

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 7, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Olivia Schmidt, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Human Resource Technician Ann Diersen, Recorder Mary Betz, Engineer Brian Pogodzinski, and Environmental Services Director Amelia Meiners

Presiding: Interim Administrator Carol Lapham, Chairperson pro tem

Call to order.

Pledge of Allegiance.

Lapham requested nominations for 2025 Board of Commissioner Chairperson. Commissioner Wright nominated Commissioner Johnson for 2025 Board Chairperson and Commissioner Myhre seconded the motion, it carried unanimously. There were no other nominations.

Chairperson Johnson asked for nominations for board Vice-Chairperson. Motion was made by Commissioner Zehnder to nominate Commissioner Schuldt for Vice-Chairperson 2025. Commissioner Myhre seconded the motion, and it carried unanimously. There were no other nominations.

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

Motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion carried unanimously to approve the meeting minutes from December 31, 2024.

Public Comment:

None.

APPOINTMENTS

Interim Auditor/Treasurer, Heberlein, opened the sealed bids for the official County newspaper 2025. There were two bids. One was from *Caledonia Argus* and the other was from *Fillmore County Journal*. Heberlein read the rate amounts line by line to Commissioners. The bid amounts are below.

Caledonia Argus

OFFICIAL NEWSPAPER FOR 2025 Official proceedings of the County Board and all notices required to be published in the county's official paper. Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 3.00

MISCELLANEOUS NOTICES that are not required to be published in the Official Paper (per column inch). Legal Rate \$ 3.00 Display Rate \$ 3.00

PRINTING OF 2024 FINANCIAL STATEMENT Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 3.00

PUBLICATION OF SAMPLE BALLOT INFORMATION Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 3.00

PUBLICATION OF TAX FORFEITURE INFORMATION Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 3.00

PUBLICATION OF DELINQUENT TAX LIST: Charge per inch (based on a 7 point type, Arial font with 8 point leading) \$ 3.00

Fillmore County Journal

OFFICIAL NEWSPAPER FOR 2025 Official proceedings of the County Board and all notices required to be published in the county's official paper. Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 7.00

MISCELLANEOUS NOTICES that are not required to be published in the Official Paper (per column inch). Legal Rate \$ 7.00 Display Rate \$ 7.00

PRINTING OF 2024 FINANCIAL STATEMENT Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 7.00

PUBLICATION OF SAMPLE BALLOT INFORMATION Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 7.00

PUBLICATION OF TAX FORFEITURE INFORMATION Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 7.00

PUBLICATION OF DELINQUENT TAX LIST: Charge per inch (based on a 7 point type, Arial font with 8 point leading) \$ 7.00

CONSENT AGENDA

Motion by Commissioner Wright, seconded by Commissioner Zehnder, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Change the employment status of Appraiser Trainee, Mark Bennett, from probationary to regular, effective January 15, 2025.
- 2) Hire Dawn Schuttemeier as a .8 FTE probationary Registered Nurse (C41, Step 4), effective January 27, 2025, conditioned upon successful completion of a background check.
- 3) Accept donation of \$100.00 from Winona Community Foundation on behalf of the Fastenal Blue Team Giving fund for Foster Care Children in Houston County.

ACTION ITEMS

File No. 1 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to adopt Resolution No. 25-01 and designate *Caledonia Argus* the 2025 Official Newspaper. Resolution is below.

RESOLUTION NO. 25-01

2025 OFFICIAL NEWSPAPER

January 7, 2025

WHEREAS, Minn. Statute § 375.12 Subd. 1, requires a county to solicitations of bids annually at the first regular meeting for an official paper;

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, that the following publications have been designated as the Official Newspaper for publication of minutes, public notices, and other routine county business, with the accepted rates for publication expenses:

Caledonia Argus

OFFICIAL NEWSPAPER FOR 2025 Official proceedings of the County Board and all notices required to be published in the county's official paper. Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 3.00

MISCELLANEOUS NOTICES that are not required to be published in the Official Paper (per column inch). Legal Rate \$ 3.00 Display Rate \$ 3.00

FIRST PRINTING OF 2024 FINANCIAL STATEMENT Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 3.00

PUBLICATION OF SAMPLE BALLOT INFORMATION Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 3.00

PUBLICATION OF TAX FORFEITURE INFORMATION Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 3.00

PUBLICATION OF DELINQUENT TAX LIST: Charge per inch (based on a 7 point type, Arial font with 8 point leading) \$ 3.00

File No. 2 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to adopt Resolution No. 25-02 Account Powers Granted for Merchants Bank N.A. Resolution is below.

RESOLUTION NO. 25-02

**ACCOUNT POWERS GRANTED
MERCHANTS BANK N.A.**

January 7, 2025

BE IT RESOLVED, the Houston County Board of Commissioners authorizes County Interim Auditor/Treasurer Polly Heberlein the authority to open any deposit or share accounts in the name of Houston County and further authorizes Interim Auditor/Treasurer Heberlein, Finance Director Carol Lapham and Board Chairman to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial institution.

File No. 3 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to adopt Resolution No. 25-03 Account Powers Granted for ESB Banking. Resolution is below.

RESOLUTION NO. 25-03

**ACCOUNT POWERS GRANTED
ESB BANKING**

January 7, 2025

BE IT RESOLVED, the Houston County Board of Commissioners authorizes County Interim Auditor/Treasurer Polly Heberlein the authority to open any deposit or share accounts in the name of Houston County and further authorizes Interim Auditor/Treasurer Heberlein and Finance Director Carol Lapham, and Board Chairman to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the requirement of two signatures with this Financial institution.

File No. 4 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to adopt Resolution No. 25-04 Authorization to Use Alternative Method to Disseminate Bids and Requests. Resolution is below.

RESOLUTION NO. 25-04

**AUTHORIZATION TO USE ALTERNATE METHOD TO DISSEMINATE
BIDS AND REQUESTS**

January 7, 2025

WHEREAS, Minn. Statute § 331A.03 Subd. 3(b), allows a county to use its website or recognized industry trade journals as an alternative to disseminate solicitations of bids, requests for information and requests for proposals;

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, that the County of Houston will continue to use the Houston County website, www.co.houston.mn.us as an alternative means to disseminate solicitations of bids, requests for information, and requests for proposals for transportation related construction and maintenance projects.

BE IT FURTHER RESOLVED, that any dissemination by alternative means must be in substantially the same format and for the same period of time as a publication would otherwise be required under Minn. Statute § 331A.03 Subd. 3.

File No. 5 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve County issued credit cards for Cindy Wright and Kurt Zehnder.

File No. 6 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to approve the Wildcat Park contract. One change to the contract would be that the contractor would be in charge of the reservation system instead of the County.

File No. 7 – Commissioners discussed the possibility of hiring a second assistant County Attorney to help with the County Attorney Office staffing levels with Interim Administrator Lapham. Lapham said Interim County Attorney, Suzanne Bublitz, was requesting the additional assistant County Attorney. Lapham said at one time the office did have two assistant attorneys and Lapham thought that with additional duties being returned to the Attorney's office (such as contract writing) the extra help would be needed. Lapham said there was money that could be used that had not been used in the last couple years. Other departments expressed wanting additional staff in the Attorney's Office who could help in areas such as land use. This could help reduce the need to contract out legal help in certain areas. Commissioner Zehnder asked about what could happen at the end of County Attorney Bublitz's interim appointment. He said he did not want to hire someone and then need to let them go. Commissioner Myhre said he would like to see the office try to first work with the current staff level, and see if there was a need for additional staff. Commissioner Schuldt moved, Commissioner Wright seconded, motion carried four to one to hire a second Assistant County Attorney. Commissioner Myhre voted no.

File No. 8 – Commissioner Schuldt moved, Commissioner Wright seconded, motion unanimously carried to approve Resolution No. 25-05 Annual Appropriations. Resolution is below.

RESOLUTION NO. 25-05

2025 ANNUAL APPROPRIATIONS

January 7, 2025

WHEREAS, The Houston County Board of Commissioners approved the 2025 Annual Budget on December 31st, 2025;

BE IT RESOLVED, by the Houston County Board of Commissioners, that the following appropriations will be made in 2025 as appropriate from the County Revenue Fund:

ORGANIZATION	2025 BUDGET
SE Minnesota Initiative Fund	\$3,750
SEMAAA	\$2,000
SELCO	\$197,362
Emergency Medical Service	\$10,000
SEMCAC - Senior & Caregiver Advocacy	\$1,500
SEMCAC - Senior Nutrition	\$2,000
SEMCAC - Transportation Program (Donation Rides)	\$1,500
Historical Society	\$37,500
Historical Society - Matching Funds (Maximum)	\$5,000
Southern MN Tourism/Historic Bluff Country	\$942
Agricultural Society	\$20,000
Agricultural Society - Prior Year Financials Additional	\$4,000
RRSWCD	\$129,000
Bluff Country Minnesota Multi-County Housing and Redevelopment Authority	\$3,000
SE MN EMS	\$5,000
TOTAL	<u><u>\$422,554</u></u>

File No. 9 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. Payments are below.

2024/12/31 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
CALEDONIA OIL CO INC	5,345.00
DS ERICKSON & ASSOCIATES PLLC	2,173.39
ELECTION SYSTEMS & SOFTWARE INC	49,450.00
GOODYEAR TIRE & RUBBER CO	5,334.72
H & R ENTERPRISES	6,750.91
HOKAH CO-OP OIL ASSN	3,666.82
KUECKER/NORMA	3,290.00
LIBERTY TIRE RECYCLING LLC	3,100.00
MASS MOUNTAIN	8,490.00
MINNESOTA ENERGY RESOURCES	4,903.98
MN DEPT OF CORRECTIONS	83,587.00
MN UI FUND	11,242.96
SEPTIC PROS	15,544.70
STONEBROOKE ENGINEERING INC	8,676.42
TRADITIONS	3,652.00
TREASURER CITY OF LA CRESCENT	39,662.19
VISA	6,580.21
WINONA CONTROLS INC	6,077.75
	<u>267,528.05</u>
15 VENDORS PAID LESS THAN \$2000.00	<u>5,674.17</u>
	<u>273,202.22</u>

2025/01/07 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
ARTHUR J GALLAGHER RISK MANAGEMENT	6,398.00
HOUSTON COUNTY TREASURER	37,256.35
	<u>43,654.35</u>
2 VENDORS PAID LESS THAN \$2000.00	<u>935.90</u>
	<u>44,590.25</u>
PUBLIC HEALTH & HUMAN SERVICES	5,990.74
	<u>50,580.99</u>

File No. 10 – Commissioners discussed the committees they wanted to serve on in 2025. Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to update the Commissioner Committee Assignment List and Chart 2025.

DISCUSSION ITEMS

The Commissioners welcomed Commissioners Wright and Zehnder to the Board of Commissioners.

There being no further business at 10:20 a.m., a motion was made by Commissioner Schuldt, seconded by Commissioner Wright, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on January 14, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 14, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Cindy Wright, Eric Johnson, and Kurt Zehnder

Others Present:

Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pogleasa, Human Resource Technician Ann Diersen, and Environmental Services Director Amelia Meiners

Board Workgroup Session

Wagner said a couple of items requested by Engineer Pogodzinski would be postponed as he was unable to attend the meeting.

The Commissioners unanimously agreed by consensus that they were aware of the snowmobile trail locations within County R/W, and the County Board approved of the locations as they currently existed.

Four applications had been received for the Planning Commission for two open spots. The Commissioners would rank the candidates and return the results to Human Resource Technician Diersen. Commissioner Wright suggested letting the current Planning Commission members know who the new members would be prior to their first meeting.

Commissioner Johnson shared with the board some information he had researched having to do with solar ordinances. Environmental Services Director Meiners said with the current moratorium in place she would be looking into the matter and would give updates at future workgroup sessions.

The workgroup session ended at 9:45 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 21, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Olivia Schmidt, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Public Health R.N., PHN Mary Zaffke, Public Health Educator Bri Ceaser, Human Resource Technician Ann Diersen, and Delta Dental Chief Operating Officer Insurance Division Richard DeMarco

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Zehnder, seconded by Commissioner Schuldt, motion carried unanimously to approve the meeting minutes from January 7, 2025.

Motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion carried three to one to approve the meeting minutes from the workgroup session on January 14, 2025. Commissioner Schuldt abstained as he was absent from the meeting.

Public Comment:

None.

APPOINTMENTS

Delta Dental's Chief Operating Officer, Insurance Division, Richard DeMarco, presented on a Houston County dental pilot program along with Public Health Supervisor Jordan Knoke, Public Health R.N., PHN Mary Zaffke, Public Health Educator Bri Ceaser, and Public Health and Human Services Director John Pugleasa. The program was led by Public Health Supervisor Knoke and had successfully increased access to dental care for children in Houston County. Dental access

was a big challenge in rural communities across the State. The County had six months left of funding to continue the services. DeMarco said the pilot program was such a success that he was getting requests from other parts of the State to start similar programs. He said the pilot program was designed to increase the utilization of dental benefits for Minnesota Health Care Program (MHCP) members. DeMarco said key pilot interventions included: expanded mobile dentistry, care coordination between the County and Delta Dental of Minnesota, and local dentist participation. The pilot that had begun in May and ran through December had resulted in a 70% increase in utilization. DeMarco said the success of the pilot program was largely due to the dedication of Houston County staff especially from Knoke, Zaffke, Ceaser, and Pugleasa who had brought stakeholders together. Zaffke said very little marketing had been needed for the program, as their local partnerships and relationships were strong. Pugleasa thanked local businesses for their participation especially Herman Dental, Houston Dental Clinic, and Destination Dental. Knoke said more information could be obtained by emailing phn@co.houston.mn.us. She said while the pilot program was geared towards children Houston County Public Health could help anyone at any age (including adults) who needed access to dental services. The Commissioners thanked Delta Dental, County Staff, and local businesses for their participation and the positive County recognition.

At 9:15 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion unanimously carried to go into closed session pursuant to Minn. Stat. 13D.05, subdivision 1 (d), attorney – client privilege to meet with Attorney Susan Hansen regarding a pending employment claim. The Commissioners, Attorney Hansen, Interim Administrator Lapham, and Interim Auditor/Treasurer Heberlein attended the closed session. At 10:15 a.m. a motion was made by Commissioner Wright, seconded by Commissioner Schuldt, motion unanimously carried to go back into regular session. Commissioner Johnson said the pending employment claim had been discussed and no official action had been taken.

At 10:51 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The Commissioners, Interim Administrator Lapham, and Interim Auditor/Treasurer Heberlein attended the closed session. At 11:37 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion unanimously carried to go back into regular session. Lapham summarized the session saying no action had been taken and negotiation strategies and developments had been discussed.

CONSENT AGENDA

Motion by Commissioner Wright, seconded by Commissioner Zehnder, motion unanimously carried to approve the consent agenda. Commissioner Johnson thanked Marilyn Moore for her 30 years of service to Houston County, and the Commissioners agreed. Items approved are listed below.

- 1) Accept the resignation of Darlene Johnson, part-time Deputy Auditor Treasurer, effective January 24, 2025, with thanks for her 8 months of service to the residents of Houston County.
- 2) Approve a competitive search for a .5 FTE Deputy Auditor/Treasurer.
- 3) Reassign Matthew Papenfuss from the position of Engineering Technician to the position of Engineering Assistant – Survey Crew Chief (B31, step 7) effective January 22, 2025.
- 4) Accept the resignation/retirement of Marilyn Moore, Child Support Case Aide, effective February 14, 2025, with thanks for her 30 years of service to the residents of Houston County.
- 5) Approve a competitive search for a 1.0 FTE Child Support Case Aide. (Diersen)
- 6) Hire Robert Burns as a 67-day temporary/casual Veteran Services driver, at a pay rate of \$16.91 per hour.
- 7) Approve establishing Ballot Board for Absentee and UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) for the 2024 March Township Election per M.S. 203B.121.

ACTION ITEMS

File No. 1 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to appoint Dewey Severson of La Crescent to fill the vacant position on the Parks Committee (as member at large).

File No. 2 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to appoint Pam Hendel and Joannie Schmidt to the Houston County Extension Committee for a 3 year term - 1/21/25 to 12/31/27.

File No. 3 – Commissioner Schuldt moved, Commissioner Zehnder seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/01/10 AUDITOR WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
BOND TRUST SERVICES CORPORATION	1,180,050.00
DELTA DENTAL	6,843.50
HOUSTON COUNTY TREASURER	53,777.15
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	26,550.00
MEDICA	246,583.96
MN LIFE INSURANCE COMPANY	2,591.14
MN STATE TREASURER	4,829.50
VISA	7,698.45
	<u>1,528,923.70</u>
12 VENDORS PAID LESS THAN \$2000.00	5,576.66
	<u>1,534,500.36</u>

DISCUSSION ITEMS

REVIEW LICENSE CENTER PAYMENTS

2025/01/15 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
FILLMORE SWCD	9,158.89
HOUSTON COUNTY TREASURER	3,543.17
MASWCD	7,431.37
MN COUNTIES INTERGOVERNMENTAL TRUST	249,548.00
SYLLING/MYRON	28,200.00
WINONA COUNTY PLANNING & ZONING	4,976.13
	<u>302,857.56</u>
6 VENDORS PAID LESS THAN \$2000.00	3,859.34
	<u>306,716.90</u>

2025/01/21 COMMISSIONER'S WARRANTS:	
VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,103.40
ACEN TEK	4,461.00
ADMZ PROPERTIES	3,650.00
ADVANCED CORRECTIONAL HEALTHCAR	7,743.02
AMC/MACA	14,996.00
ANCOM COMMUNICATIONS	9,208.99
AVFUEL CORPORATION	15,282.75
BOLTON & MENK INC	28,960.00
CEDA	7,285.33
COMPUTER FORENSIC SERVICES LLC	96,602.82
ENTERPRISE FM	36,168.57
HOUSTON COUNTY TREASURER	21,729.13
LA FLEUR LAW OFFICE LLC	3,330.00
LIBERTY TIRE RECYCLING LLC	6,719.75
M & M LAWN & LEISURE	4,400.00
MACTEK SYSTEMS INC	4,651.00
MINNESOTA ENERGY RESOURCES	2,978.30
MN COUNTIES INTERGOVERNMENTAL TR	112,094.00
MN COUNTY ATTORNEY ASSN	4,067.00
MN SHERIFF'S ASSN	6,957.74
MNCCC	39,598.97
ONSOLVE INTERMEDIATE HOLDING COM	8,548.99
RICHARD'S SANITATION LLC	17,884.93
SCHNEIDER CORPORATION/THE	8,892.00
SELCO	56,840.25
SEMV CET	8,114.92
SKYLINE SALT SOLUTIONS	19,677.86
TOWMASTER INC	194,371.00
VANGUARD APPRAISALS INC	2,480.00
WEX BANK	6,468.16
	<u>756,265.88</u>
64 VENDORS PAID LESS THAN \$2000.00	30,997.96
	<u>787,263.84</u>
PUBLIC HEALTH & HUMAN SERVICES	270,311.18
	<u>1,057,575.02</u>

The Commissioners discussed recent and upcoming meetings.

The Commissioners had received a few phone calls with feedback from residents on the solar moratorium. Commissioner Zehnder recommended looking into having some sort of a tree barrier around commercial solar panels.

Commissioner Schuldt said he had attended a snowmobile meeting in La Crescent and the clubs in the County had received a letter from MnDOT stating they needed to remove signage in State road right of ways. He said the State DNR had also rejected maps provided by the County. He said removing signage was a safety concern. It was the general consensus of the board to share the information and letter with the County Attorney, and possibly set up another meeting with the State agencies for clarification to resolve the matter.

There being no further business at 11:39 a.m., a motion was made by Commissioner Zehnder, seconded by Commissioner Schuldt, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on January 28, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 28, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Olivia Schmidt, Board Clerk/EDA Director Allison Wagner, Human Resource Technician Ann Diersen, Environmental Services Director Amelia Meiners, Engineer Brian Pogodzinski, Maintenance Forman Jordan Goeden, and Bolton & Menk Aviation Project Manager Silas Parmar

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Schuldt, seconded by Commissioner Wright, motion carried unanimously to approve the meeting minutes from January 12, 2025.

Public Comment:

None.

APPOINTMENTS

At 10:18 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The Commissioners, Interim Administrator Lapham, Interim Auditor/Treasurer Heberlein, and Sheriff Swedberg attended the closed session. At 11:18 a.m. a motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to go back into regular session. Johnson summarized the session saying no action had been taken and negotiation strategies and developments had been discussed.

CONSENT AGENDA

Motion by Commissioner Wright, seconded by Commissioner Myhre, motion unanimously carried to approve the consent agenda.

- 1) Hire Jessica Kraus as a 1.0 FTE Assistant County Attorney (D62, step 2) effective February 13, 2025, conditioned upon successful completion of a background check.
- 2) Approve an Exempt Permit for Minnesota Lawful Gambling Application LG220 for Nonprofit Organization of ‘Just B Caus’ for gambling activities to be conducted at the Barn on South Ridge in Mound Prairie Township with a drawing to be held on April 26, 2025, with no waiting period.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to appoint Chase Munson to the Planning Commission for a 3-year term beginning in January 2025 and ending December 31, 2027.

File No. 2 – Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to appoint Franklin Hahn to the Planning Commission for a 3-year term beginning in January 2025 and ending December 31, 2027.

File No. 3 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to approve the issuance of a public notice to advertise the Board of Adjustment vacancy created by Franklin Hahn’s appointment to the Planning Commission.

File No. 4 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to accept Local Bridge Replacement Program (LBRP) funds in the amount of \$141,967.66 for project SAP 028-610-021 by approving and signing the grant agreement, and approve Resolution No. 25-06. Resolution is below.

RESOLUTION 25-06

Local Bridge Replacement Program Grant Agreement Grant Terms and Conditions SAP 028-610-021

January 28, 2025

WHEREAS, Houston County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No 28J69; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$141,967.66 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Houston County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers, the Houston County Board Chairman and the Interim Houston County Auditor/Treasurer are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

File No. 5 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to award paving bid from Dunn Blacktop for CSAH 2, SAP 028-602-014 in the amount of \$2,801,601.74. One bid was received. Bid is below.

HOUSTON COUNTY
 ABSTRACT
 SAP 028-602-014
 JANUARY 13, 2025 10:00 A.M.

Estimate and Unit Prices are to remain confidential until after the bid is awarded.

