs and any other items specifically approved by the Employer. The Union agrees to limit the posting of such notices to the bulletin board space designated by the Employer. It is specifically understood that no notices of a political or inflammatory nature shall be posted.
- 4.5 Law Enforcement Labor Services, Inc. shall indemnify the Employer for any successful employee claim for unauthorized employer deduction made by relying on Law Enforcement Labor Services, Inc.'s submission of membership authorizations or certification or regarding the employee's authorization for the dues deduction or for any successful employee claim for unauthorized employer deductions by relying on information from Law Enforcement Labor Services, Inc regarding changing or canceling dues deductions.
- 4.6 The Union will receive a two (2) week notice of changes in the established work rules unless such change is necessitated by an emergency situation.

ARTICLE 5. EMPLOYMENT STATUS

- 5.1 The Chief Deputy classification is a Fair Labor Standards Act overtime-exempt position.
- 5.2 The normal work week for the Chief Deputy shall be forty (40) hours per week. The normal work year is two thousand eighty (2,080) hours to be accounted by each employee through hours worked, holidays, and authorized leave time.
- 5.3 The Chief Deputy may flex their work hours during a pay period. Additionally, when circumstances exist that make it impossible to flex their hours during the same pay period, they may flex their time during the next immediate pay period.

ARTICLE 6. PROBATION AND TRIAL WORK PERIOD

- 6.1 The Chief Deputy is a full-time position and is appointed by the Sheriff.
- 6.2 When the Chief Deputy is promoted from the ranks of the Sheriff's Office, the Chief Deputy shall serve a trial work period of three (3) months during which the employee's fitness and ability to perform job classification duties and responsibilities shall be evaluated. The trial work period shall run concurrently with a one (1) year probationary period during which time they may be terminated for any lawful reason without access to the Grievance Procedure in Article 22.
 - 6.2.1 At any time during the trial work period an employee who had been promoted to Chief Deputy from within the Sheriff's Office may be demoted, at the discretion of the Sheriff, with two (2) weeks prior notice to the Human Resources Office and the County Board. Employees demoted during a promotional period:
 - Shall receive written notice of any reasons for such demotions;
 - Shall have the right to return to their previously held job classification; and
 - Shall be compensated at their salary prior to the promotion.
 - 6.2.2 With the Sheriff's approval and two (2) weeks prior notice to Human Resources Office and the County Board, employees shall have the right, at any time during the promotional trial work period to voluntarily demote to their previously held job classification, wage step, and seniority.
- 6.3 When the Chief Deputy is not promoted from the ranks of the Sheriff's Office, the Chief Deputy shall be subject to a one (1) year probationary period, during which time they may be terminated for any lawful reason without access to the Grievance Procedure in Article 23.
- 6.4 Chief Deputy serving a probationary period shall receive at least one (1) performance counseling review of their work performance at the approximate midpoint of the probationary period.

ARTICLE 7. PREMIUM PAY

Notwithstanding the Chief Deputy's classification of FLSA overtime-exempt:

- 7.1 The Chief Deputy shall receive premium pay at the overtime pay rate of one and one-half (1- 1/2) times their hourly rate of pay for all externally funded assignments. This includes grant funded public safety assignments and assignments for which the Employer is compensated at a rate based on one and one-half (1- 1/2) times an employee's base hourly pay rate.
- 7.2 The Chief Deputy shall receive overtime pay upon the Board of Commissioners' declaration of natural disaster or other emergency status and a separate declaration specifically authorizing overtime payments. Board declared overtime will be paid as straight time, calculated by the Chief Deputy 's equivalent hourly rate based on a 2080-hour annual base salary rate for all hours worked in excess of eighty (80) hours in a two-week payroll period. The occurrence of Board-declared overtime shall be dictated by influences outside the control of the County and the Employee; for example, natural disaster, pandemic, or other emergency conditions.

ARTICLE 8. WAGES

- 8.1 Employees covered by this Agreement shall be compensated based on their job classification and length of continuous employment for all hours worked in accordance with the Salary Schedule attached hereto as Appendix "A".
 - Any Changes to classification/banding will be communicated to the Union. Any changes in employee compensation grids will be properly negotiated between the Union and the Employer and ultimately must be approved by the Board of Commissioners; and
 - A classification/banding request may only be made once per 12-month period per employee. The County agrees to have a 3rd party vendor complete a banding review a minimum of once every thirty-six (36) months.
- 8.2 The parties agree to re-open this Labor Agreement for the sole purpose of meeting and negotiating wages for years ____
- 8.3 Out of Class Pay. When an Employee is expressly assigned to perform substantially all of the duties of the Sheriff due to the current Sheriff's inability to perform the duties of Sheriff or the Sheriff's resignation, and the interim duties exceeds ten (10) consecutive business days in duration, the Employee shall receive an increase to the minimum rate of the higher banded class or at least one (1) step higher than the Employee's current salary, whichever is greater.
- 8.4 Progression Steps. Employees shall receive a one (1) step salary increase annually as set forth in Appendix B of this Agreement, on their anniversary date, provided the Employee's wage/salary does not exceed the salary range maximum rate. All increases authorized by this Section shall be effective on the Employee's anniversary date.
- 8.5 Effective January 1, 2025, the Chief Deputy shall receive \$4.00 Chief Deputy incentive pay for all compensated hours.

- 8.6 Employees assigned to respond while off duty to Electronic Communications by the Sheriff or Designee for more than three (3) days in a row will be compensated at One Hundred and Twenty-Five Dollars (\$125.00) per week.

ARTICLE 10. SICK LEAVE

- 10.1 Full-time employees shall accrue sick leave at the rate of 3.7 hours per bi-weekly pay period.
- 10.2 The maximum accumulation of sick leave, as of the end of the last payroll period in any calendar year, shall be nine hundred sixty (960) hours.
- 10.3 All employees who have an accumulated sick leave balance, as of the end of the last payroll period in any calendar year, of more than nine hundred sixty (960) hours, will receive payment for fifty five percent (55%) of those sick leave hours above nine hundred sixty (960) hours, at the end of each year with the understanding that all sick leave hours accumulated in excess of nine hundred sixty (960) hours will be forfeited and their balance returned to nine hundred sixty (960) hours prior to the new year. Such payment will be deposited in the employee's health care savings plan.
- 10.4 Accumulated sick leave may be used for absences because of illness or injury of the employee's family members; because of illness or injury of the employee which prevents the employee from performing job duties and responsibilities; because of the employee's or the employee's family members' medical or dental care which cannot be scheduled at a time other than during the employee's normal workday; and for any use under the County's Sick Policy and consistent with Earned Sick and Safe Time leave ("ESST"), Minn. Stats. §§ 181.9445-181.9448, as amended. The minimum increment of sick leave use is one (1) hour.
- 10.5 The Employer may require written medical verification of an employee's illness, a family member's illness or an employee's ability to return to work following an illness or injury. The Employer agrees to pay for the full cost of obtaining the medical verification. For sick leave hours used as ESST, the Employer may require reasonable documentation as defined by Minn. Stat. § 181.9447.
- 10.6 Employees who are ill or injured for a period of time which exceeds their accumulated sick leave may use accumulated vacation or request an unpaid leave of absence.
- 10.7 Misuse of the sick leave benefit may be just cause for disciplinary action.
- 10.8 Employees unable to report on their workday because of illness or injury shall notify the Sheriff or designee as soon as possible prior to their scheduled starting time. Employees returning to work from sick leave of three (3) days or more duration shall notify the Sheriff or his designee at least one (1) calendar day prior to their scheduled starting time. Employees failing to give such notice may be subject to discipline.
- 10.9 When sick leave is approved, employees, for compensation purposes, will be considered to have worked their normal workday.

- 10.10 Sick leave designated as ESST shall be subject to the provisions of the ESST statutes, Minn Stat. §§181.9445-181.9448, as amended. Because ESST is a form of sick leave and does not accrue in addition to or on top of sick leave, any accrued and unused sick leave hours, whether considered ESST or not, shall carry over and be paid out in accordance with this Agreement.

ARTICLE 11. VACATION

- 11.1 Full-time employees shall accrue paid vacation based on years of continuous service with the Employer in accordance with the following schedule:
- 11.1.1 From the start of employment through the first (1st) year of continuous employment at the rate of 3.08 hours per bi-weekly pay period.
- 11.1.2 From the start of the second year through the end of the third year continuous employment at the rate of 3.7 hours per bi-weekly pay period.
- 11.1.3 From the start of the fourth year through the end of the tenth year continuous employment at the rate of 4.31 hours per bi-weekly pay period.
- 11.1.4 From the start of the eleventh year through the end of the fifteenth year continuous employment at the rate of 6.15 hours per bi-weekly pay period.
- 11.1.5 From the start of the sixteenth year through the end of the twentieth year continuous employment at the rate of 7.69 hours per bi-weekly pay period.
- 11.1.6 From the start of the twenty-first year of continuous employment and thereafter, at the rate of 9.23 hours per bi-weekly pay period.
- 11.2 Two (2) years accumulated vacation hours may be carried over from one year to the next. Employees having accumulated two (2) years accrued vacation hours shall be allowed to accrue additional hours for use during the calendar year but shall reduce those hours to two (2) years accumulation by the end of the last payroll period of the calendar year.
- 11.3 Employees who resign or retire must have their vacation accrual reduced to the two (2) year accumulated maximum, at the time of retirement or resignation, or forfeit those hours accumulated over the two (2) year maximum. Discharge for cause, however, will result in forfeiture of all hours accumulated in excess of the two- (2) year accumulated maximum.
- 11.4 Maximum vacation time that may be taken at one (1) interval is ten (10) working days. The minimum increment of vacation time is two (1) hours.
- 11.5 Requests for vacation time must be submitted at least fourteen (14) calendar days prior to the starting date of the vacation. Notice may be waived for good cause.

- 11.6 Employees shall accumulate vacation during the probationary period but shall not be eligible to take vacation until completion of the first 6 months of the probationary period. Employees who were promoted to the Chief Deputy position shall not be subject to this restriction.

ARTICLE 13. BEREAVEMENT LEAVE

- 13.1 Full-time employees may use up to a maximum of three (3) scheduled workdays, with pay, for bereavement in the event of the loss of a member of the employee's immediate family. Immediate family shall be defined as the employee's spouse, children, mother, father, step mother, step father, grandparents, step grandparents, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, grandchildren, step children, step grandchildren; and the mother, father, step mother, step father, aunt, uncle, brother, sister, grandparents, and step grandparents of the employee's spouse, without deduction from the employee's sick leave bank. Employees unable to report to work on an assigned work-day due to the death of a family member listed herein shall notify the Sheriff (designee) as soon as is practicable of the impending absence.
- 13.1.1 When bereavement leave is scheduled, the employee, for compensation purposes, will be considered to have worked their normal workday.

ARTICLE 14. TRAVEL EXPENSES

- 14.1 The Employer shall pay for the actual cost, not to exceed the following amounts, for meals and gratuity when conducting business outside the County:

Breakfast:	\$14.00
Lunch:	\$16.00
Dinner	\$29.00

To be eligible for breakfast, the representative must need to leave prior to 6:00 A.M. To be eligible for dinner allowance, the representative must be unable to reach home prior to 6:00 P.M. Receipts are required for meals.

When an employee is eligible to receive reimbursement for all three meals, the Employer shall pay the actual cost of receipted meal and gratuity expenses, when business is conducted outside the County, not to exceed a total of thirty-three dollars (\$36.00) per day. The Employee may not aggregate meal per diems for meals that are supplied by the conferences or training event, and lodging facilities.

The County will not reimburse employees for alcoholic beverages, fines, personal entertainment, or valet services.

- 14.2 Employees who use their personal vehicle for County business shall receive mileage reimbursement at a rate equal to the prevailing Federal rate, as established by the General Services Administration (GSA) and adopted by the County Board of Commissioners.

ARTICLE 15. JURY DUTY

- 15.1 If an employee is required to serve on a jury, the Employer shall compensate the employee the difference between jury duty pay and their regular hourly rate of pay.

ARTICLE 16. INSURANCE

- 16.1 The Employer shall maintain a hospital and medical insurance program subject to the limitations, benefits, and conditions established by the contract between the Employer and the insurance carrier. Changes in the benefit level of the hospital medical insurance program will be negotiated with the Union except those required by law. Employees may elect to enroll individually or enroll for dependent coverage of the hospital and medical program.
- 16.2 Effective January 1, 2025, the single coverage contribution by the County for the shall be 95% of the single premium for the plan.
- 16.3 Effective January 1, 2025, the County contribution rate for family and dependent Coverage for employees choosing the shall be 85% of the family premium for the plan.
- 16.4 In addition to the County's monthly premium contribution, those choosing a CDHP shall receive County contributions into a VEBA or HSA HealthCare savings account for qualified employees as follows (subject to federal Internal Revenue Code rules and regulations): Employees selecting CDHP single or dependent/family coverage shall receive a County contribution of fifty percent (50%) of the deductible made in four equal installments payable in January, April, July, and October in conjunction with the 151 pay period of each listed month.

The County reserves the right to eliminate any health plan option from the annual enrollment options listing should the enrollment in any plan decrease to less than ten (10) employees county-wide at any time during that current calendar year. Written notice of intent to eliminate a plan shall be delivered to the Union by September 15th of the year prior to the effective date of the plan elimination. The effective date for plan option elimination would be January 15 of the subsequent calendar year following such notice.

- 16.5 The Employer agrees to increase its contribution towards dependent health and life insurance coverage for the members of this bargaining unit, to the same extent that the Employer increases its contribution for members of any other bargaining unit in the County.
- 16.6 Prior to annual enrollment, the Employer will provide employees written notice of any premium and deductible increases for the subsequent plan year.

- 16.7 The Employer shall provide each employee a ten-thousand-dollar (\$10,000) term life insurance policy subject to the limitations, benefits, and conditions established by the contract between the Employer and the insurance carrier.
 - 16.7.1 The Employer shall pay the full cost of the monthly premium cost of the term life insurance program for all full-time employees.
- 16.8 Insurance coverage shall be effective on the first day of the month following thirty days of employment with the County.
- 16.9 In the event the Employer participates in the Minnesota Paid Family and Medical Leave (PFML) program or an alternate private plan, effective January 1, 2026, the Employer and employee will split the premiums for PFML, or an alternate private plan, on a 50/50 basis with the employee share payable through payroll deductions pursuant to Minn. Stat. 268B.14.

ARTICLE 17. USE OF COUNTY VEHICLE

- 17.1 The Chief Deputy shall have a County vehicle assigned to them.
- 17.2 The Chief Deputy is permitted to take the County-assigned vehicle home.
- 17.3 During such time that the Chief Deputy is on duty or on-call it is recognized that they may use the assigned vehicle for personal use.
- 17.4 The Chief Deputy shall adhere to all Sheriff's Office and County policies regarding standards of practice and safety while transporting passengers in County vehicles. Family members, non-Sheriff's Office employees or other members of the public shall not be transported in a County owned vehicle unless the persons are in the vehicle pursuant to County business or they represent another governmental entity and are ride sharing with the Chief Deputy. The transportation of any family member for business purposes requires the pre-approval by the County Board of Commissioners and is limited to travel related to a specified County business related event.

ARTICLE 18. HOLIDAYS

- 18.1 The following days shall be observed as paid holidays:

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Spring Holiday	Easter Sunday
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	First Monday in September
Veterans Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving Day	

Christmas Eve	December 24th
Christmas Day	December 25th

18.2 The employee shall be paid a full day's compensation, based on their full-time equivalency, at their base rate of pay for each of the holidays provided for by Section 18.1.

In the event that New Year's Day, Independence Day, Veteran's Day, or Christmas falls on a Sunday, the following Monday shall be observed as the holiday; in the event that these holidays fall on a Saturday, the preceding Friday shall be observed as the holiday. In the event Christmas Eve falls on a Friday it shall be observed the previous Thursday; should it fall on a Saturday or Sunday the holiday shall be observed on the preceding Friday.

18.5 Employees may flex their holiday when they are required to work on the actual or observed holiday. When circumstances exist that make it impossible to flex their hours during the same pay period, employees may flex their time during the next immediate pay period.

ARTICLE 19. SEPARATION

19.1 Employees shall be considered separated from employment with Employer based on the following actions:

19.1.1 Resignation. Employees resigning from employment shall submit written notice at least fourteen (14) calendar days prior to the effective date of their resignation. In the event of unusual circumstances beyond the employee's control the Employer may waive the fourteen (14) calendar day notice requirement.

19.1.2 Retirement. Employees may retire from employment in accordance with retirement rules set forth under the Public Employees Retirement Act.

19.1.3 Discharge. Employees may be discharged from employment.

19.1.4 Death. Employees shall be considered separated from employment upon their death.

19.2 Employees absent from work without an appropriate absence as provided by this Agreement may be discharged

19.3 Employees re-employed by the Employer following separation shall be considered as original hires and shall serve a probationary period.

19.4 Employees separated from employment shall be compensated for all accumulated vacation that is eligible for pay out under Article 11.3 at the time of separation or to the employee's estate in the event of death.

19.5 Employees who have been employed by the County for a period of five (5) years and were not discharged or terminated for cause qualify for severance pay out as set forth below. Notwithstanding, employees who have been laid off qualify for a severance pay out, regardless of years of service.

Eligible employees shall be compensated for their accumulated unused sick leave at the rate of fifty (50) percent to a maximum of four hundred eighty (480) hours. Prior to their separation, the employee may convert eight (80) hours of unused sick leave to one (1) month's paid-up health insurance for the employee only. Upon separation, the severance amount shall be deposited in the employee's post-employment health care savings plan.

ARTICLE 20. LEAVES OF ABSENCE

- 20.1 Except as authorized by FMLA, USERRA, or other statute, in the event it is necessary for an employee to be absent from work for reasons other than those provided for in this Agreement including an extended sick leave without pay as provided in Section 10.6, a written request for an unpaid leave of absence must be made at least fourteen (14) calendar days prior to the effective date of the leave of absence.
- 20.2 Except as authorized by FMLA, USERRA, or other statute, requested leaves of absence will be granted only when such leave will not affect the service provided by the Employer, is recommended by the Sheriff, and is approved by the County Board.
- 20.3 During an unpaid leave of absence Employees will earn no compensation or benefits established by the Agreement.
- 20.4 Employees who are absent from work without an approved leave of absence shall be subject to discipline and shall receive no compensation during the period of absence.

ARTICLE 21. DISCIPLINE AND DISCHARGE

- 21.1 The Sheriff, shall have the right to impose disciplinary actions on Employees for just cause.
- 21.2 Disciplinary action by the Sheriff, may include any of the following actions:
 - 1. Oral Reprimand
 - 2. Written Reprimand
 - 3. Suspension
 - 4. Demotion
 - 5. Discharge/Termination.
- 21.3 Written reprimands, notices of suspension, notices of demotion, and notices of discharge shall be delivered to and acknowledged by signature of the employee, prior to placement of said document into the employee's file. Such a signature is not an admission of wrongdoing. The employee will receive a copy of such reprimands and or notices. In the event the employee refuses to acknowledge delivery of documentation of discipline the employer may make a notation to that effect. Upon the employee's request an oral reprimand shall be removed from the personnel file after 18 months so long as no other discipline has taken place since that time period.

- 21.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Employer.
- 21.5 Grievances of disciplinary action may be filed at Step 2 within twenty-one (21) calendar days of the issuance of the discipline.

ARTICLE 22. LAYOFF

- 22.1 Employees may be laid off and/or reduced in rank by the Employer to meet the needs of the Employer. In the event a layoff and/or reduction is necessary, the work force shall be reduced based on unit seniority, ability to perform available work, and work performance within the affected job classifications.
- 22.2 An employee who receives written notice of their layoff shall have the right to bump (displace) an employee in an equal or lower ranked classification with less unit seniority in this or the LELS Local #237, Licensed Deputies or Local #415 Licensed Lieutenants, of which the employee was a member, provided that the employee who is exercising bumping rights shall be qualified to perform the duties of the classification into which they are bumping and the other unit recognizes the seniority rights of the former unit member. Employees exercising bumping rights into a lower classification shall have their wage "frozen" at the classification/rank wage of the position they are vacating and is not entitled to an across-the-board wage increase until such time the pay scale of the lower position equals or exceeds the wage rate of the employee's higher classification/rank.

ARTICLE 23. GRIEVANCE PROCEDURE

- 23.1 A grievance is defined as a dispute or disagreement as to the interpretation or application of any term or conditions of this Agreement.
- 23.2 The Employer will recognize Union representatives designated by the Union as stewards having the duties and responsibilities established by this Article.
- 23.3 Other representatives of the Union shall be permitted to enter into the premises of the Employer in connection with grievances under this Article so long as they do not interfere with the normal duties of employees, and they notify the office of the Sheriff before coming onto the job site.
- 23.4 It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities. The aggrieved employee and the steward may be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours provided the employee and the steward have notified and received the approval of the Sheriff who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer. Grievances as defined by 23.1 shall be resolved in conformance with the following procedure:

STEP 1: An employee claiming a violation concerning the interpretation or application of this Agreement shall, within 21 calendar days after such alleged violation has

occurred, present such grievance to the Sheriff. The Sheriff will discuss and give the answer to such Step 1 grievance within fourteen (14) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing by the Union, setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the Sheriff's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

STEP 2: If appealed, the written grievance shall be presented by the Union and discussed with the Personnel Committee of the County Board, or its designee. The Committee shall give the Union the Employer's answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Committee's final answer in Step 2. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

STEP 3: If the grievance is not resolved at Step 23 of the grievance procedure, the party shall submit the matter to mediation with the Bureau of Mediation Services. Submitting the grievance to mediation preserves the timelines for Step 4 of the grievance procedure.

STEP 4: A grievance unresolved in Step 3 and appealed in Step 4 shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971. For grievance matters involving written disciplinary action, discharge, or termination, the assignment of an arbitrator shall be consistent with Minnesota Statute 626.892. For all other grievances the selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services.

23.5 Arbitrator's Authority. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subject from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union and shall have no authority to make decision on any other issue not so submitted.

23.5.1 The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the Grievance presented.

23.5.2 The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. Either party may request a verbatim record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally. If a record is requested, the arbitrator shall be provided with a copy at no cost.

23.6 Waiver of Grievance. If a grievance is not presented within the time limit set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer.

If the Employer does not answer a grievance or an appeal thereof within the specified time limits the Union may elect to treat the grievance as denied at that Step and immediately appeal the grievance to the next Step. The time limit of each Step may be extended by mutual agreement of the Employer and the Union.

23.7 Choice of Remedy. If, as a result of the written Employer response in Step 2 the grievance remains unresolved and if the grievance involves the suspension, demotion, or discharge of any Employee who has completed the required probationary period, the grievance may be appealed either to Step 4, or a procedure such as: Civil Service, Veteran's Preference or Fair Employment. If appealed to any procedure other than Step 4, the grievance is not subject to arbitration procedure as provided in Step 4. The aggrieved Employee shall indicate which procedure is to be utilized--Step 4 or another appeal procedure--and shall sign a statement of effect that the choice of any other hearing precludes the aggrieved Employee from Step 4. Except that with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this Grievance procedure. If a court of competent jurisdiction rules contrary to Board of Governors, or if Board of Governors is judicially or legislatively overruled, the underlined language will automatically be deleted from the Labor Agreement.

ARTICLE 24. UNIFORM AND EQUIPMENT ALLOWANCE

24.1 If required to wear a uniform, the Chief Deputy shall be issued the following items as their initial uniform issuance:

- 2 long sleeve shirts - 2 short sleeve shirts
- 3 pair of pants - 1 neck tie
- 1 lightweight coat - 1 winter coat
- 1 rain coat - 2 name tags
- 2 sets of collar brass

24.2 Sheriff's Office Employees will be paid nine-hundred dollars (\$900.00) per calendar year. Employee shall receive one half the allotments in June of each year, and one half the allotments in December of each year. Employees shall not receive a payment their first year of employment. Such payments shall be based on the Employee's full- time equivalency (FTE) and prorated for employees hired during the year, based on their total weeks worked. Employees are responsible for the purchase of their uniforms. Authorized uniforms may be charged to the County as long as the purchases are properly documented and approved by their supervisor or department head. However, non-uniform clothing shall not be charged to the County.

Two shirt badges and uniform patches will be provided; however, they will remain the property of the County. All other uniform items are to be purchased and maintained by the employee.

- 24.3 Upon termination of employment all patches, uniforms and equipment issued shall be returned to the Employer.
- 24.4 Upon presentation to the Employer of reasonable documentation the uniform was damaged in the line of duty, the County shall replace the damaged uniform and damaged Employer required equipment
- 24.5 Uniform changes and or requirements implemented by the Sheriff that exceed fifty percent (50%) of the annual uniform allowance will be paid for entirely by the Employer, with no deductions to the employee's uniform allowance. Changes that cost less than 50% of the annual uniform allowance will be born in its entirety by the employee.

ARTICLE 25. SEVERABILITY

- 25.1 In the event that any provision(s) of this Agreement is declared to be contrary to law by proper legislative, administrative, or judicial authority from whose findings, determinations, or decree no appeal is taken, such provision(s) shall be voided. All other provisions shall continue in full force and effect.

ARTICLE 26. TRAINING AND MEETINGS

- 26.1 The Employer shall be responsible for providing a minimum of forty-eight (48) hours in a three (3) year period of training required by the Peace Officers Standards Training (P.O.S.T.) Board for licensing purposes. The Employer shall pay tuition and fees for any mandated training.
- 26.2 The employer shall pay for the full amount billed by the P.O.S.T. Board to renew each employee's P.O.S.T. license.
- 26.3 The Employer shall pay necessary and reasonable expenses incurred by the Chief Deputy to attend training sessions, workshops, or conferences that are within the Sheriff's Office training budget and approved by the Sheriff. The Chief Deputy shall be reimbursed for the following expenses: lodging, parking, meals, mileage, and registration, upon submission of receipts accompanied by the reimbursement request. Reimbursement shall be consistent with Article 14 Travel Expenses.

ARTICLE 27. INJURY ON DUTY

- 27.1 The parties recognize the employees working for the County of Houston Sheriff's Office, and covered by this Agreement, face a high potential for injury due to the nature of their employment.

Such employee, who in the ordinary course of employment and while acting in a reasonable and prudent manner and in compliance with the established rules and procedures of the Employer, incurs a disabling injury, shall be compensated in an amount equal to the difference between the employee's regular rate of take-home pay and benefits paid under Worker's Compensation, without deduction from the employee's accrued sick leave. Such compensation shall not exceed one thousand forty {1040} hours per disabling injury.

ARTICLE 28. PERSONAL PROPERTY

- 28.1 Personal property of the employee damaged or destroyed in the course of the regular performance of their duties, shall be replaced by the Employer at no cost to the employee, up to fifty dollars (\$50.00) per item. Replacement cost of employee's eyeglasses or pistol will be up to five hundred dollars (\$500.00). This provision does not apply towards any items damaged that are part of the Employer required uniform or equipment

ARTICLE 29. WAIVER

- 29.1 The Employer and the Union acknowledge that during the meeting and negotiating which resulted in this Agreement, each had the right and opportunity to make proposals with respect to any subject concerning the terms and conditions of employment. The agreement and understanding reached by the parties after the exercise of this right are fully and completely set forth in this Agreement.
- 29.2 Therefore, the Employer and the Union for the duration of this Agreement, agree that the other party shall not be obligated to meet and negotiate over any term or condition of employment whether specifically covered by this Agreement.
- 29.3 Any and all prior agreements, resolutions, practices, policies, and rules or regulations regarding the terms and conditions of employment, to the extent they are inconsistent with this Agreement, are hereby superseded.

ARTICLE 30. DURATION AND PLEDGE

- 30.1 This Agreement shall become effective January 1, 2025, and shall remain in effect through the thirty-first (31st) day of December 2027, and continue in effect from year to year thereafter, unless changed or terminated.
- 30.2 Either party desiring to change or terminate this Agreement must notify the other in writing prior to September 1, 2026. Unless a conclusion is reached regarding such changes, the original

provisions shall remain in full force and effect. Notice by either party of a desire to terminate this Agreement shall follow the same procedure as a proposed change.

30.3 In consideration of the terms and conditions of employment established by this Agreement and the recognition that the Grievance Procedure herein established is the means by which grievances concerning its application or interpretation may be peacefully resolved, the parties hereby pledge that during the term of the Agreement:

30.3.1 Bargaining unit employees will not engage in, instigate, or condone any concerted action in which employees fail to report for duty, willfully absent themselves from work, stop work, slow down their work, or absent themselves in whole or in part from the full, faithful performance of their duties of employment. In the event of such an occurrence the Union will notify each employee, in writing, that such action is improper, and that the employee must return to work immediately.

30.3.2 The Employer will not engage in, instigate, or condone any lockout of employees.

FOR LAW ENFORCEMENT LABOR SERVICES, INC., LOCAL NO.: 577

Doug Henning, LELS Business Agent

Date

William Hargrove, LELS Steward, Local # 577

Date

FOR THE COUNTY OF HOUSTON:

Eric Johnson, Houston County Board Chair

Date

Brent Parker , HR Officer

Date

Approved as to Form and Execution:

Suzanne Bublitz, Interim - County Attorney

Date

APPENDIX "A" Wage Grids

*Grid represents hourly equivalents for Exempt employees, based on a 2080-hour work year.