Line Item	Item Code	Item Description	UofM	Quantity	Engineer Estimate		Dunn Blacktop Company	
					Unit Price	Extension	Unit Price	Extension
2	2104.502	REMOVE ANCHORAGE ASSEMBLY-CABLE	EACH	6.00	\$500.00	\$3,000.00	\$300.00	\$1,800.00
1	2104.503	REMOVE CABLE GUARDRAIL	LIN FT	1,327.50	\$5.00	\$6,637.50	\$2.35	\$3,119.63
3	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	105.00	\$4.00	\$420.00	\$10.50	\$1,102.50
4	2105.607	SUBGRADE EXCAVATION	CU YD	200.00	\$35.00	\$7,000.00	\$34.25	\$6,850.00
5	2112.619	SHOULDER PREPARATION	RDST	290.00	\$55.00	\$15,950.00	\$57.00	\$16,530.00
6	2211.509	AGGREGATE BASE CLASS 5	TON	400.00	\$40.00	\$16,000.00	\$35.80	\$14,320.00
7	2215.504	FULL DEPTH RECLAMATION (P)	SQ YD	84,428.00	\$3.00	\$253,284.00	\$3.23	\$272,702.44
8	2221.509	SHOULDER BASE AGGREGATE CLASS 2	TON	5,461.00	\$30.00	\$163,830.00	\$31.05	\$169,564.05
9	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	22,543.00	\$93.00	\$2,096,499.00	\$92.90	\$2,094,244.70
10	2360.609	BITUMINOUS PAVEMENT DENSITY INCENTIVE	TON	22,133.00	\$2.70	\$59,759.10	\$2.70	\$59,759.10
11	2399.623	PAVEMENT SMOOTHNESS INCENTIVE	ROAD SEG	109.00	\$270.00	\$29,430.00	\$270.00	\$29,430.00
12	2540.602	MAIL BOX SUPPORT	EACH	8.00	\$200.00	\$1,600.00	\$400.00	\$3,200.00
13	2540.602	RELOCATE MAIL BOX SUPPORT	EACH	3.00	\$150.00	\$450.00	\$235.00	\$705.00
14	2554.502	END TREATMENT - TANGENT TERMINAL	EACH	2.00	\$4,500.00	\$9,000.00	\$4,850.00	\$9,700.00
15	2554.503	TRAFFIC BARRIER DESIGN TYPE 31	LIN FT	1,250.00	\$35.00	\$43,750.00	\$30.50	\$38,125.00
16	2563.601	TRAFFIC CONTROL	LUMP SUM	1.00	\$45,000.00	\$45,000.00	\$62,250.00	\$62,250.00
17	2582.503	6" SOLID LINE PAINT	LIN FT	57,250.00	\$0.22	\$12,595.00	\$0.19	\$10,877.50
18	2582.503	4" SOLID LINE PAINT	LIN FT	9,724.00	\$0.18	\$1,750.32	\$0.16	\$1,555.84
19	2582.503	4" BROKEN LINE PAINT	LIN FT	2,290.00	\$0.18	\$412.20	\$0.16	\$366.40
20	2582.503	4" DOUBLE SOLID LINE PAINT	LIN FT	17,418.00	\$0.36	\$6,270.48	\$0.31	\$5,399.58
						\$2,772,637.60		\$2,801,601.74

File No. 6 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to approve request to purchase a Tandem Axel Truck off the State bid from Nuss Truck for a purchase price of \$158,517.18. Total cost with motor vehicle tax will be \$169,415.24.

File No. 7 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve request to purchase a Tandem Axle Truck Box off the State bid from Towmaster in the amount of \$210,678.00.

File No. 8 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the following budgeted items:

- Air compressor \$12,271.00
- Trailer \$22,026.94
- Soil conditioner \$12,083.13
- 2 – Storage containers \$17,600.00

File No. 9 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to approve the purchase of a Steel Drum Roller up to the amount of \$15,000.00.

File No. 10 – Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to approve the purchase of a Pickup for weed spraying up to the amount of \$50,000. Maintenance Forman Goeden had looked into several options for used Pickups.

File No. 11 – Commissioners discussed with Bolton & Menk Aviation Project Manager Silas Parmar and County Engineer Pogodzinski the Airport T-Hanger project bidding and funding. Parmar would be answering some questions from the FAA about the project. It was expected that the FAA would fund the majority of the project. To receive the FAA and State, funding share the County would need to submit a grant application after the project was let for bids and all costs were known. Parmar’s recommendation was to let the project out for bids in February and award the contract in March 2025 to obtain the lowest construction bid. The Commissioners agreed to begin seeking bids in February.

File No. 12 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/01/22 AUDITOR WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
ISD 300 TREASURER	114,958.74
TREASURER CITY OF CALEDONIA	17,714.30
TREASURER CITY OF EITZEN	2,877.79
TREASURER CITY OF HOKAH	6,264.66
TREASURER CITY OF HOUSTON	8,148.17
TREASURER CITY OF LA CRESCENT	136,909.93
TREASURER CITY OF SPRING GROVE	6,134.22
TREASURER SCHOOL DISTRICT 239	4,392.34
TREASURER SCHOOL DISTRICT 294	28,819.37
TREASURER SCHOOL DISTRICT 297	23,187.98
TREASURER SCHOOL DISTRICT 299	33,107.26
TREASURER TWP OF BLACKHAMMER	3,065.15
TREASURER TWP OF CALEDONIA	3,955.18
TREASURER TWP OF HOUSTON	9,920.95
TREASURER TWP OF LA CRESCENT	7,852.50
TREASURER TWP OF MAYVILLE	2,759.77
TREASURER TWP OF MONEY CREEK	7,592.62
TREASURER TWP OF MOUND PRAIRIE	5,330.98
TREASURER TWP OF SPRING GROVE	4,151.66
TREASURER TWP OF WILMINGTON	6,322.37
TREASURER TWP OF WINNEBAGO	2,187.10
	<u>435,653.04</u>
11 VENDORS PAID LESS THAN \$2000.00	<u>9,499.04</u>
	<u>445,152.08</u>

REQUEST APPROVAL FOR PAYMENT

2025/01/28 COMMISSIONER'S WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
CALEDONIA/CITY OF	11,429.98
H & R ENTERPRISES LLC	7,672.43
HOUSTON COUNTY TREASURER	17,066.17
MINNESOTA ENERGY RESOURCES	7,179.50
WINONA CONTROLS INC	5,378.66
	<u>48,726.74</u>
11 VENDORS PAID LESS THAN \$2000.00	<u>7,742.10</u>
	<u>56,468.84</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>16,950.32</u>
	<u>73,419.16</u>

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a Planning Commission, Department Head, Land Use, and AMC Conference for new commissioners.

Commissioner Schuldt and Johnson said Assessor Onstad along with other County assessors had challenged the DOR. The DOR was planning to increase farmland by 28%, but

instead after the challenge the increase would instead be 8.3%. In Houston County all residential areas would see a zero percent increase except for the Cities of La Crescent and Brownsville.

There being no further business at 11:22 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on February 4, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: February 4, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Olivia Schmidt, Board Clerk/EDA Director Allison Wagner, Human Resource Technician Ann Diersen, Environmental Services Director Amelia Meiners, Engineer Brian Pogodzinski, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Sheriff Brian Swedberg, Emergency Management Director Mark Olson, Eugene Bauer, Larry Hafner, Tony Oldenburg, John Glasspoole, George Johnston, Gary Denstad, Katy Denstad, Jon Bauer, Shane Schumacher, Lori Bauer, Franklin Hahn, Chad Myhre, Paul Fruechte, and Ed Moldenhauer

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Chairperson Johnson asked Commissioner Myhre about Action Item No. 2 that Myhre had requested be on the agenda having to do with the quarter, quarter rule. Johnson asked Myhre if this was for discussion only, or if he intended to act on the matter. Myhre said he wanted action on the matter. The item was left on action items. Motion was made by Commissioner Wright, seconded by Commissioner Schuldt, motion unanimously carried to approve the agenda.

Motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion carried unanimously to approve the meeting minutes from January 28, 2025.

Public Comment:

George Johnston from La Crescent Township said the County's Comprehensive Land Use Plan was adopted a year and a half ago. He asked why now changes to the quarter, quarter rule were being discussed. He said it was his understanding that the Comprehensive Land Use Plan had taken a lot of time and effort to ensure a fair process. He said he believed the plan was fair. He said he was concerned with using up the County's ag land. He liked the plan and the current rule the way it was.

Shane Schumacher from Mound Prairie asked the Commissioners to think about the quarter, quarter rule from the perspective of a farmer. He said he had concerns about doubling the County's density. He was not in favor of changing the rule and asked: "At what point does it stop?" He said he had heard that some people were in favor to the change to increase the tax base. He asked if the County needed more money. He said one thing he looked at to consider if more money was needed was roads in bridges. He said he wanted to commend the County and Highway Department for having in his opinion "some of the nicest roads and bridges" in the tri-state area. He said additional money would only lead to waste.

APPOINTMENTS

None.

CONSENT AGENDA

None.

ACTION ITEMS

File No. 1 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve text amendment to the Zoning Ordinance to reflect uses recently adopted in the Cannabis Business Ordinance.

File No. 2 – Commissioners discussed the item Commissioner Myhre had requested be on the agenda: discuss possible future changes to the quarter, quarter rule. Commissioner Myhre said he wanted the rule to be changed to two houses per quarter, quarter instead of one house per quarter, quarter. He said he had been receiving calls from people who wanted their children to be able to come back and build on the farm. Commissioner Wright said it was good to have discussions and hear public input on both sides. She also said the County should not make any "knee-jerk" decisions. She said the current Comprehensive Land Use Plan that was in place did not indicate a need for a change. Commissioner Johnson was in favor of keeping the current quarter, quarter rule as it was at the present time with one house per quarter, quarter. He had been a part of the Comprehensive Land Use Plan update that had taken place recently. He said they had gathered feedback and worked with a consultant and had determined not to change the rule. Johnson said the plan had a goal of preserving ag land while encouraging housing development in or adjacent to existing cities where urban services could easily be extended. He said there was already a way for family members to have a second non-permanent dwelling on a farm in order to help. Commissioner Schuldt said he had received numerous calls both for and against changing the current ordinance. He said things change over time. He said there was a process that needed to be followed, and suggested continuing the discussion around the matter at the workgroup session the following week. Commissioner Myhre moved to look into changing the quarter, quarter rule to two houses per quarter, quarter. The motion failed for lack of a second.

File No. 3 – Commissioner Schuldt moved, Commissioner Wright seconded, motion unanimously carried to adopt Resolution No. 25-07 authorizing Mark Olson, Houston County Emergency Management Director to sign and execute the Emergency Performance Grant (EMPG) agreement and thereby assume for and on behalf of Houston County all of the contractual obligations contained therein. Resolution is below.

Resolution No. 25-07

WHEREAS, the Emergency Management Performance Grant (EMPG) Program is provided by the Federal Emergency Management Agency (FEMA) and administered by the State of Minnesota through the Department of Public Safety, Homeland Security and Emergency Management; and

WHEREAS, Houston County fully agrees to the terms of the Emergency Management Performance Grant contract and with the passage of this resolution, officially requests Homeland Security and Emergency Management to enforce the contract in accordance with the applicable rules and regulations.

THEREFORE, BE IT RESOLVED, that Houston County enter into a Grant Agreement with Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Emergency Management Performance Grant Program.

BE IT FURTHER RESOLVED, that Mark Olson, Emergency Management Director of Houston County, is hereby authorized to sign and execute the agreement and thereby assume for and on behalf of Houston County all of the contractual obligations contained therein.

File No. 4 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to adopt Resolution No. 25-08 adopting the Houston County 2024 Hazard Mitigation Plan. Resolution is below.

Resolution # 25-08

WHEREAS, the Houston County Board of Commissioners recognizes the threat that natural hazards pose to people and property within Houston County Minnesota; and

WHEREAS, Houston County has prepared a multi-hazard mitigation plan, hereby known as the Houston County 2024 Hazard Mitigation Plan in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

WHEREAS, the Houston County 2024 Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in Houston County from the impacts of future hazards and disasters; and

WHEREAS, adoption by the Houston County Board of Commissioners demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Houston County 2024 Hazard Mitigation Plan.

THEREFORE, BE IT RESOLVED, that Houston County adopts the Houston County 2024 Hazard Mitigation Plan. While content related to Houston County may require revisions to meet the plan approval requirements, changes occurring after adoption will not require Houston County to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

File No. 5 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to award the bid for the Public Health and Community Services – Interior Improvements project to the lowest bidder, Wieser Brothers General Contractor, Inc. in the amount of \$198,500.00 including an alternate addition of \$9,500 to install crown molding. The total project cost would be covered with federal funds the County received. There were four bids. Bids are below.

Houston County Public Health and Community Services - Interior Improvements (#9480320)
 Owner: Houston County
 Solicitor: Collaborative Design Group
 02/03/2025 10:00 AM CST

Section Title Line Item	Item Code	Item Description	Quantity	Engineer Estimate		Wieser Brothers General Contractor, Inc		Olympic Builders General Contractors		Brick Bros., Inc.		American	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Base Bid				\$0.00		\$198,500.00	\$198,500.00	\$219,900.00	\$219,900.00	\$222,314.00	\$222,314.00	\$272,400.00	\$272,400.00
1	1	Base Bid - ILS	1			\$198,500.00	\$198,500.00	\$219,900.00	\$219,900.00	\$222,314.00	\$222,314.00	\$272,400.00	\$272,400.00
Provide and Install Crown Molding				\$0.00		\$9,500.00	\$9,500.00	\$11,600.00	\$11,600.00	\$3,098.00	\$3,098.00	\$5,000.00	\$5,000.00
1a	1a	Alternate 1 LS	1			\$9,500.00	\$9,500.00	\$11,600.00	\$11,600.00	\$3,098.00	\$3,098.00	\$5,000.00	\$5,000.00
Base Bid Total:				\$0.00		\$198,500.00	\$198,500.00	\$219,900.00	\$219,900.00	\$222,314.00	\$222,314.00	\$272,400.00	\$272,400.00

File No. 6 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to accept the MDVA Grant for the Houston County Veteran Services Office for 2025 in the amount of \$10,000.

File No. 7 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to approve request to terminate the Central Square Pro Suite contract and seek return of amount paid to date, upon review of the County attorney.

File No. 9 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to review and approve payments. Payments are below.

2025/02/04 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
CEDA	7,285.33
EHLERS	3,150.00
ENTERPRISE FM	4,776.47
GMS INDUSTRIAL SUPPLIES INC	2,698.80
H & R ENTERPRISES LLC	5,938.65
INSIGHT PUBLIC SECTOR	7,775.64
MAYO CLINIC	15,507.72
MID-AMERICAN RESEARCH CHEMICAL	2,996.49
MN TRANSPORTATION ALLIANCE	2,758.00
SOUTHEAST MN PUBLIC INTEREST	3,000.00
VERIZON WIRELESS	3,653.32
	<u>59,540.42</u>
24 VENDORS PAID LESS THAN \$2000.00	8,620.52
	<u>68,160.94</u>
PUBLIC HEALTH & HUMAN SERVICES	38,617.86
	<u>106,778.80</u>

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including an Extension, Joint Board of Health, and Safety Committee meeting.

Closing Public Comment:

Shane Schumacher said after listening to the discussion about the quarter, quarte rule there were a few things that had stood out to him. He said it sounded like people who had been interviewed during the Comprehensive Land Use Plan process had really liked the open spaces of Houston County.

There being no further business at 10:25 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on February 11, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: February 11, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Cindy Wright (needed to leave meeting at 10:19 a.m.), Kurt Zehnder (needed to leave meeting at 10:19 a.m.), and Greg Myhre

Others Present:

Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, The Caledonia Argus Associate Editor Olivia Schmidt, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Environmental Services Director Amelia Meiners, Engineer Brian Pogodzinski, Maintenance Forman Jordan Goeden, Engineering Supervisor Justin Conway, and Deputy Auditor/Treasurer Amy Sylling

Board Workgroup Session

Engineer Brian Pogodzinski along with Maintenance Forman Jordan Goeden and Engineering Supervisor Justin Conway gave a Highway Department overview to the County board. Pogodzinski said the purpose of the overview was to let everyone know what the department did. The Highway Department had a total of 21 employees. The staff fit into three categories: administration, engineering, and maintenance. The Highway Department oversaw three main areas including roadways, airport, and parks in addition to miscellaneous things.

When it came to roadways the Highway Department's main function was to design, build, and maintain roads. The County had 527 lane miles of roadway, 84 bridges to inspect annually and maintain, and 3,457 regulatory warning signs (including E911 signs, there were over 10,000 signs for the County to inspect and maintain along roadways). There was one full time staff sign position. Pogodzinski said Houston County's roads and bridges were good compared to national and state averages.

The budget varied annually depending on number of projects, weather, equipment purchases, and other factors. In 2025 there were 11.2M in expenditures \$2.8M of that came from local levy.

The Houston County airport was only one of four airports in Minnesota that was County owned. Most local airports were operated by cities instead of counties. \$150,000 annually in general aviation (GA) airport entitlement funds through the FAA to be used towards the federal portion of eligible airport projects was received. Pogodzinski said his staff was working hard to keep at least 10 aircraft at the airport as the funding amount would drop to zero dollars if the number of aircraft dropped below 10. The last several years there had been 10-12 planes.

Houston County had two parks and management duties were shared with the Auditor's Office. The two parks were Wildcat Park and Landing and Bob Botcher Park. A campground manager oversaw the daily operations of the campground during the camping season.

In conclusion, Pogodzinski said the Highway Department did much more than roadways. He said they had a great staff. He said they were always looking for input and feedback from the Commissioners and the public. Commissioner Wright thanked the Highway Department for all their work, and the Commissioners agreed.

The Commissioners discussed the 2025 Committee List and possible changes to per diems.

Environmental Services Director Amelia Meiners updated the Commissioners on the current solar moratorium. She said she was working with the Attorney's Office and waiting for a ruling on what could be allowed based on the current Comprehensive Land Use Plan. Meiners said she hope to have more information at the next workgroup session in March.

The workgroup session ended at 10:23 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: February 18, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Olivia Schmidt, Board Clerk/EDA Director Allison Wagner, Human Resource Technician Ann Diersen, Environmental Services Director Amelia Meiners, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Recorder Mary Betz, HVMHC Executive Director Erik Sievers, MDA Spongy Moth Treatment Coordinator Matt Gallo, and Brent Parker

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion carried unanimously to approve the meeting minutes from February 4, 2025.

Motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion carried to approve the workgroup session minutes from February 11, 2025. All Commissioners voted in favor of the motion, except for Commissioners Johnson and Schuldt who abstained due to being absent from the meeting.

Public Comment:

None.

APPOINTMENTS

Minnesota Department of Agriculture (MDA), Spongy Moth Treatment Coordinator Matt Gallo gave a presentation to the board about the spongy moth and proposed treatments in Houston County during the summer of 2025. The spongy moth was an invasive species and a leaf-feeding insect. Gallo said when the moths were caterpillars, they consumed a lot of leaves

off trees causing stress on the trees. There were health, nuisance, and property value concerns due to the spongy moth. Some areas of Houston County including Money Creek, Yucatan, and Beaver Creek Valley would be receiving SPLAT GM-O treatments in the summer of 2025. SPLAT GM-O was an organic, non-toxic, biodegradable formulation for the control of spongy moth using mating disruption. The treatment would be applied aurally. Prior to the treatment public outreach would be done by MDA. The board thanked Gallo for the presentation.

Hiawatha Valley Mental Health Center (HVMHC), Executive Director Erik Sievers presented a HVMHC overview to the board. Sievers said HVMHC's mission was to be the community leader in delivering exceptional, responsive and consumer focused behavioral health services. They had a physical clinic location in Caledonia at 2021 South Kingston Street. Their services helped County wide in the areas of adult, child, and family mental health therapy, substance use counseling, adult housing with supports, mobile crisis, psychiatry, mental health skills, school-linked services, and naloxone access. Some things that would be coming in 2025 included: a peer support network, community naloxone trainings, Bringing Light into Darkness at La Crescent-Hokah school, and a 60th anniversary open house for HVMHC. The Commissioners thanked Sievers and HVMHC for their services and agreed that they were needed in the community.

Interim Auditor/Treasurer Polly Heberlein reviewed the County's cash and investments through December 31, 2024 with the board. She said investments had increased about \$500,000 since the last presentation (as of 6/30/24). The total interest received in 2024 was \$507,606 compared to \$337,975 interest received in 2023. (Interest rates had been higher during 2024.)

At 11:10 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The Commissioners, Interim Auditor/Treasurer Heberlein, and Interim Administrator Lapham attended the closed session. At 11:10 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to go back into regular session. Lapham said the board had discussed a negotiation proposal. Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve the agreement with LELS 415.

CONSENT AGENDA

Motion by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the consent agenda. Items approved are below.

- 1) Hire Brent Parker as a 1.0 FTE Human Resources Officer (D61, step 2) effective March 3, 2025, conditioned upon successful completion of a background check.
- 2) Hire Hannah Jaster as a 1.0 FTE Registered Nurse (C41, step 2) effective March 17, 2025, conditioned upon successful completion of a background check.

- 3) Hire McKinley Sisson as a 1.0 FTE Jailer Dispatcher (B23, step 1), upon successful completion of psych/physical/background checks (official hire date is pending).
- 4) Hire Randy Dobbs as a 67-day, temporary/casual Transport Officer at \$20.33/hr., upon successful completion of physical/background check (official hire date is pending).

ACTION ITEMS

File No. 1 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to hire Daniel Coogan as a 1.0 FTE Assistant County Attorney (D62, step 2) effective April 1, 2025, conditioned upon successful completion of a background check; reinstate the vacation accrual rate Mr. Coogan was earning when he left County employment on 8/14/2021; and restore Mr. Coogan’s unused sick leave balance with the understanding that these hours would not count toward any future payouts. Coogan had formally worked for the County and had went back to school to get his law degree.

File No. 2 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to dissolve the Water Planning Committee.

File No. 3 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve the 2025 Hiawatha Valley Mental Health Center HVMHC contract and rates for adult and children's mental health services.

File No. 4 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve the SE AMHI agreement. SE AMHI (previously known as CREST) was a regional collaborative in SE MN that coordinated adult mental health services in the region. This was a two year agreement funded by a state grant.

File No. 5 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve SE AMHI By-laws. (Related to SE AMHI Cooperative Agreement.)

File No. 6 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the 2025 Semcac contract for Transportation services.

File No. 7 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to accept the resignation of Dayna Burtness from the Economic Development Authority (EDA) Board of Directors. The Commissioners thanked her for her many years of service to Houston County serving on the EDA board.

File No. 8 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to appoint Sandra Solum to the EDA Board effective 2/18/2025 (three year term).

File No. 9 – The Commissioners discussed the 2025 Committee List and possible changes to the per diem schedule with Interim Administrator Lapham. No official changes were made.

File No. 10 – The Commissioners discussed possible action regarding the County Recorder position with Interim Administrator Lapham. Lapham said the County could decide to make the position an appointed position instead of it being elected as the current recorder was retiring. The County would need to go through a formal process to make the change. No official decisions were made on the matter.

File No. 11 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/02/06 AUDITOR WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
DELTA DENTAL	6,843.50
HEINTZ BADGER VALLEY FARM LLC	62,077.17
HOUSTON COUNTY TREASURER	5,183.07
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	28,170.00
MEDICA	243,743.08
MN LIFE INSURANCE COMPANY	2,607.39
SAXON FLEET SERVICES	47,533.00
	<u>396,157.21</u>
6 VENDORS PAID LESS THAN \$2000.00	<u>2,749.41</u>
	<u><u>398,906.62</u></u>

2025/02/18 COMMISSIONER'S WARRANTS:	
VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,214.39
ACENTEK	4,460.04
ADVANCED CORRECTIONAL HEALTHCAR	17,886.65
ASSN OF MN COUNTIES	1,713.00
CALEDONIA OIL CO INC	4,935.00
CALEDONIA/CITY OF	13,371.24
CELLMATE FOOD SOLUTIONS INC	2,524.04
COMPUTER FORENSIC SERVICES LLC	48,301.41
CONSOLIDATED ENERGY COMPANY	4,305.00
FITTING BROTHERS	17,600.00
HOKAH CO-OP OIL ASSN	4,069.55
HOUSTON COUNTY TREASURER	2,241.35
HOUSTON COUNTY TREASURER	20,979.13
HOUSTON COUNTY TREASURER	42,514.59
INTERSTATE BILLING SERVICES	4,093.36
LA FLEUR LAW OFFICE LLC	13,320.00
MASTER'S TOUCH INC/THE	15,469.11
MIENERGY COOPERATIVE	2,525.92
MINNESOTA ENERGY RESOURCES	11,627.30
MN STATE TREASURER	3,413.00
NUSS TRUCK & EQUIPMENT	161,604.65
OFFICE OF MNIT SERVICES	2,336.15
RICHARD'S SANITATION LLC	16,435.86
SCHNEIDER CORPORATION/THE	56,067.00
SKYLINE SALT SOLUTIONS	42,419.16
SOUTHEAST MN PUBLIC INTEREST	7,980.00
WEX BANK	7,159.66
WINONA CONTROLS INC	2,736.32
	534,302.88
59 VENDORS PAID LESS THAN \$2000.00	24,664.82
	558,967.70
PUBLIC HEALTH & HUMAN SERVICES	247,616.41
	806,584.11

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including an extension, EDA, and WINLAC meeting.

The annual Bluff Country Collaborative Career Fair/Hiring event would be on March 5th 2025 from 9 a.m. to noon at the La Crescent Area Event Center. The free event would feature Houston and Fillmore County businesses, and job seekers from the public were invited to attend. Students would also be attending.

Commissioner Wright said she was continuing to meet with department heads and having them answer a list of questions to learn about each department. Wright suggested having employee recognition become a part of the board meetings to occasionally recognize the good work that

departments were doing. Commissioner Johnson said he agreed that it would be nice to recognize employees.

Closing Public Comment:

Brent Parker who would be the County's new Human Resources Officer introduced himself to the board. He said he was excited to get started and get to know everyone. Parker had spent 20 years in law enforcement and had gone to school to get his master's degree in public administration with an emphasis on human resources. He also served as a city council member for Decorah, Iowa. The Commissioners welcomed Parker.

There being no further business at 11:20 a.m., a motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on February 25, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: February 25, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Cindy Wright (attended remotely via zoom due to being at a conference), Eric Johnson, Kurt Zehnder, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Olivia Schmidt, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Public Health and Human Services Director John Pugleasa, Minnesota Driftless Hiking Trail Director Alexa Shapiro, and Minnesota Driftless Hiking Trail Coordinator/Volunteer Marty Walsh

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. The Commissioners voted by roll. All Commissioners voted yes.

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion carried unanimously to approve the meeting minutes from February 18, 2025. The Commissioners voted by roll. All Commissioners voted yes.

Public Comment:

None.

APPOINTMENTS

Minnesota Driftless Hiking Trail Director Alexa Shapiro presented to the County board about the trail. Shapiro said as a private independent effort the Minnesota Driftless Hiking trail was not in front of the board to ask for any money or direct assistance from the County, but rather to educate the board about the trail. The Minnesota Driftless Hiking Trail was a group of local residents and hiking enthusiasts working to build a 100-mile backcountry style hiking trail exploring Minnesota's driftless region landscape, inspired by the Appalachian Trail, Superior Hiking Trail, Ice Age Trail, and others. The trail had been worked on for several years. They

were currently working with willing private landowners and the DNR. She shared with the board a proposed corridor for the trail, which represented a broad area around the planned route. The final location of the trail would depend on granted land access and could extend beyond the corridor if additional access was secured. The trail had received a \$426,000 grant from the State Legislative-Citizen Commission. The group would be holding an upcoming community forum in Caledonia at the City Auditorium on March 10, 2025 in Caledonia from 5-7 p.m.

At 9:43 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The Commissioners voted by roll. All Commissioners voted yes. The Commissioners, Interim Auditor/Treasurer Heberlein, and Interim Administrator Lapham attended the closed session. At 10:08 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion unanimously carried to go back into regular session. The Commissioners voted by roll. All Commissioners voted yes. Lapham said the board had discussed a negotiation proposal. See Action Item No. 4.

CONSENT AGENDA

None.

ACTION ITEMS

File No. 1 – Commissioners discussed if the County should allow the City of La Crescent to plant additional boulevard trees within the R/W along Elm St. and County requirements, if allowed. Other cities in the County had also wanted to plant trees in the boulevard in the past. Pogodzinski said trees had benefits such as improving air quality, aesthetics, traffic calming, and shade, however they could also damage roads and sidewalks, required maintenance, and could reduce sight distance. Commissioner Schuldt suggested the County create a policy that could be used for every city each time this was requested. The Commissioners agreed. It was the general consensus of the Commissioners to have Pogodzinski work on a blanket policy that could be used. Within the policy a city's responsibility for maintaining the trees and types of trees allowed would be included. The matter would return to the board at a later date.

File No. 2 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve guardianship contracts with Renata Luedtke, Judy Storlie, Sandra Fitting, Gregory Yakle, and Nora Beckjord. The Commissioners voted by roll, all Commissioners voted yes. The Commissioners agreed they were thankful to have people willing to provide guardianship services.

File No. 3 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. The Commissioners voted by roll. All Commissioners voted yes. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/02/14 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
VISA	11,719.47
	<u>11,719.47</u>
1 VENDOR PAID LESS THAN \$2000.00	100.00
	<u>11,819.47</u>
PUBLIC HEALTH & HUMAN SERVICES	5,281.56
	<u>17,101.03</u>

2025/02/25 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
BOLTON & MENK INC	14,800.00
ENTERPRISE FM	12,885.46
SHI INTERNATIONAL CORP	2,716.98
TREASURER TWP OF BLACKHAMMER	25,064.19
TREASURER TWP OF BROWNSVILLE	23,055.63
TREASURER TWP OF CALEDONIA	32,915.13
TREASURER TWP OF CROOKED CREEK	18,672.90
TREASURER TWP OF HOKAH	17,301.09
TREASURER TWP OF HOUSTON	20,411.15
TREASURER TWP OF JEFFERSON	7,280.84
TREASURER TWP OF LA CRESCENT	39,475.19
TREASURER TWP OF MAYVILLE	21,805.07
TREASURER TWP OF MONEY CREEK	30,870.29
TREASURER TWP OF MOUND PRAIRIE	29,948.05
TREASURER TWP OF SHELDON	15,639.69
TREASURER TWP OF SPRING GROVE	25,116.52
TREASURER TWP OF UNION	17,416.28
TREASURER TWP OF WILMINGTON	29,095.45
TREASURER TWP OF WINNEBAGO	18,418.28
TREASURER TWP OF YUCATAN	23,825.25
	<u>426,713.44</u>
29 VENDORS PAID LESS THAN \$2000.00	12,126.09
	<u>438,839.53</u>
PUBLIC HEALTH & HUMAN SERVICES	135,977.07
	<u>574,816.60</u>

File No. 4 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion carried four to one to ratify the tentative agreement with LELS 237. The Commissioners voted

by roll. Commissioners Wright, Zehnder, Schuldt, and Myhre voted yes. Commissioner Johnson voted no.

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a Department Head, Land Use, Root River One Watershed, Planning Commission, Finance, SMART, AMC Child Protection, and Personnel meeting.

Closing Public Comment:

None.

There being no further business at 10:12 a.m., a motion was made by Commissioner Schuldt, seconded by Commissioner Zehnder, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on March 4, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 4, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Olivia Schmidt, Board Clerk/EDA Director Allison Wagner, Human Resources Officer Brent Parker, and Public Health and Human Services Director John Pugleasa

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion carried unanimously to approve the meeting minutes from February 25, 2025.

Public Comment:

None.

APPOINTMENTS

At 9:09 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The Commissioners, Interim Auditor/Treasurer Heberlein, Human Resources Officer Parker, and Interim Administrator Lapham attended the closed session. At 9:41 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion unanimously carried to go back into regular session. Lapham said they had discussed labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. She said no action would be taken on the matter that day.

CONSENT AGENDA

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

- 1) Approve guardianship contracts with Patricia Goetzinger-Krall and Bonnie Gregerson.
- 2) Approve contract with Catholic Charities Diocese of Winona-Rochester for guardianship and conservatorship and related services.
- 3) Approve contract with Serenity Services for guardianship and conservatorship and related legal services.
- 4) Hire Melissa Burrow as a 1.0 FTE Deputy Auditor/Treasurer (B22, step 1), effective March 5, 2025, conditioned upon successful completion of a background check.
- 5) Hire Michelle Burt as a 1.0 FTE Environmental Services Tech Clerk (B21, step 1), effective March 17, 2025, conditioned upon successful completion of a background check.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the Assignment and Assumption of the Ground Lease for Airport Lease: Lot 10, which was sold by Andrew Milde to Norman Snodgrass. The expiration of lease for Lot 10 to Norman Snodgrass would be 7/1/2026

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

REVIEW LICENSE CENTER PAYMENTS

2025/02/21 AUDITOR WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
OLMSTED SWCD	13,124.75
SE SWCD TECHNICAL SUPPORT JPB	5,540.74
WABASHA COUNTY SWCD	<u>20,383.76</u>
	39,049.25
10 VENDORS PAID LESS THAN \$2000.00	<u>3,567.01</u>
	<u>42,616.26</u>

2025/03/04 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
AVENU INSIGHTS & ANALYTICS LLC	7,279.95
BOND TRUST SERVICES CORPORATION	199,663.75
CALEDONIA OIL CO INC	4,205.50
DAKOTA FLUID POWER INC	12,626.80
DELTA DENTAL	6,682.02
DODGE OF BURNSVILLE	50,295.00
INTERSTATE BILLING SERVICES	4,607.28
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	28,170.00
MEDICA	248,104.92
MN LIFE INSURANCE COMPANY	2,511.27
VERIZON WIRELESS	3,403.37
WATSON	4,748.00
WIEBKE TIRE CO	5,990.00
WINONA CONTROL INC	3,522.10
WS TRUCKING & CONSTRUCTION LLC	4,387.50
	<u>586,197.46</u>
23 VENDORS PAID LESS THAN \$2000.00	11,990.48
	<u>598,187.94</u>
PUBLIC HEALTH & HUMAN SERVICES	13,113.89
	<u>611,301.83</u>

File No. 3 – No action was taken.

DISCUSSION ITEMS

Interim Administrator Lapham said the new Human Resources Officer, Brent Parker had started with the County the day prior. The two of them would be sharing some updates with the County board at the next workgroup session.

The Commissioners discussed recent and upcoming meetings including a training for BOA and Planning Commission members, legislative update, and Planning Commission meeting.

Commissioner Schuldt said spring road bans were on.

Closing Public Comment:

None.

There being no further business at 9:46 a.m., a motion was made by Commissioner Wright, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on March 11, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 11, 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, Interim Administrator Carol Lapham, The Caledonia Argus Associate Editor Olivia Schmidt, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pogleasa, Environmental Services Director Amelia Meiners, Engineer Brian Pogodzinski, and Human Resource Officer Brent Parker

Board Workgroup Session

Environmental Services Director Amelia Meiners gave a solar moratorium update to the Commissioners. Commissioner Schuldt asked about the timeline of the moratorium and if the County's research would be finished by the end of the moratorium. Meiners said yes and that she would have another update the following month.

Meiners said the County would be collecting light bulbs, paint, and pesticides on April 26th at the recycling center in Houston. She asked the Commissioners to let her know if they were available to help on that day.

Engineer Brian Pogodzinski said the 2025 USA Cycling Gravel National Championships were scheduled to take place in Houston County the third weekend in September 2025. La Crescent was the host for 2025 and 2026. Meetings were beginning to take place to discuss logistics, safety, and related items.

Pogodzinski said the County would be able to be loaned entitlement funding from another airport at 0% interest for the upcoming airport project. Houston County would then pay back the loan with the entitlement funding they would be receiving.

Interim Administrator Carol Lapham and Human Resource Officer Brent Parker discussed with the board the County Recorder office and position. Lapham said they would be bringing a proposal to the Commissioners the following week to appoint an interim recorder for the remainder of the term. The Commissioners could consider making the position appointed instead of elected beyond the term.

The workgroup session ended at 10:16 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 18, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Olivia Schmidt, Human Resources Officer Brent Parker, Public Health and Human Services Director John Pogleasa, Public Health Educator Bri Ceaser, Recorder Mary Betz, Chief Deputy Recorder Michelle Werner, and G-Cubed Geoffery Griffin

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 Myhre, seconded by Commissioner Zehnder, motion carried unanimously to approve the meeting minutes from March 4, 2025.

Motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion carried unanimously to approve the workgroup session minutes from March 11, 2025.

Public Comment:

None.

APPOINTMENTS

At 10:00 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The Commissioners, Human Resources Officer Parker, and Interim Administrator Lapham attended the closed session. At 11:19 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion unanimously carried to go back into regular session. Lapham said they had discussed labor negotiations, including

negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. No action was taken.

CONSENT AGENDA

Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve the consent agenda. Items are below.

- 1) Approve the Vanguard Computer Systems Consolidated Extended Service Contract for 2025 – 2030. Vanguard has been providing the CAMA programming/support services to Houston County since 2012.
- 2) Approve Guardianship Contract with John Miller.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve a zoning amendment for Chris and Wendy Horn from ag to residential in La Crescent township. This would be a residential boundary not a parcel boundary. The house would be on both parcels.

File No. 2 – Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to approve a G-Cubed text amendment to Zoning Ordinance for sections 27.3 and 27.8. G-Cubed had suggested the text amendment to make the rules more clear. The update would also be consistent with what the surrounding counties of Winona and Fillmore County had in their ordinances.

File No. 3 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve awarding the Airport T-Hangar project to Olympic Builders General Contractors in the amount of \$1,497,400 contingent upon award of State and Federal funding. There were two bids. Bids are below.

ABSTRACT
 8 Unit T-Hangar Construction
 Houston County, MN
 bml Project # 24X.136247
 Bid: 02/20/2025 01:00 PM CST

Section Title	Line Item	Item Description	Unit	Quantity	Engineer Estimate		Olympic Builders General Contractors		Wieser Brothers General Contractor, Inc.	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
BASE BID - 8 UNIT T-HANGAR	1	8 UNIT T HANGAR; COMPLETE DESIGN BUILD	LUMP SUM	1	\$1,539,000.00	\$1,539,000.00	\$1,497,400.00	\$1,497,400.00	\$1,828,873.00	\$1,828,873.00
BID ALTERNATE - DEDUCT TWO BAYS FOR 6 UNIT T-HANGAR	2	DEDUCT AMOUNT FROM BASE BID FOR REMOVING TWO BAYS TO CONSTRUCT 6 UNIT T-HANGAR; COMPLETE DESIGN BUILD	LUMP SUM	-1	\$384,750.00	(\$384,750.00)	\$251,700.00	(\$251,700.00)	\$106,000.00	(\$106,000.00)

File No. 4 – Commissioner Myhre moved, Commissioner Cindy seconded, motion unanimously carried to approve the Federal Entitlement agreement with the City of Albert Lea, MN to transfer \$283,000.00 entitlement dollars to be paid back with Houston County’s future entitlement dollars and adopting Resolution No. 25-09 Resolution Authorizing an Agreement with Houston

County Regarding Federal Aviation Administration Airport Improvement Program Non-Primary Entitlement Funds. Resolution is below:

**RESOLUTION 25-09
RESOLUTION AUTHORIZING AN AGREEMENT WITH HOUSTON COUNTY
REGARDING FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT
PROGRAM NON-PRIMARY ENTITLEMENT FUNDS**

WHEREAS, Houston County is constructing a new hangar at the Houston County Airport, and

WHEREAS, Houston County has requested the City of Albert Lea transfer Federal Aviation Administration (FAA) Airport Improvement Program Non-Primary Entitlement Funds in the amount of \$283,000.00 to the Houston County Federal Account, and

WHEREAS, Houston County agrees to pay back to the City of Albert Lea the amount of \$150,000.00 in 2026 and \$133,000.00 in 2027 in Federal Aviation Administration (FAA) Airport Improvement Program Non-Primary Entitlement Funds per the attached agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSTON COUNTY BOARD OF COMMISSIONERS AS FOLLOWS; that

The County Engineer is hereby authorized and directed to execute an agreement on behalf of Houston County and with the City of Albert Lea regarding the Federal Aviation Funds.

File No. 5 – Commissioner Myhre moved, Commissioner Cindy seconded, motion unanimously carried to approve the work order under the MNDot Partnership agreement to have MNDot stripe Houston County roads as CP 2025-05.

File No. 6 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to accept the low quote from Fahrner Asphalt Sealers, LLC in the amount of \$118,250.00 for CP 2024-04 Crack Filling.

HOUSTON COUNTY, MINNESOTA

Crack Filling Quote

CP 2025-04

March 11, 2025 at 1:00 p.m.

					Estimate		Fahrner Asphalt Sealers LLC		Asphalt Surface Technologies Corp	
Line	Spec #	Item	Qty	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2331.608	Rout & Seal Bituminous Pavement Cracks	25,000.00	Lbs	\$4.00	\$100,000.00	\$4.73	\$118,250.00	\$5.08	\$127,000.00
Totals						\$100,000.00		\$118,250.00		\$127,000.00

File No. 7 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to accept the low quote from ICON Constructors, LLC in the amount of \$105,450.00 for CP 2025-07 Bridge Maintenance.

Bridge Maintenance Quotes CP 2025-07
Houston County
 23-Jan-25

CP 2025-07 ABSTRACT								
LINE NO.	ITEMS	DESCRIPTION	Engineer's Estimate				ICON	
			UNITS	UNIT PRICE	QTY	AMOUNT	UNIT PRICE	QTY
Bridge 28555 - CSAH 3								
1		Clean & Replace hot pour sealed joint	LF	\$ 22.00	90	\$ 1,980.00	\$ 55.00	90
2		TRAFFIC CONTROL	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00	1
						Subtotal:		
						\$ 4,980.00		Subtotal:
Bridge 28514 - CSAH 5								
1		Sand Blast, Prime & Paint bottom 2' of Pile Shells	Sq Ft	\$ 22.00	80	\$ 1,760.00	\$ 25.00	80
2		TRAFFIC CONTROL	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 2,500.00	1
						Subtotal:		
						\$ 4,760.00		Subtotal:
Bridge 28541 - CSAH 9								
1		Clean & Replace Hot Pour Joint	LF	\$ 22.00	105	\$ 2,310.00	\$ 55.00	105
2		Special Surface Finish Bridge	LS	\$ 20,000.00	1	\$ 20,000.00	\$ 18,000.00	1
3		Traffic Control	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00	1
						Subtotal:		
						\$ 25,310.00		Subtotal:
Bridge 28530 - CSAH 10								
1		Sand blast, Prime, & Paint bottom 1' of Pile Shells	Sq Ft	\$ 22.00	50	\$ 1,100.00	\$ 25.00	50
2		TRAFFIC CONTROL	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 2,500.00	1
						Subtotal:		
						\$ 4,100.00		Subtotal:
Bridge 28526 - CSAH 12								
1		Sand blast, Prime, & Paint bottom 2' of Pile Shells	Sq Ft	\$ 22.00	176	\$ 3,872.00	\$ 25.00	176
2		TRAFFIC CONTROL	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 2,500.00	1
						Subtotal:		
						\$ 6,872.00		Subtotal:
Bridge 28508 - CSAH 15								
1		Sand blast, Prime, & Paint the end 5' of the beams including the bearings	LF	\$ 210.00	40	\$ 8,400.00	\$ 210.00	40
2		Traffic Control	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00	1
						Subtotal:		
						\$ 11,400.00		Subtotal:
Bridge 28539 - CSAH 20								
1		Sand blast concrete rails & Special Surface finish the Bridge	LS	\$ 30,000.00	1	\$ 30,000.00	\$ 17,000.00	1
2		Traffic Control	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00	1
						Subtotal:		
						\$ 33,000.00		Subtotal:
Bridge 28540 - CSAH 31								
1		Sand blast, Prime, & Paint bottom 2' of Pile Shells	Sq Ft	\$ 22.00	67	\$ 1,474.00	\$ 25.00	67
2		Traffic Control	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 2,500.00	1
						Subtotal:		
						\$ 4,474.00		Subtotal:
Bridge 28532 - Klondike Rd (Crooked Creek Township)								
1		Rahab deflection joints, Special Surface Finish Bridge	LS	\$ 18,000.00	1	\$ 18,000.00	\$ 17,000.00	1
2		Traffic Control	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00	1
						Subtotal:		
						\$ 21,000.00		Subtotal:
						Subtotal for Houston County Bridges: \$ 94,896.00		
						Subtotal for Crooked Creek Bridges: \$ 21,000.00		
						Grand Total Estimate: \$ 115,896.00		

File No. 8 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to accept the low quote from Scott Construction in the amount of \$495,553.22 for CP 2025-06 Seal Coat.

HOUSTON COUNTY HIGHWAY DEPARTMENT
 CP 2025-06 BITUMINOUS SEALCOAT
 LETTING DATE: MARCH 13, 2025 AT 10:30 A.M.

Line Item	Item Code	Item Description	UoM	Quantity	Unit Price	Engineer Estimate		Scott Construction, Inc		Asphalt Surface Technologies Corp.		Allied Blacktop Company		Fahrner Asphalt Sealers, LLC	
						Estimate	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
						\$595,959.73		\$495,553.22		\$577,862.54		\$584,126.96		\$629,747.81	
1	2356.504	BITUMINOUS FA-2 SEAL COAT	SY	289,374.00	\$0.65	\$188,093.10	\$0.40	\$115,749.60	\$0.77	\$222,817.98	\$0.82	\$237,286.68	\$0.42	\$121,537.08	
2	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	23,150.00	\$2.80	\$64,820.00	\$2.40	\$55,560.00	\$3.00	\$69,450.00	\$3.50	\$81,025.00	\$4.57	\$105,795.50	
3	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	78,131.00	\$3.65	\$285,178.15	\$3.50	\$273,458.50	\$2.96	\$231,267.76	\$2.70	\$210,953.70	\$4.61	\$360,183.91	
4	2582.503	4" SOLID LINE YELLOW-PAINT	LIN FT	41,968.00	\$0.14	\$5,875.52	\$0.12	\$5,036.16	\$0.13	\$5,455.84	\$0.14	\$5,875.52	\$0.09	\$3,777.12	
5	2582.503	4" BROKEN LINE YELLOW-PAINT	LIN FT	11,510.00	\$0.14	\$1,611.40	\$0.12	\$1,381.20	\$0.13	\$1,496.30	\$0.14	\$1,611.40	\$0.09	\$1,035.90	
6	2582.503	4" DOUBLE SOLID LINE YELLOW-PAINT	LIN FT	46,783.00	\$0.28	\$13,099.24	\$0.24	\$11,227.92	\$0.26	\$12,163.58	\$0.26	\$12,163.58	\$0.18	\$8,420.94	
7	2582.503	6" SOLID WHITE LINE-PAINT	LIN FT	207,124.00	\$0.18	\$37,282.32	\$0.16	\$33,139.84	\$0.17	\$35,211.08	\$0.17	\$35,211.08	\$0.14	\$28,997.36	
						\$595,959.73		\$495,553.22		\$577,862.54		\$584,126.96		\$629,747.81	

File No. 9 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to accept the low bid from Bruening Rock Projects in the amount of \$339,093.90 for CP 2025-01 Maintenance Rock. There were two bids. Bids are below.