	1	2	3	4	5	6	7	8	9
2025									
C52	\$39.03	\$40.38	\$41.81	\$43.27	\$44.78	\$46.35	\$47.97	\$49.66	\$51.40
2026									
C52	\$40.40	\$41.79	\$43.27	\$44.78	\$46.35	\$47.97	\$49.65	\$51.40	\$53.20
2027									
C52	\$41.71	\$43.15	\$44.68	\$46.24	\$47.86	\$49.53	\$51.26	\$53.07	\$54.93

Chief Deputy William Hargrove is currently on step 9 as of January 1, 2025

**HOUSTON COUNTY
AGENDA REQUEST FORM
Meeting Date, 2024**

Date Submitted: 9/30/25
By: Jordan Knoke and John Pugleasa

Item requested for agenda or consent agenda (please specify): Agenda

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

Recommendation:
Community Clinic Grant Program
 The MN Department of Health: Office of Rural Health and Primary Care award grants to support the capacity of eligible organizations to plan, establish or operate clinical services for populations with low income and/or living in rural areas of the state. Fiscal Year 2026 program funding will support clinic efforts to increase or maintain access to health services for the uninsured and underinsured.

Public Health is seeking approval to apply for this grant opportunity to support Children's Dental clinic Mobile Unit to provide services to underinsured or uninsured individuals in Houston County. The dollar amount we will be asking for is just under \$15,000. This is a competitive grant, if we are awarded, we will be notified on December 19th. Funds would be available early 2026.

Decision:

Please turn in to Board Clerk Wagner by noon the Thursday before each meeting via the BOC email.
 Thank you.

Houston County Agenda Request Form

This form is not intended for the general public. It is intended for use by county department heads, representatives of other governmental units or vendors/agencies who contract with Houston County. Members of the public may address the Board during the Public Comment Period. (See Policy for Public Comment Period).

Date Submitted: **7-Oct-25**

Person requesting appointment with County Board: Amelia Meiners

Issue:

Our fee schedule is missing a Type V septic system charge. Recent submissions will require this type of system.

Justification:

Action Requested:

Set a fee amount for a Type V septic system. Amount to be determined.

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

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday 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 Form

This form is not intended for the general public. It is intended for use by county department heads, representatives of other governmental units or vendors/agencies who contract with Houston County. Members of the public may address the Board during the Public Comment Period. (See Policy for Public Comment Period).

Date Submitted: **7-Oct-25**

Person requesting appointment with County Board: Amelia Meiners

Issue:

CUP Approval/Denial: 1) Cloud 1 Services LLC - Conditional Use Permit to build a telecommunication tower in the Agricultural Protection District in Mayville Township. 2) Cloud 1 Services LLC - Conditional Use Permit to build a telecommunication tower in the Agricultural Protection District in Wilmington Township. 3) Tim and Gwen Nelson - Conditional Use Permit to build a dwelling on less than 40 acres in the Agricultural Protection District in Yucatan Township.
(PC meeting was on 9-24-2025.)

Justification:

Action Requested:

Final Approval/Denial by the County Board. (Agenda, Hearing Notice, Findings, and Staff Report are attached.)

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

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday 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
BOARD OF ADJUSTMENT AND
PLANNING COMMISSION AGENDA
Wednesday, September 24, 2025**

*Hearings are in the Houston County Commissioner's Room.
Please enter through the west entrance. Doors will open at 4:45 pm.*

BOARD OF ADJUSTMENT

Approve Minutes for August 28, 2025

VARIANCE HEARINGS:

- 5:00 pm ***Olivia Lamke – La Crescent Township***
Variance to allow the creation of a new lot that has two Type III locations rather than the two Type I septic system locations as required by code (Section 29.22, Subd. 10).
- 5:15 pm ***Adam Steele – City of Hokah***
1) Variance to reduce setback requirements for a proposed cannabis microbusiness from an existing school (Section 3.1, Subd. 1 of the Cannabis Ordinance).
2) Variance to reduce setback requirements for a proposed cannabis microbusiness from an existing public park and athletic field (Section 3.1, Subd. 4 of the Cannabis Ordinance).

PLANNING COMMISSION

Approve Minutes for August 28, 2025

CONDITIONAL USE HEARINGS:

- 5:20 pm ***Mike Huizenga, GSS, on behalf of Cloud 1 Services LLC – Mayville Township***
(Continuation)
Conditional Use Permit to build a telecommunication tower in the Agricultural Protection District (Section 14-14.3, Subd. 1, Subs. 11).
- 5:40 pm ***Mike Huizenga, GSS, on behalf of Cloud 1 Services LLC – Wilmington Township***
Conditional Use Permit to build a telecommunication tower in the Agricultural Protection District (Section 14-14.3, Subd. 1, Subs. 11).
- 6:00 pm ***Tim & Gwen Nelson – Yucatan Township***
Conditional Use Permit to build a dwelling in the Agricultural Protection District (Section 14-14.3, Subd. 1, Subs. 10).

NOTICE OF CONTINUATION OF PUBLIC HEARING

PLEASE TAKE NOTICE:

That an application has been made by GSS, on behalf of Cloud 1 Service LLC and Alan and Barbara Schmitz, 12079 State 44, Caledonia, MN 55921, for a Conditional Use Permit to build a telecommunication tower in the Agricultural Protection District (Section 14 – 14.3 Conditional Uses, Subdivision 1, Subsection 11) in Mayville Township on the following premises, to wit:

PT W1/2 SW1/4 of Section 7, Township 102, Range 5, Houston County, Minnesota. (Parcel #09.0070.001)

Said applicant standing and making application is as fee owner of said described lands and leaser of said described lands.

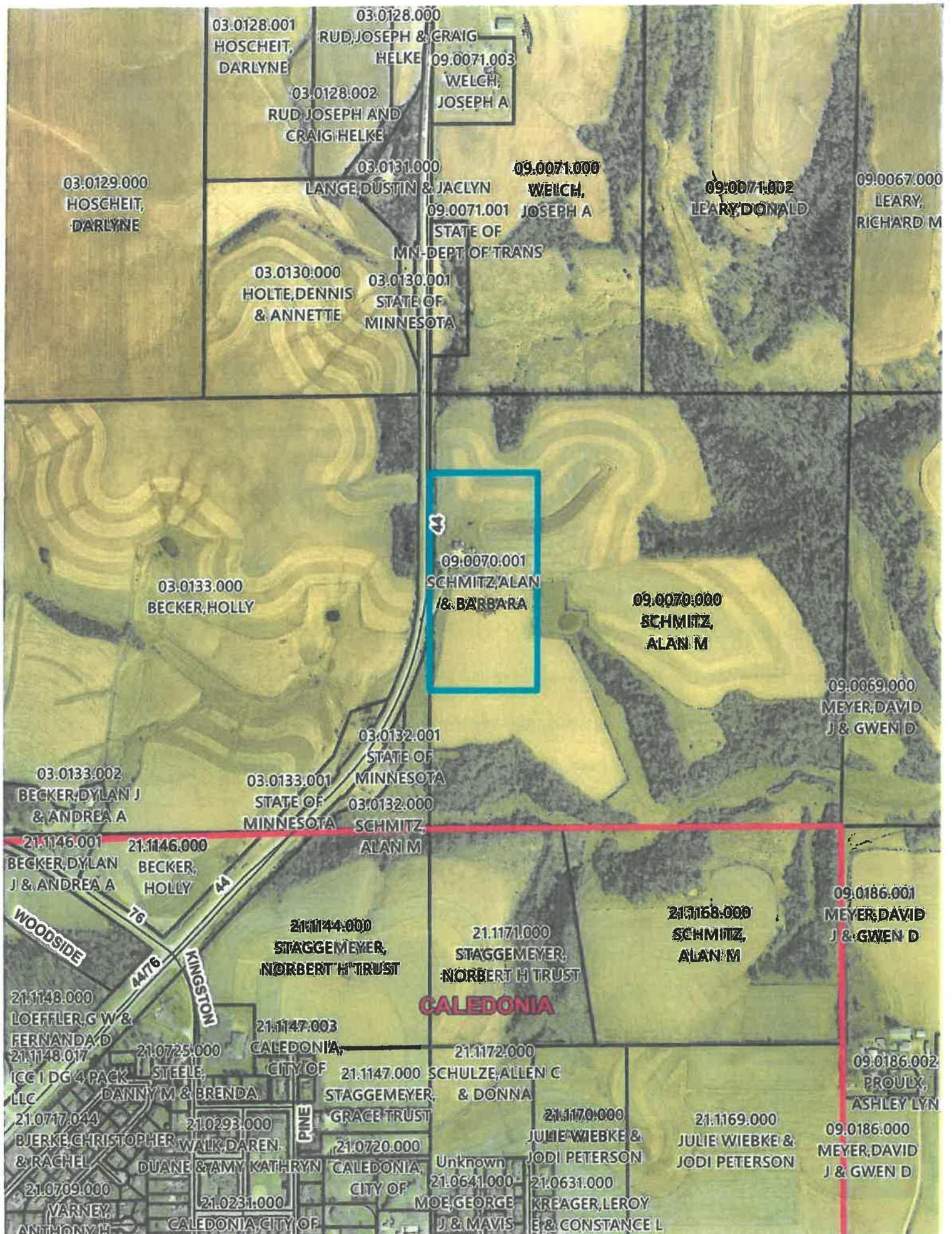
A hearing on this application will be held at the Houston County Commissioner's Room, City of Caledonia, Minnesota at 5:20 p.m. on Wednesday, September 24, 2025.

All persons having an interest in the matter may attend the hearing or submit comments relative to the granting or denying of said application. Comments should be mailed to the Environmental Services Dept., 304 South Marshall Street – Room 209, Caledonia, MN 55921, or emailed to Zoning@HoCoMN.gov, and must be received by Tuesday, September 16, 2025 to be included for review prior to the hearing. All comments are considered public record.

HOUSTON COUNTY PLANNING COMMISSION

By Amelia Meiners
Zoning Administrator

ADV: September 10, 2025



CRITERIA FOR GRANTING CONDITIONAL USE PERMITS

NAME OF APPLICANT: *Cloud 1 Services LLC*. DATE: *September 24, 2025*

C.U.P REQUESTED: *Build a telecommunications tower in the Agricultural Protection District.*

The Planning Commission shall not recommend an interim use permit unless they find the following:

FINDINGS OF FACT

Section 11.05 of the Houston County Zoning Ordinance requires the following:

1. That the proposed use conforms to the County Land Use Plan.

Staff Analysis: Houston County's vision statement is to "provide quality, essential and affordable public services to the community" and the effect of having improved communication services is interwoven in reaching many of the supporting policies and goals outlined in the Land Use Plan.

Board agreed to finding by a unanimous vote.

2. That the applicant demonstrates a need for the proposed use.

Staff Analysis: There is not a comparable co-locatable structure available in this vicinity.

Board agreed to finding by a unanimous vote.

3. That the proposed use will not degrade the water quality of the County.

Staff Analysis: The applicant has identified that there are no long term uses associated with this proposal that have the potential to degrade water quality. All topsoil removed during construction will be regraded and seeded upon completion to minimize erosion.

Board agreed to finding by a unanimous vote.

4. That the proposed use will not adversely increase the quantity of water runoff.

Staff Analysis: The applicant identifies that standard design for tower projects includes leveling of tower compounds and access drives. There will be a 2,500-sf gravel compound in what is currently a grassy strip between ag fields but the tower and ground components should not adversely increase the quantity of water runoff.

Board agreed to finding by a unanimous vote.

5. That soil conditions are adequate to accommodate the proposed use.

Staff Analysis: Geotechnical reviews will be conducted before the foundation is designed, but the applicant does not believe soils will be prohibitive. NRCS has the soil classified as a silt loam which is the predominant soil in the County and there is nothing within the description to indicate there may be issues siting a structure.

Board agreed to finding by a unanimous vote.

6. That potential pollution hazards have been addressed and that standards have been met.

Staff Analysis: Pollution hazards should be limited. Waste generation from construction and maintenance of items such as batteries, diesel fuel or propane for generators and electronic waste will need to be disposed of properly.

Board agreed to finding by a unanimous vote.

7. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Staff Analysis: This proposal will utilize existing driveway access. An easement including both road access and utilities is part of the scope of this project along with the extension of both underground electric and fiber optic lines.

Board agreed to finding by a unanimous vote.

8. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Staff Analysis: Outside of the initial construction there will only be periodic check-ins at this location. There will be space within the leased area for parking for maintenance employees.

Board agreed to finding by a unanimous vote.

9. That facilities are provided to eliminate any traffic congestion or traffic hazard which may result from the proposed use.

Staff Analysis: N/A

10. That the Conditional Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

Staff Analysis: This proposal will be most intrusive to the landowner, but they made the decision to lease out the site. Cell towers do create a visual impact, but the Planning Commission may feel the benefit outweighs that cost. In addition, there is another tower in close proximity so the visual plight is not out of character for this neighborhood.

Board agreed to finding by a unanimous vote.

11. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.

Staff Analysis: This is a transition area on the outskirts of the City of Caledonia. Closer to the City is residentially zoned and heavily populated but further from town it changes to farm and non-farm dwellings and predominately tillable land. This proposal will remove minimal land from production and will not impact adjacent landowners ability to construct dwellings.

Board agreed to finding by a unanimous vote.

12. That adequate measures have been taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Staff Analysis: This proposal will not include any offensive odor, fumes, dust, noise or vibration. Tower lighting will be in accordance with FAA regulations.

Board agreed to finding by a unanimous vote.

13. That the density of any proposed residential development is not greater than the density of the surrounding neighborhood or not greater than the density indicated by the applicable Zoning District.

Staff Analysis: N/A

14. That the intensity of any proposed commercial or industrial development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable Zoning District.

Staff Analysis: This is considered a commercial use but there are no density requirements for these proposals. There are towers throughout the County in areas of higher population concentration and that makes this a reasonable location to site another telecommunications tower.

Board agreed to finding by a unanimous vote.

15. That site specific conditions and such other conditions are established as required for the protection of the public's health, safety, morals, and general welfare.

Staff Analysis: The FCC is responsible for setting and monitoring parameters on health and safety standards related to cellular telephone towers. Issuance of permits indicates that they believe those standards have been or will be met. In addition, the proposer has sited the tower in a location that should have minimal impact to structures, public roads and neighboring properties in the event of a collapse.

Board agreed to finding by a unanimous vote.

Vice Chairman Glasspoole asked for a motion on the findings if there were no additional comments or questions.

Josh Gran made a motion to accept the findings as presented. Eric Johnson seconded. All were in favor. Motion carried.

Vice Chairman Glasspoole asked for a motion on the conditional use request if there were no additional comments for questions.

Franklin Hahn made a motion to recommend the Houston County Board approve a Conditional Use Permit to build a telecommunications tower in the Agricultural Protection District with two conditions in Mayville Township:

1. The Permittee shall comply with all federal, state, and local regulations.

2. The County may enter onto the premises at reasonable times and in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinances.

Josh Gran seconded. A roll call vote was taken. All were in favor. Motion carried.



HOUSTON COUNTY ENVIRONMENTAL SERVICES

Solid Waste • Recycling • Zoning
304 South Marshall Street – Room 209, Caledonia, MN 55921
Phone: (507) 725-5800 • Fax: (507) 725-5590



STAFF REPORT 8/19/2025

Application Date: 7/21/25
Hearing Date: 9/24/25 (continued from 8/28/25)
Petitioner: Mike Huizenga, GSS Inc.
Reviewer: Amelia Meiners
Zoning: Ag Protection
Address: 12079 State 44
Township: Mayville
Parcel Number: 090070001
Submitted Materials: CUP Application, GSS Representation Letter, Project Proposal, Zoning Authorization

OVERVIEW

REQUEST

Follow up from applicant is included on page 54.

The applicant is requesting a conditional use permit to construct a telecommunications tower in Mayville Township. Any reference to applicant in this report is to the leaseholder rather than the landowner.

Cloud 1 Services, LLC is the leaseholder but has retained GSS Inc. to provide site acquisition services related to construction of the tower and installation of equipment, which includes permitting.

SUMMARY OF NOTEWORTHY TOPICS

The last time telecommunication towers were permitted in Houston County was in 2014 and there were three completed that year. The leaseholder and AT&T are working to improve coverage and capacity in this area with the added benefit of improving public safety. Removing gaps in coverage will allow for more effective response to emergencies. This is the first of what will likely be several requests.

Towers require both a use and structural permit. The Houston County Zoning Ordinance (HCZO) identifies them as a conditional use in the agricultural protection district. Beyond that the ordinance has limited requirements for this type of proposal.

This request in Mayville Township is for a 300-foot guyed telecommunication tower. The structure is capable of handling four carriers and AT&T will be the anchor tenant. The main leased space is an area 75-feet by 75-feet but includes easements for access, utilities and guy wires. The tower has a 40% engineered fall-zone radius which equates to 120-feet. It has been located so that in the event of a collapse, no portion would fall onto adjacent properties, public road or on any existing structures.

The Federal Communications Commission (FCC) is the regulatory authority on these projects and they ensure that projects meet standards of the National Environmental Policy Act (NEPA), National Historic

Preservation Act (NHPA), as well as the Endangered Species Act (ESA), Antenna Structure Registration (ASR) and Federal Aviation Administration (FAA), if applicable.

The FCC website states the following about local authority's role, "Section 332(c)(7) of the Communications Act preserves state and local authority over zoning and land use decisions for personal wireless service facilities but sets forth specific limitations on that authority. Specifically, a state or local government may not unreasonably discriminate among providers of functionally equivalent services, may not regulate in a manner that prohibits or has the effect of prohibiting the provision of personal wireless services, must act on applications within a reasonable period of time, and must make any denial of an application in writing supported by substantial evidence in a written record. The statute also preempts local decisions premised directly or indirectly on the environmental effects of radio frequency (RF) emissions, assuming that the provider is in compliance with the Commission's RF rules."

Below are relevant sections of the Houston County Zoning Ordinance:

***Essential Services.** Overhead or underground electric, gas, communication, steam or water transmission or distribution systems and structures, by public utilities or governmental departments or commissions as are required for protection of the public health, safety, or general welfare, including towers, poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, police call boxes, and accessories in connection therewith, but not including buildings.*

SECTION 14 – AGRICULTURAL PROTECTION DISTRICT

14.3 CONDITIONAL USES

***Subdivision 1. Conditional Uses.** In the Agricultural Protection District, the following uses may be allowed only after obtaining a Conditional Use Permit in accordance with the provision of this Ordinance.*

(9) Communication Services. Commercial radio and television towers and transmitters.

(11) Essential Services. Essential Services, including, regional pipelines, transmission cables, micro-wave and communication towers.

SECTION 32 - ESSENTIAL SERVICE UTILITY PERMITS

32.1 ESSENTIAL SERVICES

***Subdivision 1. General.** Essential services have an effect upon urbanizing areas of the County, land uses, highway location, park and recreation areas, preservation of natural environmental areas, lakes, streams, and rivers. The plans for the construction or modification of essential services shall be filed with the County, and a permit obtained, prior to beginning any condemnation action or construction.*

TOWNSHIP AND NEIGHBORHOOD COMMENTS

Mayville Township and the ten nearest property owners were notified. One comment was submitted after the board packets were published last month and prior to the hearing. It is included, as is the applicant's response.

SITE CHARACTERISTICS

The proposed location is approximately 385-feet from the TH 44 easterly right of way line and 1,500-feet from the outside limits of the City of Caledonia. There is a 200-foot tower approximately a half mile southwest of this proposal. Outside of the landowner, the closest dwelling is just under a half mile (2,640-feet) to the north. The Sunset Drive Estates, Sunset Drive Estates Second Addition and Frank Addition are about 3,000 feet to the west as are residential areas within the City of Caledonia. There are no bluff or slope concerns and there is no mapped floodplain, wetland or shoreland in the vicinity of this proposal. An intermittent stream runs easterly about a quarter mile south of this location and another flows southeasterly about 1,500-2,000 feet east of this parcel. Both flow to Crooked Creek.

EVALUATION

Section 11.05 of the Houston County Zoning Ordinance requires the following:

Subdivision 1. Findings. The Planning Commission shall not recommend a conditional use permit unless they find the following:

1. That the proposed use conforms to the County Land Use Plan.

Staff Analysis: Houston County's vision statement is to "provide quality, essential and affordable public services to the community" and the effect of having improved communication services is interwoven in reaching many of the supporting policies and goals outlined in the Land Use Plan.

2. That the applicant demonstrates a need for the proposed use.

Staff Analysis: There is not a comparable co-locatable structure available in this vicinity.

3. That the proposed use will not degrade the water quality of the County.

Staff Analysis: The applicant has identified that there are no long term uses associated with this proposal that have the potential to degrade water quality. All topsoil removed during construction will be regraded and seeded upon completion to minimize erosion.

4. That the proposed use will not adversely increase the quantity of water runoff.

Staff Analysis: The applicant identifies that standard design for tower projects includes leveling of tower compounds and access drives. There will be a 2,500-sf gravel compound in what is currently a grassy strip between ag fields but the tower and ground components should not adversely increase the quantity of water runoff.

5. That soil conditions are adequate to accommodate the proposed use.

Staff Analysis: Geotechnical reviews will be conducted before the foundation is designed, but the applicant does not believe soils will be prohibitive. NRCS has the soil classified as a silt loam which is the predominant soil in the County and there is nothing within the description to indicate there may be issues siting a structure.

6. That potential pollution hazards have been addressed and that standards have been met.

Staff Analysis: Pollution hazards should be limited. Waste generation from construction and maintenance of items such as batteries, diesel fuel or propane for generators and electronic waste will need to be disposed of properly.

7. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Staff Analysis: This proposal will utilize existing driveway access. An easement including both road access and utilities is part of the scope of this project along with the extension of both underground electric and fiber optic lines.

8. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Staff Analysis: Outside of the initial construction there will only be periodic check-ins at this location. There will be space within the leased area for parking for maintenance employees.

9. That facilities are provided to eliminate any traffic congestion or traffic hazard which may result from the proposed use.

Staff Analysis: N/A

10. That the Conditional Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

Staff Analysis: This proposal will be most intrusive to the landowner, but they made the decision to lease out the site. Cell towers do create a visual impact, but the Planning Commission may feel the benefit outweighs that cost. In addition, there is another tower in close proximity so the visual plight is not out of character for this neighborhood.

11. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.

Staff Analysis: This is a transition area on the outskirts of the City of Caledonia. Closer to the City is residentially zoned and heavily populated but further from town it changes to farm and non-farm dwellings and predominately tillable land. This proposal will remove minimal land from production and will not impact adjacent landowners ability to construct dwellings.

12. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Staff Analysis: This proposal will not include any offensive odor, fumes, dust, noise or vibration. Tower lighting will be in accordance with FAA regulations.

13. That the density of any proposed residential development is not greater than the density of the surrounding neighborhood or not greater than the density indicated by the applicable Zoning District.

Staff Analysis: N/A

14. That the intensity of any proposed commercial or industrial development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable Zoning District.

Staff Analysis: This is considered a commercial use but there are no density requirements for these proposals. There are towers throughout the County in areas of higher population concentration and that makes this a reasonable location to site another telecommunications tower.

15. That site specific conditions and such other conditions are established as required for the protection of the public's health, safety, morals, and general welfare.

Staff Analysis: The FCC is responsible for setting and monitoring parameters on health and safety standards related to cellular telephone towers. Issuance of permits indicates that they believe those standards have been or will be met. In addition, the proposer has sited the tower in a location that should have minimal impact to structures, public roads and neighboring properties in the event of a collapse.

RECOMMENDATION

The Planning Commission must consider the criteria above. Should the recommendation be favorable, staff recommend requiring the following conditions:

1. The Permittee shall comply with all federal, state, and local laws and regulations.
2. The County may enter onto the premises at reasonable times and in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinances.

Proposed motion: Recommend granting a Conditional Use Permit for a telecommunications tower in the agriculture protection district with the two conditions.

From: [Trevor Oliver](#)
To: [HoCo Zoning](#)
Cc: [Erik Hansen](#); [Tracey Loyd](#)
Subject: Written comment on Communications Tower CUP 8/28 hearing
Date: Tuesday, August 26, 2025 11:20:53 AM
Attachments: [Outlook-ibh0ekpl](#)
[SBA Letter to PC w attachments.pdf](#)

On behalf of SBA Communications Corporation, which owns and operates a communications tower approximately half a mile from the proposed tower, I submit this letter from the company stating the coverage and capabilities of the existing tower. We disagree with the applicant's statement that the SBA tower cannot provide comparable coverage to the proposed structure. Co-locating the communications equipment on the existing tower would provide substantially similar coverage, negating the need to construct a second tower in close proximity.

Trevor Oliver



952.564.6232 | trevor@burnshansen.com | www.burnshansen.com



August 26, 2025

Houston County Planning Commission
304 S. Marshall Street, Room 209
Caledonia, MN 55921

RE: Cloud 1 Services LLC request to construct a 300' guyed telecommunications tower located at 12079 State Hwy 44, Caledonia, MN 55921.

Dear Members of the Planning Commission:

My name is Shawn Welter, and I am the Site Marketing Manager for SBA Communications Corporation ("SBA") in Minnesota. It is my job to interact with wireless carriers who have located, or are interested in locating, onto an SBA cell tower. I maintain an open line of communication with the carriers to discuss tenant issues, including but not limited to collocation, new equipment, centerline placement of equipment onto SBA cell towers and other related matters. This would include the cell tower SBA has owned, operated, and maintained since August 2014 nearby on property commonly known as 14109 State 76, Caledonia, MN 55921 ("Existing Cell Tower").

Cloud 1 Services LLC ("Cloud 1") has submitted a Conditional Use Permit application to the Houston County Planning & Zoning Department requesting to construct a new 300' guyed telecommunication tower. The proposed tower is just 0.54 miles from the Existing Cell Tower. As with all other matters the carriers have previously been directed to send any communication related to SBA's cell towers in Minnesota to my attention. Accordingly, I was quite surprised by Cloud 1's application as I regularly communicate with the carriers.

Upon learning about this application, I reached out to our current tenants and was informed that this proposal is unrelated to their present networks. However, after reviewing our corporate records, I can confirm that SBA most certainly can accommodate an additional carrier at the existing site and is willing to evaluate modifications to accommodate the carrier at the same height as the proposed tower. Such modifications as may be needed to accommodate a carrier at a higher height or for more/larger equipment are common practice in the telecommunications industry. Accordingly, there is ample structural capacity for the Existing Cell Tower to handle more equipment as SBA constructed the Existing Cell Tower to house multiple tenants.

We look forward to continuing to work with Houston County to provide access to wireless networks via SBA's telecommunications infrastructure.

Very truly yours,

A handwritten signature in black ink, appearing to read "Shawn Welter".

Shawn Welter

Site Marketing Manager, Site Leasing

TO: SBA

Subject: RF Coverage Plot Analysis: Mayville Township, MN

Date: August 14, 2025

1. **METHODOLOGY.** The attached plots depict broadcast radio frequency (RF) coverage from the existing site to Mayville Township, MN and a proposed site approximately 0.5463 miles to the northeast. At each location, cellular industry typical LTE operating parameters were considered for omnidirectional antennas mounted at 294 feet above ground level at the existing site, and at 294 feet above ground level for the proposed site. Ground elevations are 1193 and 1203 feet above mean sea level, respectively.

The provided predictive coverage plots were created using established radiowave propagation models with terrain and clutter data, implemented by qualified engineers specializing in this discipline and having years of US Industry experience.

Plots for both locations were generated for 700, 850, 1900 and 2100 operations. The signal levels depicted are associated with LTE service reliability where the strong coverage levels in green and blue occur near the towers and decrease with distance from the sites and intervening terrain obstructions. Signal levels greater than -70 dBm shown as blue are associated with feasible coverage within buildings. Marginal coverage is provided in the regions depicted in yellow between -90 dBm and -80 dBm and signal levels between -100 dBm and -90 dBm shown as red represent poor coverage associated with call failures.