CP 2025-01 Stockpile Aggregate, Class 5 (Delivered) (#9521600)
 Owner: Houston County, MN
 Letting date and Time: 03/13/2025 10:00 AM CDT

Section Title	Line Item	Item Code	Item Description	UoM	Quantity	Unit Price	Engineer Estimate		Bruening Rock Pdts		Milestone Materials	
							Estimate	Extension	Unit Price	Extension	Unit Price	Extension
CP 2025-01	1	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 5A	TON	3700	\$12.50	\$46,250.00	10.9990	\$40,696.30	\$12.92	\$47,804.00	
	2	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 5B	TON	2900	\$12.50	\$36,250.00	10.9990	\$31,897.10	\$14.11	\$40,919.00	
	3	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 8A	TON	950	\$12.50	\$11,875.00	9.9990	\$9,499.05	\$13.56	\$12,882.00	
	4	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 11	TON	2050	\$12.50	\$25,625.00	9.9990	\$20,497.95	\$13.48	\$27,634.00	
	5	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 12	TON	2450	\$12.50	\$30,625.00	8.9990	\$22,047.55	\$11.62	\$28,469.00	
	6	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 19	TON	3000	\$12.50	\$37,500.00	8.9990	\$26,997.00	\$14.34	\$43,020.00	
	7	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 20	TON	3300	\$12.50	\$41,250.00	10.9990	\$36,296.70	\$12.05	\$39,765.00	
	8	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 22	TON	2500	\$12.50	\$31,250.00	10.9990	\$27,497.50	\$12.99	\$32,475.00	
	9	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 23	TON	2000	\$12.50	\$25,000.00	10.9990	\$21,998.00	\$12.92	\$25,840.00	
	10	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 28	TON	1900	\$12.50	\$23,750.00	10.4390	\$19,834.10	\$11.66	\$22,154.00	
	11	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 31	TON	1350	\$12.50	\$16,875.00	10.9990	\$14,848.65	\$13.65	\$18,427.50	
	12	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 32	TON	2250	\$12.50	\$28,125.00	11.4390	\$25,737.75	\$11.70	\$26,325.00	
	13	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) COUNTY ROAD 249	TON	3750	\$12.50	\$46,875.00	10.9990	\$41,246.25	\$11.22	\$42,075.00	
Base Bid Total:							\$401,250.00		\$339,093.90		\$407,789.50	

Contract Award to Bruening Rock Products for all roads \$339,093.90

File No. 10 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approving 2024 contract with Driftless Region Vector Control LLC to canvass specifically identified Houston County communities for potential mosquito related human health hazards and larvicide identified habitat sites. This was a \$95.00 increase from the year before.

File No. 11 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to accepting a donation of \$1,200.00 from American Legion Post 191 in support of Public Health Car Seat Program.

File No. 12 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to appoint Dean Happel to the Board of Adjustment for a 3-year term beginning in 2025 and ending December 31, 2027.

File No. 13 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve correction to confirm the resignation/retirement of Mary Betz, Houston County Recorder, effective the end of day April 1, 2025, with thanks for her 23 years of service to the residents of Houston County. This item was approved on February 4, 2025, but had been inadvertently left out of the minutes.

File No. 14 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to appoint Michelle Werner as the Interim County Recorder (C43, step 5) effective April 2, 2025, to complete the unexpired term of Mary Betz.

File No. 15 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to initiate a competitive search for a 1.0 FTE Chief Deputy Recorder.

File No. 16 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. Payments are below.

2025/03/18 Commissioner’s Warrants:

VENDOR NAME	AMOUNT
ACENTEK	4,478.60
ADVANCED CORRECTIONAL HEALTHCAR	7,726.02
CALEDONIA SNO GOPHERS CLUB	30,676.80
CALEDONIA/CITY OF	15,705.95
CEDA	7,285.33
COMPUTER FORENSIC SERVICES LLC	48,301.41
CONSOLIDATED ENERGY COMPANY	4,305.00
DODGE OF BURNSVILLE	88,044.00
DOOSAN BOBCAT NORTH AMERICA INC	12,083.13
H & R ENTERPRISES LLC	13,911.46
HOUSTON COUNTY TREASURER	43,926.12
HOUSTON-MONEY CREEK SNOWRIDERS	13,434.96
INSIGHT PUBLIC SECTOR	3,137.18
LA CRESCENT TRAIL	11,365.20
LIBERTY TIRE RECYCLING LLC	6,774.75
MINNESOTA ENERGY RESOURCES	10,229.69
MN STATE TREASURER	3,964.00
MORRIS ELECTRONICS INC	38,409.44
MOTOROLA SOLUTIONS INC	5,944.32
RICHARD'S SANITATION LLC	12,192.79
SHI INTERNATIONAL CORP	12,796.62
TOWMASTER INC	5,049.92
VIKING RIDGE RIDERS	10,533.60
VISA	7,110.24
WEX BANK	6,911.59
	<u>424,298.12</u>
64 VENDORS PAID LESS THAN \$2000.00	<u>22,981.90</u>
	<u>447,280.02</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>188,987.74</u>
	<u>636,267.76</u>

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a SCHAC meeting Commissioner Wright had attended that was held in St. Paul with the Commissioner of Minnesota Public Health.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on March 25, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 25, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Olivia Schmidt, Board Clerk/EDA Director Allison Wagner, Human Resources Officer Brent Parker, Engineer Brian Pogodzinski, Public Health and Human Services Director John Pugleasa, and Bob Burns

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Commissioner Johnson said the minutes were not yet ready for approval, but would be approved at an upcoming meeting.

Public Comment:

None.

APPOINTMENTS

At 9:02 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.05, Subd. 1, (d) attorney – client privilege, to meet with Attorney Susan Hansen regarding a pending employment claim – 9:05 A.M. The Commissioners, Human Resources Officer Parker, Attorney Hansen, Interim Administrator Lapham, and Bob Burns attended the closed session. At 9:54 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to go back into regular session. Lapham said they had discussed pursuant to Minn. Stat. §13D.05, Subd. 1, (d) attorney – client privilege regarding an employment matter. No action was taken on the matter.

CONSENT AGENDA

None.

ACTION ITEMS

File No. 1 – Commissioner Schuldt moved, Commissioner Wright seconded, motion unanimously carried to approve low quote from Bluff Country Brine. Abstract of bids is below.

ABSTRACT OF BIDS
HOUSTON COUNTY, MINNESOTA
CALCIUM CHLORIDE QUOTE
March 19, 2025 1:00 p.m.

Item #	Item	Contractor Unit	Bluff Country Brine	Knife River	Envirotech Services Inc	Northern Salt Inc
			Unit Price	Unit Price	Unit Price	Unit Price
1	Delivered by tanker truck to Caledonia	Gallons	1.490	1.530	1.640	1.619
2	Delivered & Applied to various county roads	Gallons	1.630	1.690	1.840	1.725
	Minimum Transport load	Gallons	4,100.00	4,000.00	4,000.00	4,200.00
			Cashier's Check	Bond	Bond	Bond
Total Gallons Est			52,000.00			
Estimate Cost			77,480.00	41% County 59% Township/City		

File No. 2 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve salt order through the State CPV.

File No. 3 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the 2025-2027 Labor Agreement between The County of Houston and LAW ENFORCEMENT LABOR SERVICES, INC., LOCAL #60 (Jailer/Dispatcher Unit) pending County Attorney review and approval.

File No. 4 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to approve the 2025-2027 Labor Agreement between The County of Houston and LAW ENFORCEMENT LABOR SERVICES, INC., LOCAL #415 (Licensed Lieutenant Unit) pending County Attorney review and approval.

File No. 5 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to approve the 2025-2027 Labor Agreement between The County of Houston and MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES pending County Attorney review and approval.

File No. 6 – Commissioner Schuldt moved, Commissioner Wright seconded, motion unanimously carried to approve the Memorandum of Agreement with AFSCME Local Union #2166.

File No. 7 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve donations to the Extension Tesmer Farm Safety Day for a total of \$4,735.00.

File No. 8 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approve Opioid (Fund 12) expenditures based on the recommendation of the local Opioid Settlement Collaborative. Funds would be used to purchase a device for the Sheriff’s department that could determine what a substance was in a container or bag without opening it making it safer for law enforcement to handle.

File No. 9 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/03/14 AUDITOR WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
CRAIG/TIMOTHY	2,000.00
HOUSTON COUNTY TREASURER	<u>24,920.88</u>
	26,920.88
14 VENDORS PAID LESS THAN \$2000.00	<u>2,784.76</u>
	<u>29,705.64</u>

REQUEST APPROVAL FOR PAYMENT

2025/03/25 COMMISSIONER’S WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
BOLTON & MENK INC	13,430.00
EHLERS	5,000.00
ENTERPRISE FM	12,885.46
HOUSTON COUNTY TREASURER	3,486.50
SCHNEIDER CORPORATION/THE	3,075.00
SKYLINE SALT SOLUTIONS	28,823.32
STONEBROOKE ENGINEERING INC	2,883.29
THIN LINE OUTFITTERS OF WISCONSIN	12,236.18
VANGUARD APPRAISALS INC	14,175.00
WIEBKE TIRE CO	3,975.00
ZIEGLER INC	<u>7,553.37</u>
	107,523.12
20 VENDORS PAID LESS THAN \$2000.00	<u>8,536.33</u>
	116,059.45
PUBLIC HEALTH & HUMAN SERVICES	<u>33,030.33</u>
	<u>149,089.78</u>

DISCUSSION ITEMS

Interim Administrator Lapham said she was following the legislator closely to see what would happen and how counties could be impacted.

The Commissioners discussed recent and upcoming meetings including a Workforce Development Inc. Board, SELCO, Finance, Solid Waste, Land Use, Airport, Planning Commission, and Land Use Township Association meeting.

Closing Public Comment:

Commissioner Burns from Caledonia who served on the Semcac board on behalf of Houston County gave an update to the board saying senior meals and deliveries had recently increased. He said Semcac’s weatherization program could be affected by cuts.

There being no further business at 10:43 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on April 1, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: April 1, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Olivia Schmidt, Board Clerk/EDA Director Allison Wagner, Human Resources Officer Brent Parker, Human Resource Technician Ann Diersen, Engineer Brian Pogodzinski, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Public Health Educator Bri Ceaser, and Financial Assistance Supervisor Karen Kohlmeyer

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 Zehnder, motion unanimously carried to approve the meeting minutes from March 18, 2025.

Motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to approve the meeting minutes from March 25, 2025.

Public Comment:

None.

APPOINTMENTS

At 10:21 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The Commissioners, Human Resources Officer Parker, and Interim Administrator Lapham attended the closed session. At 11:12 a.m. a motion was made by Commissioner Zehnder,

seconded by Commissioner Myhre, motion unanimously carried to go back into regular session. Chairperson Johnson gave a summary of the closed session saying they had discussed labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals. No official decisions were made on the matter.

CONSENT AGENDA

Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the consent agenda. Items are below.

- 1) Appoint Susan Felten as a Community Health Worker (B21 – Step 2) effective April 15, 2025, conditioned upon successful completion of a background check.
- 2) Appoint Leigh Goetzinger as a Child Support Enforcement Aide (B22 – Step 3 / Lateral Transfer) effective April 7, 2025.
- 3) Reappoint Brian Pogodzinski, to a four-year term as the County Highway Engineer, effective 05/01/2025 through 04/30/2029.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve purchase of service contract with ABC/Woodland for Community Based Supported Employment, Center Based Supported Employment and Transportation.

File No. 2 – Commissioners discussed with Public Health and Human Services Director John Pugleasa the Public Health building construction project. The grant funding being used for the project had been rescinded by the federal government. Pugleasa said he had been notified of this the week prior. The County would be able to be reimbursed for project costs that were submitted by the end of the week and had occurred prior to March 24, 2025. Pugleasa was working to get invoices from the contractors involved to be submitted for reimbursement. Construction was currently halted. Wieser Brothers the general contractor on the project had ordered some materials. The Commissioners asked Pugleasa to find out how many materials had been purchased, see if there would be a restocking fee, and/or get quotes to see what it would cost to have the materials that were purchased (mostly flooring) installed. Pugleasa said he would submit the current invoices for reimbursement for the project thus far, look into other funding sources, and explore possibilities for the materials that had been purchased thus far.

File No. 3 – Commissioners discussed with Bolton & Menk and Engineer Pogodzinski the possibility of allowing Olympic Builders to lock in prices and get materials ordered for the airport T-hanger project. It was expected that most of the project would be paid with Federal and State dollars, but the Commissioners discussed waiting a bit longer to order materials to ensure the funding was coming at the anticipated amount. It was decided that the matter would be tabled and brought back to the board in two weeks.

File No. 4 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to accept the proposal from Bolton & Menk for construction administrative services, including inspection, plan updates, and project closeout for the T-hanger project as required by the FAA.

File No. 5 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve a service agreement with Dynamic Lifecycle Innovations.

File No. 6 – Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to approve the resignation/retirement of Cindy Augedahl, Administrative Legal Assistant, effective May 1, 2025, with thanks for her 46 years of service to the residents of Houston County.

File No. 7 – Commissioners discussed with Human Resources Officer Parker the possibility of initiating a competitive search for a 0.8 FTE Legal Assistant. Parker said one idea that had been discussed was the possibility of not filling the position after the current person in the role retired. He said the County Attorney wanted the position to be re-filled. The matter was tabled, and no official decisions were made.

File No. 8 – Commissioners discussed with Human Resources Officer Parker and Human Resource Technician Diersen the possibility of issuing a request for proposals for County healthcare plans. It was the general consensus of the Commissioners to proceed with the next steps so a request for proposal for healthcare plans could be issued.

File No. 9 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. Payments are below.

2025/04/01 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
CALEDONIA AMBULANCE SERVICE	2,500.00
CALEDONIA OIL CO INC	4,950.00
DELTA DENTAL	6,776.56
DICK'S PETROLEUM COMPANY	3,101.00
DLT SOLUTIONS LLC	5,127.60
HOKAH CO-OP OIL ASSN	4,325.75
HOUSTON AMBULANCE SERVICE	2,500.00
HOUSTON COUNTY AG SOCIETY	24,000.00
INSIGHTSOFTWARE LLC	12,650.19
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	28,170.00
LIBERTY TIRE RECYCLING LLC	3,410.75
MEDICA	245,924.00
MN LIFE INSURANCE COMPANY	2,512.35
RDO EQUIPMENT CO INC	2,827.20
SE MN EMERGENCY MEDICAL SERVICES	5,000.00
SOUTH CENTRAL COLLEGE	4,109.39
SPRING GROVE AMBULANCE SERVICE	2,500.00
VERIZON WIRELESS	3,457.02
WS TRUCKING & CONSTRUCTION LLC	2,400.00
	<u>366,241.81</u>
24 VENDORS PAID LESS THAN \$2000.00	12,677.36
	<u>378,919.17</u>
PUBLIC HEALTH & HUMAN SERVICES	31,549.55
	<u>410,468.72</u>

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a Planning Commission, Workforce Development Forum, Airport, and Township Association meeting.

Closing Public Comment:

None.

There being no further business at 11:15 a.m., a motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on April 8, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: April 8, 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, Interim Administrator Carol Lapham, The Caledonia Argus Associate Editor Olivia Schmidt, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Environmental Services Director Amelia Meiners, Public Health Supervisor Jordan Knoke, Human Resource Officer Brent Parker, and MiEnergy Vice President of Member Services Kent Whitcomb

Board Workgroup Session

Environmental Services Director Amelia Meiners gave a solar moratorium update to the Commissioners. She said after consulting with the County Attorney and land use Attorney Jay Squires the recommendation was to amend the County's zoning ordinance to reflect the County's Comprehensive Land Use Plan. The comp plan allowed solar for individual use or by individual residences or businesses, so long as the primary reason for the solar was individual use. Additional power generated could go back into the grid, as long as the primary use was for the individual. Meiners said the ordinance would allow for individual use, but not for strictly commercial use. Commissioner Myhre questioned why the Comprehensive Land Use Plan protected agricultural land. Commissioner Zehnder said he did not yet have a position, and wanted to talk to more of his constituents on the matter. Commissioner Wright suggested also looking at options that allowed some commercial solar use with limitations.

Public Health and Human Services Director John Pugleasa and Public Health Supervisor Jordan Knoke gave a Community Service Building construction update to the board. They said after being notified funding was being rescinded by the federal government they had turned in receipts for the work that had been started thus far. The County would be reimbursed for work prior to March 24, 2025. Pugleasa said Wieser Brothers had ordered some product that would have a \$1,000 restocking fee. It would be the County's responsibility to pay for this. Some carpeting squares has been purchased that the County would keep and use. Pugleasa said after turning in the receipts the deadline had been extended, and the County had learned that there was a possibility the funds for the project could be reinstated. The future was unknown. He said Wieser Brothers was working with the County on the matter and had been understanding. Knoke said there were cuts in other areas that could also affect the County.

Human Resource Officer Brent Parker updated the board on various HR items. He said the County was still negotiating with two unions. He said he was working on putting together a new policies and procedures update. His goal was to have it completed by June 1st.

The workgroup session ended at 10:20 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: April 15, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Olivia Schmidt, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pogleasa, Environmental Services Director Amelia Meiners, Public Health Supervisor Jordan Knoke, Human Resource Officer Brent Parker, Attorney Susan Hansen, AcenTek Marketing Sales Manager John Tabbert, Hokah Librarian Gina Herman, Houston Librarian Beth Peterson-Lee, Caledonia Librarian Stephanie Eggert, Spring Grove Librarian Jana Halverson, La Crescent Librarian Jess Witkins, Southeastern Libraries Cooperating Executive Director Krista Ross, and Dean Ellingson

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Prior to the motion, consent agenda item No. 5 was pulled from the agenda as the Federal Boating Safety Supplemental Patrol Grant was not available. Motion was made by Commissioner Zehnder, seconded by Commissioner Schuldt, motion unanimously carried to approve the agenda with the change.

Commissioner Wright noted a typo in the minutes on page 57. Wagner said she would correct it. Motion was made by Commissioner Wright, seconded by Commissioner Myhre, motion carried unanimously to approve the meeting minutes from April 1, 2025.

Motion was made by Commissioner Zehnder, seconded by Commissioner Schuldt, motion carried unanimously to approve the workgroup session minutes from April 8, 2025.

Public Comment:

Dean Ellingson from the Spring Grove area said he had concerns about money being spent at the airport. He said he did not see planes flying around the airport often, and asked how much the airport was utilized. He said his farm taxes had tripled in the last four years. He said

property may be worth a lot, but not until it was sold. He said his farm insurance was going up. Prices kept rising, but his farm was not making more money. He said he recently traded pickups and it cost him \$1,000 for license plates.

APPOINTMENTS

At 9:09 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.05, Subd. 1, (d) attorney – client privilege, to meet with Attorney Susan Hansen regarding the Sheriff’s salary appeal for 2025. The Commissioners, Human Resources Officer Parker, Attorney Hansen, and Interim Administrator Lapham, attended the closed session. At 10:05 a.m. a motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to go back into regular session. They had discussed pursuant to Minn. Stat. §13D.05, Subd. 1, (d) attorney – client privilege regarding the Sheriff’s salary appeal. No action was taken on the matter.

John Tabbert, Marketing and Sales Manager from AcenTek gave an AcenTek Southeast MN Fiber Project presentation to the board. AcenTek would be applying to the Broadband Equity Access and Deployment (BEAD) grant for a broadband project for unserved and underserved areas near rural Brownsville and rural Hokah. He asked the board to consider a letter of support for the Southeast MN Fiber Project. The board agreed broadband access was important for residents and businesses in Houston County.

Southeastern Libraries Cooperating, Executive Director, Krista Ross and the Houston County librarians presented to the Houston County board. First, they thanked the Commissioners for the one time allocation of ARPA funds to the Houston County libraries. Each Houston County library had used the funds in different ways. Some uses included purchasing new computers, buying supplies, and building needs and repairs. They said libraires were more than just books. They said the role of public libraries had evolved to meet community needs. They said libraries were the only remaining space where all ages could access information as well as ongoing education opportunities and intergenerational programing. Caledonia Librarian Stephanie Eggert said County funding was essential for library events because it provided financial support need to plan, promote, and execute programs that serve diverse community needs. She said almost 10,000 attendees had attended library events in Caledonia alone in the past year. Additionally, she said County funding ensured that library events remained free and accessible to everyone regardless of socioeconomic status. She said this inclusive approach helped build stronger communities by encouraging civic engagement, connecting people through shared interests, and offering safe, welcoming spaces for all ages. La Crescent Librarian Jess Witkins said she had helped more patrons with things like job applications, unemployment forms, etc. than ever before in the past year. The Commissioners thanked the librarians for the presentation.

At 11:12 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Schuldt, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to

179A.25. The Commissioners, Human Resources Officer Parker, and Interim Administrator Lapham attended the closed session. At 11:54 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Schuldt, motion unanimously carried to go back into regular session. They had discussed labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. No action was taken.

CONSENT AGENDA

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

- 1) Initiate a competitive search for a 1.0 FTE Case Aide position.
- 2) Confirm the start date of Jailer/Dispatcher McKinley Sisson – April 21, 2025.
- 3) Hire Lindsey Rohrer as a 67-day, temporary/casual Transport Officer at \$20.33/hr.
- 4) Approve yearly State Boat & Water Safety Grant in the amount of \$5,553.
- 5) This item was removed from the agenda.

ACTION ITEMS

File No. 1 – Commissioner Schuldt moved, Commissioner Zehnder seconded, motion carried to approve a letter of support for AcenTek’s Southeast MN Fiber Project and Broadband Equity Access Deployment (BEAD) grant application. All Commissioners voted yes, except for Commissioner Wright who abstained due to a conflict of interest.

File No. 2 – Wagner said both AcenTek and MiEnergy along with MiBroadband were applying to the same broadband grant program, but for different areas in Houston County. The MiEnergy & MiBroadband grant application focused on an area around Caledonia. Commissioner Zehnder moved, Commissioner Schuldt seconded, motion carried to approve a letter of support for MiEnergy & MiBroadband’s Fiber Project and Broadband Equity Access Deployment (BEAD) grant application. All Commissioners voted yes, except for Commissioner Wright who abstained.

File No. 3 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approve an Interim Use Permit requested by Allison Murdoch to run a Level I Home Occupation consisting of cosmetic tattooing in La Crescent Township.

File No. 4 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to accept all quotes for CP 2025-02 Stockpile quotes. Quotes are below.

ABSTRACT OF BIDS
HOUSTON COUNTY, MINNESOTA
C.P. 2025-02 (STOCKPILE QUOTES)
APRIL 3, 2025 1 P.M.

Quantities	U of M	Milestone Materials State Bid Prices	Milestone Materials	Botcher Construction Co., Inc	Bruening Rock Products, Inc	Ron Weymiller Construction	Van Gundy Excavating
		Through 1/31/2026	Through 5/16/2025 to 5/15/2026	Through 5/16/2025 to 5/15/2026	Through 5/16/2025 to 5/15/2026	Through 5/16/2025 to 5/15/2026	Through 5/16/2025 to 5/15/2026
Stockpile Aggregate Class 5	Ton	9.20	9.20		9.35	9.75	9.50
Stockpile Aggregate Class 5Q	Ton		9.20	9.25	9.35		9.50
Stockpile Aggregate Class 5 Modified	Ton		9.20		9.35		9.50
Stockpile - Gabion Stone	Ton		22.50		14.25		20.00
Rip Rap, Class I	Ton		22.50	15.00	14.25		20.00
Rip Rap, Class II	Ton		20.00	15.00	14.25	15.50	18.00
Rip Rap, Class III	Ton	18.00	18.00	15.00	14.25	15.50	16.00
Rip Rap, Class IV	Ton	18.00	18.00	15.00	14.25		16.00
Rip Rap, Class V	Ton	18.00	18.00	15.00	14.25		20.00
Quarry-Run Riprap	Ton	7.25	7.25	8.00	8.25	8.10	9.00

File No. 5 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to accepting all quotes for CP 2025-03 Equipment Rental. Quotes are below.