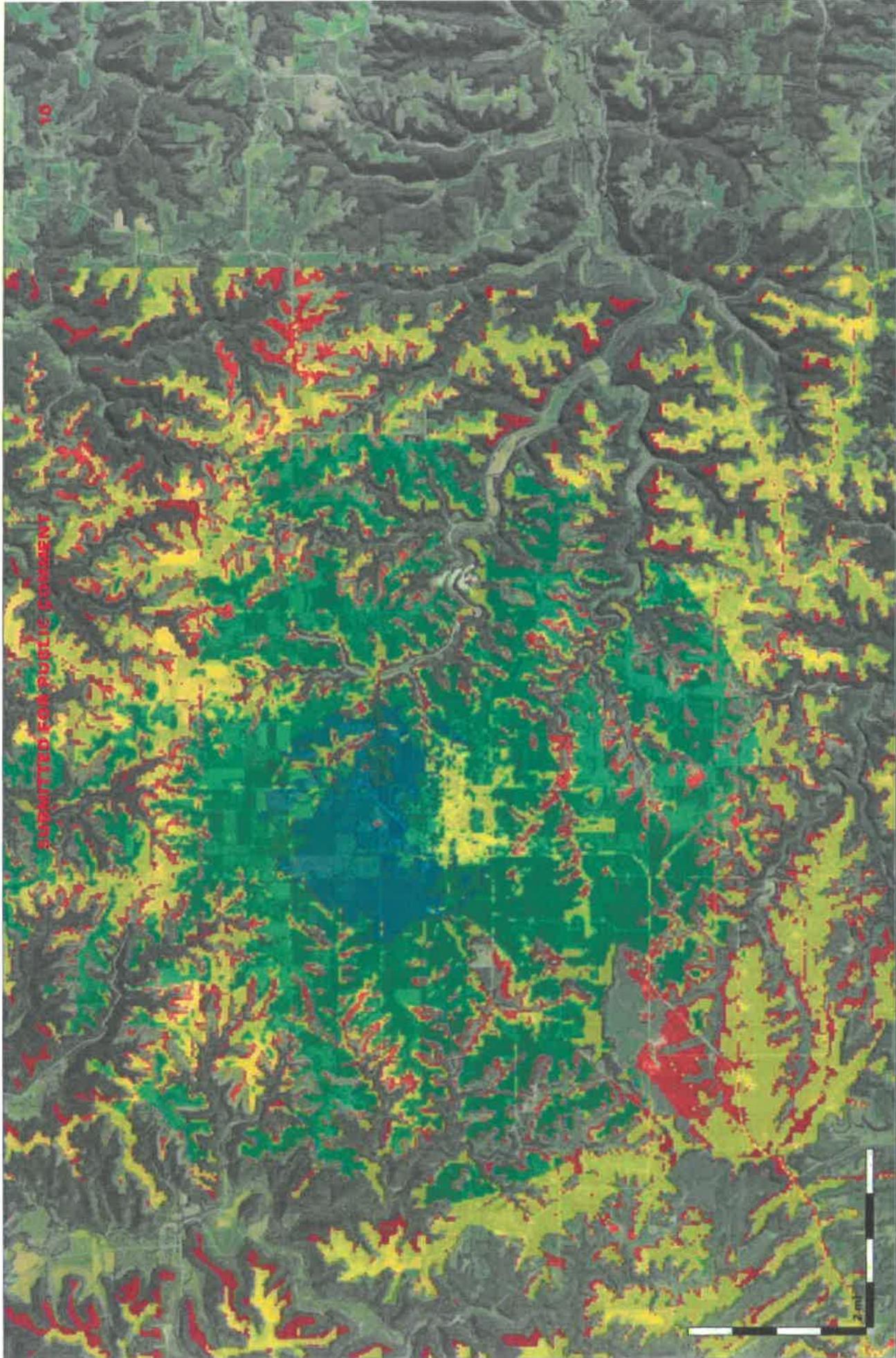
A comparison of coverage performance for each site is based on low band (700 and 850 MHz) and high band (1900 and 2100 MHz) prediction results. Radiowave propagation conditions between these bands differ because of terrain and ground clutter (e.g. vegetation) effects at different frequencies. Generally, low band operations provide greater area coverage. Therefore, high band operations provide additional customer traffic capacity closer to the cellular site.

2. **COMPARISON.** The sites considered in these coverage plots provide service to the depicted locations and roads leading to Mayville Township, MN. For low band operations, the existing site provides strong coverage approximately 1.0 miles in all directions from the tower and to non-contiguous areas to 3.0 miles from the site. This includes 4.0 miles of Rt 44. The proposed site provides strong coverage approximately 1.0 miles in all directions from the tower and to non-contiguous areas to 4.0 miles from the site. This includes 3.0 miles of Rt 44.

For high band operations, both sites provide strong coverage to non-contiguous areas 2.0 miles in all directions from the tower.

3. **CONCLUSION.** Based on the coverage comparison presented above, the proposed site provides comparable coverage to Mayville Township, MN due to its close proximity to the existing site. For wireless operators with antennas mounted on the existing site, the installation of additional antennas on the proposed site would be considered to be an "overbuild" or impractical given the coverage overlap.

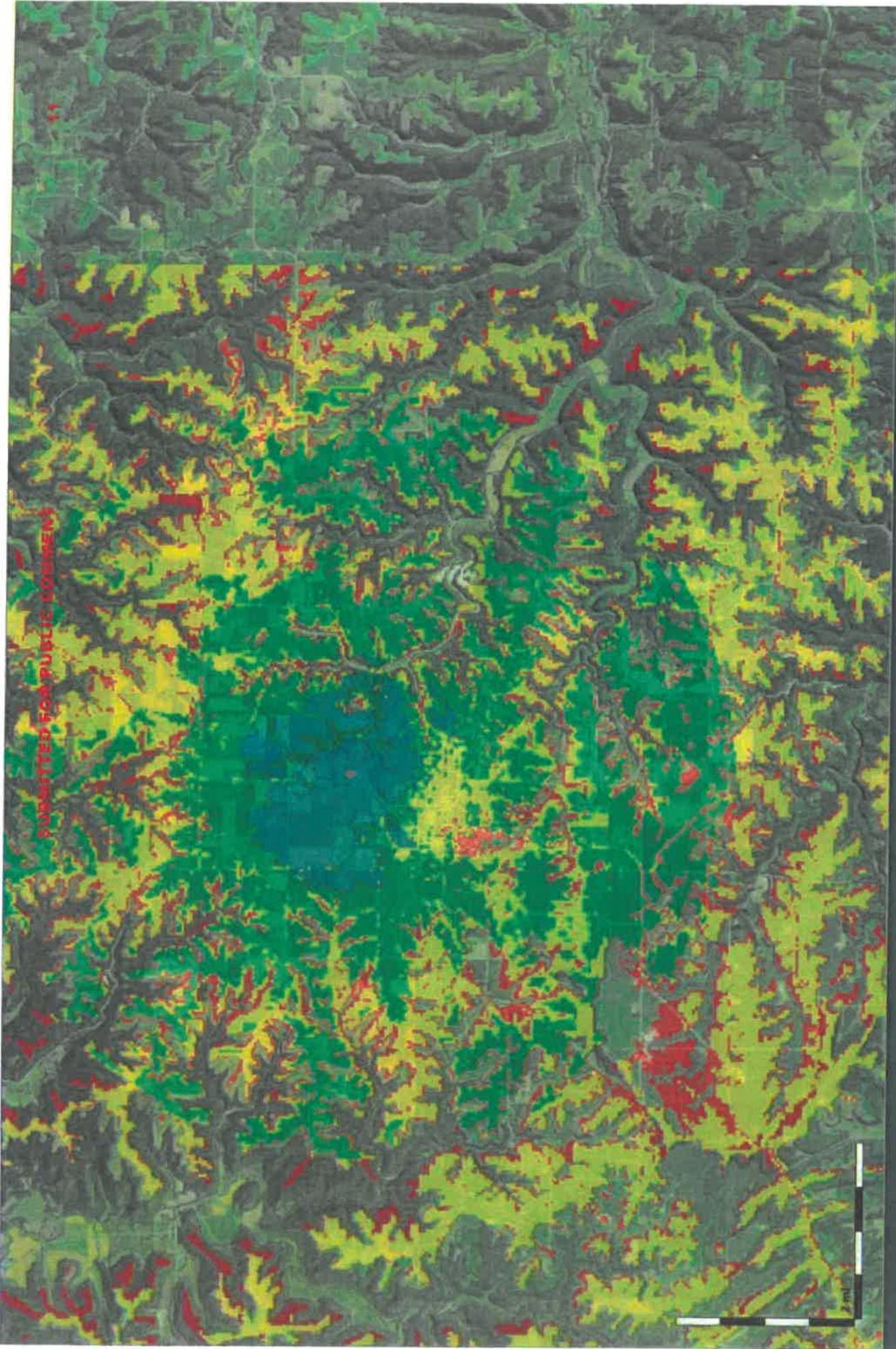
SUBMITTED FOR PUBLIC COMMENT



Antenna: 15.15 dBi Omni
 Alpha Rad Center (ft): 294
 Azimuth (Deg): 0
 ERP per RS (W): 2.0

Site Name: MN15696-B Caledonia 3 MN
 Latitude: N43.645378
 Longitude: W91.499415

Existing Site
 700 MHz Coverage



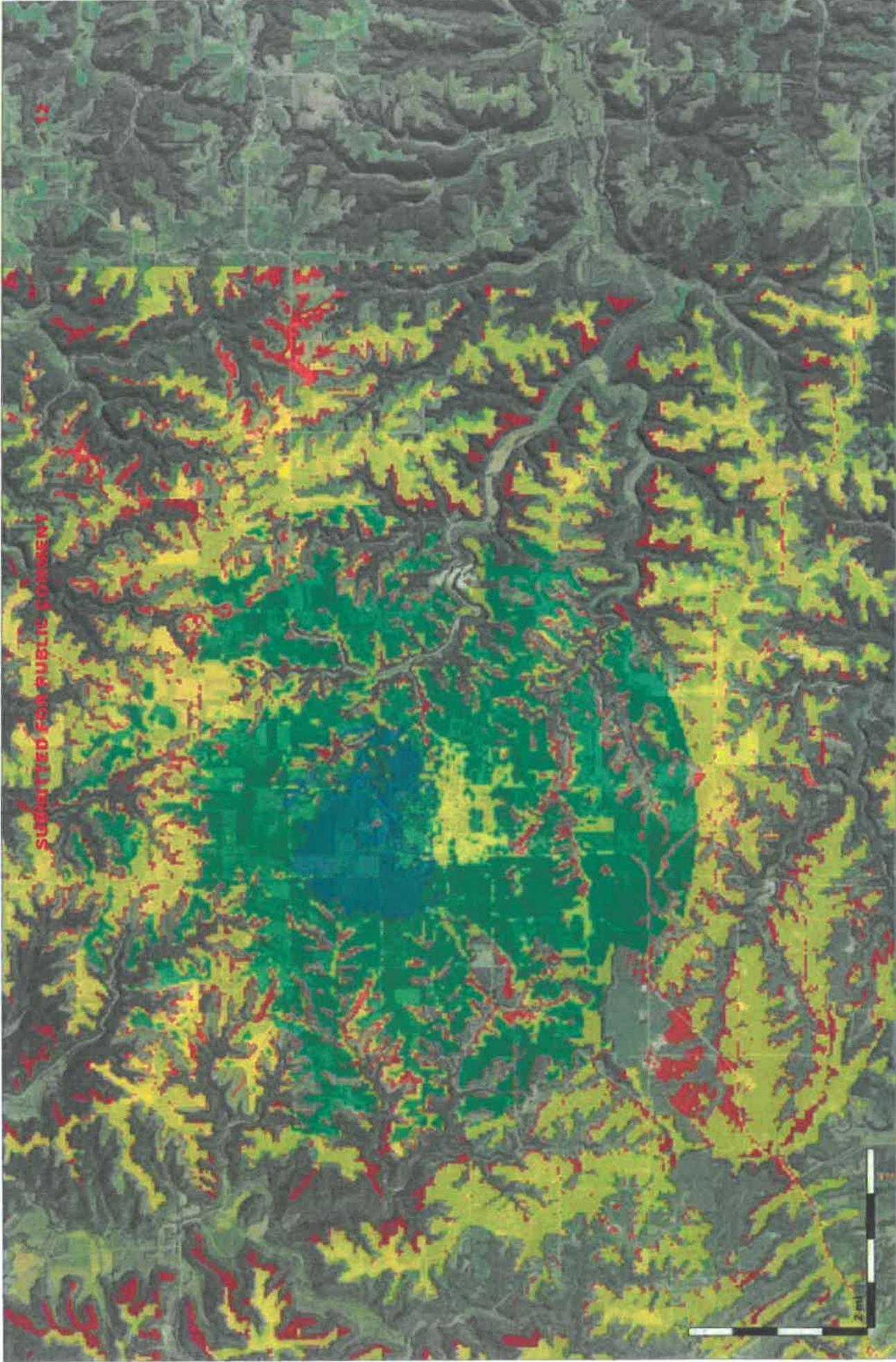
SUBMITTED FOR PUBLIC COMMENT

Proposed Site
700 MHz Coverage

Site Name: Proposed
 Latitude: N43.649500
 Longitude: W91.490056

Antenna: 15.15 dBi Omni
 Alpha Rad Center (ft): 294
 Azimuth (Deg): 0
 ERP per RS (W): 2.0





SUBMITTED FOR PUBLIC COMMENT

Existing Site
850 MHz Coverage

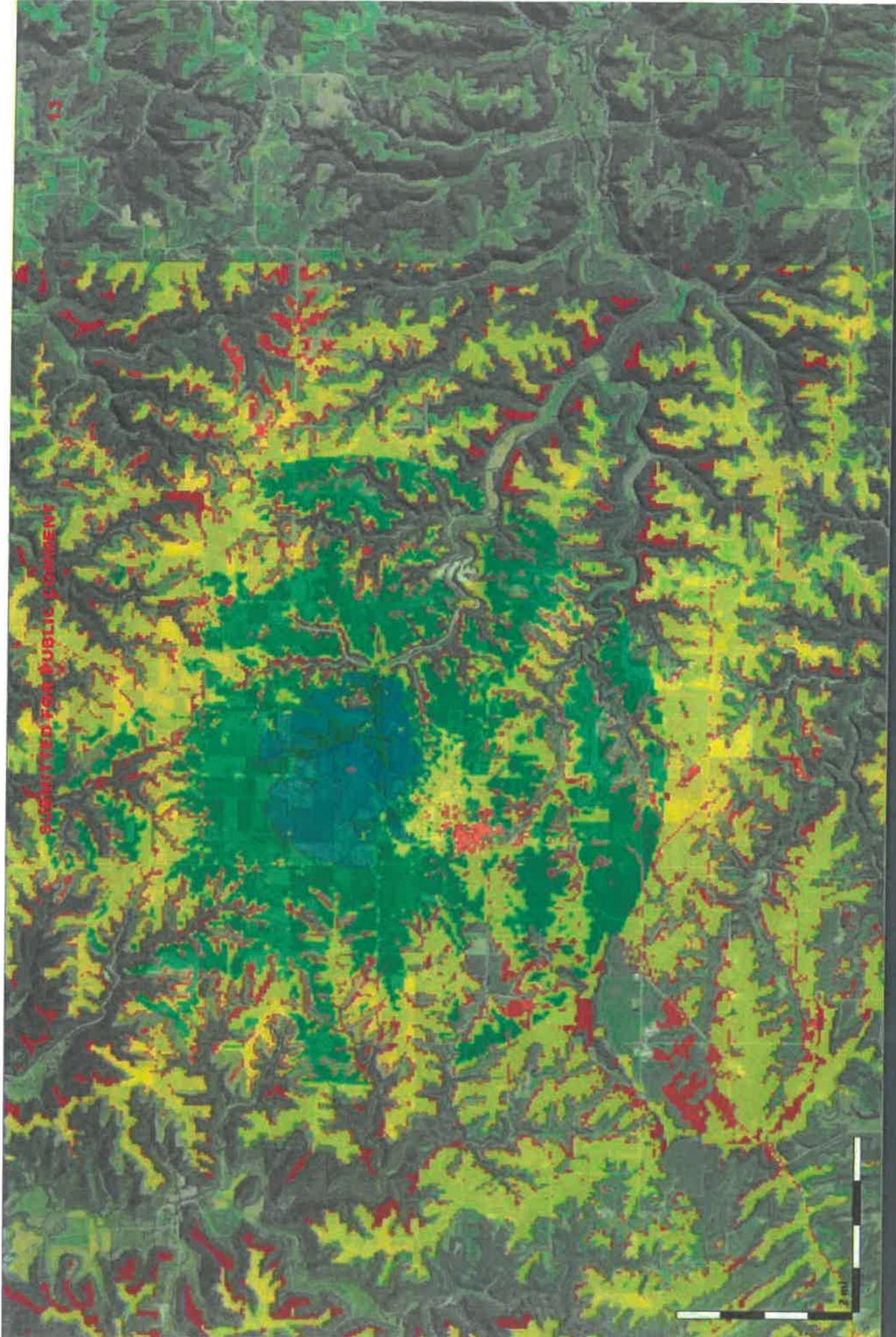
Site Name: MN15696-B Caledonia 3 MN
 Latitude: N43.645378
 Longitude: W91.499415

Antenna:
 Alpha Rad Center (ft): 294
 Azimuth (Deg): 0
 ERP per RS (W): 2.0

Antenna: 15.15 dBi Omni



SUBMITTED FOR PUBLIC COMMENT



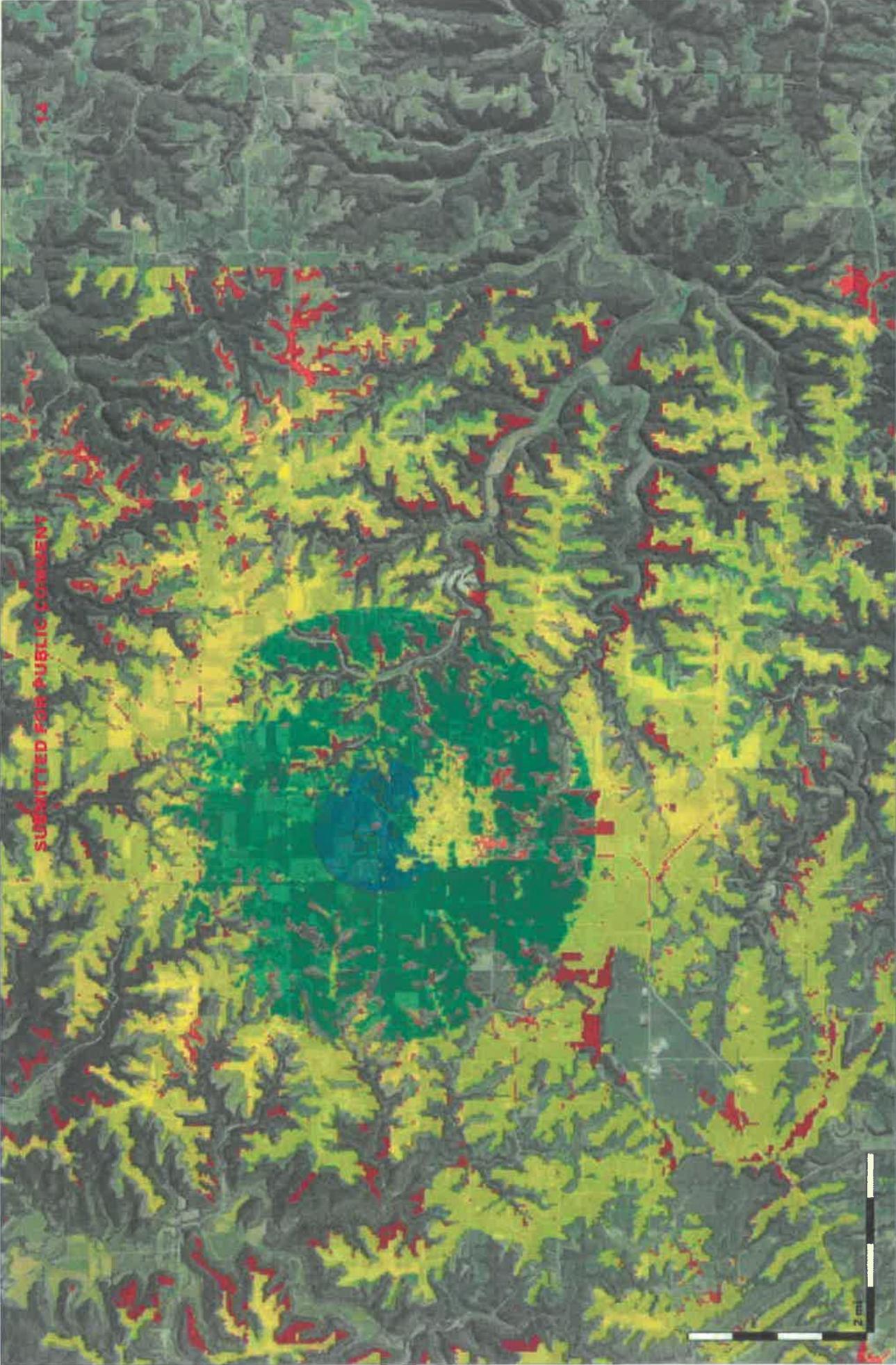
Proposed Site 850 MHz Coverage

Site Name: Proposed
Latitude: N43.649500
Longitude: W91.490056

Antenna: 15.15 dBi Omni
Alpha Rad Center (ft): 294
Azimuth (Deg): 0
ERP per RS (W): 2.0



SUBMITTED FOR PUBLIC COMMENT



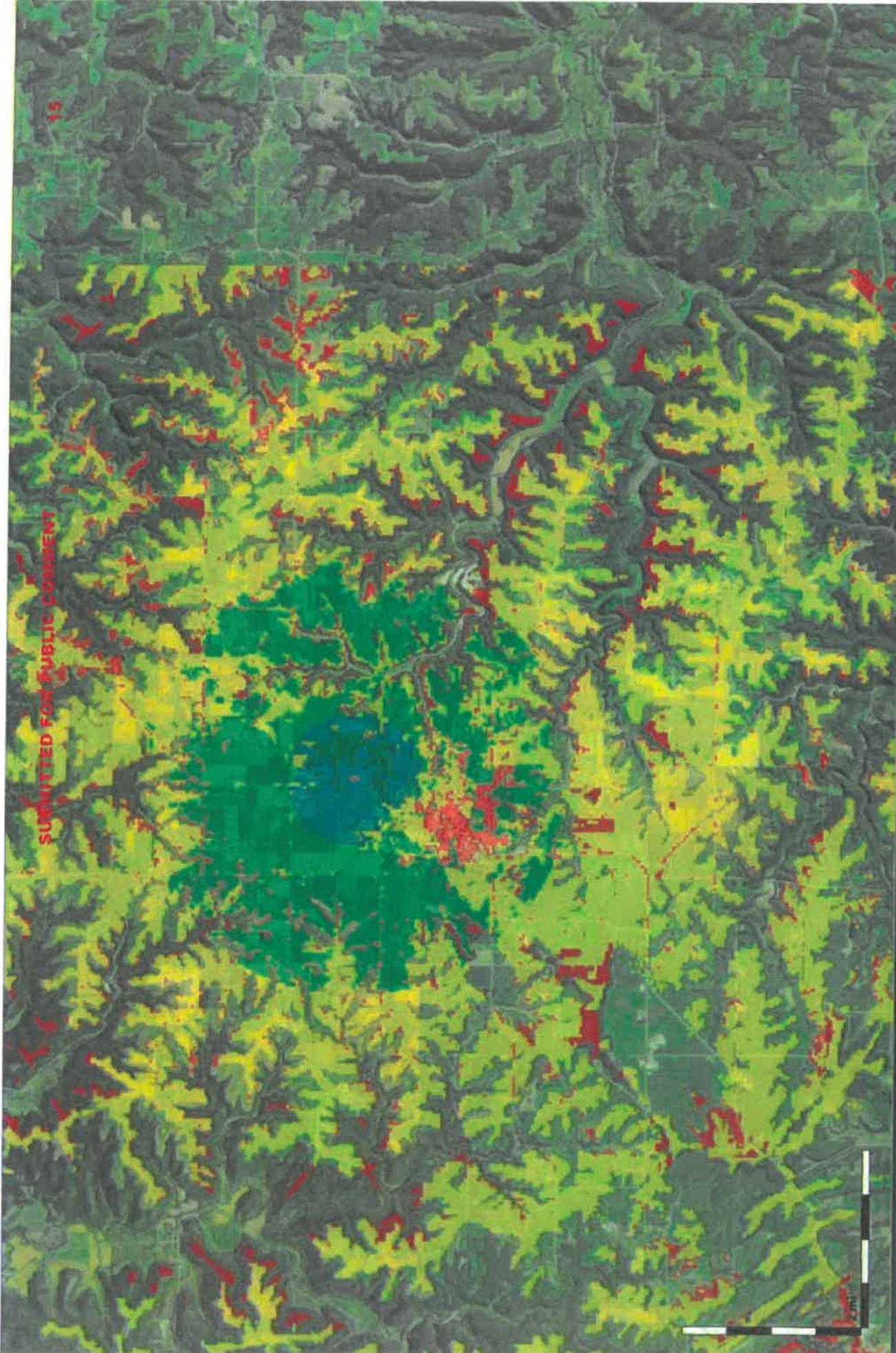
Existing Site 1900 MHz Coverage

Site Name: MN15696-B Caledonia 3 MN
Latitude: N43.645378
Longitude: W91.499415

Antenna: 17.15 dBi Omni
Alpha Rad Center (ft): 294
Azimuth (Deg): 0
ERP per RS (W): 4.7



SUBMITTED FOR PUBLIC COMMENT



Proposed Site
1900 MHz Coverage

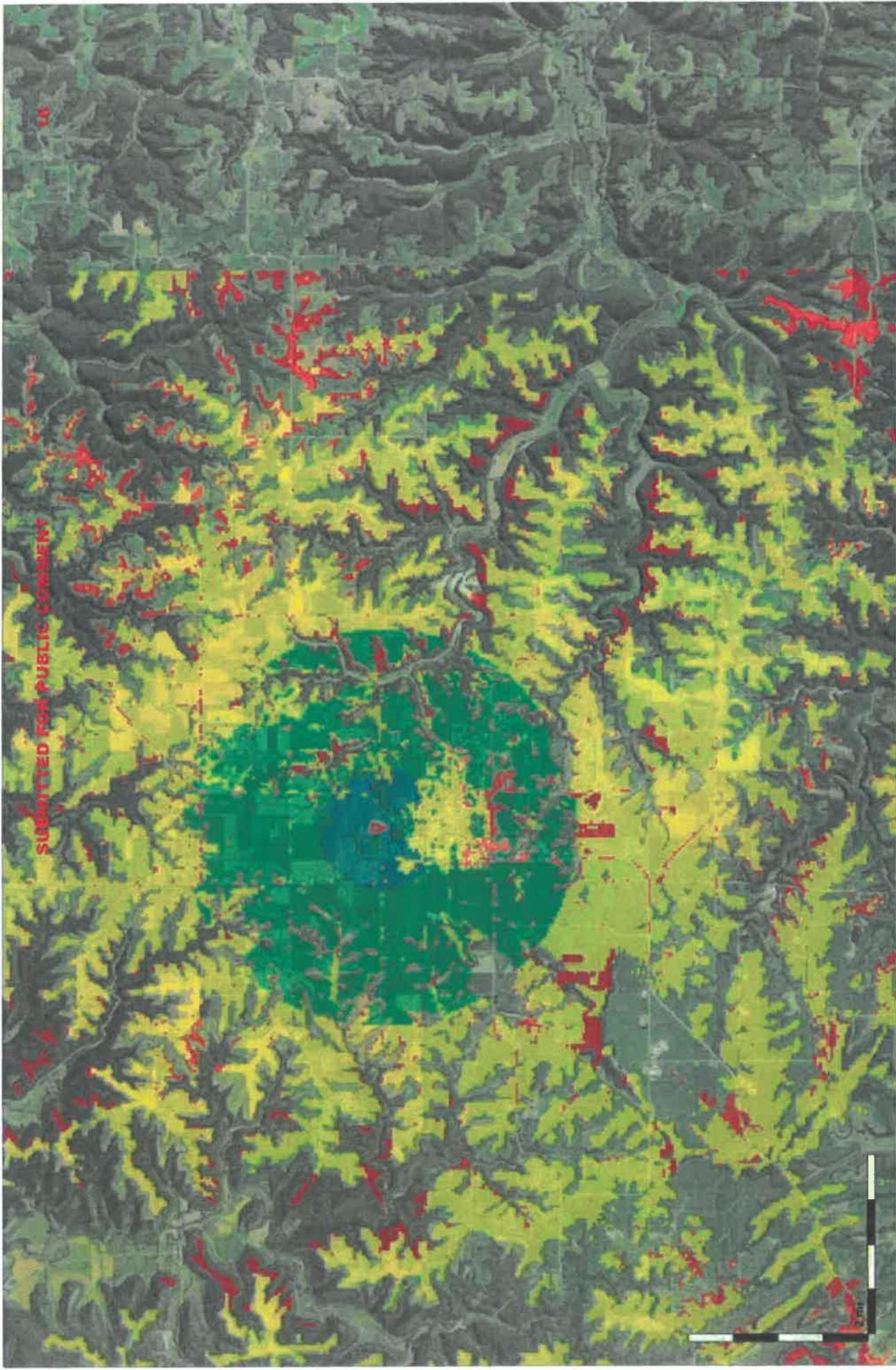
Site Name: Proposed
Latitude: N43.649500
Longitude: W91.490056

Antenna: 17.15 dBi Omni
Alpha Rad Center (ft): 294
Azimuth (Deg): 0
ERP per RS (W): 4.7



SUBMITTED FOR PUBLIC COMMENT

10



Existing Site
2100 MHz Coverage

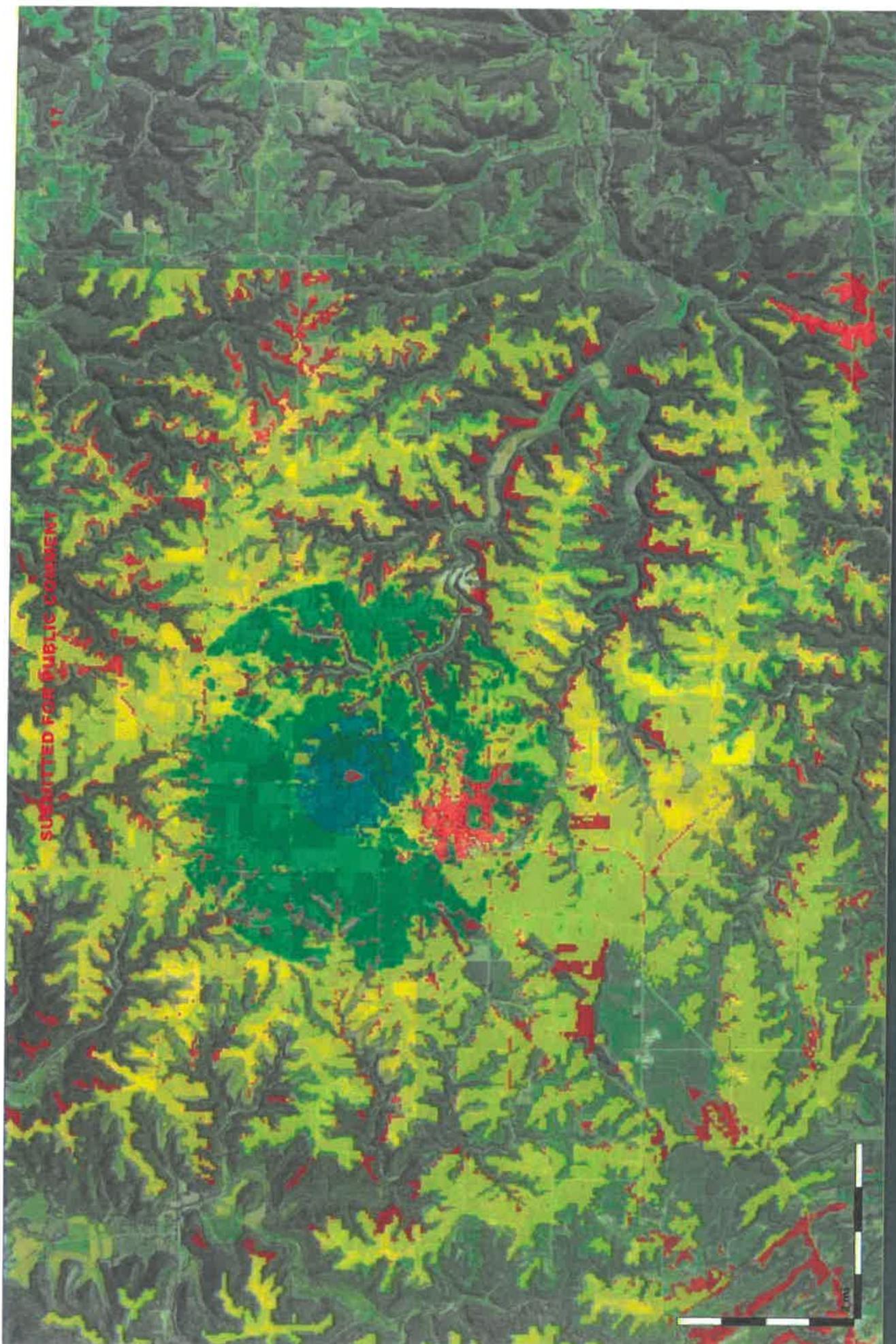
Site Name: MN15696-B Caledonia 3 MN
Latitude: N43.645378
Longitude: W91.499415

Antenna: 17.15 dBi Omni
Alpha Rad Center (ft): 294
Azimuth (Deg): 0
ERP per RS (W): 4.7



SUBMITTED FOR PUBLIC COMMENT

17



Proposed Site 2100 MHz Coverage

Site Name: Proposed
Latitude: N43.649500
Longitude: W91.490056

Antenna: 17.15 dBi Omni
Alpha Rad Center (ft): 294
Azimuth (Deg): 0
ERP per RS (W): 4.7



Conditional Use Request
 2025-CUP-441627
 Applicant
 Mike Huizenga

Amount Paid
 \$0.00
 Created
 June 26, 2025

Number
 2025-CUP-441627

SCHMITZ,ALAN M | 090070001
 | Mayville
 Submitted by Mike Huizenga on
 6/26/2025



Applicant

Mike Huizenga

5152386696

mhuizenga@gssmidwest.com

Search Parcel Data Completed On Friday, June 27, 2025 at 12:49 PM CDT by Mike Huizenga

ParcelID	Address	City	OwnerName	Acres
090070001	12079 STATE 44	CALEDONIA	SCHMITZ,ALAN & BARBARA	20.000

CONDITIONAL USE INTRO Completed On Friday, June 27, 2025 at 12:50 PM CDT by Mike Huizenga

A Conditional Use is a land use or development that would not be appropriate generally but may be allowed with appropriate restrictions as provided by official controls upon a finding that specific criteria are met, as outlined in Section 6.5 of the ordinance.