**ABSTRACT OF BIDS
HOUSTON COUNTY
C.P. 2025-03 Equipment Rental
APRIL 3, 2025 1 P.M.**

Equipment	Specification	Capacity/ Size	HP	Notes	Unit	Labor code	Beardmore Plumbing and Trench Drilling	Browning Rock Products, Inc	Griffin Construction Co., Inc	Landrum Brothers, LLC	Myhre Construction LLC	Olea Excavating, LLC	Ridgely Construction Co.	Schrock Landscaping	Von Grumbly Excavating, LLP	PWS Trucking & Control, LLC
Labor							125.00	78.00	100.00	55.00	80.00	65.00	38.00	80.00	90.00	75.00
Chain Saw	Bar Length	25 In			hour	101	80.00		110.00	70.00	90.00	50.00	100.00	85.00	95.00	95.00
Dozer, Crawler			to 65		hour	364		142.00			170.00	175.00				
Dozer, Crawler			to 105		hour	364		177.00			180.00	175.00	160.00		160.00	
Dozer, Crawler			to 160		hour	364		223.00			200.00	175.00	200.00		195.00	165.00
Dozer, Crawler			to 200		hour	364		284.00	270.00		250.00		240.00		225.00	
Excavator, Hydraulic	Bucket Capacity	1.0 CY	to 90	Crawler, Truck & Wheel. Includes bucket	hour	313		160.00			165.00	175.00	185.00		150.00	110.00
Excavator, Hydraulic	Bucket Capacity	1.5 CY	to 160	Crawler, Truck & Wheel. Includes bucket	hour	313		178.00			170.00	175.00	195.00		175.00	165.00
Excavator, Hydraulic	Bucket Capacity	2.5 CY	to 265	Crawler, Truck & Wheel. Includes bucket	hour	313		267.00	280.00		250.00		240.00		240.00	
Excavator, Hydraulic	Bucket Capacity	4.5 CY	to 420	Crawler, Truck & Wheel. Includes bucket	hour	305		336.00	320.00		320.00				300.00	
Graders	Moldboard Size	14 Ft	to 225	Includes Rigid and Articulate equipment	hour	306		211.00	180.00		190.00		210.00		175.00	
Loader, Skid-Steer	Operating Capacity	1000 Lbs	to 35		hour	344		138.00			150.00	110.00		150.00		
Loader, Skid-Steer	Operating Capacity	2000 Lbs	to 65		hour	344		138.00	160.00		160.00	110.00		150.00	125.00	95.00
Loader, Skid-Steer	Operating Capacity	3000 Lbs	to 83		hour	344		150.00	170.00		170.00	125.00		150.00		95.00
Loader, Skid-Steer	Operating Capacity	4000 Lbs	to 94		hour	344	160.00	170.00		135.00	180.00	125.00	180.00	175.00	150.00	
Loader, Wheel	Bucket Capacity	2 CY	to 105		hour	344		178.00			170.00	150.00	195.00			
Loader, Wheel	Bucket Capacity	3 CY	to 152		hour	344		198.00			180.00	150.00				
Loader, Wheel	Bucket Capacity	4 CY	to 200		hour	344		237.00	205.00		200.00		240.00		180.00	
Loader, Wheel	Bucket Capacity	5 CY	to 250		hour	315		284.00			220.00				200.00	
Loader-Backhoe, Wheel	Capacity	1 CY	to 70	Loader and Backhoe Buckets included.	hour	313		178.00			170.00					
Loader-Backhoe, Wheel	Loader Bucket Capacity	1.5 CY	to 95	Loader and Backhoe Buckets included.	hour	313		189.00			180.00					
Truck, Dump	Truck Capacity	4 CY			hour					75.00	100.00	95.00		90.00		
Truck, Dump	Truck Capacity	10 CY	to 235		hour	613		124.00			130.00	125.00				
Truck, Dump	Truck Capacity	12 CY	to 255		hour	607		124.00	130.00		140.00	125.00	180.00		105.00	95.00
Truck, Dump	Truck Capacity	18 CY	to 330		hour	604		165.00			160.00	125.00			125.00	
Truck, Water	Tank Capacity	2500 Gal		Include pump and rear spray system.	hour	613		131.00	140.00							
Truck, Water	Tank Capacity	4000 Gal		Include pump and rear spray system.	hour	607		170.00							150.00	
Shouldering Machine					hour	383		203.00								
Tandem Truck w/ Pup Trailer	Truck Capacity Pup Capacity	10 CY 10 CY			hour	602		159.00								
Power Broom					hour			136.00					150.00		150.00	
Pneumatic - Tired Roller					hour			177.00	190.00							
Semi Tractor w/ belly dump					hour	602		148.00	140.00							
Semi Tractor w/ end dump					hour			148.00	140.00							
Semi Tractor w/ side dump					hour			136.00	140.00							
Lowboy					hour	603		329.00	250.00				395.00		250.00	
Hydroseeder		1200 gallon Mixed tank			hour	203		123.00			700.00			650.00	650.00	
Hydroseeder		Mixed tank			Tank	203					900.00			1,200.00	900.00	
Turf Tractor & Tiller					hour	203		142.00			140.00		350.00	140.00		
Small Square Bale Mulcher					hour	203					220.00	150.00	325.00	350.00	300.00	
Large Square Bale Mulcher					hour	203					275.00	150.00	900.00	350.00	350.00	
Skid Loader Attachments	Harley Rake Land Leveler			w/Skidsteer	hour	344			190.00		190.00	175.00	195.00	180.00		140.00
Silt Fence Machine					hour			104.00			180.00		190.00	175.00	175.00	
Silt Fence Machine					lin ft	366					8.00		15.00	6.00	6.00	
Haul Truck					hour	204		217.00	260.00/315.00				275.00		200.00	
Sheeps Foot					hour	396		136.00	190.00/210.00				150.00		140.00	

**ABSTRACT OF BIDS
HOUSTON COUNTY
C.P. 2025-03 Equipment Rental
APRIL 3, 2025 1 P.M.**

Equipment	Specification	Capacity/ Size	HP	Notes	Unit	Labor code	Beardmore Plumbing and Trench Drilling	Browning Rock Products, Inc	Griffin Construction Co., Inc	Landrum Brothers, LLC	Myhre Construction LLC	Olea Excavating, LLC	Ridgely Construction Co.	Schrock Landscaping	Von Grumbly Excavating, LLP	PWS Trucking & Control, LLC
Skidder					hour	385				135.00	190.00				150.00	
65 Ton Crane					hour	304		351.00								
Excavator with Hydraulic Hammer					hour	304		272.00			330.00	150.00	400.00		300.00	185.00
INCLUDED IN QUOTES BY CONTRACTOR																
Stump Grader	Added by contractor			Inch Diameter	hour						5.00					
Chipper	Added by contractor				hour						80.00					
Grapple Truck	Added by contractor			Tandem Grapple	hour					155.00						
Grapple Haul Truck	Added by contractor			50 yard box	hour		350.00									
Bucket and Truck	Added by contractor			60 ft Bucket Truck	hour					115.00						
Bucket and Truck	Added by contractor			30 ft Bucket Truck	hour					105.00						
Bucket and Truck	Added by contractor			65 ft Bucket Truck	hour		350.00									
Log and Brush Truck	Added by contractor				hour											

File No. 6 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve the 2025-2027 Labor Agreement between The County of Houston and LOCAL UNION #2166 AMERICAN FEDERATION OF STATE, COUNTY AND

MUNICIPAL EMPLOYEES, AFL-CIO COUNCIL 65 pending County Attorney review and approval.

File No. 7 – Human Resource Officer Parker said in the past County appointments had been done via consent agenda, but moving forward they would be approved by resolution. Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve Resolution No. 25-10 to Reappoint Brian Pogodzinski as Highway Engineer. Resolution is below.

RESOLUTION NO. 25-10

WHEREAS, Minnesota Statutes 163.07 Subd. 1 requires the County Board of each county to appoint and employ a highway engineer; and

WHEREAS, Minnesota Statute 163.07 Subd. 2 mandates that the County Board may appoint a new county engineer for a term of only one year and all reappointments shall be for a term of four years, which shall be made in May of the year in which the first term expires; and

WHEREAS, the Houston County Board of Commissioners appointed Brian Pogodzinski to an initial term on September 22nd, 2008, set to expire on May 1st, 2009; and

WHEREAS, the Houston County Board of Commissioners reappointed Brian Pogodzinski to a four-year term set to expire on May 1st, 2013; and

WHEREAS, the Houston County Board of Commissioners reappointed Brian Pogodzinski to a four-year term set to expire on May 1st, 2017; and

WHEREAS, the Houston County Board of Commissioners reappointed Brian Pogodzinski to an additional four- year term set to expire on May 1st, 2021.

WHEREAS, the Houston County Board of Commissioners reappointed Brian Pogodzinski to an additional four- year term set to expire on May 1st, 2025.

NOW THEREFORE, BE IT RESOLVED THAT the Houston County Board of Commissioners hereby reappoints Brian Pogodzinski effective May 1st 2025 as the Houston County Highway Engineer for a four-year term of employment. This term of office shall run until May 1, 2029, at which time the Board may review appointment options Appointed in Caledonia, Minnesota, this 15th day of April 2025.

File No. 8 – Commissioner Wright moved, Commissioner Schuldt seconded, motion carried four to one to initiate a competitive search for a 0.8 FTE Legal Assistant. Commissioner Myhre voted no.

File No. 9 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to approve a contract with Semcac for family homeless prevention services. Funding from the Minnesota Department of Revenue fully supported the contract.

File No. 10 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approving a Brownsville Auxiliary Post 6801 donation of \$100.00 to the Veteran Services Office to use for any veteran’s needs. The Commissioners said the donations from the Brownsville Auxiliary Post 68 were much appreciated.

File No. 11 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. Payments are below.

2025/04/15 COMMISSIONER'S WARRANTS:	
VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,361.14
ACENTEK	4,657.45
ADVANCED CORRECTIONAL HEALTHCAR	7,726.02
APPLIED CONCEPTS INC	3,435.00
BARCO PRODUCTS, LLC	4,543.89
BENJEGERDES MACHINE INC	23,550.04
BOLTON & MENK INC	9,580.00
CALEDONIA/CITY OF	12,674.14
CEDA	7,285.33
CELLMATE FOOD SOLUTIONS INC	2,475.40
COMPUTER FORENSIC SERVICES LLC	48,301.41
ENTERPRISE FM	12,885.46
HOUSTON COUNTY TREASURER	84,102.54
INTERSTATE BILLING SERVICES	3,383.98
KEN'S SERVICE CENTER LLC	3,000.00
MIDWEST MACHINERY CO	3,562.27
MINNESOTA ENERGY RESOURCES	7,185.16
MN STATE TREASURER	3,841.00
NORTH COUNTRY CHEVROLET GMC	52,906.20
RDO EQUIPMENT CO INC	56,469.76
REGENTS OF THE UNIVERSITY OF MINNE	37,500.00
RICHARD'S SANITATION LLC	21,313.96
SELCO	56,840.25
VISA	17,017.18
WEX BANK	10,138.46
WIEBKE TIRE CO	9,502.85
	506,238.89
55 VENDORS PAID LESS THAN \$2000.00	23,391.81
	529,630.70
PUBLIC HEALTH & HUMAN SERVICES	272,954.55
	802,585.25

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including an Extension, Union Negotiation, ECB, Hiawatha Valley Mental Health, and Houston County Collaboration meeting with school districts.

Public Health and Human Services Director Pugleasa, and Public Health Supervisor Knoke said the funding that was recently rescinded that the County was planning to use for the Community Service Building construction project could possibly be reinstated at least temporarily. Their office had received a letter that stated: “On April 5, 2025, a federal district court in Rhode Island issued a Temporary Restraining Order (TRO) that requires CDC to restore \$11 billion in critical public health funding to state and local public health agencies across the country, including Minnesota. Minnesota and the other states participating in the lawsuit are also seeking a preliminary injunction, which would provide longer-lasting relief if it is granted and if it survives appeal by the federal government... As a result of the TRO, MDH has temporarily regained access to the federal awards that CDC had terminated. MDH is restarting activities funded by the terminated CDC awards to the extent it can, given the temporary nature of this relief. This includes, for organizations interested in doing so, reinstating contract or grant agreements that had to be terminated as a consequence of CDC’s actions.” The letter asked if Houston County was interested in reinstating its terminated agreement with MDH and resuming work, with the understanding that the time limit could be brief. Houston County would need to respond by the next business day. Commissioner Johnson did not think reinstating the contract was worth the risk of losing the funding again. Commissioner Wright suggested replying and saying Houston County was interested. She said expressing interest would not obligate them to reinstate the agreement, but would at least show interest. Pugleasa said they would express interest.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion unanimously carried to adjourn the meeting at 12:09 p.m. The next meeting would be a regular meeting on April 22, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: April 22, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Olivia Schmidt, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pogleasa, Environmental Services Director Amelia Meiners, Human Resource Officer Brent Parker, Interim Recorder Michelle Werner, CEDA Community and Business Development Specialist Jayme Longmire, MCIT Risk Management Consultant Jim Karels, and Don Petersen

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion carried unanimously to approve the meeting minutes from April 15, 2025.

Public Comment:

Don Petersen said he and his wife lived in Brownsville Township. He was a farmer and his wife was a nurse. He said he served on multiple boards including the MiEnergy board. He said he wanted to speak to the commissioners about the current solar moratorium and proposed solar project. Petersen said he understood the board wanting to keep large commercial solar projects out of Houston County, but said he was in favor of the current proposed project that would feed back into the local power system. He said the project would help keep MiEnergy's costs affordable for customers, and help prevent future blackout situations. He said as a farmer he understood the importance of protecting ag land in the comprehensive land use plan, but that the project could still align with protecting ag land by creating an ordinance that required the project be pastured with pollinators or plants for animals to graze. He said the size of solar projects that fed back into the local grid could also be limited. Petersen said MiEnergy's proposed project would help them come closer to meeting the State's renewable energy

mandates. He said MiEnergy had already spent time and money on the project and it would be built somewhere in the territory if it was not built in Houston County. He said it was a good project.

Community and Economic Development Associates (CEDA), Community and Business Development Specialist, Jayme Longmire introduced herself to the board. She said she was new to CEDA, and was excited to work on economic development in the City of Spring Grove. Her and her husband owned Fat Pat's Brewery in Spring Grove. She was excited to work with businesses in Houston County.

APPOINTMENTS

Minnesota Counties Intergovernmental Trust, MCIT, Risk Management Consultant, Jim Karels, presented to the board. He said MCIT's mission was to provide Minnesota Counties and associated members cost-effective coverage with comprehensive and quality risk management services. He said MCIT strived to provide coverage that met the evolving risk exposure of county governments. Karels said MCIT had a member-elected board of directors that consisted of county member representatives. He said costs for members unfortunately had increased due to inflation.

At 10:22 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The Commissioners, Human Resources Officer Parker, and Interim Administrator Lapham attended the closed session. At 10:49 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion unanimously carried to go back into regular session. They had discussed labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. No action was taken.

CONSENT AGENDA

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

- 1) Change the employment status of Environmental Specialist, Jeremy Burt from probationary to regular, effective April 28, 2025.
- 2) Accept the resignation of Shane St John, Highway Department Mechanic effective May 2, 2025, with thanks for his 2 1/2 years of service to the residents of Houston County.
- 3) Initiate a competitive search for a 1 FTE Houston County Highway Department Mechanic.
- 4) Consider approving Minnesota Lawful Gambling application LG214 Premises Permit Application (and resolution if needed), for the non-profit organization, Goodview-Winona Youth Hockey, located at Money Creek Haven, Inc., 18502 County 26 in Money Creek

Township. This would be a perpetual permit upon approval unless the county decided to put forth an ordinance for yearly renewal.

- 5) Consider approving Saint Paul Port Authority's request to have Houston County place Property Assessed Clean Energy (PACE) special assessments on 3 parcels in Houston County for Green Terrace Properties LLC. The interest rate is 6.0% and the term will be 10 years beginning in 2026.

Parcel 21.0767.000 – Caledonia City

Parcel 21.0769.000 – Caledonia City

Parcel 24.0534.002 – Houston City

ACTION ITEMS

File No. 1 – The Commissioners discussed the possibility of accepting MCIT's offer of \$215,171 (\$216,136 value - \$1,000 deductible + \$35 title/transfer fees) for a plow truck. After discussing the matter it was decided to table the item and reconsider it at a later time. The next two items including accepting bids for a new Tandem Axle Truck and plow box were also tabled.

File No. 2 – This item was tabled.

File No. 3 – This item was tabled.

File No. 4 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to approve the 2024 Feedlot Program Annual Report and Final Report.

File No. 5 – The Commissioners discussed the possibility of adjusting appointed department head job descriptions to state "Reporting to County Administrator" instead of "Reporting to Board of Commissioners" with Human Resource Officer Parker. Parker said he could update the job descriptions and bring them back to the board for review at a later time.

File No. 6 – The Commissioners discussed the possibility of changing the current search for the Chief Deputy Recorder position to instead be a search for a Deputy Recorder. Human Resource Officer Parker and Interim Recorder Werner said changing the current search would widen the applicant pool. Werner explained that the Chief Deputy Recorder was supposed to be able to do all the things the Recorder did, but that learning the full recorder duties took extensive experience. Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve changing the job posting from Chief Deputy Recorder to Deputy Recorder.

File No. 7 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to accept the low quote for website development & design to maintain ADA compliance from REVISE in the amount of \$37,900 in installments of \$7,580 to be billed 2025-2029.

File No. 8 – Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to approve County Recorder’s Office credit card.

File No. 9 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/04/11 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
HANSON/AMY SUE	3,616.39
LA CRESCENT/CITY OF	6,749.99
MN STATE AUDITOR	2,301.50
SCHUMACHER'S NURSERY	4,540.25
SE SWCD TECHNICAL SUPPORT JPB	11,523.56
WINONA COUNTY PLANNING & ZONING	5,953.37
	<u>34,685.06</u>
12 VENDORS PAID LESS THAN \$2000.00	4,497.50
	<u><u>39,182.56</u></u>

REVIEW LICENSE CENTER PAYMENTS

2025/04/15 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
SANCO EQUIPMENT LLC	20,610.00
	<u>20,610.00</u>

REQUEST APPROVAL FOR PAYMENT

2025/04/22 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
EQUIPMENT BLADES INC	5,009.20
LIBERTY TIRE RECYCLING LLC	3,504.25
MASTER'S TOUCH INC/THE	7,519.24
MIENERGY COOPERATIVE	2,408.51
MN STATE AUDITOR	23,539.00
MNCCC	12,970.05
RDO EQUIPMENT CO INC	3,282.44
SIEMENS INDUSTRY INC	8,599.00
	<u>66,831.69</u>
28 VENDORS PAID LESS THAN \$2000.00	11,534.71
	<u>78,366.40</u>
PUBLIC HEALTH & HUMAN SERVICES	9,666.97
	<u>88,033.37</u>

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a Hiawatha Valley Mental Health, EDA, Finance, and Land Use meeting.

The Bluff Country Collaborative Career Fair & Hiring Event had been rescheduled for Wednesday, April 23rd, 2025 from 9 a.m. to noon at the La Crescent Area Event Center. The event would be open to job seekers in the public and students.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion unanimously carried to adjourn the meeting at 10:51 p.m. The next meeting would be a regular meeting on May 6, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 6, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pogleasa, Environmental Services Director Amelia Meiners, Human Resource Officer Brent Parker, OneEnergy Renewables Associate Director Development Beth Esser, MiEnergy Vice President of Member Services Kent Whitcomb, Bolton & Menk Aviation Project Manager Silas Parmar, Michael Burbach, Braeden DuMond, and Brian Esser

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Prior to the motion being made it was announced that the closed session and Action Item No. 7 would be removed from the agenda, and reviewed at a later time. Motion was made by Commissioner Wright, seconded by Commissioner Schuldt, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion carried unanimously to approve the meeting minutes from April 22, 2025.

Public Comment:

MiEnergy Vice President of Member Services Kent Whitcomb said a neighboring County, Allamakee County, had recently amended an ordinance to allow commercial solar while also preserving ag land.

OneEnergy Renewables Associate Director of Development Beth Esser said land with solar projects would return to ag land after the life of the project.

APPOINTMENTS

CONSENT AGENDA

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

- 1) This item was tabled.
- 2) Change the employment status of PHHS Accounting Technician, Eliana Babinski from probationary to regular, effective May 14, 2025.
- 3) Change Hannah Jaster from a Staff Nurse to Public Health Nurse, C42, Step 2, effective 05/05/2025.
- 4) Approve the Vanguard Computer Systems Archive Module for 2025 – 2030. Vanguard has been providing the CAMA programming/support services to Houston County since 2012 along with this archive module.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve contract with Olympic Builders to proceed with the airport T-Hangar project. The Commissioners voted by roll. All Commissioners voted yes. Bolton & Menk Aviation Project Manager Silas Parmar and County Engineer Pogodzinski said it was anticipated that the County would be receiving funds from the FAA for the airport project. The grant funding would officially come in June or August. The paperwork had been submitted. Olympic Builders was ready to get started ordering materials and moving forward. Pogodzinski said Olympic builders would spend approximately \$100,000 on ordering initial materials and that those funds would be reimbursed with the FAA money.

File No. 2 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to accept MCIT's settlement offer of \$198,442 and retain the salvaged plow truck.

File No. 3 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to accept Tandem Axle Truck bid from Nuss Truck and Equipment in the amount of \$158,517.18. This will be for a model 2026. Motor vehicle tax would be \$10,898.00. The trucks grand total would be \$169,415.24.

File No. 4 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to accept Towmaster's bid for the plow truck setup.

File No. 5 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to approve Houston County Hauler License for Green Terrace Services, LLC, Winona, MN.

File No. 6 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve a letter of support requested by MDA to the contractor, Al's Aerial Spraying who would be completing treatment of spongy moth in Houston County.

File No. 7 – This item was tabled.

File No. 8 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve a 2-month disaster abatement. November & December of 2024, for Traditions of La Crescent that burned down in October 2024.

File No. 9 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve a 2-month disaster abatement. November & December of 2023, for Bissen St REH LLC, (Miken) that burned down in October 2023, and disaster abatement for all of 2024. (The building was being rebuilt, but was not yet finished.)

File No. 10 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to accept a grant through University of Minnesota for one LUCAS unit.

File No. 11 – Commissioner Schuldt moved, Commissioner Zehnder seconded, motion unanimously carried to accept a donation of \$25.00 in Honor of Karen England and a donation of \$100.00 to the Veteran Services Office to use for any veteran’s needs. Commissioner Schuldt said the donation was appreciated, and the Commissioners agreed.

File No. 12 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to adjusting appointed department head job descriptions to state “Reporting to County Administrator under direction of the County Board”.

File No. 13 – Interim Administrator Lapham said general contract language had been approved by the County Board, but that each Juvenile Detention Center contract also needed to be approved separately by the board, per the board’s request. Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approving Juvenile Detention Center Contract with Mower County, and authorize the signature of Board Chairman, Eric Johnson. Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approving Juvenile Detention Center Contract with Goodhue County and authorize the signature of Board Chairman, Eric Johnson.

File No. 14 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/04/24 AUDITOR WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
2 VENDORS PAID LESS THAN \$2000.00	<u>1,519.79</u>

2025/05/06 COMMISSIONER'S WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
CONSOLIDATED ENERGY COMPANY	4,320.00
DELTA DENTAL	7,056.98
DEPT OF TRANSPORTATION	3,840.12
HOSKINS ELECTRIC INC	2,293.83
INSIGHT PUBLIC SECTOR	2,403.60
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	26,605.00
KARPEL SOLUTIONS, INC.	2,615.59
LIBERTY TIRE RECYCLING LLC	3,589.50
MATTISON CONTRACTORS INC	6,057.44
MAYO CLINIC	15,834.69
MEDICA	254,877.14
MN LIFE INSURANCE COMPANY	2,546.37
MOTOROLA SOLUTIONS INC	3,091.00
POMP'S TIRE SERVICE INC	8,400.00
POWERHOUSE MARINE	25,513.00
SKYLINE SALT SOLUTIONS	74,469.43
TOWMASTER INC	194,379.94
WIEBKE TIRE CO	9,960.60
WILDCAT CREEK MANAGEMENT LLC	5,343.80
ZARNOTH BRUSH WORKS INC	6,993.00
	<u>660,191.03</u>
50 VENDORS PAID LESS THAN \$2000.00	<u>19,375.75</u>
	679,566.78
PUBLIC HEALTH & HUMAN SERVICES	<u>20,105.04</u>
	<u>699,671.82</u>

DISCUSSION ITEMS

Interim Administrator Lapham said she was working on updating the County's policies and procurement policy as this was something that had come up during the County audit.