When submitting an application, the information requested in this form is required. You may be asked to provide additional information as deemed necessary by the Zoning Office, the Planning Commission, or the County Board.

A non-refundable application fee and recording fee are required before an application is considered complete.

Prior to completing this form, a pre-application meeting with County Zoning is strongly recommended.

Application Fee:

Conditional Use Application Fee

\$700.00

Recording Fee:

Recording Fee

\$46.00

Application Type:

Conditional Use

APPLICANT INFORMATION Completed On Friday, June 27, 2025 at 12:55 PM CDT by Mike Huizenga

Applicant Name

SCHMITZ,ALAN M

Parcel Tax ID

090070001

Telephone Number

(507) 450-8119

Address

12079 State 44

City

Caledonia

Zip

55921

Legal Description

FRAC SW1/4 EX 20A W1/2 SW1/4 660 FT X 1320 FT DOC #204330; DOC 255758 8

Section-Township-Range

07-102-005

Do you own additional adjacent parcels

Yes

Township of:

Mayville

Applicants are required to inform township boards of their application Please reference the table below and contact the official for your township.

I understand I am required to inform my township of my application.

Yes

Township Contacts

TOWNSHIP	NAME	PHONE
Black Hammer	Clayton Johnson	507-450-6384
Brownsville	Christine Novak	507-459-0636
Caledonia	Judith Massman	507-458-3294
Crooked Creek	David Winnes	507-542-4515
Hokah	Delayne Vogel	608-397-6516
Houston	John Beckman	507-429-1745
Jefferson	Anne Falken	320-493-8629
La Crescent	Jason Wieser	507-429-0133
Mayville	Erin Hammell	608-225-1830
Money Creek	Paul Ledebuhr	507-458-7973
Mound Prairie	Colleen Tracy	507-459-3573
Sheldon	Wayne Runningen	507-450-0065
Spring Grove	Mike Wiste	507-450-4638
Union	Craig Frederick	608-769-9541

Wilmington Melissa Schroeder 608-780-3998
Winnebago Luke King 507-725-8816
Winnebago Joyce Staggemeyer 507-542-4637
Yucatan Deb Dewey 507-896-3566

CONDITIONAL USE REQUEST Completed On Friday, June 27, 2025 at 3:49 PM CDT by Mike Huizenga

[Click here to view the Houston County Zoning Ordinance](#)

Describe in detail your request.

Cloud 1 Services is proposing the construction of a 300' guyed telecommunication tower on parcel 090070001 (12079 State Hwy 44). The tower will be structurally capable of supporting four (4) carriers, and AT&T is the anchor tenant for this structure. Additional details are provided in the Project Proposal and design documents being submitted with this application.

Citation of Ordinance Section from which the Conditional Use is requested:

14.3, Agricultural Protection District

Requested Dimension:

5,625 ft² lease space (75 x 75), plus easements for access, utilities, and guy wires.

Please upload any supporting documents:

[CALEDONIA_LE_04.02.2025.pdf](#)

[GSS - Representation Letter.pdf](#)

[Caledonia - Project Proposal - 06.27.25.docx](#)

[6807 Caledonia - Zoning Authorization - Al _ Barb Schmitz 06.27.25.jpg](#)

CONDITIONAL USE FINDING OF FACTS Completed On Friday, June 27, 2025 at 4:44 PM CDT by Mike Huizenga

[Click here to view the Houston County Zoning Ordinance](#)

Findings Required:

The Planning Commission shall not recommend a Conditional Use Permit unless they find that the requirements below are satisfied. As the applicant, it is your responsibility to demonstrate that your proposal satisfies these requirements. For each of the 15 criteria, please select the appropriate response and provide a detailed explanation.

1. That the proposed use conforms to the County Land Use Plan.

Yes

Comments:

Per Houston County zoning ordinance language (14.3 - Conditional Uses within the Agricultural Protection District) and conversations with Houston County staff, the proposed use conforms to the County Land Use Plan.

2. That the applicant demonstrates a need for the proposed use.

Yes

Comments:

There are no nearby colocatable structures that would provide comparable coverage as the structure being proposed. The closest colocatable structure is approximately 0.55 miles to the SOUTHWEST and AMSL height is approximately 100 feet shorter than the tower the proposed tower.

3. That the proposed use will not degrade the water quality of the County.

N/A

Comments:

No part of the proposed tower will degrade the water quality of the County as there are no associated uses that have the potential to do so.

4. That the proposed use will not adversely increase the quantity of water runoff.

No

Comments:

Standard design elements for telecommunication projects include industry-standard grading and leveling of tower compounds as well as associated access drives.

5. That soil conditions are adequate to accommodate the proposed use.

Yes

Comments:

A geotechnical report will be required before a foundation design can be developed. That said, there is nothing to suggest soil conditions are not adequate to accommodate the proposed use.

6. That potential pollution hazards have been addressed and standards have been met.

N/A

Comments:

No potential pollution hazards are associated with the proposed telecommunication structure.

7. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Yes

Comments:

Please see the associated design plan which indicates utilities and access for the proposed use.

8. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Yes

Comments:

Please see the associated design plan which indicates a parking area for the proposed use.

9. That adequate facilities are provided to eliminate any traffic congestion or traffic hazard which may result from the proposed use.

N/A

Comments:

No potential traffic issues are associated with the proposed telecommunication project.

10. That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

Yes

Comments:

No potential degradation to the use and enjoyment of other property in the immediate vicinity is anticipated for the proposed telecommunication project.

11. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.

No

Comments:

The predominant use of the surrounding area is agricultural. No aspect of the proposed telecommunication project will impede the normal and orderly development and improvement of the surrounding vacant property for agricultural uses.

12. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Yes

Comments:

All towers over 199 feet in height must be lit in accordance with FAA requirements. Standard lighting design for telecommunication towers is white by day / red by night to minimize related disturbance to the surrounding area. No other items on the list above are applicable.

13. That the density of any proposed residential development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable zoning district

N/A

Comments:

Unrelated to the proposed telecommunication tower in the Agricultural Protection district.

14. That the density of any proposed commercial or industrial development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable zoning district.

Yes

Comments:

Telecommunication towers are typically considered a commercial use but typical spacing between towers is not considered dense or intense development.

15. That site specific conditions and such other conditions are established as required for the protection of the public's health, safety, morals, and general welfare.

Yes

Comments:

Tower design implements a 40% engineering fall zone to prevent, in the unlikely event of tower failure, collapse on adjacent properties or collapse on any subject-property structures. Additionally, the tower compound will be fenced and locked, with barbed-wire strands located on the uppermost portion of the fencing.

SITE PLAN INFORMATION Completed On Friday, June 27, 2025 at 4:45 PM CDT by Mike Huizenga

A site plan MUST accompany all Applications. You may either upload a drawing or use the interactive map below.

Upload Site Plan

[CALEDONIA_LE_04.02.2025.pdf](#)

Use the Interactive Map to Create a Site Plan. Map tools: Click the plus and minus buttons in the upper left of the map window, to zoom in/out. Navigation Mode - Scroll up to zoom in, scroll down to zoom out. Click and hold to pan around map. Text Mode - To place text on the map, click on the "Add Text" tool, click the place on the map where you would like the text to be displayed, then enter the text in the box that appears at the top of the screen, click ok to display the text on the map. Draw a point - Click once on the map where you would like the point to be. Draw a Line - Click once on map to start drawing a line, double click to stop drawing line. Draw a Polyline - Click once on map to start drawing a polygon, click map at each vertex and double click to finish polygon drawing. Draw a Rectangle - Click once on the map where you would like the rectangle to be. The rectangle will appear on the map. Click on the Select tool and click on the rectangle to resize (click an outside square and drag to resize), rotate (click, hold and drag the circle on top of the rectangle to rotate) or delete (click the rectangle and hit the delete button). Measure - Click once on map to start draw a line with a measurement, click at each vertex and double click to finish drawing. if you double click near starting point area measurement will also be calculated. Undo Last Edit - Click tool to undo last drawing edit. Undo All Edits - Click tool to undo all drawing edits.

Sketch Layer

Reference Layer

Mapproxy



Use the space below to include site plan comments, if necessary

APPLICATION SUBMITTAL Completed On Monday, June 30, 2025 at 8:50 AM CDT by Mike Huizenga

By checking this box, I grant Houston County access to my property for the purpose of evaluating this application.

Yes

By checking this box, I certified that I have notified my town board of my application.

Yes

By checking this box, I certify that the information provided in this application is true and accurate to the best of my knowledge.

Yes

Signature



Date Signed:

6/27/2025

Check this box if Staff Signature on behalf of Applicant.

No

Email APPLICATION SUBMITTAL Completed On Monday, June 30, 2025 at 8:50 AM CDT by Mike Huizenga

RESEND EMAIL

Delivered on Monday, June 30, 2025 at 8:50 AM CDT

Options

- Send to the applicant? Yes
- Send to members of the following roles:
 - Zoning
 - County Board

Recipients

To:

- jeremy.burt@co.houston.mn.us
- mburt@hocomn.gov
- holly.felten@co.houston.mn.us
- amelia.meiners@co.houston.mn.us
- cindy.wright@co.houston.mn.us
- eric.johnson@co.houston.mn.us
- robert.schuldt@co.houston.mn.us
- kurt.zehnder@co.houston.mn.us

Subject: Parcel 090070001 Conditional Use Application Received

The information provided in your Conditional Use application has been received by the County. An application fee of \$700.00 payable to the Houston County Treasurer and a recording fee of \$46.00 payable to the Houston County Recorder are necessary to complete your application and are required before the application will be reviewed. Please send a separate check for each.

Houston County Planning and Zoning
304 S. Marshall Street, Room 209
Caledonia, MN 55921

Once payment is received your application will be reviewed and you will be contacted by staff if there are questions.

Please call 507-725-5800 or email amelia.meiners@co.houston.mn.us with any questions or concerns.

Number: 2025-CUP-441627
Workflow: Conditional Use Request
Description: SCHMITZ, ALAN M | 090070001 | Mayville
Created On: 6/26/2025

[View Application](#)

External Notes

Documents

Internal Notes

Documents



June 27, 2025

Houston County Environmental Services
c/o Amelia Meiners
304 S. Marshall St., Room 209
Caledonia, MN 55921

Re: Cloud 1 Services Telecommunication Tower Proposal
Cloud 1 Services Project Designation: 6807 Caledonia
Parcel Number 090070001
12079 State 44
Caledonia, MN 55921

Amelia Meiners,

Cloud 1 Services, LLC, commonly referred to as Cloud 1 throughout this document, is proposing the construction of a 300-foot-tall, guyed telecommunication tower and associated facilities within Houston County jurisdiction. The Cloud 1 designation for this project is 6807 Caledonia. This project proposal has been prepared by Mike Huizenga, Project Manager for GSS, applicant and agent for TowerCom.

This project is being proposed by way of a Conditional Use Permit on parcel 090070001. Cloud 1 has entered into a lease agreement with property owners, Alan and Barbara Schmitz. The property owner's address is 12079 State 44, Caledonia, MN 55921.

The proposed lease area for this project is 5,625 square feet. An access/utility easement of varying width (30 - 50 feet) is also being proposed, commencing from State Highway 44, and proceeding to the proposed site location. Guy anchor easements 30 feet in width are also being proposed.

The subject property is zoned Agricultural Protection. As such, it is the understanding of the applicant that telecommunications structures are potentially permitted by Conditional Use Permit, following review by the Houston County Planning Commission and Board of Commissioners.

As proposed, the guyed tower has a 40% engineered fall-zone radius. That is to say, in the unlikely event of tower failure, the tower is engineered to collapse within a 120-foot radius. Additionally, in the unlikely event of tower collapse, no portion of the tower would fall onto adjacent properties, nor would it fall on any existing structures on the subject property. The closest residential structure is the home of Alan and Barbara Schmitz, and it is approximately 250 feet from the proposed tower base.

The specific location for the proposed telecommunication project was targeted and approved by Cloud 1 and AT&T radio frequency engineers to improve coverage and capacity in the area. AT&T is the anchor



tenant (first carrier) that will locate equipment on the tower, should Houston County approve this proposal.

Additional carriers are anticipated on the proposed tower, and these carriers will serve to increase the coverage options available to residents and businesses alike. Lastly, but perhaps most importantly, improvements in coverage gaps will benefit the entire area in terms of safety. Cellular connectivity is arguably one of the most crucial aspects for first responders to be effective when emergencies take place.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. Huizenga", is written over a light blue horizontal line.

Mike Huizenga

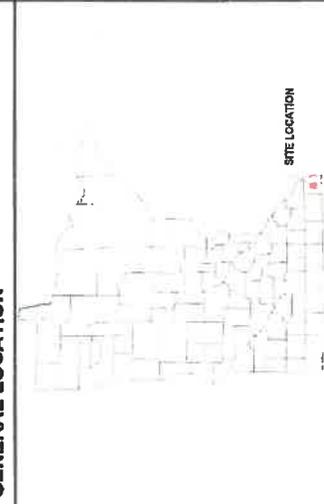
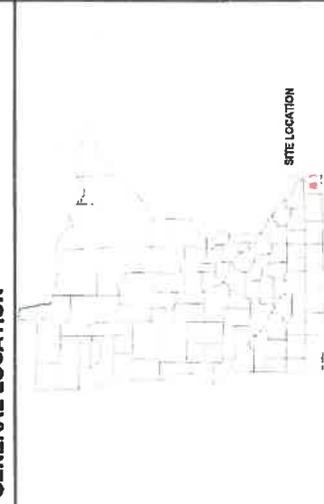
Project Manager

GSS, Inc.

(515) 238-6696

MHuizenga@GSSMidwest.com

GSSMidwest.com

 <p style="text-align: center;">PROJECT: SITE NAME: ADDRESS: SITE TYPE:</p> <p style="text-align: center;">CONSTRUCTION DRAWINGS CALEDONIA MN-44 CALEDONIA, MN 55921 GUYED TOWER</p>	<p style="text-align: center;">PROJECT INFORMATION</p> <p>SITE ADDRESS: 885 COMMUNITY DRIVE SALK CITY, WI 53883 CONTACT: STEVE WOODEN PHONE: (800) 843-2824</p> <p>SITE COORDINATES: 43° 38' 58.18" (N) 89° 43' 58.87" (W) LONGITUDE: -91° 29' 24.15" (W) 49° 04' 42" (N) GROUND ELEV: 1203 FT. AMSL OCCUPANCY: UNMANNED</p> <p>LESSEE: CLOUD1 STREET GREEN BAY, WI 54901 CONTACT: RAY BLDINGS PHONE: (920) 940-0147</p>	<p style="text-align: center;">SHEET INDEX</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><th>T-1</th><th>TITLE SHEET</th></tr> <tr><td>A-1</td><td>LOCATION PLAN</td></tr> <tr><td>A-2</td><td>SITE PLAN</td></tr> <tr><td>A-3</td><td>ELEVATION</td></tr> <tr><td>A-4</td><td>SITE DETAILS</td></tr> <tr><td>A-5</td><td>SITE DETAILS</td></tr> <tr><td>A-6</td><td>ANTENNA PLAN</td></tr> <tr><td>A-7</td><td>ANTENNA SCHEDULE</td></tr> <tr><td>SP-1</td><td>ANTENNA SPECIFICATIONS</td></tr> <tr><td>SP-2</td><td>RRH EQUIPMENT SPECIFICATIONS</td></tr> <tr><td>SP-3</td><td>2.5KW CABINET SPECIFICATIONS</td></tr> <tr><td>E-1</td><td>UTILITY PLAN</td></tr> <tr><td>E-2</td><td>UTILITY INFRASTRUCTURE DETAILS</td></tr> <tr><td>G-1</td><td>GROUNDING PLAN</td></tr> <tr><td>G-2</td><td>GROUNDING DETAILS 1</td></tr> <tr><td>G-3</td><td>GROUNDING DETAILS 2</td></tr> <tr><td>G-4</td><td>GROUNDING DETAILS 3</td></tr> <tr><td>GN-1</td><td>GENERAL NOTES 1</td></tr> <tr><td>GN-2</td><td>GENERAL NOTES 2</td></tr> </table>	T-1	TITLE SHEET	A-1	LOCATION PLAN	A-2	SITE PLAN	A-3	ELEVATION	A-4	SITE DETAILS	A-5	SITE DETAILS	A-6	ANTENNA PLAN	A-7	ANTENNA SCHEDULE	SP-1	ANTENNA SPECIFICATIONS	SP-2	RRH EQUIPMENT SPECIFICATIONS	SP-3	2.5KW CABINET SPECIFICATIONS	E-1	UTILITY PLAN	E-2	UTILITY INFRASTRUCTURE DETAILS	G-1	GROUNDING PLAN	G-2	GROUNDING DETAILS 1	G-3	GROUNDING DETAILS 2	G-4	GROUNDING DETAILS 3	GN-1	GENERAL NOTES 1	GN-2	GENERAL NOTES 2
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SUBMITTED BY APPLICANT



417 PINE STREET
 GREEN BAY, WI 54301
 PH.: (920) 940-0147



RAMAKER
 CONSULTING ENGINEERS
 (800) 843-4100 www.ramaker.com



REGISTERED PROFESSIONAL ENGINEER
 NO. 43247
 STATE OF WISCONSIN

PROJECT TITLE: CALEDONIA
 DATE: 08/11/2025
 DRAWN BY: LMK
 CHECKED BY: SEW

TITLE SHEET
 SHEET NO. 0-371
 TOTAL SHEETS 4-2056
 T-1

cloud³¹

417 PINE STREET
 GREEN BAY, WI 54301
 PH.: (920) 940-0147



RAMAKER
 ENGINEERS

(800) 943-4100 www.ramaker.com

Consulting & Site



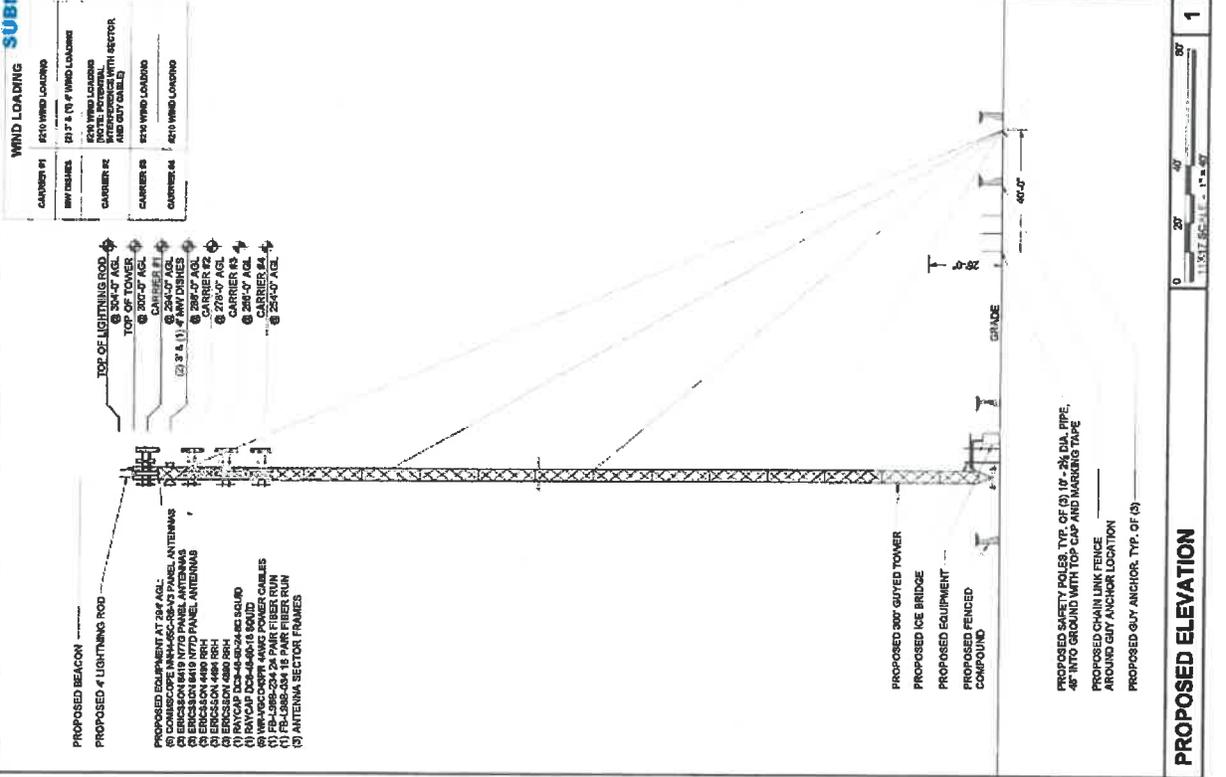
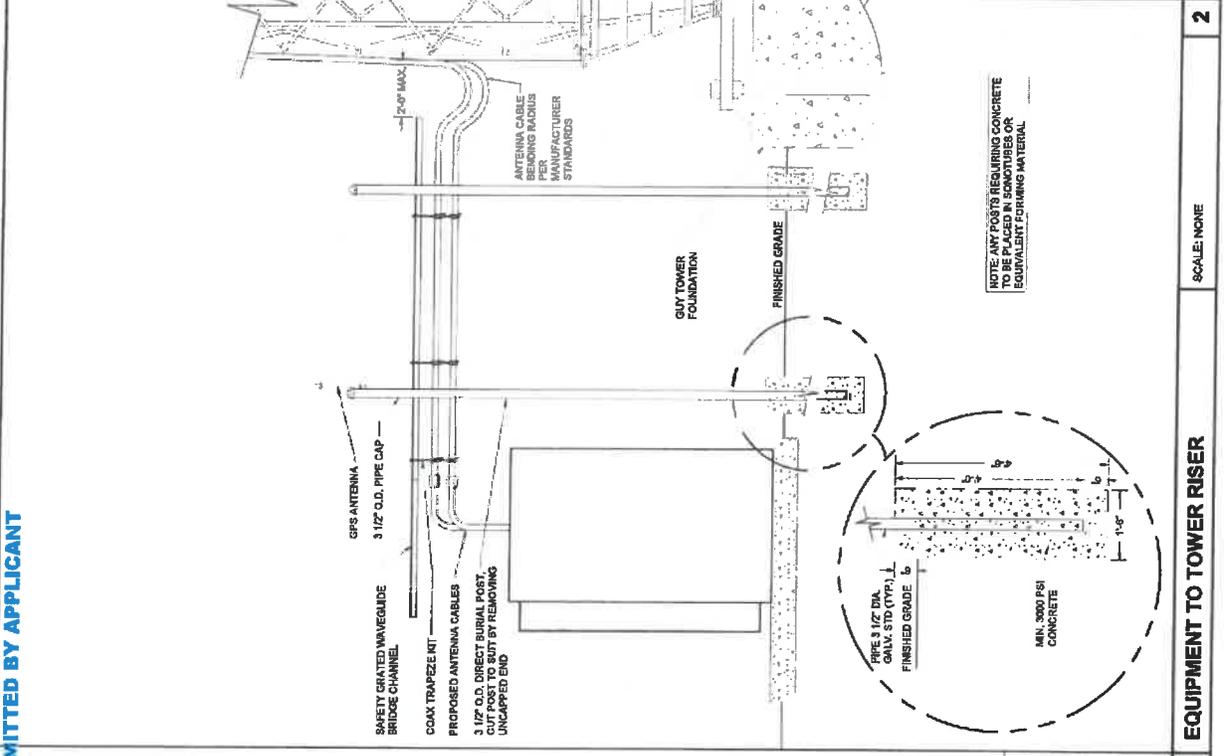
STATE OF WISCONSIN
 LICENSED PROFESSIONAL ENGINEER
 No. 43217

DATE ISSUED: 08/11/2025

PROJECT TITLE: CALEDONIA

PROJECT INFORMATION:
 MN-44
 CALEDONIA, MN 55921
 WATKINS COUNTY
 TALLU, 08810001

SHEET TITLE: ELEVATION



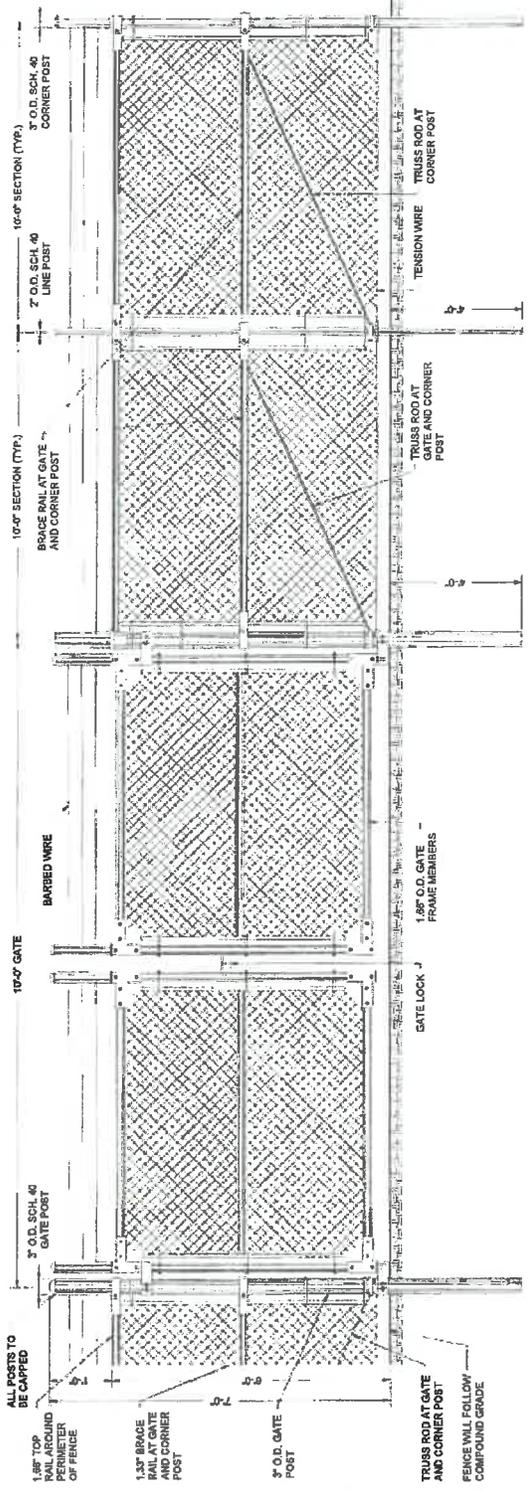
CARRIER #1	2510 WIND LOADING
870' TOWER	(D) 17 & (F) 17 WIND LOADING
CARRIER R2	870' WIND LOADING
CARRIER R3	870' WIND LOADING WITH SECTOR AND GUY CABLE
CARRIER R4	870' WIND LOADING
CARRIER R5	870' WIND LOADING