The Commissioners discussed recent and upcoming meetings including a DNR Snowmobile Club, Caledonia Township, and Department Head meeting.

Commissioner Zehnder said when it came to the County's solar moratorium he wanted to make sure that the County did things right. He said he was not sure six months was enough time for the moratorium, and did not want to rush into a big decision. He said the decision on how to proceed with solar should not be based on a single project, but rather on what was best for the County overall.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion unanimously carried to adjourn the meeting at 10:51 a.m. The next meeting would be a workgroup session on May 13th, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 13, 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, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Environmental Services Director Amelia Meiners, Public Health Supervisor Jordan Knoke, Human Resource Officer Brent Parker, Sheriff Brian Swedberg, Assessor Lucas Onstad, Interim Attorney Suzanne Bublitz, Engineer Brian Pogodzinski, and Rick Frank

Board Workgroup Session

Environmental Services Director Amelia Meiners gave a solar moratorium update to the Commissioners. She said a preliminary draft zoning ordinance amendment and options including a proposed amendment to the Comprehensive Land Use Plan would be discussed at the next Planning Commission meeting. She said the possibility of extending the solar moratorium may also be discussed. Meiners said it was not her intent to have the Planning Commission make any final decisions at the meeting, but rather to discuss options.

Sheriff Brian Swedberg gave various Sheriff's Office Updates to the board including updates on the West Channel of Shore Acres, Juvenile Detention Center progress, jail meals, possible ATV and golf cart ordinance, camera system and door access, Spring Grove contract, and other updates. The Sheriff said they had recently received a new patrol boat that was fully paid for with grant funds. He said the Juvenile Detention Center (JDC) was averaging 1.3 juveniles in jail per day. He was projecting \$340,000 from JDC inmates and contracts. He said this was less than the department had made on the previous Winona contract, but that meals were now costing less than when the Winona contract was in place. He asked the Commissioners if they were interested in Houston County becoming a full time JDC rather than a temporary hold facility. If this were to happen Houston County could temporarily hold adult inmates overnight, and then would need to contract with another facility to hold adults after one night. The Sheriff said he thought a need for a full time JDC was needed, however more research needed to be done. He thought the facility would be profitable. He also said transitioning from a temporary to full time JDC would require hiring additional staff. Commissioner Wright said she would like to see research done on the matter. Sheriff Swedberg said he would begin looking into the possibility and report back to the board at a later time.

Human Resource Officer Brent Parker and Attorney Suzanne Bublitz discussed with the board the possibility of having someone from the Attorney’s office attend each board meeting now that the office was more fully staffed. It was the general consensus of the board that having an attorney at meetings would be helpful especially depending on the topics being discussed. Attorney Bublitz said the new hires in the office were doing well, and that she was establishing a written training guide.

Engineer Brian Pogodzinski discussed with the board the possibility of installing a flag and pole at the new Highway shop, and replacing E-911 signs in the County.

Public Health and Human Services Director John Pugleasa and Public Health Supervisor Jordan Knoke asked the board if they would be interested in doing a tour of the A.B.L.E building in Caledonia. Pugleasa said he had contacted A.B.L.E. to see if they would be interested in the possibility of leasing some of the space in the building to the County to be used for offices that were currently located at the County’s Public Health building along the highway. Commissioner Johnson asked what would happen if the County sold the current building, and then the A.B.L.E building was sold, and the new owner no longer wanted to lease the space to the County. Pugleasa said he would recommend a long-term lease if the County decided to rent the space. Pugleasa said A.B.L.E was open to the idea. Commissioner Schuldt suggested looking at other location possibilities for the offices to be located in addition to the A.B.L.E. building. No final decisions were made on the matter, but Pugleasa said he would set up a tour of the building for the Commissioners.

The workgroup session ended at 10:20 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 20, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pogleasa, Environmental Services Director Amelia Meiners, Human Resource Officer Brent Parker, Community Health Worker Sue Felten, Public Health Supervisor Jordan Knoke, Public Health Educator Bri Ceaser, Financial Assistance Supervisor Karen Kohlmeyer, and Jerry Knutson

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion carried unanimously to approve the meeting minutes from May 6, 2025.

Motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion carried unanimously to approve the meeting minutes from May 13, 2025.

Public Comment:

None.

APPOINTMENTS

At 10:05 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The Commissioners, Human Resources Officer Parker, and Interim Administrator Lapham attended the closed session. At 10:33 a.m. a motion was made by Commissioner Myhre,

seconded by Commissioner Schuldt, motion unanimously carried to go back into regular session. Commissioner Johnson said they had discussed labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. No action was taken.

CONSENT AGENDA

Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approve the consent agenda. Commissioner Schuldt said good job for receiving the grant of \$2,000. Commissioner Johnson thanked Lori Feldmeier for her 21 years of service to the County. The Commissioners agreed with both comments. Approved items are below.

- 1) Change the employment status of Michael Boldt, Highway Maintenance Specialist, from probationary to regular, effective May 28, 2025.
- 2) Hire Sharen Lapham as a 67-day, temporary/casual Jury Attendant with wage based on the Jury Attendant Compensation Schedule.
- 3) Hire Margie Skauge as a 67-day, temporary/casual Jury Attendant with wage based on the Jury Attendant Compensation Schedule.
- 4) Accept the resignation/retirement of Lori Feldmeier, Lead Eligibility Worker, effective July 8th, 2025, with thanks for her 21 years of service to the residents of Houston County.
- 5) Initiate a competitive search for a 1 FTE Public Health and Human Services Department Lead Eligibility Worker (B25).
- 6) Initiate a competitive search for a 1 FTE Public Health and Human Services Department Eligibility Worker (B24).
- 7) Accept MDH WIC Equity in Lactation Grant award of \$2,000.00 to update our mother's room and support breastfeeding.

ACTION ITEMS

File No. 1 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to award Minnowa Construction for SAP 028-599-101 for the bridge replacement on Oakland Drive in Wilmington Township, in the amount of \$629,999.99. Three bids were received. Bids are below.

Letting
05/05/2025 10:00 AM CDT

Section Title	Line Item	Item Code	Item Description	UoM	Quantity	Engineer Estimate		Minnowa Construction Inc		ICCN Constructors, LLC		Brennan Construction Company	
						Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
SAP 028-599-101							\$679,009.00		\$629,999.99		\$686,039.50		\$827,646.50
	1	2021.501	MOBILIZATION	LUMP SUM	1	\$70,000.00	\$70,000.00	\$132,750.04	\$132,750.04	\$34,000.00	\$34,000.00	\$200,000.00	\$200,000.00
	2	2101.501	CLEARING AND GRUBBING	LUMP SUM	1	\$3,000.00	\$3,000.00	\$7,800.00	\$7,800.00	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00
	3	2104.503	SALVAGE FENCE	LIN FT	115	\$5.00	\$575.00	\$10.00	\$1,150.00	\$3.00	\$345.00	\$10.00	\$1,150.00
	4	2106.507	EXCAVATION - COMMON (P)	CU YD	336	\$8.00	\$2,688.00	\$3.75	\$1,252.50	\$10.00	\$3,360.00	\$10.00	\$3,360.00
	5	2106.507	COMMON EMBANKMENT (CV)	CU YD	1292	\$16.00	\$20,672.00	\$11.75	\$15,181.00	\$15.00	\$19,380.00	\$20.00	\$25,840.00
	6	2118.609	AGGREGATE SURFACING SPECIAL	TON	74	\$35.00	\$2,590.00	\$20.00	\$1,480.00	\$35.00	\$2,590.00	\$50.00	\$3,700.00
	7	2211.509	AGGREGATE BASED CLASS 5	TON	557	\$35.00	\$19,495.00	\$16.25	\$9,051.25	\$35.00	\$19,495.00	\$20.00	\$11,140.00
	8	2211.609	AGGREGATE BASED CLASS 5Q	TON	619	\$35.00	\$21,665.00	\$16.25	\$10,058.75	\$38.00	\$23,522.00	\$20.00	\$12,380.00
	9	2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	TON	15	\$150.00	\$2,250.00	\$460.00	\$6,900.00	\$198.50	\$2,977.50	\$198.50	\$2,977.50
	10	2401.503	TYPE S (TL-4) BARRIER CONCRETE (SS2) (P)	LIN FT	124	\$125.00	\$15,500.00	\$142.00	\$17,608.00	\$145.00	\$17,980.00	\$150.00	\$18,600.00
	11	2401.507	STRUCTURAL CONCRETE (SS2) (P)	CU YD	70	\$1,050.00	\$73,500.00	\$1,100.00	\$77,000.00	\$1,300.00	\$91,000.00	\$1,200.00	\$84,000.00
	12	2401.508	REINFORCEMENT BARS (EPOXY COATED) (P)	POUND	22840	\$1.70	\$38,828.00	\$1.45	\$33,118.00	\$1.50	\$34,200.00	\$1.60	\$36,544.00
	13	2401.518	BRIDGE SLAB CONCRETE (3YHPC-M) (P)	SQ FT	1920	\$60.00	\$115,200.00	\$24.95	\$47,904.00	\$48.00	\$92,160.00	\$45.00	\$86,400.00
	14	2401.601	STRUCTURE EXCAVATION	LUMP SUM	1	\$20,000.00	\$20,000.00	\$12,000.00	\$12,000.00	\$24,000.00	\$24,000.00	\$35,000.00	\$35,000.00
	15	2401.601	SLOPE PREPARATION	LUMP SUM	1	\$10,000.00	\$10,000.00	\$5,200.00	\$5,200.00	\$7,000.00	\$7,000.00	\$10,000.00	\$10,000.00
	17	2402.502	FLOOR DRAIN TYPE B706 MODIFIED	EACH	1	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00
	18	2402.502	ELASTOMERIC BEARING PAD TYPE 1	EACH	8	\$300.00	\$2,400.00	\$300.00	\$2,400.00	\$250.00	\$2,000.00	\$150.00	\$1,200.00
	19	2402.508	STRUCTURAL STEEL (SS90) (P)	POUND	470	\$8.00	\$3,760.00	\$6.50	\$3,055.00	\$9.00	\$4,230.00	\$15.00	\$7,050.00
	20	2405.503	PRESTRESSED CONCRETE BEAMS 27M (P)	LIN FT	244	\$375.00	\$91,500.00	\$360.00	\$87,840.00	\$420.00	\$102,480.00	\$500.00	\$122,000.00
	21	2433.502	REMOVE EXISTING SUBSTRUCTURE	EACH	2	\$5,000.00	\$10,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$20,000.00	\$5,000.00	\$10,000.00
	22	2442.501	REMOVE EXISTING BRIDGE	LUMP SUM	1	\$50,000.00	\$50,000.00	\$82,500.00	\$82,500.00	\$100,000.00	\$100,000.00	\$50,000.00	\$50,000.00
	23	2452.502	STEEL H-TEST PILE 25 FT LONG 10"	EACH	2	\$4,500.00	\$9,000.00	\$2,200.00	\$4,400.00	\$8,500.00	\$17,000.00	\$2,500.00	\$5,000.00
	24	2452.502	PILE TIP PROTECTION 10"	EACH	10	\$200.00	\$2,000.00	\$200.00	\$2,000.00	\$250.00	\$2,500.00	\$200.00	\$2,000.00
	25	2452.503	STEEL PILING 10"	LIN FT	166	\$70.00	\$11,620.00	\$75.00	\$12,450.00	\$65.00	\$10,790.00	\$75.00	\$12,450.00
	26	2452.602	ROCK SOCKET	EACH	10	\$3,500.00	\$35,000.00	\$1,100.00	\$11,000.00	\$1.00	\$10.00	\$1,725.00	\$17,250.00
	16	2502.501	DRAINAGE SYSTEM TYPE (B910)	LUMP SUM	1	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00
	27	2511.507	GRANULAR FILTER	CU YD	76	\$30.00	\$2,280.00	\$35.00	\$2,660.00	\$75.00	\$5,700.00	\$75.00	\$5,700.00
	28	2511.507	RANDOM RIPRAP CLASS III	CU YD	301	\$75.00	\$22,575.00	\$33.00	\$9,933.00	\$63.00	\$18,963.00	\$100.00	\$30,100.00
	29	2540.602	RELOCATE MAIL BOX SUPPORT	EACH	1	\$1,000.00	\$1,000.00	\$350.00	\$350.00	\$200.00	\$200.00	\$200.00	\$200.00
	30	2557.603	INSTALL FENCE	LIN FT	115	\$5.00	\$575.00	\$5.00	\$575.00	\$5.00	\$575.00	\$25.00	\$2,875.00
	31	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$1,500.00	\$1,500.00	\$1,650.00	\$1,650.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
	32	2573.503	SILT FENCE, TYPE MS	LIN FT	1409	\$4.00	\$5,636.00	\$2.30	\$3,240.70	\$3.00	\$4,227.00	\$4.00	\$5,636.00
	33	2575.501	TURP ESTABLISHMENT	LUMP SUM	1	\$1,500.00	\$1,500.00	\$4,600.00	\$4,600.00	\$3,000.00	\$3,000.00	\$3,500.00	\$3,500.00
	34	2575.504	ROLLED EROSION PREVENTION CATEGORY 74	SQ YD	84	\$25.00	\$2,100.00	\$22.00	\$1,848.00	\$75.00	\$6,300.00	\$36.00	\$3,024.00
	35	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	SQ YD	1535	\$4.00	\$6,140.00	\$3.15	\$4,835.25	\$3.00	\$4,605.00	\$2.00	\$3,070.00
	36	2575.505	RAPID STABILIZATION METHOD 1	ACRE	0.4	\$1,200.00	\$480.00	\$2,200.00	\$880.00	\$1,000.00	\$400.00	\$2,500.00	\$1,000.00
	37	2577.507	ROOT RAP	CU YD	3	\$50.00	\$150.00	\$60.00	\$180.00	\$500.00	\$1,500.00	\$300.00	\$900.00
Base Bid Total:							\$679,009.00		\$629,999.99		\$686,039.50		\$827,646.50

File No. 2 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to accept LBRP funds for SAP 028-599-101 bridge project and authorize signatures adopting Resolution No. 25-11. (The total costs of the project would be \$629,999.99 with \$539,044.71 being covered by the Local Bridge Replacement Program (LBRP) from motor vehicle lease sales tax (MVLST) funds and \$90,955.28 being paid with the Regular Town bridge allotment and the Local Township funds. Resolution is below.

RESOLUTION 25-11

Local Bridge Replacement Program Grant Agreement Grant Terms and Conditions SAP 028-599-101 March 20, 2025

WHEREAS, Houston County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No.L4543; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$ 539,044.71 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Houston County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any

additional amount by which the cost exceeds the estimate and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers, the Houston County Board Chairman and the Interim Houston County Auditor/Treasurer are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

File No. 3 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve purchasing a used pressure washer from Express Pressure Washers Inc. Pogodzinski said the County typically rented a pressure washer and had an old pressure washer that could be traded in. He said in the long run purchasing the used pressure washer would save money. The cost with the trade in would be \$7,500.00.

File No. 4 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to accept donations to the Extension Tesmer Farm Safety Day for a total of \$2,050 from various businesses, individuals, and organizations. The Commissioners said the donations were much appreciated.

File No. 5 – Commissioners discussed with Sheriff Swedberg the possibility of making a County ordinance for “Special Use Vehicles”. Commissioner Zehnder said he was in favor of the ordinance, and that the City of Caledonia also had a similar ordinance. Sheriff Swedberg said if the ordinance were to be adopted people would need to register their “Special Use Vehicles” with the County in order to drive on County roadways. The Commissioners had reviewed a draft ordinance. The draft was similar to ordinances in surrounding counties such as Fillmore and Winona County. Sheriff Swedberg would advertise a public hearing to be held on June 24, 2025 at 9:30 a.m. on the matter. He would also be listed as the contact person for answering questions.

File No. 6 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. Payments are below.

2025/05/08 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
MN COUNTIES INTERGOVERNMENTAL TRUST	16,729.00
	<u>16,729.00</u>

REVIEW LICENSE CENTER PAYMENTS

2025/05/12 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
CEDA	7,285.33
HOUSTON COUNTY TREASURER	99,027.84
MN STATE TREASURER	3,940.50
NORTH COUNTRY CHEVROLET GMC	41,578.90
SAXON FLEET SERVICES	54,858.00
ST CHARLES/CITY OF	15,000.00
ST MARY'S UNIVERSITY GEOSPATIAL SERVICES	3,950.00
VERIZON WIRELESS	3,359.45
VISA	11,348.26
WABASHA COUNTY SWCD	11,411.21
	<u>251,759.49</u>
9 VENDORS PAID LESS THAN \$2000.00	3,844.03
	<u>255,603.52</u>
PUBLIC HEALTH & HUMAN SERVICES	9,980.05
	<u>265,583.57</u>

2025/05/20 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,179.44
ACENTEK	4,876.63
ACI	2,500.00
ADVANCED CORRECTIONAL HEALTHCAR	7,726.02
ARISTOTLE INSIGHT	7,674.45
BAYCOM INC	16,536.00
CALEDONIA OIL CO INC	4,950.00
CALEDONIA/CITY OF	12,772.74
CELLMATE FOOD SOLUTIONS INC	2,796.79
COMPUTER FORENSIC SERVICES LLC	48,301.41
CROELL REDI MIX INC	3,777.00
ENTERPRISE FM	12,933.71
ENTERPRISE FM TRUST CAR SALES	6,288.92
ESRI	7,192.00
KELLY PRINTING & SIGNS	3,715.93
MINNESOTA ENERGY RESOURCES	4,699.10
MNCCC	3,720.35
OFFICE OF MNIT SERVICES	3,658.30
REVIZE LLC	7,580.00
RICHARD'S SANITATION LLC	24,506.54
SKYLINE SALT SOLUTIONS	22,794.85
WEX BANK	6,903.12
	<u>218,083.30</u>
63 VENDORS PAID LESS THAN \$2000.00	27,451.88
	<u>245,535.18</u>
PUBLIC HEALTH & HUMAN SERVICES	292,959.51
	<u>538,494.69</u>

DISCUSSION ITEMS

Interim Administrator Lapham said the State would be going into a special session. Lapham said she was closely watching possible cost shifts on to taxpayers including any possible adjustments to County Program Aid (CPA).

The Commissioners discussed recent and upcoming meetings including a Root River One Watershed, WINLAC, Strategic Planning for Hiawatha Valley Mental Health, Department Head, CJC, and Solid Waste meeting.

Closing Public Comment:

Caledonia Argus Associate Editor Rose Korabek asked two questions. She asked if the old jail area was still needed as a recreation area if the Commissioners were to move from a temporary to full hold facility for juveniles. The Commissioners said that area would not be needed like it was once thought. Another smaller area could be used. She also asked about cannabis applicants in Houston County. Commissioner Johnson said an ordinance had been passed regarding cannabis retailers.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion unanimously carried to adjourn the meeting at 10:40 a.m. The next meeting would be a regular meeting on May 27,2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 27, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

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

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

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

Public Comment:

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

APPOINTMENTS

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

CONSENT AGENDA

None.

ACTION ITEMS

File No. 1 – Commissioner Schuldt moved, Commissioner Wright seconded, motion unanimously carried to review and approve the joint powers agreement for Region One Southeast Minnesota Homeland Security Emergency Management.

File No. 2 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve charging the Labor Charge and Inventory Items/Materials rates from within the 2025 Fee Schedule instead of the E911 Address Sign rate when replacing signs in bulk along roadways. This would reduce the rates charged to townships by about half, while still covering County costs.

File No. 3 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve a CUP to build a manure storage structure with a capacity over 20,000 gallons in Caledonia Township.

File No. 4 – Commissioner Johnson moved, Commissioner Schuldt seconded, motion carried 4 to 1 to approve a CUP for James and Suzanna Gulbranson to build a dwelling on less than 40 acres in the Agriculture Protection District in Spring Grove Township. Commissioner Myhre voted no.

File No. 5 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to approve a CUP for Miranda and Luke Schuttenhelm to build a dwelling on less than 40 acres in the Agriculture Protection District in Money Creek Township.

File No. 6 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to approve a CUP for Brooke Johnston to build a dwelling on less than 40 acres in the Agriculture Protection District in Money Creek Township.

File No. 7 – The Commissioners discussed extending the interim solar ordinance by six months as recommended by the Planning Commission with Environmental Services Director Amelia Meiners. Commissioner Wright said she had attended the Planning Commission meeting and the meeting had been well attended. She said it was clear that people cared about the matter based on the attendance. Questions and concerns had been voiced at the Planning Commission meeting. Wright said she had heard concerns about the Comp Plan changing after being approved recently in the last two years. Wright said it was important to make decisions based on need for the whole County and not a specific project. Commissioner Schuldt asked if a full six month extension was needed, or if the moratorium could be extended for a shorter period of time. Commissioner Zehnder said based on the feedback he was hearing from his district a majority of people were in favor of extending the moratorium. Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to extend the interim solar ordinance by six months as recommended by the Planning Commission. The Commissioners voted by roll. All Commissioners voted yes.

File No. 8 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve a guardianship contact with Clinton Brainerd.

File No. 9 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve a Memorandum of Agreement with the American Federation of State, County, and Municipal Employees, AFL-CIO Local Union No. 2166, Council 65 for revisions to the 2025-2027 Collective Bargaining Agreement. Including the job titles of County Attorney Administrative Legal Assistant, Network Administrator, and Network/Help Desk Technician in the definition of the bargaining unit currently represented by the Union.

File No. 10 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. Payments are below.

2025/05/27 COMMISSIONER'S WARRANTS:

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

DISCUSSION ITEMS

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

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

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

Closing Public Comment:

None.

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

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 3, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Cindy Wright, Eric Johnson, Kurt Zehnder, Bob Schuldt, and Greg Myhre
(listened via phone, did not vote)

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Board Clerk/EDA Director/CEDA Allison Wagner, Public Health and Human Services Director John Pugleasa, Human Resource Officer Brent Parker, Engineer Brian Pogodzniski, Assessor Lucas Onstad, District Outreach Specialist for Congressman Brad Finstad, Natasha Young-Ray, and Robin Danielson

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Wright, seconded by Commissioner Zehnder, motion carried unanimously to approve the meeting minutes from May 27, 2025.

Public Comment:

Robin Danielson said she was attending the meeting on behalf of her husband, herself, and Bryan Forsyth. She invited the Commissioners to attend an upcoming meeting in Money Creek regarding the vacating of an alley. She said the outcome could affect both the property owners and the County. Danielson said she wanted to make sure the process was done correctly this time. Chairperson Johnson said he planned to attend the upcoming meeting.

APPOINTMENTS

Natasha Young-Ray introduced herself to the board. She said she was a District Outreach Specialist for Congressman Brad Finstad. She gave her card to the Commissioners, and told them to reach out with any questions they might have. She would also have some office hours at the local library to help answer questions on various programs.