PROPOSED EQUIPMENT AT 284' AGL:
 (S) COMSCOPE MNM-450-2843 PANEL ANTENNAS
 (T) COMSCOPE MNM-450-2843 PANEL ANTENNAS
 (R) ERICSSON 4480 RSH
 (C) ERICSSON 4480 RSH
 (I) RAYCAP DCS-4420-18 80A1D
 (M) RAYCAP DCS-4420-18 80A1D
 (F) FR-LS68-204 2M PAIR FIBER CABLES
 (T) FR-LS68-204 2M PAIR FIBER RUN
 (S) ANTENNA SECTOR FRAMES

TOP OF LIGHTNING ROD
 TOP OF TOWER
 CARRIER #1
 CARRIER #2
 CARRIER #3
 CARRIER #4
 CARRIER #5

WIND LOADING
 2510 WIND LOADING
 (D) 17 & (F) 17 WIND LOADING
 870' WIND LOADING
 870' WIND LOADING WITH SECTOR AND GUY CABLE
 870' WIND LOADING

SUBMITTED BY APPLICANT

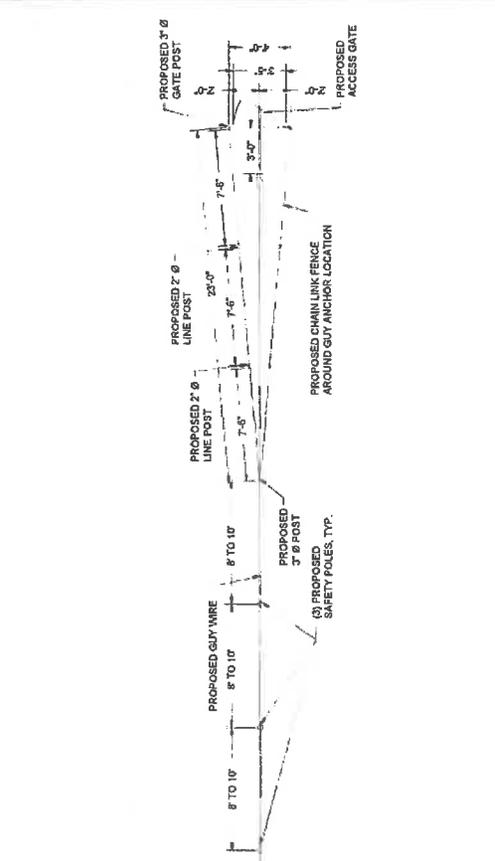


FENCE AND ACCESS GATE DETAIL

SCALE: NONE

- 1. SCOPE:**
- 1.1 THIS SECTION COVERS THE REQUIREMENTS FOR THE MATERIALS AND THE CONSTRUCTION OF SITE FENCING AND GUY AREA FENCING. SEE SITE PLAN AND DRAWINGS FOR DETAILS.
 - 1.2 ALL WIRE, FABRIC, FITTINGS, HARDWARE AND STEEL MEMBERS USED FOR SITE AREA FENCING SHALL BE HOT DIPPED GALVANIZED OR OTHER APPROVED NON-CORROSIVE MATERIAL.
 - 1.3 ALL NON-CORROSIVE MATERIAL SHALL BE APPROVED BY THE PROJECT MANAGER.
 - 1.4 ALL CORROSION RESISTANT COATING SHALL BE APPROVED BY THE PROJECT MANAGER.
 - 1.5 REPAIRS TO FENCING SHALL BE REPAIRED ACCORDING TO MANUFACTURER'S RECOMMENDED METHODS, INSTALLATION PRACTICE.
- 2. FENCE POSTS**
- 2.1 LOCATION OF CORNER POSTS SHALL BE DETERMINED FROM STAGES AND PROPERTY LINES INSTALLED BY THE PROJECT MANAGER. CORNER POSTS ARE NOT PRESENT OR DO NOT CONFORM TO THE SITE PLAN, CONSULT WITH THE PROJECT MANAGER.
 - 2.2 CORNERS AND GATE POST FOR SITE SHALL BE 2.875" O.D. GALVANIZED PIPE, UNLESS SPECIFIED OTHERWISE.
 - 2.3 CORNER POSTS SHALL BE SET WITHIN ONE (1) FT. OF DIMENSIONS INDICATED ON THE SITE PLAN.
 - 2.4 CORNER & GATE POST FOUNDATIONS SHALL BE A MINIMUM FOUR FEET (4') DEEP OR SIX INCHES (6") BELOW THE FROST LINE, WHICHEVER IS GREATER, WITH MINIMUM SIX INCH (6") CLEARANCE BETWEEN CORNER POST AND BOTTOM OF FOUNDATION.
 - 2.5 CORNER POST SPACING AND SPECIFIC LOCATIONS SHALL BE IN ACCORDANCE WITH SITE PLAN AND SHALL BE VERIFIED PROJECT MANAGER.
 - 2.6 ALL POSTS SHALL BE CAPPED.
 - 2.7 ALL POSTS SHALL HAVE MINIMUM 1/2" DIAMETER DIAGONAL TRUSS RODS WITH THUMBSCREWS. HORIZONTAL BRACE RODS, 1/2" INSIDE DIMENSION PIPE, SHALL BE INSTALLED BETWEEN POSTS.
 - 2.8 A TOP RAIL (1-3/8" I.D.) GALVANIZED PIPE SHALL BE INSTALLED BETWEEN POSTS.
 - 2.9 ALL CORNER POSTS AND BOTH ENDS OF THE POSTS SHALL BE CONNECTED TO THE SITE GROUNDING SYSTEM (REFER TO GROUNDING SYSTEM DRAWINGS).
- 3. GATE**
- 3.1 LOCATION OF GATE SHALL CONFORM TO THE SITE PLAN. GATE SIZE SHALL BE PER PLAN AND SHALL CONFORM TO ALL CITY/TOWN/TOWNSHIP REGULATIONS.
 - 3.2 ALL GUY/TOWER/TUBULAR GATE MEMBERS SHALL BE WELDED OR HEAVY FITTINGS PROVIDING RIGID AND WATER TIGHT CONNECTIONS.
 - 3.3 GATE HINGES SHALL PROVIDE FOR 180 DEGREE RADIUS GATE SWING. ALL HINGE NUTS SHALL BE ON THE INSIDE AND DOUBLE-NUT TO DETER UNAUTHORIZED ENTRY. TO BEYOND POSITION.
 - 3.4 BARBED WIRE GUARD SHALL BE INSTALLED ON TOP OF GATES. ADEQUATE CLEARANCE SHALL BE MAINTAINED TO ALLOW GATE OPERATION.
 - 3.5 GATE SHALL BE INSTALLED PLUMB AND SHALL OPEN AND CLOSE FREELY.
 - 3.6 GATE POSTS SHALL BE 3" O.D. SCH. 40 CORNER POSTS.
 - 3.7 THE FOUNDATION TYPE SHALL BE AS SHOWN AND INSTALLED AS INDICATED ON THE SITE PLAN AND VERIFIED WITH THE PROJECT MANAGER.

GUY LINE FENCING



GUY LINE FENCING

SCALE: NONE

cloud
 417 PINE STREET
 GREEN BAY, WI 54301
 PH: (920) 940-0147

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 CONSULTING ENGINEERS
 (608) 643-4100 www.ramaker.com



PROJECT INFORMATION
 CLIENT: UNIDENTIFIED
 DATE: UNIDENTIFIED
 DRAWING NO.: 0811/2025
 PROJECT TITLE: CALEDONIA

PROJECT INFORMATION
 PROJECT INFORMATION
 CALEDONIA, WI 53021
 HOUSTON COUNTY
 TAX ID: 09007001

SHEET TITLE: SITE DETAILS

SHEET NO.: 62371
 OF: A-4

SUBMITTED BY APPLICANT



35

cloud

417 PINE STREET
 GREEN BAY, WI 53001
 PH: (920) 840-0147



RAMAKER

engineering

(920) 843-4100 www.ramaker.com

certification & seal

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Wisconsin. I am duly licensed under the laws of the State of Wisconsin.



DATE ISSUED: 01/17/2025
 PROJECT NO: 25-0001

0	DATE	FINAL CO. BEARD
A	DATE	LEASE CONTRACT BEARDED
MARK	DATE	CONSTRUCTION
ISSUE	DATE	CONSTRUCTION
PROJECT TITLE	DATE	ISSUED

CALEDONIA

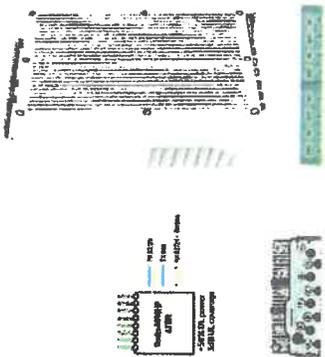
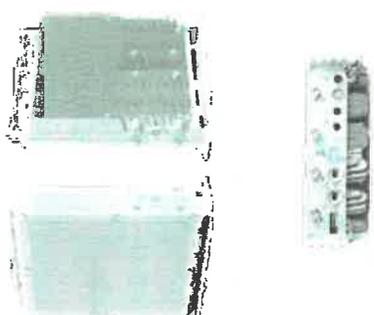
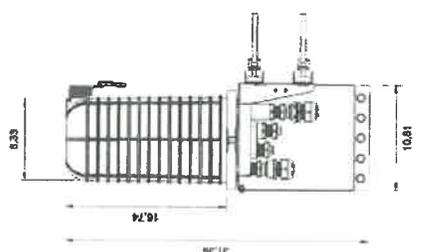
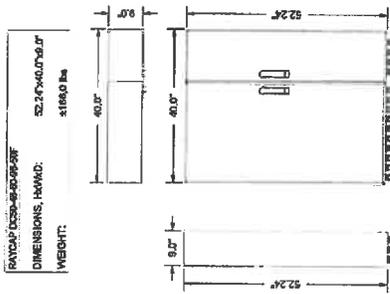
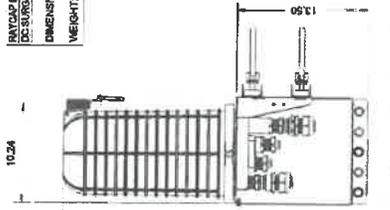
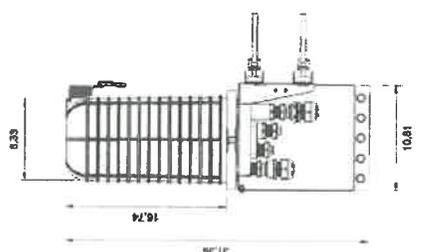
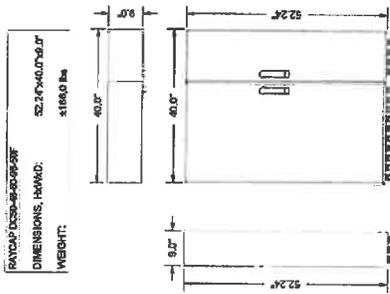
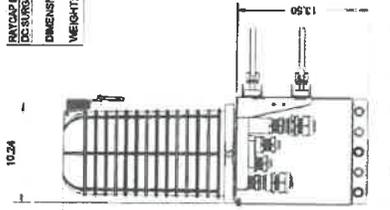
PROJECT INFORMATION
 MIN-44
 CALEDONIA, MN 55021
 HANSON COUNTY
 TAXID: 05650001

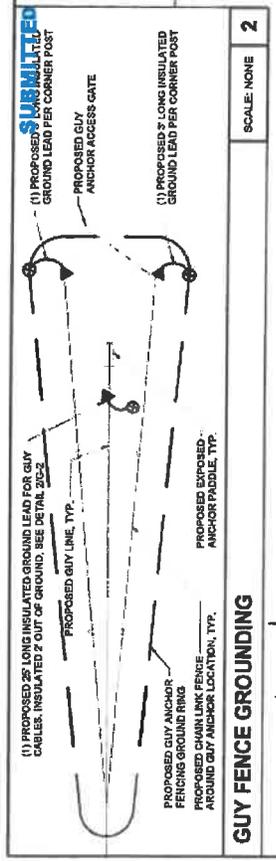
SHEET TITLE
ANTENNA SCHEDULE

SCALE: NONE

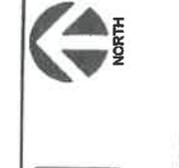
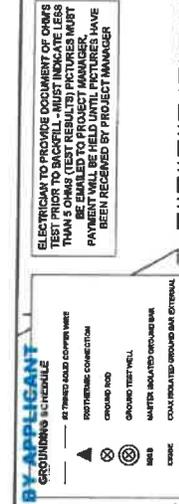
ANTENNA SCHEDULE

ANTENNA SCHEDULE																
SECTOR	AZIMUTH	POSITION	QTY	FREQUENCY	ANTENNA MANUFACTURER & MODEL	ANTENNA TP	RAD CENTER	ELECTRIC D.T.	MECH. DT.	TYPE	LENGTH	STATUS	QTY.	MAKE	MODEL	STATUS
ALPHA	0°	A1	1	700	COMMSCOPE NNH4-65C-R6-V0	28F	284'	-	0"	FIBER	-	PROPOSED	1	ERICSSON	RRH 4880	PROPOSED
		A2	2	C-BAND	ERICSSON 6419 N770 & ERICSSON 6419 N770	28F & 29F	284.5' & 292.5'	-	-	-	-	PROPOSED	-	-	-	-
		A3	1	700	COMMSCOPE NNH4-65C-R6-V0	28F	294'	-	0"	-	-	PROPOSED	1	ERICSSON	RRH 4884	PROPOSED
		A4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
BETA	130°	B1	1	700	COMMSCOPE NNH4-65C-R6-V0	28F	284'	-	0"	FIBER	-	PROPOSED	1	ERICSSON	RRH 4880	PROPOSED
		B2	2	C-BAND	ERICSSON 6419 N770 & ERICSSON 6419 N770	28F & 29F	284.5' & 292.5'	-	-	-	-	PROPOSED	-	-	-	-
		B3	1	700	COMMSCOPE NNH4-65C-R6-V0	28F	284'	-	0"	-	-	PROPOSED	1	ERICSSON	RRH 4884	PROPOSED
		B4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GAMMA	240°	G1	1	700	COMMSCOPE NNH4-65C-R6-V0	29F	284'	-	0"	FIBER	-	PROPOSED	1	ERICSSON	RRH 4880	PROPOSED
		G2	2	C-BAND	ERICSSON 6419 N770 & ERICSSON 6419 N770	28F & 29F	284.5' & 292.5'	-	-	-	-	PROPOSED	-	-	-	-
		G3	1	700	COMMSCOPE NNH4-65C-R6-V0	29F	284'	-	0"	-	-	PROPOSED	1	ERICSSON	RRH 4884	PROPOSED
		G4	-	-	-	-	-	-	-	-	-	-	-	-	-	-

<p>4890 B2/B25 B66 RRR DETAIL</p> <p>MANUFACTURER: ERICSSON MODEL: 4890 B66 DIMENSIONS: 20.5" x 15.6" x 7.0" WEIGHT: 67.2 LBS FREQUENCY: REFER TO RFDS SHEET</p> 	<p>SUBMITTED BY APPLICANT</p> <p>MANUFACTURER: ERICSSON MODEL: 4890 B25 DIMENSIONS: 12.5" x 15.1" x 6.6" WEIGHT: 57.2 LBS FREQUENCY: REFER TO RFDS SHEET</p> 	<p>4490 B5 B12A RRR DETAIL</p> <p>MANUFACTURER: ERICSSON MODEL: 4490 B5B12A DIMENSIONS: 11.5" x 7.0" WEIGHT: 83.4 LBS FREQUENCY: REFER TO RFDS SHEET</p> 	<p>cloud 37</p> <p>417 PINE STREET GREEN BAY, WI 54301 P.H.: (920) 940-0147</p> <p>RAMAKER ericsson-omniid (800) 943-4100 www.ramaker.com Communications & Sat</p> <p>THIS DOCUMENT IS THE PROPERTY OF RAMAKER & ASSOCIATES, INC. IT IS TO BE USED ONLY FOR THE PROJECT AND NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM.</p> <p>PROJECT INFORMATION: SHEET NO: 44 CALEDONIA, MN 55021 HOUSTON COUNTY PARCEL: 08010001 SHEET TITLE: EQUIPMENT SPECIFICATIONS</p>
<p>4890 B2/B25 B66 RRR DETAIL</p> 	<p>4494 B14 B29 RRR DETAIL</p> <p>RAYCAP DC50-60-96-50F DIMENSIONS, H/W/D: 52.24x40.00x9.07" WEIGHT: 1166.0 Lbs</p> 	<p>4490 B5 B12A RRR DETAIL</p> <p>RAYCAP DC50-60-96-50F DIMENSIONS, H/W/D: 16.17x20.00x5.37" WEIGHT: 230.2 Lbs (11.87kg)</p> 	<p>DC50-60-24-8C SQUID DETAIL</p>  <p>DC50-48-60-96-50F RAYCAP BOX</p>  <p>DC6-48-60-18 SQUID DETAIL</p>  <p>PROJECT INFORMATION: SHEET NO: 44 CALEDONIA, MN 55021 HOUSTON COUNTY PARCEL: 08010001 SHEET TITLE: EQUIPMENT SPECIFICATIONS</p>



GUY FENCE GROUNDING
 SCALE: NONE
 2



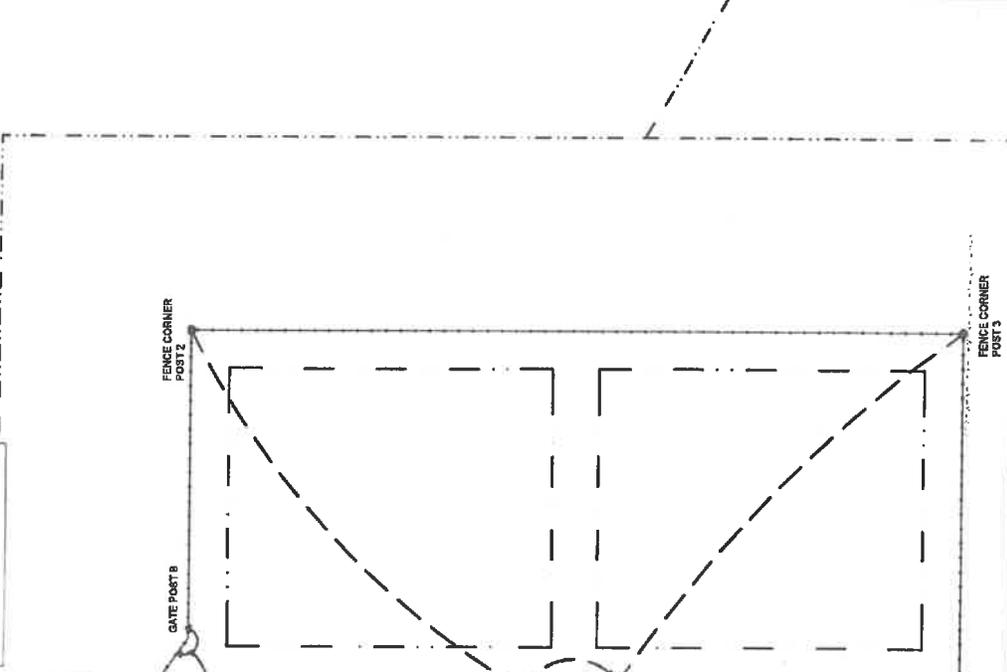
cloud
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 GREEN BAY, WI 54301
 PH.: (920) 940-0147

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LICENSED PROFESSIONAL ENGINEER
 NO. 432417
 STATE OF WISCONSIN

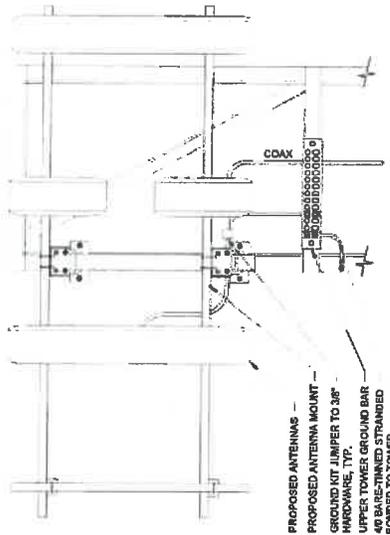
PROJECT INFORMATION:
 MIN-44
 CALEDONIA, WI 53021
 CALEDONIA, WI 53021
 TAX ID: 00000001

GROUNDING PLAN
 SHEET TITLE: GROUNDING PLAN
 SHEET NUMBER: 62371
 SHEET: G-1

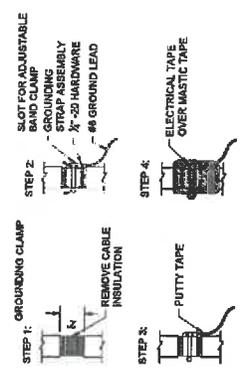


GROUNDING PLAN
 SHEET TITLE: GROUNDING PLAN
 SHEET NUMBER: 62371
 SHEET: G-1

SUBMITTED BY APPLICANT

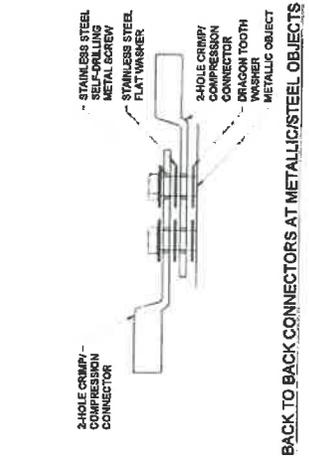
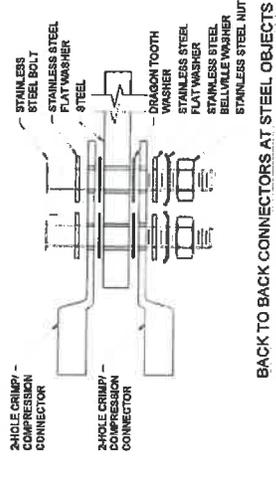
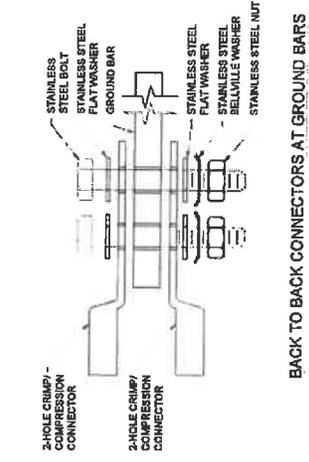
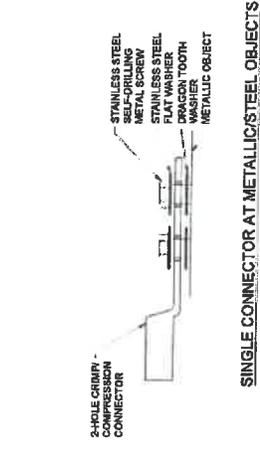
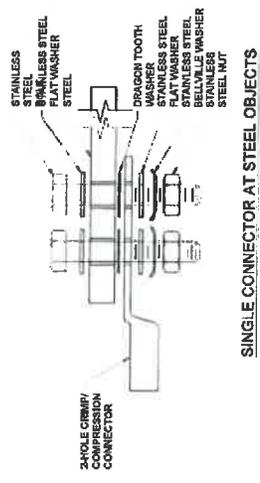
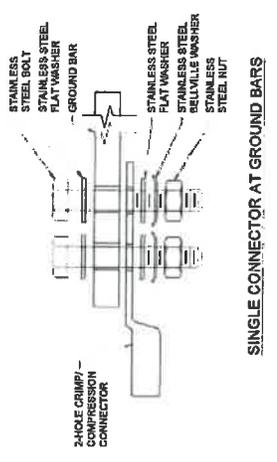


- NOTE:**
1. ALL HARDWARE (BOLTS, SCREWS, NUTS, WASHERS) SHALL BE 16-8 STAINLESS STEEL TYPE GRADE.
 2. EXPOSE BOLT LENGTH TO ALLOW A MIN. OF TWO THREADS EXPOSED.
 3. REMOVE PAINTING SURFACE TO REMOVE PAINT IN THE AREA OF THE CONNECTOR.
 4. APPLY ANTI-OXIDANT COMPOUND TO MATING SURFACE OF CONNECTOR AND WIFE OFF EXCESS COMPOUND.
 5. DIMAS TEST REQUIRED BY ELECTRIC CONTRACTOR PRIOR TO BACKFILL. RESULTS PROVIDED TO CLOUD-IT/INTELEBKA



ANTENNA GROUNDING

SCALE: NONE 1 COAXIAL CABLE GROUNDING SCALE: NONE 2



CONNECTORS AND HARDWARE

SCALE: NONE 3

cloud⁴³
 417 PINE STREET
 GREEN BAY, WI 54301
 PH.: (920) 940-0147

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 employee-owned
 (800) 643-4100 www.ramaker.com
 Cedarburg, Wis.