CONSENT AGENDA

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

- 1) Consider approving an Exempt Permit for Minnesota Lawful Gambling Application LG220 for Nonprofit Organization of ‘Knights of Columbus – St Francis of Assissi Council #16456’ for gambling activities to be conducted at Ferndale Golf Course in Yucatan Township with a drawing to be held on June 21, 2025, with no waiting period.
- 2) Change the classification status of John Pugleasa from Public Health and Human Services Director D62, step 9, to Public Health and Human Services Director D63, step 9 retroactive to 04/19/2025. (Banding change due to banding review negotiated in MAPE Contract).
- 3) Change the classification status of Rachel Meyer from Jail Administrator C43, step 6, to Jail Administrator C44, step 6, retroactive to 04/19/2025. (Banding change due to banding review negotiated in MAPE Contract).
- 4) Change the classification status of Justin Conway from Engineering Supervisor C43, step 8, to Engineering Supervisor C44, step 8, retroactive to 04/19/2025. (Banding change due to banding review negotiated in MAPE Contract).
- 5) Change the classification title of Justin Conway from Engineering Supervisor to Assistant County Engineer, reflecting current position and in accordance to MAPE contract.
- 6) Change the employment status of Morgan Solie, Social Worker, from probationary to regular, effective June 18, 2025.

ACTION ITEMS

File No. 1 – The Commissioners discussed a 2025 tax abatement for Leonard Wieser with County Assessor Onstad. Onstad said Wieser had applied for a tax abatement, but Onstad was not recommending the Commissioners approve it based on recent information. No motions were made on the matter, and therefore it was not approved.

File No. 2 – Onstad said he was recommending the board approve an abatement for Real Haven LLC, (Spring Grove, Cinema). He said a location adjustment had been made on the property that affected the taxes, and the square footage had been incorrect on the upper level. Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve a 2025 Tax abatement for Real Haven LLC, (Spring Grove, Cinema).

File No. 3 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approve quote to install and program two automatic door operators, actuators, transmitter, and receivers in the amount of \$8,625, plus electrical wiring by others at the Highway Department building in Caledonia for ADA accessibility. Engineer Pogodzinski said the doors had been in compliance when the building was built, but since then the requirements had changed. The County wasn’t required to update the doors, however doing so would meet current building code ADA requirements.

File No. 4 – Commissioner Schuldt moved, Commissioner Wright seconded, motion unanimously carried to add a flag pole at the Highway Department building in Caledonia.

File No. 5 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve a fund transfer from County Revenue Fund to EDA Fund as required for reporting. EDA Loan balance available funds as of 2025/05 \$378,192.09 + 2025/01-05 interest on investment \$9,386.23 - \$387,578.32 Total.

File No. 6 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to approve 2025 budget amendments.

File No. 7 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/05/28 AUDITOR WARRANTS:

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

2025/06/03 COMMISSIONER'S WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
BRUENING ROCK PRODUCTS INC	13,197.46
CALEDONIA/CITY OF	2,344.42
DELTA DENTAL	7,103.92
EQUIPMENT BLADES INC	4,223.50
EXPRESS PRESSURE WASHERS INC	7,500.00
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	25,040.00
MEDICA	253,786.68
MN LIFE INSURANCE COMPANY	2,458.79
PAMELA ANN LARSON VAGTS	6,870.00
SIGN SOLUTIONS USA LLC	2,061.22
VERIZON WIRELESS	3,359.25
	<u>327,945.24</u>
20 VENDORS PAID LESS THAN \$2000.00	7,913.54
	<u>335,858.78</u>
PUBLIC HEALTH & HUMAN SERVICES	35,120.88
	<u>370,979.66</u>

DISCUSSION ITEMS

Interim Administrator Lapham said a public hearing would be scheduled for June 24th regarding adopting new fees.

The Commissioners discussed recent and upcoming meetings including a District 9, AMC, Joint Board of Health, SELCO, CJC, and Parks Committee meeting.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion unanimously carried to adjourn the meeting at 10:11 a.m. The next meeting would be a workgroup session on June 10, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 10, 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, Interim Administrator Carol Lapham, Board Clerk/EDA/CEDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Environmental Services Director Amelia Meiners, Human Resource Officer Brent Parker, Sheriff Brian Swedberg, Interim Attorney Suzanne Bublitz, and Engineer Brian Pogodzinski, and Veterans Service Officer Robert Thoen

Board Workgroup Session

Environmental Services Director Amelia Meiners said there were no major solar moratorium updates since the last meeting where it had been discussed.

Public Health and Human Services Director John Pugleasa and Veterans Service Officer Robert Thoen discussed with the board the recent tour of the ABLE building in Caledonia. The Commissions discussed the possibility of selling the County's Public Health building along the highway and the possibility of purchasing the ABLE building with the intention of moving the departments in the current building to the ABLE building. Pugleasa said the ABLE building would be move in ready for his department with the exception of needing to add one sink. Pugleasa said there were several drawbacks to the current location. Thoen said the building would also be mostly move in ready for his department and the Extension Office. Thoen said his department and Extension were in favor of moving. Pugleasa and Thoen said moving to the new building would give them more room, and that would allow them to offer more programming. Commissioner Wright said purchasing the building could be a good investment for the future, especially if the County needed to make additional updates to the current building they owned. Commissioners Zehnder and Myhre spoke in favor of the idea of purchasing the building. Commissioner Johnson questioned the cost of the new building, and if the County could afford the purchase. Commissioner Schuldt said it came down to "needs and wants" and that it sounded like there may be a need to move locations. It was the general consensus of the board to have Interim Administrator Lapham try to come up with some "hard numbers" and additional information. The Finance Committee could review the information and present it to the board.

Sheriff Brian Swedberg gave various Sheriff's Office Updates to the board. He said the Federal Water Safety Grant that the County typically used to pay boat patrol wages had been cut

and was not available. It was the general connects of the board to continue boat patrol and that the Sheriff should review his budget to see if he could find other savings.

Human Resource Officer Brent Parker said he had looked into consultants who could work with the County on a Health Insurance RFP. More information would be coming at a later meeting.

The workgroup session ended at 10:12 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 17, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Board Clerk/EDA Director/CEDA Allison Wagner, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Financial Assistance Supervisor Karen Kohlmeyer, Human Resource Officer Brent Parker, and Interim Recorder Michelle Werner

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

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

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

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

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

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

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

ACTION ITEMS

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

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

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

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

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

2025/06/02 AUDITOR WARRANTS:

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

2025/06/17 COMMISSIONER'S WARRANTS:

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

DISCUSSION ITEMS

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

Closing Public Comment:

None.

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

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 24, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Cindy Wright (attended remotely via zoom), Eric Johnson, Kurt Zehnder, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Board Clerk/EDA Director/CEDA Allison Wagner, Human Resource Officer Brent Parker, Engineer Brian Pogodzinski, Environmental Services Director Amelia Meiners, Interim Recorder Michelle Werner, Dan Coogah, Todd Lemke, Bev Bauer, Larry Bauer, Rose Korabek, Gregory Hesmman, Teresa O'Donnell Esner, Colin Luz, Matt Kindahl, and Bob Burns

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to approve the agenda with the updates. The Commissioners voted by roll, and all Commissioners voted yes.

Motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion carried unanimously to approve the meeting minutes from June 17, 2025. The Commissioners voted by roll. All Commissioners voted yes.

Public Comment:

None.

APPOINTMENTS

At 9:30 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion carried unanimously to close the regular meeting and begin a public hearing pursuant to Minnesota Statutes, Chapter 375.51, to consider adopting a Special Use Vehicle ordinance. The Commissioners voted by roll. All Commissioners voted yes.

Sheriff Brian Swedberg spoke in favor of the ordinance saying it would help “clarify some grey areas” when it came to special use vehicles.

Bev Bauer from the Caledonia area asked questions about needing an extra permit if a Special Use Vehicle ordinance for the County were to be put into place. She said she had already paid \$66.00 for a Minnesota permit for each of her special use vehicles. She asked how fast golf carts could drive, and if farmers would need the additional permit. She also said that bikes could ride on any roads they wanted without needing an extra permit.

Greg Husmann from La Crescent said he was not in favor of side by sides on the street. He said his street did not have a sidewalk and it already had a lot of pedestrian and bike traffic. He said he hoped the County would be diligent in decision making, and that if an ordinance were to be enacted the County should be prepared to enforce what went along with it.

Colin Luz said he owned Copperhead Carts in La Crescent, MN and sold golf carts. He said in the past year 83% of the golf carts he had sold came with headlights and horns and many had seatbelts and backup cameras. He said using golf carts reduced wear and tear on roadways. He said his golf carts peaked at 25 miles per hour. He said they allowed increased mobility for senior citizens.

Teresa O’Donnell said she lived in La Crescent and served on La Crescent’s City Council. She told the Commissioners she was at the public hearing to speak as an individual and not on behalf of the City of La Crescent. She said personally her biggest concern when it came to the use of Special Use Vehicles was safety.

Todd Lemke from Caledonia asked if only County residents would need to obtain a permit sticker if the County were to enact the ordinance. He asked if a City sticker would trump a County sticker. He said he agreed with the ordinance, but did not agree with charging a permit fee.

At 10:16 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion carried unanimously to close the public hearing and go back into regular session. No official decisions were made regarding adopting a Special Use Vehicle ordinance.

At 10:24 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion carried unanimously to close the regular meeting and begin a public hearing to consider implementing new cannabis business registration fees, pursuant to Minn. Statute 342.22 Subd. 2, along with additional County fee implementations. The Commissioners voted by roll, and all Commissioners voted yes.

Interim Administrator Carol Lapham reviewed the proposed new fees with the Commissioners. They included a new Tobacco License Late Renewal fee of \$50.00, and a Buoy Permit fee (suggested by the Sheriff) of \$20.00. If the Special Use Vehicle Ordinance were to be enacted in the future a permit fee could be considered at a later time.

Lapham said there were also some proposed fee changes including for driver’s license reinstatement filing fees, tobacco licenses, peddler/transient merchant, and Sunday liquor fees.

Environmental Services Director Amelia Meiners reviewed proposed cannabis registration fees. She said the County was proposing charging the maximum amount the State allowed in each allowable category. The proposed fees are below.

HOUSTON COUNTY PROPOSED CANNABIS REGISTRATION FEES	
Cannabis Microbusiness - Initial Registration Fee	\$ -
Cannabis Microbusiness - Renewal Registration Fee	\$1,000.00
Cannabis Mezzobusiness - Initial Registration Fee	\$ 500.00
Cannabis Mezzobusiness - Renewal Registration Fee	\$1,000.00
Cannabis Retailer - Initial Registration Fee	\$ 500.00
Cannabis Retailer - Renewal Registration Fee	\$1,000.00
Medical Cannabis Combination Business - Initial Registration Fee	\$ 500.00
Medical Cannabis Combination Business - Renewal Registration Fee	\$1,000.00
Low Potency Hemp Retailer - Initial Registration Fee	\$ 125.00
Low Potency Hemp Retailer - Renewal Registration Fee	\$ 125.00

Alex Troester said he had a business in the Brownsville area. He asked what the actual costs for the County would be for the cannabis registration fees. He said cannabis retail companies were typically making a 100% mark up on products, and had less risk than those producing the product. He said the County might want to take this into consideration when charging fees. He also suggested the County consider a lower fee for social equity applicants.

At 10:36 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion carried unanimously to close the public hearing and go back into regular session. The Commissioners voted on the fees after the public hearing. See Action Item No. 2.

CONSENT AGENDA

Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve the consent agenda. The Commissioners voted by roll, and all Commissioners voted yes. Approved items are below.

- 1) Change the employment status of Tami Klinski, Deputy Auditor/Treasurer – License Center, from probationary to regular, effective July 2, 2025.
- 2) Change the employment status of Rachel Meyer, Jail Administrator, from probationary to regular, effective July 1, 2025.
- 3) Approve the following Liquor Licenses from July 1, 2025-June 30, 2026:
LIQUOR LICENCES, WINE AND STRONG BEER
 Ferndale Golf, LLC dba Ferndale Golf, LLC (on sale + Sunday)
 Ma Cal Grove Country Club, Inc. dba Ma Cal Grove Country Club, Inc. (on sale + Sunday) (contingent upon submission of required paperwork)
 Par 4 Golf, LLC dba Valley High Golf Club (on/off sale + Sunday)

Shellhorn Enterprises, Inc. dba Shellhorn Bar and Grill (on/off sale + Sunday)
(contingent upon submission of required paperwork)
Gasthaus, LLC dba Little Miami (on/off sale + Sunday)
City of La Crescent dba Pine Creek Golf Course (Wine & Strong Beer)(on/off
sale)

ON SALE BEER LICENSES

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

OFF SALE BEER LICENSE

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

ACTION ITEMS

File No. 1 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to approve a Memorandum of Agreement between Houston County and Local Union #2166 American Federation of State Employees, AFL-CIO Council 65, adding Lead Eligibility Worker and Lead Child Support Officer into 2025 – 2027 Collective Bargaining Agreement. The Commissioners voted by roll, and all voted yes.

File No. 2 –Commissioner Schuldt moved, Commissioner Zehnder seconded, motion unanimously carried to approve new fees and fee changes as presented. The Commissioners voted by roll, and all Commissioners voted yes. (The Commissioners did not vote on a possible Special Use Vehicle permit fee as the possible ordinance had not yet been voted on.) Commissioner Wright suggested that the County look into what the actual cost to the County ended up being for cannabis registrations, and that actual costs be considered when updating any fee amounts in the future.

File No. 3 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. The Commissioner voted by roll. All Commissioners voted yes. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/06/13 AUDITOR WARRANTS:

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

REQUEST APPROVAL FOR PAYMENT

2025/06/24 COMMISSIONER'S WARRANTS:

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

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a Land Use, Radio Communication, Department Head, Board of Equalization, and Safety Committee meeting.

Closing Public Comment:

Bob Burns gave a quick report on Semcac, as he was serving as the County representative on the Semcac board. He said Semcac was experiencing some changes with funding at the federal level, and they were not yet sure how those changes would affect some services. He said the biggest impact due to funding changes would be related to senior dining. He said a lower percentage of funding was going to rural areas, and was instead going to metro areas due to recent changes.

The Caledonia Argus Associate Editor Rose Korabek asked the Commissioners a question about cannabis applicants in Houston County. The Commissioners said they were unsure of the answer to her question.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to adjourn the meeting at 10:36 a.m. The Commissioners voted by roll. All Commissioners voted yes. The next meeting would be a regular meeting on July 1, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 1, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, Board Clerk/EDA Director/CEDA Allison Wagner, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Financial Assistance Supervisor Karen Kohlmeyer, Human Resource Officer Brent Parker, Public Health Educator Bri Ceaser, Emergency Management Director Mark Olson, Engineer Brian Pogodzinski, Appraiser Joe Olson and Mike Burbach

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Johnson said there would be one addition to the agenda: requesting the board approve a resolution declaring a state of emergency for conditions resulting from the severe storms, heavy rains, and tornados of June 25, 2025 and resolution. Johnson said Action Item No. 3 needed to be pulled from the agenda. Motion was made by Commissioner Wright, seconded by Commissioner Schuldt, motion unanimously carried to approve the agenda with the changes.

Motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion carried unanimously to approve the meeting minutes from June 24, 2025.

Public Comment:

None.

APPOINTMENTS

At 9:05 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion carried unanimously to close the regular meeting and open a public hearing, pursuant to M.S. 340A.405, sub (d), the purpose of the hearing is to consider an OFF-Sale and ON-Sale Liquor License application for Money Creek Haven Inc due to new ownership.

No public comments were made on the matter.

At 9:09 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion carried unanimously to end the public hearing and return to regular session.

At 9:19 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion carried unanimously to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The Commissioners, Human Resource Officer Parker, and Interim Administrator Lapham attended the closed session.

At 9:58 a.m. a motion was made by Commissioner Schuldt, seconded by Commissioner Zehnder, motion carried unanimously to end the closed session and return to the regular meeting. Interim Administrator Lapham gave a summary of the closed session saying they had discussed labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. No official action was taken.

CONSENT AGENDA

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

- 1) Reassign Kiby Fitzpatrick as a 1 FTE Lead Eligibility Worker Assistant (B25 Step 9) effective July 1st, 2025.
- 2) Appoint Justin Lewis as a Diesel / Heavy Equipment Mechanic (B24 – Step 3) effective July 7, 2025, conditioned upon successful completion of a background check.

ACTION ITEMS

File No. 1 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve On-Sale and Sunday Liquor License for Money Creek Haven Inc, which would expire on 6/30/26.

File No. 2 –Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve Off-Sale Liquor License for Money Creek Haven Inc, which would expire on 6/30/26.

File No. 3 – This item was removed from the agenda.

File No. 4 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to approve a 2025 tax abatement for Traditions of La Crescent LLC in the amount of \$16,970 due to a fire destroying the building in October 2024. (Previously, the board had approved a 2-month abatement, but not the 2025 abatement.)

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

REQUEST APPROVAL FOR PAYMENT

2025/07/01 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
CALEDONIA SNO GOPHERS CLUB	2,148.96
STREICHER'S	2,442.50
MN LIFE INSURANCE COMPANY	2,458.79
VIKING RIDGE RIDERS	2,653.20
VERIZON WIRELESS	3,359.25
DELTA DENTAL	7,103.92
LIBERTY TIRE RECYCLING LLC	7,121.25
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	25,040.00
BLUFF COUNTRY BRINE LLC	39,453.71
MEDICA	253,786.68
MINNOWA CONSTRUCTION INC	412,264.45
	<u>757,832.71</u>
24 VENDORS PAID LESS THAN \$2000.00	<u>11,714.75</u>
	<u>769,547.46</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>69,386.37</u>
	<u>838,933.83</u>

REVIEW LICENSE CENTER PAYMENTS

2025/06/26 AUDITOR WARRANT:

VENDOR NAME	AMOUNT
HOUSTON COUNTY TREASURER	<u>64,467.90</u>
	<u>64,467.90</u>

File No. 6 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve a resolution declaring a state of emergency for conditions resulting from the severe storms, heavy rains, and tornados of June 25, 2025 and adopt Resolution No. 25-17. Resolution is below.

Resolution Declaring a State of Emergency
Resolution # 25-17

WHEREAS the severe storms, heavy rains, and tornados impacted the population of Houston County and its cities, townships, public utilities, and electric cooperatives; and

WHEREAS the severe storms, heavy rains, and tornados event has caused a significant amount of debris, roadway damage, and power distribution system damage; and

WHEREAS the Houston County Department of Emergency Management requests the Houston County Board of Commissioners to declare Houston County in a STATE OF EMERGENCY for the June 25 event of 2025;

NOW, THEREFORE, BE IT RESOLVED, that the Houston County Board of Commissioners declares Houston County in a State of Emergency for conditions resulting from the severe storms, heavy rains, and tornados event of June 25, 2025.

Adopted by the Houston County Board of Commissioners this 1st day of July, 2025.

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a Finance meeting and upcoming workgroup session.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion unanimously carried to adjourn the meeting at 10:01 a.m. The next meeting would be a workgroup session on July 8, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 1, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Administrator Carol Lapham, Board Clerk/EDA Director/CEDA Allison Wagner, Human Resource Officer Brent Parker, and Attorney Susan Hansen

Presiding: Chairperson Johnson

Call to order Special Meeting.

Pledge of Allegiance.

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

Public Comment:

None.

At 8:00 a.m. motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion carried unanimously to go into closed session pursuant to Minn. Stat. §13D.05, Subd. 1, (d) *attorney – client privilege*, to meet with Attorney Susan Hansen regarding the Sheriff's salary appeal for 2025. The Commissioners, Interim Administrator Carol Lapham, Human Resource Officer Brent Parker, and Attorney Susan Hansen attended the closed session.

At 8:54 a.m. motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion carried unanimously to go back into regular session.

Public Comment:

None.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to adjourn the meeting at 8:55 a.m. The next meeting would be a regular meeting on July 1, 2025 at 9:00 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 13, 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, Interim Administrator Carol Lapham, Board Clerk/EDA/CEDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Human Resource Officer Brent Parker, Sheriff Brian Swedberg, Interim Attorney Suzanne Bublitz, Assistant County Attorney Daniel Coogan, Human Resource Technician Ann Diersen, and Engineer Brian Pogodzinski

Board Workgroup Session

The Commissioners discussed the proposed draft polices and procedures with Human Resource Officer Brent Parker, Human Resource Technician Ann Diersen, and Interim Administrator Carol Lapham. Lapham suggested final edits be made and the matter return to the board for approval at the July 22nd meeting. Diersen said the draft had taken considerable time and Parker had done a nice job updating it.

The Commissioners discussed snowmobile club LUP agreements with Interim Auditor/Treasurer Polly Heberlein, Engineer Brian Pogodzinski, and Interim Attorney Suzanne Bublitz. Houston County had looked at other County agreements to draft the proposed agreements. Attorney Bublitz said she would review the latest draft, and it was the general consensus of the Commissioners to then send it to the clubs for possible approval before the agreements came back to the County for final approval.

Sheriff Swedberg shared with the board a State Statute and said according to the statute “from April 1 to August 1 it is illegal to drive an all-terrain vehicle on county roads except for agriculture use”. He said he didn’t think this was the original intent of the statute, however that was how it read. He said this was why there was a grey area and a need for a County ordinance to allow special use vehicles to use County roads all year long. State Statute also allowed Counties to create ordinances allowing the use, but only if a permit process was in place. The matter would be on a future board agenda.

The workgroup session ended at 11:26 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 15, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

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

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

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

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

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

Public Comment:

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

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

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

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

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

APPOINTMENTS

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

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

CONSENT AGENDA

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

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

ACTION ITEMS

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

RESOLUTION NO. 25-18

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

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

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

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

RESOLUTION NO. 25-19

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

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

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

Adopted this 15 day of July 2025

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

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

REVIEW LICENSE CENTER PAYMENTS

2025/07/02 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
HOUSTON COUNTY TREASURER	50,852.84
ISD 300 TREASURER	77,101.35
MN PACE-ST PAUL PORT AUTHORITY	3,749.15
TREASURER CCWSD	39,084.82
TREASURER CITY OF BROWNSVILLE	101,946.30
TREASURER CITY OF CALEDONIA	797,063.57
TREASURER CITY OF EITZEN	74,713.45
TREASURER CITY OF HOKAH	211,673.78
TREASURER CITY OF HOUSTON	350,079.25
TREASURER CITY OF LA CRESCENT	2,178,121.01
TREASURER CITY OF SPRING GROVE	421,253.10
TREASURER SCHOOL DISTRICT 239	6,330.38
TREASURER SCHOOL DISTRICT 294	39,611.20
TREASURER SCHOOL DISTRICT 297	23,134.14
TREASURER SCHOOL DISTRICT 299	50,252.59
TREASURER TWP OF BLACKHAMMER	67,331.54
TREASURER TWP OF BROWNSVILLE	114,072.93
TREASURER TWP OF CALEDONIA	119,077.82
TREASURER TWP OF CROOKED CREEK	61,047.26
TREASURER TWP OF HOKAH	82,923.62
TREASURER TWP OF HOUSTON	111,422.82
TREASURER TWP OF JEFFERSON	16,962.82
TREASURER TWP OF LA CRESCENT	225,721.64
TREASURER TWP OF MAYVILLE	98,810.02
TREASURER TWP OF MONEY CREEK	166,891.61
TREASURER TWP OF MOUND PRAIRIE	201,813.89
TREASURER TWP OF SHELDON	58,053.02
TREASURER TWP OF SPRING GROVE	105,708.96
TREASURER TWP OF UNION	70,119.22
TREASURER TWP OF WILMINGTON	122,310.50
TREASURER TWP OF WINNEBAGO	78,217.76
TREASURER TWP OF YUCATAN	86,815.44
	<u>6,212,267.80</u>
3 VENDORS PAID LESS THAN \$2000.00	1,460.93
	<u>6,213,728.73</u>

2025/07/15 COMMISSIONER'S WARRANTS:	
VENDOR NAME	AMOUNT
ACENTEK	4,492.38
ADVANCED CORRECTIONAL HEALTHCAR	7,722.15
BOND TRUST SERVICES CORPORATION	108,100.00
CALEDONIA/CITY OF	14,995.96
CEDA	7,285.33
COMMISSIONER OF TRANSPORTATION	6,271.30
CONSOLIDATED ENERGY COMPANY	4,018.00
ELECTION SYSTEMS & SOFTWARE INC	4,403.17
ENTERPRISE FM	12,261.00
GIRARD'S BUSINESS SOLUTIONS INC	2,139.00
H & R ENTERPRISES LLC	6,886.23
HILDI INC	3,800.00
HISTORICAL SOCIETY/TREAS OF	18,750.00
HOSKINS ELECTRIC INC	16,767.95
HOUSTON COUNTY TREASURER	56,943.41
INTERSTATE BILLING SERVICES	11,404.94
KNOWBE4 INC	7,095.60
LIBERTY TIRE RECYCLING LLC	3,606.00
MEYERS LAWN SERVICE	2,000.00
MILESTONE MATERIALS	2,970.46
MINNESOTA ENERGY RESOURCES	3,435.02
MINNOWA CONSTRUCTION INC	22,447.74
MN DEPT OF CORRECTIONS	71,460.11
MN STATE TREASURER	4,646.00
MNCCC	12,970.05
OFFICE OF MNIT SERVICES	2,376.11
REGENTS OF THE UNIVERSITY OF MINNE	37,500.00
RICHARD'S SANITATION LLC	23,835.96
SELCO	56,840.25
TWIN VILLAGE LLC	2,249.00
VANGUNDY EXCAVATING LLP	3,127.93
VISA	8,542.85
WEX BANK	7,555.50
WINONA CONTROLS INC	4,177.67
	563,077.07
65 VENDORS PAID LESS THAN \$2000.00	31,421.43
	594,498.50
PUBLIC HEALTH & HUMAN SERVICES	154,816.70
	749,315.20

File No. 5 – This item was tabled.