19781, 19782, 19783, 19784, 19785, 19786, 19787, 19788, 19789, 19790, 19791, 19792, 19793, 19794, 19795, 19796, 19797, 19798, 19799, 19800, 19801, 19802, 19803, 19804, 19805, 19806, 19807, 19808, 19809, 19810, 19811, 19812, 19813, 19814, 19815, 19816, 19817, 19818, 19819, 19820, 19821, 19822, 19823, 19824, 19825, 19826, 19827, 19828, 19829, 19830, 19831, 19832, 19833, 19834, 19835, 19836, 19837, 19838, 19839, 19840, 19841, 19842, 19843, 19844, 19845, 19846, 19847, 19848, 19849, 19850, 19851, 19852, 19853, 19854, 19855, 19856, 19857, 19858, 19859, 19860, 19861, 19862, 19863, 19864, 19865, 19866, 19867, 19868, 19869, 19870, 19871, 19872, 19873, 19874, 19875, 19876, 19877, 19878, 19879, 19880, 19881, 19882, 19883, 19884, 19885, 19886, 19887, 19888, 19889, 19890, 19891, 19892, 19893, 19894, 19895, 19896, 19897, 19898, 19899, 19900, 19901, 19902, 19903, 19904, 19905, 19906, 19907, 19908, 19909, 19910, 19911, 19912, 19913, 19914, 19915, 19916, 19917, 19918, 19919, 19920, 19921, 19922, 19923, 19924, 19925, 19926, 19927, 19928, 19929, 19930, 19931, 19932, 19933, 19934, 19935, 19936, 19937, 19938, 19939, 19940, 19941, 19942, 19943, 19944, 19945, 19946, 19947, 19948, 19949, 19950, 19951, 19952, 19953, 19954, 19955, 19956, 19957, 19958, 19959, 19960, 19961, 19962, 19963, 19964, 19965, 19966, 19967, 19968, 19969, 19970, 19971, 19972, 19973, 19974, 19975, 19976, 19977, 19978, 19979, 19980, 19981, 19982, 19983, 19984, 19985, 19986, 19987, 19988, 19989, 19990, 19991, 19992, 19993, 19994, 19995, 19996, 19997, 19998, 19999, 20000

STATE OF MINNESOTA
 LICENSED PROFESSIONAL ENGINEER
 No. 43217

DATE ISSUED: 01/12/2005
 EXPIRES: 01/12/2008

PROJECT INFORMATION
 PROJECT NO: 08112025
 PROJECT TITLE: Caledonia
 PROJECT LOCATION: CALEDONIA, MN 55021
 PROJECT DESCRIPTION: HALLIDAY ROAD/1001
 SHEET TITLE: GROUNDING DETAILS

TOTAL SHEETS: 62371
 SHEET: G-3

<p>GROUND TEST WELL</p> <p>SCALE: NONE</p> <p>1</p> <p>FLAT PVC COVER - FINISHED GRADE LOOP COPPER CABLE TO PROVIDE POINT ON CONTACT FOR GROUND TESTING TEST WELL: 10" DIA. x 24" LONG, HARDER THAN 6" OR EQUIVALENT #2 GALVANIZED WIRE 8" MINIMUM RADIUS BUILDING OR TOWER GROUND RING, #2 BARE SOLID COPPER CABLE CADWELD CONNECTION (TYPE-SR) COPPER CLAD STEEL GROUND ROD: 3/4" x 10' LONG MIN. - 10" MIN. O.C., 20" MAX. - CADWELD CONNECTION - BURIED AT LEAST 8" DEEP</p>	<p>GROUND ROD</p> <p>SCALE: NONE</p> <p>2</p> <p>FINISH GRADE CADWELD GROUNDING WIRE TO ROD (TYPE GT OR GR), WIRE CONDUCTOR PER PLAN. 5/8" x 8' LONG MIN. AT 8' O.C. CLAD GROUND ROD CADWELD CONNECTION</p>	<p>METER GROUNDING</p> <p>SCALE: NONE</p> <p>3</p> <p>PROPOSED METER 3/4" DIA. FLEX CONDUIT TO HOUSE GROUND FROM METER FINISHED GRADE #2 GALVANIZED WIRE FROM METER TO INDEPENDENT GROUND ROD 8" MINIMUM RADIUS CADWELD CONNECTION (TYPE-SR) 3/4" DIA. x 10' LONG COPPER GROUND ROD</p>	<p>GATE GROUNDING</p> <p>SCALE: NONE</p> <p>4</p> <p>GATE POST FENCE POST BRAIDED TINNED COPPER STRAP - CONNECT TO FENCE POST WITH CADWELD CONNECTION CADWELD CONNECTION - #2 GALVANIZED WIRE CONDUCTOR TO GROUND ROD OR RING 8" MIN. RADIUS #2 GALVANIZED WIRE CONDUCTOR EXTEND TO OPPOSITE FENCE POST FOR BURIED GATE JUMPER CADWELD CONNECTION GROUND RING</p>	<p>FENCE POST GROUNDING</p> <p>SCALE: NONE</p> <p>5</p> <p>BARBED WIRE CHAINLINK FENCE CADWELD CONNECTION #2 GALVANIZED WIRE CONDUCTOR TO GROUND ROD OR RING CADWELD CONNECTION COMPOUND GROUND RING 5/8" DIA. x 8' LONG MIN. CLAD GROUND ROD CADWELD CONNECTION</p>	<p>GROUNDING DETAILS</p> <p>62371 G-4</p>
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cloud 44

417 PINE STREET
 GREEN BAY, WI 54301
 PH.: (920) 940-0147

RAMAKER
 ENGINEERS & ARCHITECTS
 (800) 843-4100 www.ramaker.com

DATE: 08/11/2025
 TIME: 1:06 PM
 PROJECT TITLE: CALEDONIA

PROJECT INFORMATION:
 NAME: CALEDONIA, MN 55231
 COUNTY: HOUSTON COUNTY
 TAX ID: 08070001
 SHEET TITLE: GROUNDING DETAILS

FAA 1A SURVEY CERTIFICATION

Applicant: Cloud 1
130 East Walnut Street
Green Bay, WI 54305-1060

Site Name: Caledonia

Horizontal Datum Source (select all that apply):

Ground survey GPS survey NAD 83 NAD 27

Vertical Datum Source (select all that apply):

Ground survey GPS survey NAVD 88 NGVD 29

Structure Type (select one):

New Tower Existing Tower Roof Top Water Tank Smokestack
 Other (describe): _____

Latitude: 43° 38' 58.18" North NAD 83 (43.649494°)
Longitude: 91° 29' 24.15" West NAD 83 (-91.490042°)
Ground Elevation: 1203' AMSL

CERTIFICATION: I certify that the latitude and the longitude, as detailed above, are accurate to within +/- 20 feet horizontally, and that the site elevation, detailed above, is accurate to within +/-3 feet vertically. The horizontal datum (coordinates) are based on the North American Datum of 1983 (NAD 83) and are expressed in degrees, minutes and seconds to the nearest hundredth of a second. The vertical datum (heights) are based on the North American Vertical Datum of 1988 (NAVD 88) and are determined to the nearest foot.

Engineer Signature/Seal: 
Printed Name: Daryl Matzke
Professional Engineer #: 52202
Company: Ramaker & Associates, Inc.
Phone: 608-643-4100
Date: Juner 18, 2025



Ramaker Project No.: 62371



May 6, 2025

To Whom It May Concern:

Please let this letter serve as acknowledgement that Cloud 1 Services, LLC ("Cloud 1") has retained the services of Groundwater Services and Supply, Inc. ("GSS") for the purposes of providing site acquisition services related to the construction of communications towers and equipment. These services include, but are not limited to, identifying potential tower locations, securing lease agreements, coordinating with property owners, and facilitating zoning and permitting processes.

GSS, and its directors, employees, and agents, are authorized to act as Cloud 1's representative in matters related to site acquisition and coordination with municipal or zoning authorities for current and future telecommunications infrastructure projects.

Should you require any further information or clarification, please do not hesitate to contact me directly.\

Sincerely,

A handwritten signature in black ink, appearing to read "Mitchel Olson", written over a horizontal line.

Mitchel Olson

Chief Development Officer

P: (920) 940-0138

E: mitchel.olson@btussel.com



June 27, 2025

**Property Owner Zoning and Permitting
Authorization**

To Whom It May Concern,

Please accept this document as authorization from Alan and Barbara Schmitz, that Mike Huizenga of Groundwater Services and Supply ("GSS") is permitted to act on their behalf for the purposes of zoning and permitting for the telecommunication tower being proposed on their property (Parcel Number: 090070000) in Houston County, Minnesota.

Alan Schmitz:
Date:

Alan Schmitz
6-27-25

Barbara Schmitz:
Date:

Barb Schmitz
6-27-2025

Mike Huizenga
Project Manager
GSS, Inc.
(515) 238-6696

3311 109 Street Urbandale, IA 50322 Tel: (515) 331-
2103 Fax: (515) 331-1728



September 15, 2025

Response to SBA Comment of August 26, 2025

Houston County Environmental Services
c/o Amelia Meiners
304 S. Marshall St., Room 209
Caledonia, MN 55921

Re: Cloud 1 Services Telecommunication Tower Proposal
Cloud 1 Services Project Designation: 6807 Caledonia
Parcel Number 090070001
12079 State 44
Caledonia, MN 55921

Amelia Meiners,

Please accept the following as Cloud 1 Service's response to SBA's suggestion that their tower is either currently sufficient to meet AT&T's coverage objectives or could be modified "to accommodate an additional carrier at the same height as the proposed tower" as highlighted below.

As the SBA tower currently exists, it appears as though the highest available location for mounting an antenna array is approximately 175'. The reason for this is because the existing tower is 200' in height, but it already has two (2) carriers occupying the uppermost locations for antenna arrays, and the ground elevation is 10' lower than the proposed tower. Effectively, this is approximately 130' lower than the location proposed for the equipment on the new tower off State Hwy 44.

As previously mentioned, SBA asserts their existing tower could be modified "to accommodate an additional carrier at the same height as the proposed tower." The comment from SBA goes on to suggest these types of modifications "are common practice in the telecommunications industry." This is deeply misleading as adding 110' of height to an existing tower would not be considered a modification by industry standards. Adding 110' of height to an existing tower is not possible. To "accommodate an additional carrier at the same height as the proposed tower", SBA would need to deconstruct their existing tower and build a new tower 310' in height as the leg spacing on a 200' self-support is quite different than the leg spacing on a 310' self-support tower.



Additionally, even if SBA were willing to undertake the deconstruction of their existing tower and replace it with a new tower approximately 310' in height, three (3) immediate concerns are at issue:

- 1.) How much time would building a new tower take?
- 2.) To what extent would building a new tower affect the existing cellular coverage in the area during construction?
- 3.) Who would be responsible for the associated costs of a new SBA tower?

Lastly, as discussed at the Planning Commission meeting in August, our client, Cloud 1 Services, acting at the request of AT&T, intends to propose several new telecommunication towers throughout southeastern Minnesota. In fact, I hope to propose nine (9) new cell towers in Houston County alone. While many of the new towers are being proposed in areas that are severely lacking coverage, many others are being proposed in areas with existing towers, but the costs associated with those leases have created an untenable situation for many carriers. In short, it is more cost effective to work with smaller tower companies to provide the necessary network infrastructure than it is to continue to pay high lease rates for comparable coverage in the area.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mike Huizenga'.

Mike Huizenga

Project Manager

GSS, Inc.

(515) 238-6696

MHuizenga@GSSMidwest.com

GSSMidwest.com

ADDITIONAL COMMENT SUBMITTED BY APPLICANT

54

SBA Communications Corporation
8051 Congress Avenue
Boca Raton, FL 33487-1307



T + 561.995.7670
F + 561.995.7626

sbasite.com

August 26, 2025

Houston County Planning Commission
304 S. Marshall Street, Room 209
Caledonia, MN 55921

RE: Cloud 1 Services LLC request to construct a 300' guyed telecommunications tower located at 12079 State Hwy 44, Caledonia, MN 55921.

Dear Members of the Planning Commission:

My name is Shawn Welter, and I am the Site Marketing Manager for SBA Communications Corporation ("SBA") in Minnesota. It is my job to interact with wireless carriers who have located, or are interested in locating, onto an SBA cell tower. I maintain an open line of communication with the carriers to discuss tenant issues, including but not limited to collocation, new equipment, centerline placement of equipment onto SBA cell towers and other related matters. This would include the cell tower SBA has owned, operated, and maintained since August 2014 nearby on property commonly known as 14109 State 76, Caledonia, MN 55921 ("Existing Cell Tower").

Cloud 1 Services LLC ("Cloud 1") has submitted a Conditional Use Permit application to the Houston County Planning & Zoning Department requesting to construct a new 300' guyed telecommunication tower. The proposed tower is just 0.54 miles from the Existing Cell Tower. As with all other matters the carriers have previously been directed to send any communication related to SBA's cell towers in Minnesota to my attention. Accordingly, I was quite surprised by Cloud 1's application as I regularly communicate with the carriers.

Upon learning about this application, I reached out to our current tenants and was informed that this proposal is unrelated to their present networks. However, after reviewing our corporate records, I can confirm that SBA most certainly can accommodate an additional carrier at the existing site and is willing to evaluate modifications to accommodate the carrier at the same height as the proposed tower. Such modifications as may be needed to accommodate a carrier at a higher height or for more/larger equipment are common practice in the telecommunications industry. Accordingly, there is ample structural capacity for the Existing Cell Tower to handle more equipment as SBA constructed the Existing Cell Tower to house multiple tenants.

We look forward to continuing to work with Houston County to provide access to wireless networks via SBA's telecommunications infrastructure.

Very truly yours,

A handwritten signature in black ink, appearing to read "Shawn Welter", written over a light blue horizontal line.

Shawn Welter
Site Marketing Manager, Site Leasing

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE:

That an application has been made by GSS, on behalf of Cloud 1 Service LLC and Christopher and Ann Myhre in care of Gregory and Elizabeth Myhre, 20456 Old 76 Rd, Caledonia, MN 55921, for a Conditional Use Permit to build a telecommunication tower in the Agricultural Protection District (Section 14 – 14.3 Conditional Uses, Subdivision 1, Subsection 11) in Wilmington Township on the following premises, to wit:

PT SW1/4 NE1/4 of Section 14, Township 101, Range 6, Houston County, Minnesota.
(Parcel #15.0155.000)

Said applicant standing and making application is as fee owner of said described lands and leaser of said described lands.

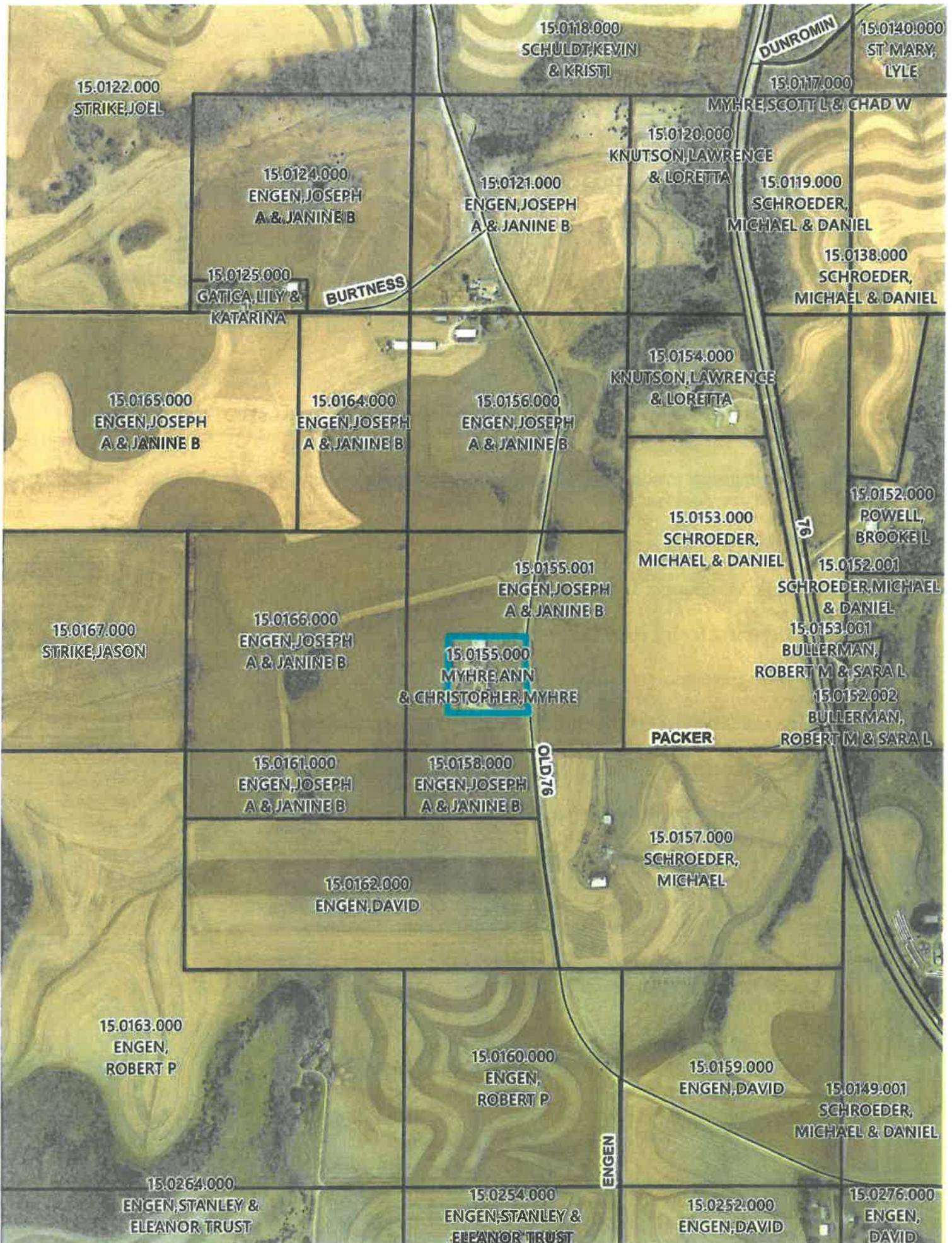
A hearing on this application will be held at the Houston County Commissioner's Room, City of Caledonia, Minnesota at 5:40 p.m. on Wednesday, September 24, 2025.

All persons having an interest in the matter may attend the hearing or submit comments relative to the granting or denying of said application. Comments should be mailed to the Environmental Services Dept., 304 South Marshall Street – Room 209, Caledonia, MN 55921, or emailed to Zoning@HoCoMN.gov, and must be received by Tuesday, September 16, 2025 to be included for review prior to the hearing. All comments are considered public record.

HOUSTON COUNTY PLANNING COMMISSION

By Amelia Meiners
Zoning Administrator

ADV: September 10, 2025



CRITERIA FOR GRANTING CONDITIONAL USE PERMITS

NAME OF APPLICANT: *Cloud 1 Services LLC*. DATE: *September 24, 2025*

C.U.P REQUESTED: *Build a telecommunications tower in the Agricultural Protection District.*

The Planning Commission shall not recommend an interim use permit unless they find the following:

FINDINGS OF FACT

Section 11.05 of the Houston County Zoning Ordinance requires the following:

1. That the proposed use conforms to the County Land Use Plan.

Staff Analysis: Houston County's vision statement is to "provide quality, essential and affordable public services to the community" and the effect of having improved communication services is interwoven in reaching many of the supporting policies and goals outlined in the Land Use Plan.

Board agreed to finding by a unanimous vote.

2. That the applicant demonstrates a need for the proposed use.

Staff Analysis: There is not a comparable co-locatable structure available in this vicinity and the tenant is looking to improve cellular services in this rural underserved area.

Board agreed to finding by a unanimous vote.

3. That the proposed use will not degrade the water quality of the County.

Staff Analysis: The applicant has identified that there are no long-term uses associated with this proposal that have the potential to degrade water quality. All topsoil removed during construction will be regraded and seeded upon completion to minimize erosion.

Board agreed to finding by a unanimous vote.

4. That the proposed use will not adversely increase the quantity of water runoff.

Staff Analysis: The applicant identifies that standard design for tower projects includes leveling of tower compounds and access drives. There will be a 2,500 square foot gravel compound within the old feedlot area but the tower and ground components should not adversely increase the quantity of water runoff.

Board agreed to finding by a unanimous vote.

5. That soil conditions are adequate to accommodate the proposed use.

Staff Analysis: Geotechnical reviews will be conducted before the foundation is designed, but the applicant does not believe soils will be prohibitive. NRCS has the soil classified as a silt loam which is the predominant soil in the County and there is nothing within the description to indicate there may be issued siting a structure.

Board agreed to finding by a unanimous vote.

6. That potential pollution hazards have been addressed and that standards have been met.

Staff Analysis: Pollution hazards should be limited. Waste generation from construction and maintenance of items such as batteries, diesel fuel or propane for generators and electronic waste will need to be disposed of properly.

Board agreed to finding by a unanimous vote.

7. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Staff Analysis: This proposal will utilize existing driveway access. An easement including both road access and utilities is part of the scope of this project along with the extension of both underground electric and fiber optic lines.

Board agreed to finding by a unanimous vote.

8. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Staff Analysis: Outside of the initial construction there will only be periodic check-ins at this location by maintenance staff and there is space within the leased area for parking for maintenance employees.

Board agreed to finding by a unanimous vote.

9. That facilities are provided to eliminate any traffic congestion or traffic hazard which may result from the proposed use.

Staff Analysis: N/A

10. That the Conditional Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

Staff Analysis: This proposal will be most intrusive to the landowner, but they made the decision to lease out the site. Cell towers do create a visual impact, but the Planning Commission may feel the benefit outweighs that cost.

Board agreed to finding by a unanimous vote.

11. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.

Staff Analysis: This is a rural area of predominately tillable land and associated farm dwellings. This proposal will remove no land from production and should not impact adjacent landowners' ability to construct dwellings or otherwise develop and improve their land.

Board agreed to finding by a unanimous vote.

12. That adequate measures have been taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Staff Analysis: This proposal will not include any offensive odor, fumes, dust, noise or vibration. Tower lighting will be in accordance with FAA regulations.

Board agreed to finding by a unanimous vote.

13. That the density of any proposed residential development is not greater than the density of the surrounding neighborhood or not greater than the density indicated by the applicable Zoning District.

Staff Analysis: N/A

14. That the intensity of any proposed commercial or industrial development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable Zoning District.

Staff Analysis: This is considered a commercial use but there are no density requirements for these proposals. The goal is to eliminate dead spots for cell service within the County which requires them in proximity to those underserved areas. This tower will be within an existing building site and while overall it's not a common proposal it matches the characteristics of other telecommunication towers here.

Board agreed to finding by a unanimous vote.

15. That site specific conditions and such other conditions are established as required for the protection of the public's health, safety, morals, and general welfare.

Staff Analysis: The FCC is responsible for setting and monitoring parameters on health and safety standards related to cellular telephone towers. Issuance of permits indicates that they believe those standards have been or will be met. In addition, the proposer has sited the tower in a location that should have minimal or no impact on structures, public roads and neighboring properties in the event of a collapse.

Board agreed to finding by a unanimous vote.

Vice Chairman Glasspoole asked for a motion on the findings if there were no additional comments or questions.

Johnathon Glasspoole made a motion to accept the findings as presented. Eric Johnson seconded. All were in favor. Motion carried.

Vice Chairman Glasspoole asked for a motion on the conditional use request if there were no additional comments for questions.

Josh Gran made a motion to recommend the Houston County Board approve a Conditional Use Permit to build a telecommunication tower in the Agricultural Protection District with two conditions in Wilmington Township:

1. The Permittee shall comply with all federal, state, and local laws and regulations.
2. The County may enter onto the premises at reasonable times and in a reasonable manner to ensure the permitholder is in compliance with the conditions and all other applicable statutes, rules, and ordinances.

Johnathon Glasspoole seconded. A roll call vote was taken. All were in favor. Motion carried.



HOUSTON COUNTY ENVIRONMENTAL SERVICES

Solid Waste • Recycling • Zoning
304 South Marshall Street – Room 209, Caledonia, MN 55921
Phone: (507) 725-5800 • Fax: (507) 725-5590



STAFF REPORT 9/15/2025

Application Date: 7/21/25
Hearing Date: 9/24/25
Petitioner: Mike Huizenga, GSS Inc.
Reviewer: Amelia Meiners
Zoning: Ag Protection
Address: 20456 Old 76 Road
Township: Wilmington
Parcel Number: 15.0155.000
Submitted Materials: CUP Application, GSS Representation Letter, Project Proposal, Zoning Authorization

OVERVIEW

REQUEST

The applicant is requesting a conditional use permit to construct a telecommunications tower in Wilmington Township. Any reference to applicant in this report is to the leaseholder rather than the landowner.

Cloud 1 Services, LLC is the leaseholder but has retained GSS Inc. to provide site acquisition services related to construction of the tower and installation of equipment, which includes permitting.

SUMMARY OF NOTEWORTHY TOPICS

The last time telecommunication towers were permitted in Houston County was in 2014 and there were three completed that year. The leaseholder and AT&T are working to improve coverage and capacity in this area with the added benefit of improving public safety. Removing gaps in coverage will allow for more effective response to emergencies.

Towers require both a use and structural permit. The Houston County Zoning Ordinance (HCZO) identifies them as a conditional use in the agricultural protection district. Beyond that the ordinance has limited requirements for this type of proposal.

This request in Wilmington Township is for a 300-foot guyed telecommunications tower. Guyed towers have wires anchoring the structures to the ground. This structure is capable of handling four carriers and AT&T will be the anchor tenant. The main leased space is an area 100-foot by 100-foot plus easements for access, utilities and guy wires. In addition to the tower, these proposals include auxiliary cabinets and generators. The letter from GSS states that tower has a 40% engineered fall-zone radius which equates to 120-feet. It has been located so that in the event of a collapse, no portion would fall onto adjacent properties, public road or on any existing structures including the Myhre's home although it is right at 120-feet off the north property line.

The Federal Communications Commission (FCC) is the regulatory authority on these projects and they ensure that projects meet standards of the National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), as well as the Endangered Species Act (ESA), Antenna Structure Registration (ASR) and Federal Aviation Administration (FAA), if applicable.

The FCC website states the following about local authority's role, "Section 332(c)(7) of the Communications Act preserves state and local authority over zoning and land use decisions for personal wireless service facilities but sets forth specific limitations on that authority. Specifically, a state or local government may not unreasonably discriminate among providers of functionally equivalent services, may not regulate in a manner that prohibits or has the effect of prohibiting the provision of personal wireless services, must act on applications within a reasonable period of time, and must make any denial of an application in writing supported by substantial evidence in a written record. The statute also preempts local decisions premised directly or indirectly on the environmental effects of radio frequency (RF) emissions, assuming that the provider is in compliance with the Commission's RF rules."

Below are relevant sections of the Houston County Zoning Ordinance:

Essential Services. Overhead or underground electric, gas, communication, steam or water transmission or distribution systems and structures, by public utilities or governmental departments or commissions as are required for protection of the public health, safety, or general welfare, including towers, poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, police call boxes, and accessories in connection therewith, but not including buildings.

SECTION 14 – AGRICULTURAL PROTECTION DISTRICT

14.3 CONDITIONAL USES

Subdivision 1. Conditional Uses. In the Agricultural Protection District, the following uses may be allowed only after obtaining a Conditional Use Permit in accordance with the provision of this Ordinance.

(9) Communication Services. Commercial radio and television towers and transmitters.

(11) Essential Services. Essential Services, including, regional pipelines, transmission cables, microwave and communication towers.

SECTION 32 - ESSENTIAL SERVICE UTILITY PERMITS

32.1 ESSENTIAL SERVICES

Subdivision 1. General. Essential services have an effect upon urbanizing areas of the County, land uses, highway location, park and recreation areas, preservation of natural environmental areas, lakes, streams, and rivers. The plans for the construction or modification of essential services shall be filed with the County, and a permit obtained, prior to beginning any condemnation action or construction.

TOWNSHIP AND NEIGHBORHOOD COMMENTS

Wilmington Township and the ten nearest property owners were notified. No comments were submitted.

SITE CHARACTERISTICS

The proposed location is approximately three and half miles northwest of the city limits of Eitzen and five miles south of Caledonia. It is located 200-feet off Old 76 Road and 2,000 feet from State 76. Outside of the landowner, there are five dwellings within a half mile (2,640-feet) of the site. There are no bluff or slope concerns and there is no mapped floodplain, wetland or shoreland in the vicinity of this proposal. An intermittent stream runs northeasterly about 400-feet north of this location and ultimately flows to Winnebago Creek.

Staff Analysis: The applicant identifies that standard design for tower projects includes leveling of tower compounds and access drives. There will be a 2,500-sf gravel compound within the old feedlot area but the tower and ground components should not adversely increase the quantity of water runoff.

5. That soil conditions are adequate to accommodate the proposed use.

Staff Analysis: Geotechnical reviews will be conducted before the foundation is designed, but the applicant does not believe soils will be prohibitive. NRCS has the soil classified as a silt loam which is the predominant soil in the County and there is nothing within the description to indicate there may be issues siting a structure.

6. That potential pollution hazards have been addressed and that standards have been met.

Staff Analysis: Pollution hazards should be limited. Waste generation from construction and maintenance of items such as batteries, diesel fuel or propane for generators and electronic waste will need to be disposed of properly.

7. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Staff Analysis: This proposal will utilize existing driveway access. An easement including both road access and utilities is part of the scope of this project along with the extension of both underground electric and fiber optic lines.

8. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Staff Analysis: Outside of the initial construction there will only be periodic check-ins at this location by maintenance staff and there is space within the leased area for parking for maintenance employees.

9. That facilities are provided to eliminate any traffic congestion or traffic hazard which may result from the proposed use.

Staff Analysis: N/A

10. That the Conditional Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

Staff Analysis: This proposal will be most intrusive to the landowner, but they made the decision to lease out the site. Cell towers do create a visual impact, but the Planning Commission may feel the benefit outweighs that cost.

11. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.

Staff Analysis: This is a rural area of predominately tillable land and associated farm dwellings. This proposal will remove no land from production and should not impact adjacent landowners' ability to construct dwellings or otherwise develop and improve their land.

12. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Staff Analysis: This proposal will not include any offensive odor, fumes, dust, noise or vibration. Tower lighting will be in accordance with FAA regulations.

13. That the density of any proposed residential development is not greater than the density of the surrounding neighborhood or not greater than the density indicated by the applicable Zoning District.

Staff Analysis: N/A

14. That the intensity of any proposed commercial or industrial development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable Zoning District.

Staff Analysis: This is considered a commercial use but there are no density requirements for these proposals. The goal is to eliminate dead spots for cell service within the County which requires them in proximity to those underserved areas. This tower will be within an existing building site and while overall it's not a common proposal it matches the characteristics of other telecommunication towers here.

15. That site specific conditions and such other conditions are established as required for the protection of the public's health, safety, morals, and general welfare.

Staff Analysis: The FCC is responsible for setting and monitoring parameters on health and safety standards related to cellular telephone towers. Issuance of permits indicates that they believe those standards have been or will be met. In addition, the proposer has sited the tower in a location that should have minimal or no impact on structures, public roads and neighboring properties in the event of a collapse.

RECOMMENDATION

The Planning Commission must consider the criteria above. Should the recommendation be favorable, staff recommend requiring the following conditions:

1. The Permittee shall comply with all federal, state, and local laws and regulations.
2. The County may enter onto the premises at reasonable times and in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinances.

Proposed motion: To recommend granting a conditional use permit for a telecommunications tower in the agriculture protection district with two conditions.

Conditional Use Request	Amount Paid
2025-CUP-445763	\$0.00
Applicant	Created
Mike Huizenga	July 7, 2025

Number
2025-CUP-
445763

Mike Huizenga - on behalf of
the property owner and Cloud 1
Services | 150155000 |
Wilmington
Submitted by Mike Huizenga on
7/7/2025



Applicant

Mike Huizenga

5152386696

mhuizenga@gssmidwest.com

Search Parcel Data Completed On Monday, July 7, 2025 at 10:28 AM CDT by Mike Huizenga

ParcelID	Address	City	OwnerName	Acres
150155000	20456 OLD 76 RD	CALEDONIA	MYHRE,ANN & CHRISTOPHER,MYHRE	5.000

CONDITIONAL USE INTRO Completed On Monday, July 7, 2025 at 10:29 AM CDT by Mike Huizenga

A Conditional Use is a land use or development that would not be appropriate generally but may be allowed with appropriate restrictions as provided by official controls upon a finding that specific criteria are met, as outlined in Section 6.5 of the ordinance.

When submitting an application, the information requested in this form is required. You may be asked to provide additional information as deemed necessary by the Zoning Office, the Planning Commission, or the County Board.

A non-refundable application fee and recording fee are required before an application is considered complete.

Prior to completing this form, a pre-application meeting with County Zoning is strongly recommended.

Application Fee:

Conditional Use Application Fee

\$700.00

Recording Fee:

Recording Fee

\$46.00

Application Type:

Conditional Use

APPLICANT INFORMATION Completed On Monday, July 7, 2025 at 11:01 AM CDT by Mike Huizenga

Applicant Name

Mike Huizenga - on behalf of the property owner and Cloud 1 Services

Parcel Tax ID

150155000

Telephone Number

5152386696

Address

20456 Old 76

City

Caledonia

Zip

55921

Legal Description

5A IN S PT SW1/4 NE1/4 DOC 190308; DOC 285593

Section-Township-Range

14-101-006

Do you own additional adjacent parcels

No

Township of:

Wilmington

Applicants are required to inform township boards of their application. Please reference the table below and contact the official for your township.

I understand I am required to inform my township of my application.

Yes

Township Contacts

TOWNSHIP	NAME	PHONE
Black Hammer	Clayton Johnson	507-450-6384
Brownsville	Christine Novak	507-459-0636
Caledonia	Judith Massman	507-458-3294
Crooked Creek	David Winnes	507-542-4515
Hokah	Delayne Vogel	608-397-6516
Houston	John Beckman	507-429-1745
Jefferson	Anne Falken	320-493-8629
La Crescent	Jason Wieser	507-429-0133
Mayville	Erin Hammell	608-225-1830
Money Creek	Paul Ledebuhr	507-458-7973
Mound Prairie	Colleen Tracy	507-459-3573
Sheldon	Wayne Runningen	507-450-0065

9. That adequate facilities are provided to eliminate any traffic congestion or traffic hazard which may result from the proposed use.

N/A

Comments:

No potential traffic issues are associated with the proposed telecommunication project.

10. That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

Yes

Comments:

No potential degradation to the use and enjoyment of other property in the immediate vicinity is anticipated for the proposed telecommunication project.

11. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.

Yes

Comments:

The predominant use of the surrounding area is agricultural. No aspect of the proposed telecommunication project will impede the normal and orderly development and improvement of the surrounding vacant property for agricultural uses.

12. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Yes

Comments:

All towers over 199 feet in height must be lit in accordance with FAA requirements. Standard lighting design for telecommunication towers is white by day / red by night to minimize related disturbance to the surrounding area. No other items on the list above are applicable.

13. That the density of any proposed residential development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable zoning district

N/A

Comments:

Unrelated to the proposed telecommunication tower in the Agricultural Protection district.

14. That the density of any proposed commercial or industrial development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable zoning district.

Yes

Comments:

Telecommunication towers are typically considered a commercial use but typical spacing between towers is not considered dense or intense development.

15. That site specific conditions and such other conditions are established as required for the protection of the public's health, safety, morals, and general welfare.

Yes

Comments:

Tower design implements a 40% engineering fall zone to prevent, in the unlikely event of tower failure, collapse on adjacent properties or collapse on any residential structures. Additionally, the tower compound will be fenced and locked, with barbed-wire strands located on the uppermost portion of the fencing.

SITE PLAN INFORMATION Completed On Monday, July 7, 2025 at 4:28 PM CDT by Mike Huizenga

A site plan MUST accompany all Applications. You may either upload a drawing or use the interactive map below.

Upload Site Plan

Wilmington_LE_03.27.2025.pdf

Use the Interactive Map to Create a Site Plan. Map tools: Click the plus and minus buttons in the upper left of the map window, zoom in/out. Navigation Mode - Scroll up to zoom in, scroll down to zoom out. Click and hold to pan around map. Text Mode - To place text on the map, click on the "Add Text" tool, click the place on the map where you would like the text to be displayed, then enter the text in the box that appears at the top of the screen, click ok to display the text on the map. Draw a point - Click once on the map where you would like the point to be. Draw a Line - Click once on map to start drawing a line, double click to stop drawing line. Draw a Polyline - Click once on map to start drawing a polygon, click map at each vertex and double click to finish polygon drawing. Draw a Rectangle - Click once on the map where you would like the rectangle to be. The rectangle will appear on the map. Click on the Select tool and click on the rectangle to resize (click an outside square and drag to resize), rotate (click, hold and drag the circle on top of the rectangle to rotate) or delete (click the rectangle and hit the delete button). Measure - Click once on map to start draw a line with a measurement, click map at each vertex and double click to finish drawing. If you double click near starting point area measurement will also be calculated. Undo Last Edit - Click tool to undo last drawing edit. Undo All Edits - Click tool to undo all drawing edits.

Sketch Layer

Reference Layer

Mapproxy



Powered by Esri

Use the space below to include site plan comments, if necessary

APPLICATION SUBMITTAL Completed On Monday, July 7, 2025 at 4:29 PM CDT by Mike Huizenga

By checking this box, I grant Houston County access to my property for the purpose of evaluating this application.

Yes

By checking this box, I certified that I have notified my town board of my application.

Yes

By checking this box, I certify that the information provided in this application is true and accurate to the best of my knowledge.

Yes

Signature



Date Signed:

7/7/2025

Check this box if Staff Signature on behalf of Applicant.

Email APPLICATION SUBMITTAL Completed On Monday, July 7, 2025 at 4:29 PM CDT by Mike Huizenga

RESEND EMAIL

Delivered on Monday, July 7, 2025 at 4:29 PM CDT

Options

- Send to the applicant? Yes
- Send to members of the following roles:
 - Zoning
 - County Board

Recipients

To:

- jeremy.burt@co.houston.mn.us
- mburt@hocomn.gov
- holly.felten@co.houston.mn.us
- amelia.meiners@co.houston.mn.us
- cindy.wright@co.houston.mn.us
- eric.johnson@co.houston.mn.us
- robert.schuldt@co.houston.mn.us
- kurt.zehnder@co.houston.mn.us
- mhuizenga@gssmidwest.com

Subject: Parcel 150155000 Conditional Use Application Received

The information provided in your Conditional Use application has been received by the County. An application fee of \$700.00 payable to the Houston County Treasurer and a recording fee of \$46.00 payable to the Houston County Recorder are necessary to complete your application and are required before the application will be reviewed. Please send a separate check for each.

Houston County Planning and Zoning
304 S. Marshall Street, Room 209
Caledonia, MN 55921

Once payment is received your application will be reviewed and you will be contacted by staff if there are questions.

SUBMITTED BY APPLICANT

Number: 2025-CUP-445763

Workflow: Conditional Use Request

Description: Mike Huizenga - on behalf of the property owner and Cloud 1 Services | 150155000 | Wilmington

Created On: 7/7/2025

[View Application](#)

External Notes

Documents

Internal Notes

Documents



July 7, 2025

Houston County Environmental Services
c/o Amelia Meiners
304 S. Marshall St., Room 209
Caledonia, MN 55921

Re: Cloud 1 Services Telecommunication Tower Proposal
Cloud 1 Services Project Designation: **6911 Wilmington**
Parcel Number 150155000
20456 Old 76
Caledonia, MN 55921

Amelia Meiners,

Cloud 1 Services, LLC, commonly referred to as Cloud 1 throughout this document, is proposing the construction of a 300-foot-tall, guyed telecommunication tower and associated facilities within Houston County jurisdiction. The Cloud 1 designation for this project is **6911 Wilmington**. This project proposal has been prepared by Mike Huizenga, Project Manager for GSS, applicant and agent for TowerCom.

This project is being proposed by way of a Conditional Use Permit on parcel 150155000. Cloud 1 has entered into a lease agreement with property owners Chris, Ann, Greg, and Elizabeth Myhre. The property owner's address is 20456 Old 76, Caledonia, MN 55921.

The proposed lease area for this project is 10,000 square feet. An access/utility easement, 50 feet in width is also being proposed, commencing from Old 76, and proceeding to the proposed site location. Guy anchor easements 30 feet in width are also being proposed.

The subject property is zoned Agricultural Protection. As such, it is the understanding of the applicant that telecommunications structures are potentially permitted by Conditional Use Permit, following review by the Houston County Planning Commission and Board of Commissioners. Additionally, per Houston County Conditional Use Permit requirements, the Township of Wilmington contact, Melissa Schroeder, was informed of our intent to propose this telecommunication project. A voicemail was left with an invitation to contact me with any questions or concerns on 07.07.25.

As proposed, the guyed tower has a 40% engineered fall-zone radius. That is to say, in the unlikely event of tower failure, the tower is engineered to collapse within a 120-foot radius. Additionally, in the unlikely event of tower collapse, no portion of the tower would fall onto adjacent properties, nor would it fall on any existing, residential structures on the subject property. The closest residential structure is the Myhre's home, and it is approximately 200 feet from the proposed tower base.



The specific location for the proposed telecommunication project was targeted and approved by Cloud 1 and AT&T radio frequency engineers to improve coverage and capacity in the area. AT&T is the anchor tenant (first carrier) that will locate equipment on the tower, should Houston County approve this proposal.

Additional carriers are anticipated on the proposed tower, and these carriers will serve to increase the coverage options available to residents and businesses alike. Lastly, but perhaps most importantly, improvements in coverage gaps will benefit the entire area in terms of safety. Cellular connectivity is arguably one of the most crucial aspects for first responders to be effective when emergencies take place.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mike Huizenga".

Mike Huizenga

Project Manager

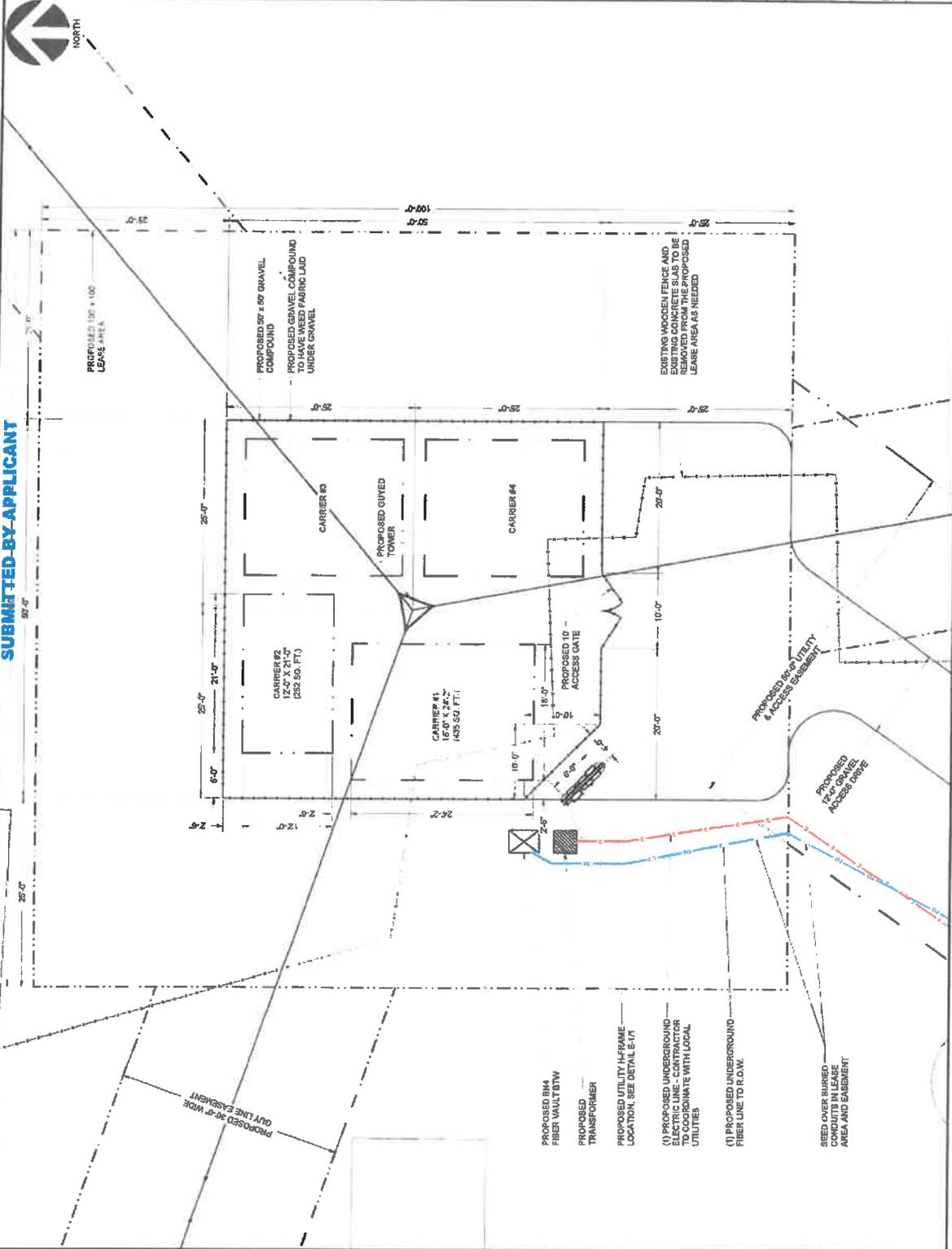
GSS, Inc.

(515) 238-6696

MHuizenga@GSSMidwest.com

GSSMidwest.com

SUBMITTED BY APPLICANT



- PROPOSED BMA FIBER VAULT BTW TRANSFORMER
- PROPOSED UTILITY H-FRAME LOCATION, SEE DETAIL 5-1/1
- (1) PROPOSED UNDERGROUND ELECTRICAL LINE CONSTRUCTION TO COORDINATE WITH LOCAL UTILITIES
- (1) PROPOSED UNDERGROUND FIBER LINE TO R.O.W.
- SEED OVER BURIED UTILITIES IN LEASE AREA AND EASEMENT

cloud¹⁷
 417 PINE STREET
 GREEN BAY, WI 54301
 PH.: (920) 940-0147

RAMAKER
 engineering-vent
 (808) 643-4100 www.ramaker.com
 Certification & Seal

MARK, DATE, LOCATION	DATE	ISSUES
LEAVE EXHIBIT	03/27/2025	
PROJECT TITLE	WILMINGTON	
PROJECT INFORMATION	OLD 78 ROAD CALEDONIA, MN 55921 WISCONSIN COUNTY TAX ID: 08169860	
SHEET TITLE	SITE PLAN	

SITE PLAN 1
 0 5 10 15 20
 1"=15.0'-0" (1"=3.05m) T.M. 12.9



SUBMITTED BY APPLICANT

19

417 Pine Street

P.O. Box 1060

Green Bay, WI 54305-1060

May 6, 2025

To Whom It May Concern:

Please let this letter serve as acknowledgement that Cloud 1 Services, LLC ("Cloud 1") has retained the services of Groundwater Services and Supply, Inc. ("GSS") for the purposes of providing site acquisition services related to the construction of communications towers and equipment. These services include, but are not limited to, identifying potential tower locations, securing lease agreements, coordinating with property owners, and facilitating zoning and permitting processes.

GSS, and its directors, employees, and agents, are authorized to act as Cloud 1's representative in matters related to site acquisition and coordination with municipal or zoning authorities for current and future telecommunications infrastructure projects.

Should you require any further information or clarification, please do not hesitate to contact me directly.\

Sincerely,

A handwritten signature in black ink, appearing to read "Mitchel Olson", written over a horizontal line.

Mitchel Olson
Chief Development Officer
P: (920) 940-0138
E: mitchel.olson@btussel.com



June 27, 2025

Property Owner Zoning and Permitting Authorization

To Whom It May Concern,

Please accept this document as authorization from the property owners listed below, that Mike Huizenga of Groundwater Services and Supply ("GSS") is permitted to act on their behalf for the purposes of zoning and permitting for the telecommunication tower being proposed on their property at 20456 Old 76 Rd, Caledonia, in Houston County, Minnesota.

Gregory P. Myhre: [Signature]
Date: 7-6-25

Elizabeth Myhre: [Signature]
Date: 7-6-25

Ann E. Myhre: [Signature]
Date: 7-6-25

Christopher A. Myhre: [Signature]
Date: 7-6-25

Mike Huizenga
Project Manager
GSS, Inc.
(515) 238-6696

www.gssmidwest.com
GSSMidwest.com

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE:

That an application has been made by Tim and Gwen Nelson, 20693 County 13, Houston, MN 55943, for a Conditional Use Permit to build a dwelling in the Agricultural Protection District (Section 14 – 14.3 Conditional Uses, Subdivision 1, Subsection 10) in Yucatan Township on the following premises, to-wit:

PT NW1/4 SW1/4, Section 10, Township 103, Range 7, Houston County, Minnesota. (Parcel #17.0158.000)

Said applicants standing and making application are as fee owner of said described lands.

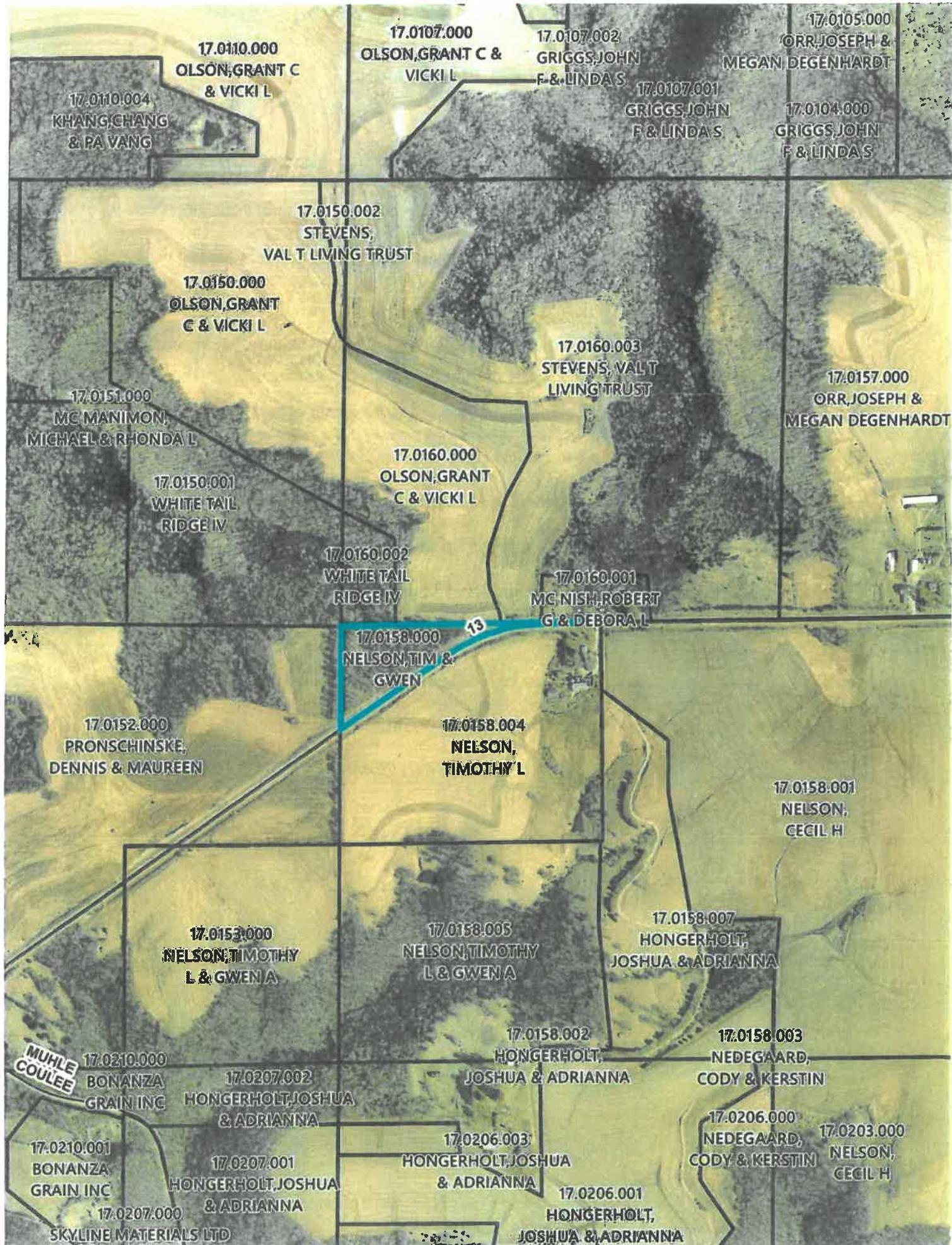
A hearing on this application will be held at the Houston County Commissioner's Room, City of Caledonia, Minnesota at 6:00 p.m. on Wednesday, September 24, 2025.

All persons having an interest in the matter may attend the hearing or submit comments relative to the granting or denying of said application. Comments should be mailed to the Environmental Services Dept., 304 South Marshall Street – Room 209, Caledonia, MN 55921, or emailed to Zoning@HoCoMN.gov, and must be received by Tuesday, September 16, 2025 to be included for review prior to the hearing. All comments are considered public record.

HOUSTON COUNTY PLANNING COMMISSION

By Amelia Meiners
Zoning Administration

ADV: September 10, 2025



CRITERIA FOR GRANTING CONDITIONAL USE PERMITS

NAME OF APPLICANT: Tim & Gwen Nelson DATE: September 24, 2025

C.U.P REQUESTED: Build a single-family dwelling on under 40 acres in the Agricultural Protection District.

The Planning Commission shall not recommend an interim use permit unless they find the following:

FINDINGS OF FACT

Section 11.05 of the Houston County Zoning Ordinance requires the following:

1. That the proposed use conforms to the County Land Use Plan.

Staff Analysis: The Land Use Plan makes numerous references to preserving prime agricultural land and the fact that non-farm dwellings are only allowed on marginal ground promotes this goal.

Board agreed to the finding by a unanimous vote.

2. That the applicant demonstrates a need for the proposed use.

Staff Analysis: The applicants intend to move the dwelling onto this property for their daughter so she can be closer.

Board agreed to the finding by a unanimous vote.

3. That the proposed use will not degrade the water quality of the County.

Staff Analysis: A septic designer has been on site and located two Type I septic system locations which will mitigate water quality concerns, and an erosion control plan has been approved by the SWCD.

Board agreed to the finding by a unanimous vote.

4. That the proposed use will not adversely increase the quantity of water runoff.

Staff Analysis: The applicant will need to meet all requirements of their erosion control plan to address any runoff concerns before, during and after construction, but the addition of a single-family dwelling should not adversely increase the quantity of water runoff.

Board agreed to the finding by a unanimous vote.

5. That soil conditions are adequate to accommodate the proposed use.

Staff Analysis: The Soil Survey – Houston County identifies slope as the main limitation for building sites on 586D2 soils due to it requiring extensive land shaping. This site is also partially located on soils classified as 103C2 which identifies hazard of erosion as the main limitation. Both recommend that the building be designed to conform to the natural slope of the land.

Board agreed to the finding by a unanimous vote.

6. That potential pollution hazards have been addressed and that standards have been met.

Staff Analysis: Adequate treatment of septage is likely the biggest potential hazard, but a septic designer has determined that a system meeting state standards can be installed.

Board agreed to the finding by a unanimous vote.

7. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Staff Analysis: This is a new building site so new utility installations are necessary and all costs are the responsibility of the applicant.

Board agreed to the finding by a unanimous vote.

8. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Staff Analysis: There is sufficient off-street parking to accommodate typical residential use.

Board agreed to the finding by a unanimous vote.

9. That facilities are provided to eliminate any traffic congestion or traffic hazard which may result from the proposed use.

Staff Analysis: N/A

10. That the Conditional Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

Staff Analysis: The primary use of the surrounding acreage is agricultural or recreational in nature and the addition of a single-family dwelling will not impact that use.

Board agreed to the finding by a unanimous vote.

11. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.

Staff Analysis: This dwelling meets the density standard in the ag protection district and will not impact surrounding agricultural fields and recreational land. Orderly development meeting ordinance standards can still take place.

Board agreed to the finding by a unanimous vote.

12. That adequate measures have been taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Staff Analysis: N/A

13. That the density of any proposed residential development is not greater than the density of the surrounding neighborhood or not greater than the density indicated by the applicable Zoning District.

Staff Analysis: This request meets the required agricultural protection district density limitations.

Board agreed to the finding by a unanimous vote.

14. That the intensity of any proposed commercial or industrial development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable Zoning District.

Staff Analysis: N/A

15. That site specific conditions and such other conditions are established as required for the protection of the public's health, safety, morals, and general welfare.

Staff Analysis: A non-farm dwelling should not negatively affect the public's health, safety, morals and general welfare if constructed according to the approved erosion control plan and septic design requirements.

Board agreed to finding by a unanimous vote.

Vice Chairman Glasspoole asked for a motion on the findings if there were no additional comments or questions.

Franklin Hahn made a motion to accept the findings as presented. Josh Gran seconded. All were in favor. Motion carried.

Vice Chairman Glasspoole asked for a motion on the conditional use request if there were no additional comments for questions.

Larry Gaustad made a motion to recommend the Houston County Board approve a Conditional Use Permit for a single-family dwelling on under 40 acres with two conditions in Yucatan Township:

1. The Permittee shall comply with all federal, state, and local laws and regulations.
2. The County may enter onto the premises at reasonable times and in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinances.

Johnathon Glasspoole seconded. A roll call vote was taken. All were in favor. Motion carried.



HOUSTON COUNTY ENVIRONMENTAL SERVICES

Solid Waste • Recycling • Zoning
304 South Marshall Street – Room 209, Caledonia, MN 55921
Phone: (507) 725-5800 • Fax: (507) 725-5590



STAFF REPORT 9/15/2025

Application Date: 9/2/2025
Hearing Date: 9/24/2025
Petitioner: Tim & Gwen Nelson
Reviewer: Amelia Meiners
Zoning: Ag Protection
Address: 20912 County 13
Township: Yucatan
Parcel Number: 17.0158.000
Submitted Materials: CUP Application

OVERVIEW

REQUEST

The applicant is seeking a conditional use permit to build a dwelling on less than 40 acres in the agricultural protection district.

SUMMARY OF NOTEWORTHY TOPICS

This is a six-acre parcel off County 13 in Yucatan Township about four and half miles west of Houston. The applicants are looking to move a single-family dwelling onto this parcel.

The Houston County Zoning Ordinance (HCZO) 14.3 subd.1 (10) requires the following:

- (10) *Dwellings. Single-family non-farm dwellings subject to the following:*
- (a) *No more than one (1) dwelling per quarter-quarter section.*
 - (b) *Non-farm dwellings built after the adoption of this Ordinance shall be setback at least one-fourth, (1/4), mile from all feedlots, except as otherwise provided in this Ordinance.*
 - (c) *Non-farm dwelling units shall not be permitted on land which is of soil classifications of Class I-III soils rated in the Soil Survey - Houston County by the U. S. D. A. Natural Resource Conservation Service, except in cases where the land has not been used for the production of field crops or enrolled in a government program whereby compensation is received in exchange for the removal of an area from production, for a period of ten years or more.*
 - (d) *Non-farm dwelling units shall only be permitted on sites considered Buildable Lots as defined by this Ordinance, and shall not be permitted in areas classified wetlands, flood plain, peat and muck areas and other areas of poor drainage. Non-farm dwelling units shall not be permitted on land which has a slope of twenty-four (24) percent or greater. All non-farm dwellings must have an erosion control plan as required by Section 24.*
 - (e) *Non-farm dwelling units shall be required to be located on lots having ownership of at least thirty-three (33) feet of road frontage on a public roadway or a legally recorded perpetual access at*

least thirty–three (33) feet wide from an existing public roadway and a minimum lot area of one (1) acre.

Further, the applicant should know the purpose of the agricultural protection district is to retain land for agricultural production and these regulations are intended to minimize incompatibility between these residential and ag uses.

SECTION 14 - AGRICULTURAL PROTECTION DISTRICT

14.1 PURPOSE AND PUBLIC NOTICE

Subdivision 1. Purpose. *The purpose of the Agricultural Protection District is to provide a district that will:*

- (1) Retain, conserve, and enhance agricultural land in the County for agricultural uses.*
- (2) Protect and preserve natural resources and environmentally sensitive areas.*
- (3) Restrict scattered non-farm residential development in order to minimize incompatibility between agricultural uses and residential use, and to conserve the expenditure of public funds for new roads, road maintenance, schools, police and fire protection necessary to service scattered residential development.*

Subdivision 2. Public Notice. *Persons choosing to reside in the Agricultural Protection District are hereby notified that the agricultural district is a zoning district in which land is used principally and foremost for agricultural production.*

Subdivision 3. Discomfort Resulting From Agricultural Uses. *Owners, residents, and other uses of property in the Agricultural Protection District or neighboring properties may be subjected to inconvenience or discomfort arising from normal and accepted agricultural practices and operation, including but not limited to the following:*

- (1) Noise, odors, dust, and hours of operation.*
- (2) The operation of machinery, including aircraft.*
- (3) The production, storage and land application of animal manure.*
- (4) The application of fertilizers, soil amendments, herbicides, and pesticides.*

Owners, residents, and users of property in the Agricultural Protection District, or neighboring property should be prepared to accept such inconveniences or discomfort as they occur from agricultural uses and are hereby notified that this declaration may prevent them from obtaining a legal judgment against such agricultural uses.

TOWNSHIP AND NEIGHBORHOOD COMMENTS

Yucatan Township and the ten nearest property owners were notified. No comments were received.

SITE CHARACTERISTICS

The NW ¼ SW ¼ of Section 10 is an open quarter-quarter. A non-farm dwelling cannot be located on prime agricultural soil except when the land has not been used for production and this whole parcel is timber. There is no floodplain, wetland, shoreland, or bluff concern. The closest stream is Daley Creek, just over a mile to the northwest and the closest intermittent stream is approximately 300 feet to the north. Slopes at the building site are 13-15% and it meets the buildable lot standard. The applicant's own property on the opposite side of County 13 but since this is separated by the highway and intended for different ownership in the future, a CUP is required.

In addition, the applicant is working with the Highway Department on a driveway application.



Figure 1. Proposed dwelling location.

EVALUATION

Section 11.05 of the Houston County Zoning Ordinance requires the following:

Subdivision 1. Findings. The Planning Commission shall not recommend a conditional use permit unless they find the following:

1. That the proposed use conforms to the County Land Use Plan.

Staff Analysis: The Land Use Plan makes numerous references to preserving prime agricultural land and the fact that non-farm dwellings are only allowed on marginal ground promotes this goal.

2. That the applicant demonstrates a need for the proposed use.

Staff Analysis: The applicants intend to move the dwelling onto this property for their daughter so she can be closer.

3. That the proposed use will not degrade the water quality of the County.

Staff Analysis: A septic designer has been on site and located two type I septic system locations which will mitigate water quality concerns, and an erosion control plan has been approved by the SWCD.

4. That the proposed use will not adversely increase the quantity of water runoff.

Staff Analysis: The applicant will need to meet all requirements of their erosion control plan to address any runoff concerns before, during and after construction, but the addition of a single-family dwelling should not adversely increase the quantity of water runoff.

5. That soil conditions are adequate to accommodate the proposed use.

Staff Analysis: The Soil Survey – Houston County identifies slope as the main limitation for building sites on 586D2 soils due to it requiring extensive land shaping. This site is also partially located on soils classified as 103C2 which identifies hazard of erosion as the main limitation. Both recommend that the building be designed to conform to the natural slope of the land.

6. That potential pollution hazards have been addressed and that standards have been met.

Staff Analysis: Adequate treatment of septage is likely the biggest potential pollution hazard, but a septic designer has determined that a system meeting state standards can be installed.

7. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Staff Analysis: This is a new building site so new utility installations are necessary and all costs are the responsibility of the applicant.

8. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Staff Analysis: There is sufficient off-street parking to accommodate typical residential use.

9. That facilities are provided to eliminate any traffic congestion or traffic hazard which may result from the proposed use.

Staff Analysis: N/A

10. That the Conditional Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

Staff Analysis: The primary use of the surrounding acreage is agricultural or recreational in nature and the addition of a single-family dwelling will not impact that use.

11. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.

Staff Analysis: This dwelling meets the density standard in the ag protection district and will not impact surrounding agricultural fields and recreational land. Orderly development meeting ordinance standards can still take place.

12. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Staff Analysis: N/A

13. That the density of any proposed residential development is not greater than the density of the surrounding neighborhood or not greater than the density indicated by the applicable Zoning District.

Staff Analysis: This request meets the required agricultural protection district density limitations.

14. That the intensity of any proposed commercial or industrial development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable Zoning District.

Staff Analysis: N/A

15. That site specific conditions and such other conditions are established as required for the protection of the public's health, safety, morals, and general welfare.

Staff Analysis: A non-farm dwelling should not negatively affect the public's health, safety, morals and general welfare if constructed according to the approved erosion control plan and septic design requirements.

RECOMMENDATION

The Planning Commission must consider the criteria above. Should the permit be granted, staff recommend requiring the following conditions:

1. The Permittee shall comply with all federal, state, and local laws and regulations.
2. The County may enter onto the premises at reasonable times and in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinances.

Proposed motion: Recommend granting a Conditional Use Permit for a single-family dwelling on under 40 acres with the two conditions.

SUBMITTED BY APPLICANT

Conditional Use Request
2025-CUP-472034

Amount Paid
\$0.00

Number
2025-CUP-472034

NELSON,TIM & GWEN |
170158000 | Yucatan
Submitted by timnelson on
9/2/2025



Applicant Created Status
Tim Nelson September 2, 2025 In Progress

Applicant

Tim Nelson
timnelson458@yahoo.com

Search Parcel Data Completed On Tuesday, September 2, 2025 at 8:24 AM CDT by michelleburt13

ParcelID	Address	City	OwnerName	Acres
170158000			NELSON,TIM & GWEN	6.000

CONDITIONAL USE INTRO Completed On Tuesday, September 2, 2025 at 8:25 AM CDT by michelleburt13

A Conditional Use is a land use or development that would not be appropriate generally but may be allowed with appropriate restrictions as provided by official controls upon a finding that specific criteria are met, as outlined in Section 6.5 of the ordinance.

When submitting an application, the information requested in this form is required. You may be asked to provide additional information as deemed necessary by the Zoning Office, the Planning Commission, or the County Board.

A non-refundable application fee and recording fee are required before an application is considered complete.

Prior to completing this form, a pre-application meeting with County Zoning is strongly recommended.

Application Fee:

Conditional Use Application Fee
\$700.00

Recording Fee:

Recording Fee
\$46.00

Application Type:
Conditional Use

APPLICANT INFORMATION Completed On Tuesday, September 2, 2025 at 8:28 AM CDT by michelleburt13

Applicant Name
NELSON,TIM & GWEN

Parcel Tax ID
170158000

Telephone Number
507-458-2693

Address

20693 County 13

City

Houston

Zip

55943

Legal Description

NW1/4 SW1/4 LY NW OF CSAH#13 DOC #240895

Section-Township-Range

10-103-007

Do you own additional adjacent parcels

Yes

Township of:

Yucatan

Applicants are required to inform township boards of their application. Please reference the table below and contact the official for your township.

I understand I am required to inform my township of my application.

Yes

Township Contacts

TOWNSHIP	NAME	PHONE
Black Hammer	Clayton Johnson	507-450-6384
Brownsville	Christine Novak	507-459-0636
Caledonia	Judith Massman	507-458-3294
Crooked Creek	David Winnes	507-542-4515
Hokah	Delayne Vogel	608-397-6516
Houston	John Beckman	507-429-1745
Jefferson	Anne Falken	320-493-8629
La Crescent	Jason Wieser	507-429-0133
Mayville	Erin Hammell	608-225-1830
Money Creek	Paul Ledebuhr	507-458-7973
Mound Prairie	Colleen Tracy	507-459-3573
Sheldon	Wayne Runningen	507-450-0065
Spring Grove	Mike Wiste	507-450-4638
Union	Craig Frederick	608-769-9541
Wilmington	Melissa Schroeder	608-780-3998
Winnebago	Luke King	507-725-8816

Winnebago Joyce Staggermeyer 507-542-4637
Yucatan Deb Dewey 507-896-3566

SUBMITTED BY APPLICANT

8

CONDITIONAL USE REQUEST Completed On Tuesday, September 2, 2025 at 8:32 AM CDT by michelleburt13

[Click here to view the Houston County Zoning Ordinance](#)

Describe in detail your request.

Move a two-story dwelling with an attached garage (24x24) onto the property.

Citation of Ordinance Section from which the Conditional Use is requested:

Section 14.3, Subdivision 1, Subsection 10

Requested Dimension:

32x32

Please upload any supporting documents:

CONDITIONAL USE FINDING OF FACTS Completed On Tuesday, September 2, 2025 at 8:54 AM CDT by michelleburt13

[Click here to view the Houston County Zoning Ordinance](#)

Findings Required:

The Planning Commission shall not recommend a Conditional Use Permit unless they find that the requirements below are satisfied. As the applicant, it is your responsibility to demonstrate that your proposal satisfies these requirements. For each of the 15 criteria, please select the appropriate response and provide a detailed explanation.

1. That the proposed use conforms to the County Land Use Plan.

Yes

Comments:

The house will meet all setback requirements to maintain compliance.

2. That the applicant demonstrates a need for the proposed use.

Yes

Comments:

To move a dwelling to allow our daughter to live close.

3. That the proposed use will not degrade the water quality of the County.

Yes

Comments:

The site has been evaluated for erosion control and there will be no impact on water quality.

4. That the proposed use will not adversely increase the quantity of water runoff.

Yes

Comments:

There will be no increase in water runoff due to recommendations made by Soil and Water.

5. That soil conditions are adequate to accommodate the proposed use.

Yes

Comments:

Soils are adequate to accommodate the proposed use.

6. That potential pollution hazards have been addressed and standards have been met.

Yes

Comments:

A septic contractor has been contacted and site visit done.

7. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Yes

Comments:

There is an existing driveway. We intend to have utilities.

8. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Yes

Comments:

There will be minimal traffic going in and out due to it being family owned.

9. That adequate facilities are provided to eliminate any traffic congestion or traffic hazard which may result from the proposed use.

Yes

Comments:

There is an existing driveway for access and there will be no parking on the County Road.

10. That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

Yes

Comments:

The request is similar to what is already in this area.

11. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.

Yes

Comments:

Should not interfere with anything.

12. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Yes

Comments:

We will abide by all County rules and regulations.

13. That the density of any proposed residential development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable zoning district

Yes

Comments:

This is not greater than the intensity of the surrounding uses.

14. That the density of any proposed commercial or industrial development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable zoning district.

N/A

Comments:

N/A

15. That site specific conditions and such other conditions are established as required for the protection of the public's health, safety, morals, and general welfare.

Yes

Comments:

The driveway is existing, and the dwelling will be placed within setback requirements.

SITE PLAN INFORMATION Completed On Tuesday, September 2, 2025 at 8:57 AM CDT by michelleburt13

A site plan MUST accompany all Applications. You may either upload a drawing or use the interactive map below.

Upload Site Plan

Use the Interactive Map to Create a Site Plan. Map tools: Click the plus and minus buttons in the upper left of the map window, to zoom in/out. **11** Navigation Mode - Scroll up to zoom in, scroll down to zoom out. Click and hold to pan around map. Text Mode - To place text on the map, click on the "Add Text" tool, click the place on the map where you would like the text to be displayed, then enter the text in the box that appears at the top of the screen, click ok to display the text on the map. Draw a point - Click once on the map where you would like the point to be. Draw a Line - Click once on map to start drawing a line, double click to stop drawing line. Draw a Polyline - Click once on map to start drawing a polygon, click map at each vertex and double click to finish polygon drawing. Draw a Rectangle - Click once on the map where you would like the rectangle to be. The rectangle will appear on the map. Click on the Select tool and click on the rectangle to resize (click an outside square and drag to resize), rotate (click, hold and drag the circle on top of the rectangle to rotate) or delete (click the rectangle and hit the delete button). Measure - Click once on map to start draw a line with a measurement, click map at each vertex and double click to finish drawing. If you double click near starting point area measurement will also be calculated. Undo Last Edit - Click tool to undo last drawing edit. Undo All Edits - Click tool to undo all drawing edits.

- Sketch Layer
- Reference Layer
- Mapproxy



Powered by Esri

Use the space below to include site plan comments, if necessary

APPLICATION SUBMITTAL Completed On Tuesday, September 2, 2025 at 8:58 AM CDT by michelleburt13

By checking this box, I grant Houston County access to my property for the purpose of evaluating this application.

Yes

By checking this box, I certified that I have notified my town board of my application.

Yes

By checking this box, I certify that the information provided in this application is true and accurate to the best of my knowledge.

Yes

Signature

Date Signed:

9/2/2025

Check this box if Staff Signature on behalf of Applicant.

No

Email APPLICATION SUBMITTAL Completed On Tuesday, September 2, 2025 at 8:58 AM CDT by michelleburt13

RESEND EMAIL

Delivered on Tuesday, September 2, 2025 at 8:58 AM CDT

Options

- Send to the applicant? Yes
- Send to members of the following roles:
 - Zoning
 - County Board

Recipients

To:

- jburt@hocomn.gov
- mburt@hocomn.gov
- holly.felten@co.houston.mn.us
- ameiners@hocomn.gov
- cindy.wright@co.houston.mn.us
- eric.johnson@co.houston.mn.us
- robert.schuldt@co.houston.mn.us
- kurt.zehnder@co.houston.mn.us
- timnelson458@yahoo.com

Subject: Parcel 170158000 Conditional Use Application Received

The information provided in your Conditional Use application has been received by the County. An application fee of \$700.00 payable to the Houston County Treasurer and a recording fee of \$46.00 payable to the Houston County Recorder are necessary to complete your application and are required before the application will be reviewed. Please send a separate check for each.

Houston County Planning and Zoning
304 S. Marshall Street, Room 209
Caledonia, MN 55921

Once payment is received your application will be reviewed and you will be contacted by staff if there are questions.

Please call 507-725-5800 or email Zoning@HoCoMN.gov with any questions or concerns.

Number: 2025-CUP-472034
Workflow: Conditional Use Request
Description: NELSON, TIM & GWEN | 170158000 | Yucatan
Created On: 9/2/2025

[View Application](#)

External Notes

Documents

Internal Notes

Documents

Preliminary Septic Design Outline

Tim Nelson

******* County 13 Houston, MN 55943**

Parcel ID # 170158000

8/31/2025

The property owner contacted C. Nelson Septic LLC to perform soil testing on parcel to establish a soil treatment area for possible building site.

Preliminary borings were performed on August 31st 2025 and found that the proposed site would meet state requirements of two Type I sites, which are natural soils with > 12" to limiting layers.

Based on the preliminary borings there is a minimum of 2 Type I sites available with likely options for additional sites. See attached for proposed locations.

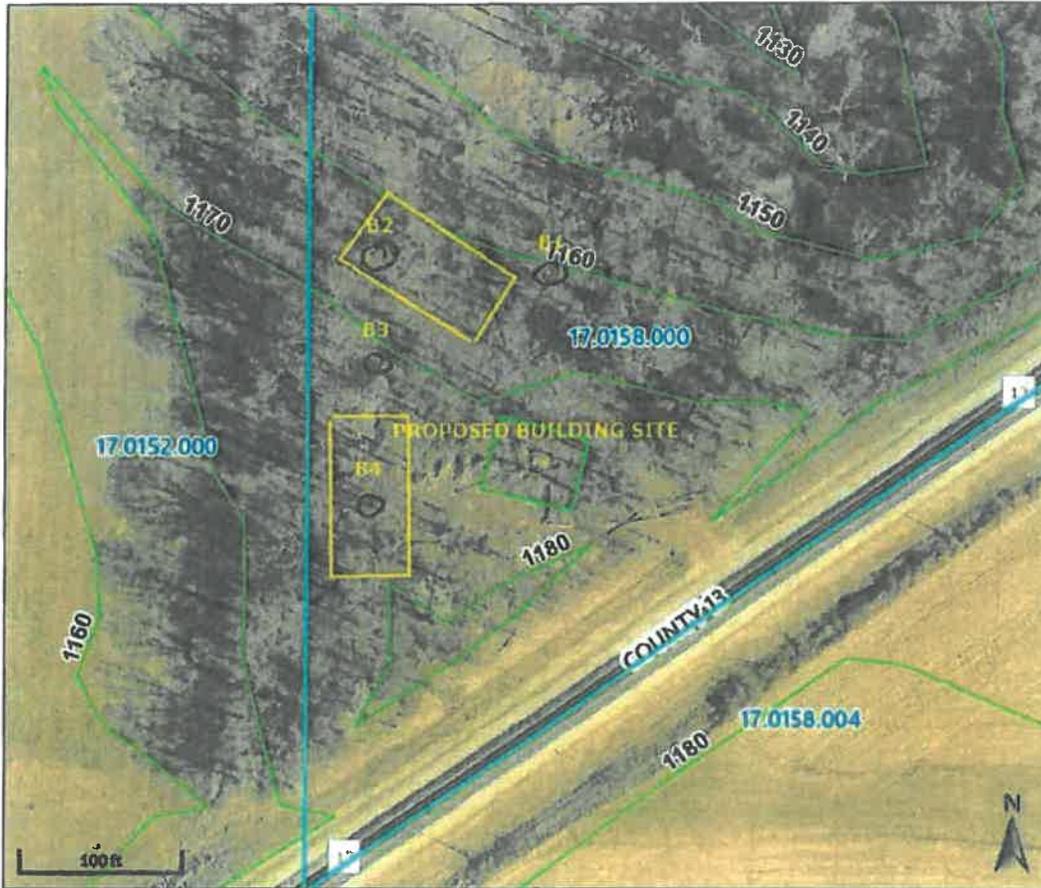
Sincerely,

Chance Nelson

C. Nelson Septic LLC

Lic# 3647 / Cert# 9386

 8/31/2025



Overview



Legend

- Parcels**
 - Parcels
 - Mobile Home
 - Personal Property
 - Corporate Limits
- Roads**
 - US Highway
 - State Highway
 - County Highway
 - Township Road
 - Municipal Road
- Contours
- Political Townships

Parcel ID	170158000	Alternate ID	r/a	Owner Address	NELSON,TIM & GWEN
Sec/Twp/Rng	10-103-007	Class	111 - RURAL VACANT LAND	6250 LITTLE VALLEY RD	
Property Address		Acreage	6.0	HOUSTON, MN 55943	
District	YCTNT/SD294/FD5				
Brief Tax Description	NW1/4 SW1/4 LY NW OF CSAH#13 DOC #240895				
	(Note: Not to be used on legal documents)				

Date created: 8/31/2025
 Last Data Uploaded: 8/29/2025 10:07:35 PM

Developed by SCHNEIDER
 GEOSPATIAL

Houston County Agenda Request Form

Date Submitted: October 1, 2025

Board Date: October 7, 2025

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

To approve the 2025 Prioritized Bridge Replacement Resolution

Attachments/Documentation for the Board's Review:

Copy of Resolution is attached

Justification:

This resolution lists all the County and Township bridges that need replacement in the next 5 years. This resolution is sent to MN/Dot who then uses it to secure money from the State and Federal Government.

Action Requested:

Pass Resolution

For County Use Only

Reviewed by:

_____	County Auditor	_____	County Attorney	_____	Zoning Administrator
_____	Finance Director	_____	County Engineer	_____	Environmental Services
_____	IS Director	_____	Other (indicate dept)	_____	

Recommendation:

Decision:

All agenda request forms must be submitted to Allison Wagner at BOC@co.houston.mn.us by 12:00 p.m. on 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.

RESOLUTION 2025-35

Prioritized Bridge Replacement List

WHEREAS, Houston County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government, and

WHEREAS, Houston County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

NOW, THEREFORE BE IT RESOLVED that the following bridges are high priorities for replacement, major rehabilitation, or removal and Houston County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available; and

Old Bridge #	Road # or Name	Crossing	LPI	Total Project Cost	Township or State Bridge Funds Requested	Federal Funds	Local or State Aid Funds	Proposed Construction Year
	West Beaver Road	Dry run	NA	372,000.00	352,000.00	-	20,000.00	2026
L9502	Pfeffer Valley Road		64	379,440.00	359,440.00	-	20,000.00	2027
6937	CR 249	Ditch	64	359,040.00	307,040.00	-	52,000.00	2027
L3968	Sylling Road	Dry Run	67	387,029.00	367,029.00	-	20,000.00	2028
				1,497,509.00	1,385,509.00	-	112,000.00	

BE IT FURTHER RESOLVED, Houston County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

BE IT FURTHER RESOLVED, Houston County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

*****CERTIFICATION*****

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Carol Lapham, Interim County Administrator do certify that the above Resolution is a true and correct copy of the resolution adopted by the Houston County Board of Commissioners at the session dated October 7, 2025

WITNESS my hand and the seal of my office this 7th day of October 2025

Signed by: _____

Interim Houston County Administrator

Houston County Agenda Request Form

Date Submitted: October 1, 2025

Board Date: October 7, 2025

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Project # CP 2025-06 with Scott Construction Inc for Bituminous Seal Coat is complete and ready for final payment.

Attachments/Documentation for the Board's Review:

Final Contract Voucher (4 need to be signed)

(1-County Claim, 1 Contractor, 1-Auditor's office, and 1-Highway Dept)

Justification:

Action Requested:

Resolution for Final Acceptance needed for contract.

Language for Minutes:

Commissioner _____ moved, Commissioner _____ seconded, unanimously carried to approve Resolution **25-36** Final Acceptance for CP 2025-06, Contract #340 with Scott Construction Inc for Bituminous Seal Coat. Total cost was \$506,558.62.

WHEREAS, Contract for the Contract No. 340 has in all things been completed, and the County Board being fully advised in the premises; and

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners accepts said completed project for and on behalf of the Houston County and authorize final payment as specified herein.

For County Use Only

Reviewed by:

_____ County Auditor

_____ County Attorney

_____ Zoning Administrator

_____ Finance Director

_____ County Engineer

_____ Environmental Services

_____ IS Director

_____ Other (indicate dept) _____

Recommendation:

Decision:

All agenda request forms must be submitted to Allison Wagner at BOC@co.houston.mn.us by 12:00 p.m. on 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 Highway Department

1124 E Washington St, Caledonia, MN 55921
 CP 2025-06 Bituminous Seal Coat
 Final Payment No. 2

Contractor: Scott Construction, Inc. PO Box 340 Lake Delton
--

Contract No. 340 CP 2025-06 Seal Coat Vendor Number: 6131 Up To Date: 8/19/2025 Warrant # _____ Date _____
--

Contract Amount

Original Contract	\$495,553.22
Contract Changes	\$0.00
Revised Contract	\$495,553.22

Funds Encumbered

Original	\$495,553.22
Additional	N/A
Total	\$495,553.22

Work Certified To Date

Base Bid Items	\$506,558.62
Contract Changes	\$
Material On Hand	\$0.00
Total	\$506,558.62

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$0.00	\$506,558.62	\$0.00	\$481,230.69	\$25,327.93	\$506,558.62
Percent: Retained: 0%			Percent Complete: 102.22%		

Amount Paid This Final Payment	\$25,327.93	
---------------------------------------	--------------------	--

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By _____

Approved By Scott Construction, Inc.

 County Engineer

Date

 Contractor

Date

Certificate of Final Contract Acceptance
Final Voucher Number: number

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated _____ Signature _____ County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$506,558.62 and agrees to the amount of \$25,327.93 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Scott Construction, Inc. By _____
Signature

And _____ And _____ State of WI,
Signature Signature

On This _____ Day _____, _____, Before me appeared _____ To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed
his/her

(Corporate Acknowledgment)

_____ And _____, to me personally known, who, being each by me duly sworn

each did say that they are respectively the _____ and _____ of the _____ Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

_____ and said _____ and _____

acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in _____ County

Seal Expires _____ Signature _____

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

**Houston County Highway Department
Certificate of Final Acceptance
Board Acknowledgment**

Contract Number: 340 CP 2025-06 Seal Coat
Contractor: Scott Construction, Inc.
Date Certified: 8/19/2025
Payment Number: 2

Whereas; Contract No.340 CP 2025-06 Seal Coat has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Houston County Highway Department a and authorize final payment as specified herein.

State of Minnesota

I, Polly Heberlein, Houston County Interim Auditor-Treasurer, within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20__

At Caledonia, Minnesota

Signed By _____

(SEAL)

Houston County Highway Department
 1124 E Washington St, Caledonia, MN 55921
 CP 2025-06 Bituminous Seal Coat
 Final Payment No. 2

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	7/30/2025	\$506,558.62	\$25,327.93	\$481,230.69
2	8/19/2025	\$0.00	(\$25,327.93)	\$25,327.93

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CP 2025-06 Bituminous Seal Coat		\$506,558.62	\$0.00	\$481,230.69	\$25,327.93	\$506,558.62

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
County Levy	County Levy	\$25,327.93	\$495,553.22	\$495,553.22	\$506,558.62

Contract Item Status

Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2356.504 BITUMINOUS FA-2 SEAL COAT (SY)	0.400	289,374.00	0.00	\$0.00	289,374.00	\$115,749.60
Base Bid	2	2355.506 BITUMINOUS MATERIAL FOR FOG SEAL (GAL)	2.400	23,150.00	0.00	\$0.00	23,107.00	\$55,456.80
Base Bid	3	2356.506 BITUMINOUS MATERIAL FOR SEAL COAT (GAL)	3.500	78,131.00	0.00	\$0.00	81,327.00	\$284,644.50
Base Bid	4	2582.503 4" SOLID LINE YELLOW-PAINT (LIN FT)	0.120	41,968.00	0.00	\$0.00	41,949.00	\$5,033.88
Base Bid	5	2582.503 4" BROKEN LINE YELLOW-PAINT (LIN FT)	0.120	11,510.00	0.00	\$0.00	11,860.00	\$1,423.20
Base Bid	6	2582.503 4" DOUBLE SOLID LINE YELLOW-PAINT (LIN FT)	0.240	46,783.00	0.00	\$0.00	46,761.00	\$11,222.64
Base Bid	7	2582.503 6" SOLID WHITE LINE-PAINT (LIN FT)	0.160	207,124.00	0.00	\$0.00	206,425.00	\$33,028.00
Base Bid Totals:						\$0.00		\$506,558.62

Project Category Totals

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Houston County Highway Department
 1124 E Washington St, Caledonia, MN 55921
 CP 2025-06 Bituminous Seal Coat
 Final Payment No. 2

Project	Category	Amount This Request	Amount To Date
CP 2025-06	CP 2025-06	\$0.00	\$506,558.62

Contract Change Item Status										
Project	CC	CC#	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Contract Change Totals:								\$		\$

Contract Total	\$506,558.62
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Item Status by Funding Breakdown								
Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 2025-06 Bituminous Seal Coat	1	2356.504 BITUMINOUS FA-2 SEAL COAT (SY)	0.400	289,374.00	0.00	\$0.00	289,374.00	\$115,749.60
CP 2025-06 Bituminous Seal Coat	2	2355.506 BITUMINOUS MATERIAL FOR FOG SEAL (GAL)	2.400	23,150.00	0.00	\$0.00	23,107.00	\$55,456.80
CP 2025-06 Bituminous Seal Coat	3	2356.506 BITUMINOUS MATERIAL FOR SEAL COAT (GAL)	3.500	78,131.00	0.00	\$0.00	81,327.00	\$284,644.50
CP 2025-06 Bituminous Seal Coat	4	2582.503 4" SOLID LINE YELLOW-PAINT (LIN FT)	0.120	41,968.00	0.00	\$0.00	41,949.00	\$5,033.88

Houston County Highway Department
 1124 E Washington St, Caledonia, MN 55921
 CP 2025-06 Bituminous Seal Coat
 Final Payment No. 2

Contract Item Status by Funding Breakdown								
Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 2025-06 Bituminous Seal Coat	5	2582.503 4" BROKEN LINE YELLOW-PAINT (LIN FT)	0.120	11,510.00	0.00	\$0.00	11,860.00	\$1,423.20
CP 2025-06 Bituminous Seal Coat	6	2582.503 4" DOUBLE SOLID LINE YELLOW-PAINT (LIN FT)	0.240	46,783.00	0.00	\$0.00	46,761.00	\$11,222.64
CP 2025-06 Bituminous Seal Coat	7	2582.503 6" SOLID WHITE LINE-PAINT (LIN FT)	0.160	207,124.00	0.00	\$0.00	206,425.00	\$33,028.00
Totals:						\$0.00		\$506,558.62



Outlook

Auditor Warrants 2025/09/26

From Lynn Colsch <LColsch@HoCoMN.gov>

Date Thu 10/2/2025 11:45 AM

To HoCo BOC <BOC@HoCoMN.gov>

**REVIEW LICENSE CENTER
PAYMENTS**

2025/09/26 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
CALEDONIA OIL CO INC	7,488.00
CONSOLIDATED ENERGY COMPANY	4,135.56
ENTERPRISE FM TRUST CAR SALES	5,629.91
HOUSTON COUNTY RECYCLING	
PETTY CASH	2,125.87
MATHY CONSTRUCTION	3,827.54
VERIZON WIRELESS	2,946.79
	<hr/> 26,153.67
5 VENDORS PAID LESS THAN \$2000.00	2,851.43
	<hr/> <hr/> 29,005.10

Lynn Colsch
Finance Clerk
Houston County
304 South Marshall Street
Caledonia MN 55921
507-725-5825
LColsch@HoCoMN.gov



Commissioner Warrants 2025/10/07

From Lynn Colsch <LColsch@HoCoMN.gov>

Date Thu 10/2/2025 11:48 AM

To HoCo BOC <BOC@HoCoMN.gov>

Cc Carol Lapham <CLapham@HoCoMN.gov>; Eliana Babinski <EBabinski@HoCoMN.gov>; Susan Tostenson <STostenson@HoCoMN.gov>

REQUEST APPROVAL FOR PAYMENT

2025/10/07 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
BRAD'S ELECTRIC INC	5,467.19
CONSOLIDATED ENERGY COMPANY	6,300.00
DELTA DENTAL	7,103.92
DEPARTMENT OF TRANSPORTATION	189,621.71
DUNN BLACKTOP COMPANY	130,196.98
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	26,605.00
LIBERTY TIRE RECYCLING LLC	3,639.00
MASTER'S TOUCH INC/THE	5,600.00
MEDICA	245,694.54
MINNOWA CONSTRUCTION INC	96,872.46
MN LIFE INSURANCE COMPANY	2,498.04
PAMELA ANN LARSON VAGTS	6,690.00
REGENTS OF THE UNIVERSITY OF MINNE	37,500.00
SCOTT CONSTRUCTION INC	25,327.93
VANGUNDY EXCAVATING LLP	29,594.91
WINONA CONTROLS INC	4,096.07
	<hr/>
	822,807.75
50 VENDORS PAID LESS THAN \$2000.00	28,408.85
	<hr/>
	851,216.60
PUBLIC HEALTH & HUMAN SERVICES	28,389.06
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	<u>879,605.66</u>

Lynn Colsch
Finance Clerk
Houston County

304 South Marshall Street
Caledonia MN 55921
507-725-5825
LColsch@HoCoMN.gov