DISCUSSION ITEMS

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

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

Closing Public Comment:

None.

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

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 22, 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, Board Clerk/EDA Director/CEDA Allison Wagner, Public Health and Human Services Director John Pugleasa, Human Resource Officer Brent Parker, Houston County Historical Society President Shirley Johnson, Houston County Historical Society Vice President Deborah Wray, and Houston County Historical Society Board Member Janene Hosch

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 Myhre, seconded by Commissioner Wright, motion carried to approve the meeting minutes from July 15, 2025. All Commissioners voted yes except for Commissioner Schuldt who abstained due to being absent from the July 15th meeting.

Public Comment:

None.

APPOINTMENTS

Houston County Historical Society President Shirley Johnson, Vice President Deborah Wray and Board Member Janene Hosch gave the Houston County Historical Society annual presentation to the board. Johnson thanked the County board and residents for their continued support. She said 2025 projects had included fixing sidewalks and automating doors of the museum for better access. She said it had been 65 years since the society had been reconstructed. She said they had started with \$40.00. “You can see what we have accomplished” over the years she said. Wray said one project they were currently working on was collecting stories about country schools from residents. One of Janene Hosch’s jobs was putting up new exhibits. During the 2025 Fair visitors could see exhibits of vintage clothing from the 1950s and 1960s and also a

display titled “a fabric called paisley”. Also displayed would be new additions people had recently brought in. The Historical Society would hold their second afternoon tea at the museum Saturday during the fair. The event was open to the public. The Historical Society was made up of all volunteers. They had a good base but could always use additional volunteers. The Commissioners thanked the Houston County Historical Society for all their work.

CONSENT AGENDA

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

- 1) Change the classification status of Holly Gleason from Sheriff’s Office Admin Assistant, B22, step 8, to Sheriff Office Admin Assistant, B23, step 7, retroactive to 06/15/2025. (Banding change due to banding review recommendation).
- 2) Change the classification status of Lauren Felten from Sheriff’s Office Admin Assistant, B22, step 3, to Sheriff’s Office Admin Assistant, B23, step 2, retroactive to 06/15/2025. (Banding change due to banding review recommendation).
- 3) Change status for Tami Triplett to .15 FTE as Public Health and Human Services Department Collections Officer until the position is filled while .8 FTE with the County Attorneys Office as Legal Assistant.
- 4) Approve a Peddler License for Mariya Zhukova. Ms. Zhukova is sponsored by Global Educational Concepts and wishes to sell educational resources through the Southwestern Advantage Summer Program.

ACTION ITEMS

File No. 1 – Sheriff Swedberg shared with the board a State Statute and said “from April 1 to August 1 it is illegal to drive an all-terrain vehicle on county roads except for agriculture use”. He said at one point the original rule had been changed and there were some grey areas when it came to special use vehicles operating on county roads. For that reason he was recommending the Commissioners adopt an ordinance allowing special use vehicles to operate on County roads all year round. The County would need to issue a permit if they allowed special use vehicles to drive on the roads, but he was not recommending a cost for the permit. People would be able to get a permit after completing a form online or at the Sheriff’s office. Commissioner Zehnder moved, Commissioner Schuldt seconded, motion carried four to one to adopt Houston County Special Use Vehicle Ordinance. Commissioners Johnson, Zehnder, Schuldt, and Myhre voted yes. Commissioner Wright voted no. Wright said she appreciated the attention that had gone into the matter, and although she didn’t want to vote yes for something that would benefit a minority and affect the majority she said she did respect the decision. Johnson said he had voted yes after learning about the April 1 to August 1 rule.

File No. 2 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve 2026 Wildcat Fees as recommended by the Wildcat Committee. Approved fees are below.

Park Use Fees – 2026

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

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

Non-Camper overnight parking fee \$5.00 per night
The fine for parking overnight without paying the appropriate fee in advance is \$25.00 per night.

- Check-out time: 12:00 PM (Noon)
- Check-in time: 12:00 PM, *provided the site is ready.*
- Quiet time: 10:00 PM to 8:00 AM
- Park Hours: 8:00 AM to 11:00 PM. *No visitors/guests are allowed outside of these hours*

File No. 3 – Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. Payments are below.

2025/07/22 COMMISSIONER'S WARRANTS:

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

REVIEW LICENSE CENTER PAYMENTS

2025/07/14 AUDITOR WARRANTS:

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

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a Land Use Committee, Personnel, Board of Health, Hiawatha Valley Mental Health, SELCO, and USA cycling press conference.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion unanimously carried to adjourn the meeting at 10:41 a.m. The next meeting would be a regular meeting on August 5th, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: August 5, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, Board Clerk/EDA Director/CEDA Allison Wagner, Human Resource Officer Brent Parker, Emergency Management Director Mark Olson, Chris Priebr, and Floyd Hackman

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion unanimously carried to approve the meeting minutes from July 22, 2025.

Public Comment:

None.

APPOINTMENTS

Interim Auditor/Treasurer Polly Heberlein reviewed the County's cash and investments through June 30, 2025. She said the County was seeing a good increase in their cash and investments. Heberlein said the County had a good mix of short term, medium term, and long term investments.

CONSENT AGENDA

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

- 1) Change the employment status of Harley Thompson, Hwy Maintenance Specialist, from probationary to regular, effective August 19, 2025.

- 2) Change the classification status of Mark Bennett from Appraiser Trainee, B22, step 5, to Certified MN Assessor, B23, step 4, retroactive to July 15, 2025.
- 3) Review 2024 Annual Disclosure Statement for City of La Crescent Tax Increment Financing (TIF) Districts for the year ended December 31, 2024.
- 4) Approve an Exempt Permit for Minnesota Lawful Gambling Application LG220 for Caledonia Girls Court Club INC for gambling (raffle) activities to be conducted at Ma Cal Grove Country Club in Caledonia Township with a drawing to be held on October 24, 2025, with no waiting period.
- 5) Review 2024 Annual Disclosure Report for City of Caledonia Tax Increment Financing (TIF) Districts for the year ended December 31, 2024.
- 6) Approve the Assignment and Assumption of the Ground Lease for Airport Lease: Lot 12, which was sold by Arne Beneke to Phil Reed. Expiration of lease for Lot 10 to Phil Reed is 7/1/2026.

ACTION ITEMS

File No. 1 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve accepting the Federal Grant for AIP (Airport Improvement Program) funds for the Airport T-Hanger project in the amount of \$1,107,730, for Grant # 3-27-0016-016-2025 and Resolution No. 25-20 to approve signers. The resolution is below.

RESOLUTION NO. 25-20

AUTHORIZATION TO EXECUTE FEDERAL AVIATION ADMINISTRATIVE AIRPORT IMPROVEMENT PROGRAM GRANT (AIP)

CONSTRUCT 8-UNIT T-HANGAR PROJECT Grant Number 3-27-0016-016-2025

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

1. That the FAA Grant No. **3-27-0016-016-2025**,
“Construct / Expand Hangar” at the **Houston County Airport** is accepted.
2. That the Houston County Board Chairman, Eric Johnson, is authorized to execute the Contract and any amendments on behalf of the **County of Houston**.

File No. 2 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve the State Companion Grant, MN Agreement #1060766 for the Airport T-Hanger project in the amount of \$11,684.21 to match the FAA AIG grant (or \$444,000 that was approved on 7/15/2025) and Resolution No. 25-21 to approve signers. Resolution is below.

RESOLUTION NO. 25-21

**AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT
EXCLUDING LAND ACQUISITION**

It is resolved by the County of Houston as follows:

1. That the state of Minnesota Agreement No. 1060766,

"Grant Agreement for Airport Improvement Excluding Land Acquisition," for State
Project No. A2801-39 at the Houston County Airport is accepted.
2. That the County Board Chairperson and Interim County Administrator are

authorized to execute this Agreement and any amendments on behalf of the County
of Houston.

File No. 3 – This item was tabled.

File No. 4 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approve Houston County Snowmobile Club Trail Agreements which outline the rights and obligations of both Houston County and the individual snowmobile clubs. (Contingent upon submission of signed agreement). Commissioner Schuldt thanked County staff for all their work in putting together these agreements which were new to the County. The Commissioners agreed.

File No. 5 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve the MnDOT ‘Snowmobile Trail - Nighttime Two Way Use’ Limited Use Permit. The LUP included Resolution #25-22 and had an expiration date of 11/1/2027. Resolution is below.

**EXHIBIT B
SNOWMOBILE TRAIL - NIGHTTIME TWO WAY USE L.U.P.
RESOLUTION 25-22**

IT IS RESOLVED that the County of Houston enter into Limited Use Permit No. 2802-0057 with the State of Minnesota, Department of Transportation for the following purposes:
To provide for maintenance and use by the County of Houston upon, along and adjacent to Trunk Highway No. 44, 16, 76 and 26 the limits of which are defined in said Limited Use Permit.

IT IS FURTHER RESOLVED that the Houston County Board of Commissioners does hereby approve said Limited Use Permit and authorizes and directs the County Board Chairperson to execute, on behalf of County of Houston, the aforesaid Limited Use Permit and its amendments. NOW THEREFORE BE IT RESOLVED BY THE COUNTY OF HOUSTON AS FOLLOWS; that the Board Chairperson and the Houston County Board of Commissioners enter into Limited Use Permit No. 2802-0057 with the State of Minnesota, Department of Transportation for the following purposes: Snowmobile Trail Nighttime Two Way Use.

File No. 6 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to approve Houston County Snowmobile Club Resolutions authorizing County Sponsorship for the financial and technical assistance from the Department of Natural Resources (DNR) in accordance with laws, rules and regulations governing said assistance for the 2025-2026 snowmobile season. Resolutions are below.

RESOLUTION NO. 25-13

LA CRESCENT SNOWMOBILE CLUB GRANT RESOLUTION

August 5, 2025

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, approves the Maintenance and Grooming application of La Crescent Snowmobile Club Inc. and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

WHEREAS, Houston County desires to establish a public trail in furtherance of its public recreation program, and

WHEREAS, the La Crescent Snowmobile Club Inc. agrees to act as an independent contractor to help and assist Houston County to acquire, construct, and maintain said trail, and is registered as a nonprofit corporation, and

WHEREAS, the State of Minnesota offers financial and technical assistance to Houston County for the construction of an approval trail.

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota is authorized to enter into an agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the La Crescent Snowmobile Club Inc. for the 2025-2026 snowmobile season.

RESOLUTION NO. 25-14

CALEDONIA SNO-GOPHERS SNOWMOBILE CLUB GRANT RESOLUTION

August 5, 2025

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, approves the Maintenance and Grooming application of Caledonia Sno-Gophers Snowmobile Club and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

WHEREAS, Houston County desires to establish a public trail in furtherance of its public recreation program, and

WHEREAS, the Caledonia Sno-Gophers Snowmobile Club agrees to act as an independent contractor to help and assist Houston County to acquire, construct, and maintain said trail, and is registered as a nonprofit corporation, and

WHEREAS, the State of Minnesota offers financial and technical assistance to Houston County for the construction of an approval trail.

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota is authorized to enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the Caledonia Sno-Gophers Snowmobile Club for the 2025-2026 snowmobile season.

RESOLUTION NO. 25-15

HOUSTON-MONEY CREEK SNOWMOBILE CLUB GRANT RESOLUTION

August 5, 2025

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, approves the Maintenance and Grooming application of Houston-Money Creek Snowriders Snowmobile Club and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

WHEREAS, Houston County desires to establish a public trail in furtherance of its public recreation program, and

WHEREAS, the Houston-Money Creek Snowriders Snowmobile Club agrees to act as an independent contractor to help and assist Houston County to acquire, construct, and maintain said trail, and is registered as a nonprofit corporation, and

WHEREAS, the State of Minnesota offers financial and technical assistance to Houston County for the construction of an approval trail.

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota is authorized to enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the Houston-Money Creek Snowriders Snowmobile Club for the 2025-2026 snowmobile season.

RESOLUTION NO. 25-16

VIKING RIDGE RIDERS SNOWMOBILE CLUB GRANT RESOLUTION

August 5, 2025

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, approves the Maintenance and Grooming application of Viking Ridge Riders, Incorporated Snowmobile Club and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

WHEREAS, Houston County desires to establish a public trail in furtherance of its public recreation program, and

WHEREAS, the Viking Ridge Riders Incorporated Snowmobile Club agrees to act as an independent contractor to help and assist Houston County to acquire, construct, and maintain said trail, and is registered as a nonprofit corporation, and

WHEREAS, the State of Minnesota offers financial and technical assistance to Houston County for the construction of an approval trail.

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota is authorized to enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the Viking Ridge Riders Incorporated Snowmobile Club for the 2025-2026 snowmobile season.

File No. 7 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve Resolution No. 25-23 declaring a state of emergency for conditions resulting from the severe thunderstorm event of July 29, 2025. Resolution is below.

Resolution Declaring a State of Emergency
Resolution # 25-23

WHEREAS the severe thunderstorm event impacted the population of Houston County and its cities, townships, public utilities, and electric cooperatives; and

WHEREAS the severe thunderstorm event has caused a significant amount of debris, roadway damage, and power distribution system damage; and

WHEREAS the Houston County Department of Emergency Management requests the Houston County Board of Commissioners to declare Houston County in a STATE OF EMERGENCY for the July 29 event of 2025;

NOW, THEREFORE, BE IT RESOLVED, that the Houston County Board of Commissioners declares Houston County in a State of Emergency for conditions resulting from the severe thunderstorm event of July 29, 2025.

Adopted by the Houston County Board of Commissioners this 5th day of August, 2025.

File No. 8 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve a CUP for Skyline Materials LTD to expand a quarry for mineral extraction in the Agriculture Protection District in Spring Grove Township.

File No. 9 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve a CUP for G&K Development L.C. to expand a quarry for mineral extraction in the Agriculture Protection District in Spring Grove Township.

File No. 10 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve an IUP for Mathy Construction Company for a temporary bituminous plant in the Agriculture Protection District in Mayville Township.

File No. 11 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve the 2025-2027 Labor Agreement between The County of Houston and LAW ENFORCEMENT LABOR SERVICES, INC., LOCAL #237 (Deputies / Investigators / Sergeants) pending County Attorney review and approval.

File No. 12 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to review and approve payments. Payments are below.

**2025/08/05 COMMISSIONER'S
WARRANTS:**

VENDOR NAME	AMOUNT
BLUFF COUNTRY BRINE LLC	6,248.21
BRUENING ROCK PRODUCTS INC	7,747.78
CALEDONIA OIL CO INC	6,960.00
CLEAN HARBORS ENV SERVICES	7,013.77
COMMISSIONER OF TRANSPORTATION	2,090.68
DELTA DENTAL	7,103.92
HOKAH CO-OP OIL ASSN	5,746.50
INTERSTATE BILLING SERVICES	9,512.98
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	26,605.00
LIBERTY TIRE RECYCLING LLC	3,498.75
MEDICA	248,104.92
MN LIFE INSURANCE COMPANY	2,459.09
NUSS TRUCK & EQUIPMENT	158,691.70
SCHNEIDER CORPORATION/THE	3,075.00
SCOTT CONSTRUCTION INC	481,230.69
SHI INTERNATIONAL CORP	3,590.64
VERIZON WIRELESS	3,359.79
	<u>983,039.42</u>
32 VENDORS PAID LESS THAN \$2000.00	<u>13,927.75</u>
	<u>996,967.17</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>12,884.96</u>
	<u><u>1,009,852.13</u></u>

**REVIEW LICENSE CENTER
PAYMENTS**

2025/07/17 AUDITOR WARRANT:

VENDOR NAME	AMOUNT
HOUSTON COUNTY TREASURER	<u>2,787.63</u>
	<u><u>2,787.63</u></u>

**REVIEW LICENSE CENTER
PAYMENTS**

2025/07/29 AUDITOR WARRANT:

VENDOR NAME	AMOUNT
WELLS FARGO BANK	<u>107,625.00</u>
	<u><u>107,625.00</u></u>

DISCUSSION ITEMS

Interim Administrator Lapham gave an update that budget review was starting. The Finance Committee still needed to meet regarding the ABLE building and other options that had been suggested.

The Commissioners discussed recent and upcoming meetings including a US Cycling National Championship Safety Emergency Response, and CEDA Annual meeting.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting at 10:01 a.m. The next meeting would be a workgroup session on August 12th, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: August 12, 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, Interim Administrator Carol Lapham, Board Clerk/EDA/CEDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Human Resource Officer Brent Parker, Sheriff Brian Swedberg, Interim Attorney Suzanne Bublitz, Environmental Services Director Amelia Meiners, Engineer Brian Pogodzinski, Bonnie Laumb, and Glenn Laumb

Board Workgroup Session

The Commissioners discussed the proposed Personnel Policy with Human Resource Officer Parker and Interim Administrator Lapham. The plan was to place the policy on an agenda for approval by the end of the month.

Environmental Services Director Meiners gave the Commissioners a brief solar update.

Environmental Services Director Meiners presented a department overview to the Commissioners. She said her department was in charge of the County's solid waste and recycling in addition to planning and zoning. The Environmental Services Department operated and maintained 5 drop sites in the County. Planning and Zoning enforced both local ordinances and State regulations. Planning and Zoning duties included administering the Delegated Feedlot Program, septic system inspections, monitoring floodplain and shoreland areas, issuing land use permits, and more. She said the department was extremely busy, and that their work was driven by deadlines.

Sheriff Swedberg shared with the board some Sheriff's Office updates. He said he had toured 3 Juvenile Detention Center (JDC) facilities recently. He said at the current time the Sheriff's Office was not moving forward with being a full time JDC but planned to continue to be a temporary hold facility.

Commissioners discussed concerns with County staff about the upcoming 2025 USA Cycling Gravel National Championship the City of La Crecent was hosting and that was planned to take place on gravel roads throughout the County on September 20, 2025. Concerns about communication, safety, lack of organization, and limited resources were discussed.

Commissioners and County staff expressed concerns that the event had not been communicated to townships and residents in a timely manner. Additional township concerns were also discussed.

Wagner discussed EDA updates with the board.

The workgroup session ended at 11:36 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: August 19, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Cindy Wright, Eric Johnson, Kurt Zehnder, and Greg Myhre

Others Present:

Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Board Clerk/EDA Director/CEDA Allison Wagner, Public Health and Human Services Director John Pugleasa, Human Resource Officer Brent Parker, Sheriff Brian Swedberg, Engineer Brian Pogodzinski, Environmental Services Director Amelia Meiners, Mike Moen, Shane Eastman, Denny Reed, Franklin Hahn, Larry Gaustad, Jayme Longmire, Carol Sweeney Marnach, Dustin Miller, Mike Buxengard, Mark Monson, Peter Gengler, Jerry Knutson, Community Development Larry Kirch, Explore La Crosse Jeremiah Burish, Clayton Johnson, Scott Betz, Joe Wiebke, Larry Bauer, Howard Lampert, Jake Hauser, Wayne Feldmeier, Glenn Lamb, and Bonnie Laumb

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion carried to approve the meeting minutes from August 5, 2025. All Commissioners voted yes, except for Commissioner Johnson who abstained due to being absent from the meeting.

Motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion unanimously carried to approve the workgroup session minutes from August 12, 2025.

Public Comment:

Shane Eastman from the La Crescent area said he was in favor of using rifles to kill deer while deer hunting. He said “we have deer population issues”. He said firearm safety instructors did a wonderful job. He encouraged the board to fact find and talk to people. He said he believed people should have a choice to use a rifle.

Mark Monson from Spring Grove, Wilmington Township said he too was in favor of using rifles for deer hunting. He said he was a past certified firearm safety instructor. He said in his opinion shotguns were much more dangerous than rifles.

Clayton Johnson from Black Hammer Township said he appreciated everyone's position on the rifle discussion. He said people needed to shoot more deer, but asked what people should do with them after. He said a program like hunters feeding the hungry should be looked into. He said rifles shot farther than shotguns. He said he realized the new rifle rule would not take effect until 2026, but said in the past the hunting season had been extended.

Dustin Miller, Houston County resident, said rifles were already used for hunting. He said coyote hunting at night had no restrictions. He was in favor of using rifles for deer hunting.

Jake Hauser, Houston County resident, said he had lived in Houston County for 60 years. He said he had used a shotgun for hunting the whole time he had lived in Houston County. He said he saw no reason to use a rifle whatsoever.

Wayne Feldmeier said he had had a rifle bullet go through his house. He said rifles were too dangerous.

Carol Sweeney Marnach from Brownsville Township said her family hunted. She was opposed to using rifles due to safety factors. She said there were lots of farmers in the field during hunting season.

Tony Bauer said the land he hunted on was 640 acres and included 10 or 11 building sites. He said he felt safer hunting with shotguns than rifles. He said he didn't think farmers would want rifle hunting.

Jerry Knutson said he was a camper at Wildcat Campground and had been for a long time. He said there was a lottery coming up. He said he had been through four lotteries. He said he had been through lotteries where the campground was not full. He suggested the Commissioners look at another way of doing things so campers did not need to move.

Commissioner Johnson said he understood there had been some confusion around people thinking there would be a public hearing regarding rifles at the board meeting that day. He said no public hearing had been scheduled on the matter. He said the Commissioners had decided to hold off on making a decision on rifles because the County had learned that the rifle rule would not come into effect for the 2025 hunting season. The County had time to decide what to do on the matter.

APPOINTMENTS

La Crescent Community Development Director Larry Kirch and Jeremiah Burish with Explore La Crosse spoke to the board about the upcoming 2025 Gravel National Championships that would take place in Houston County on gravel roads on September 20, 2025. The bike race was a partnership between Gravel National Championship, the City of La Crescent, and Explore La Crosse. Kirch and Burish addressed concerns with the County board and County staff. Burish said if expenses were submitted ahead of time and agreed upon for things like additional patrol and EMS services those expenses would be reimbursed to the County or local agencies. Kirch acknowledged that the Townships where the race would be taking place should have been notified sooner. Burish said those in the race needed to abide by traffic rules and the bicycles could only take up one side of the road allowing other traffic to also use the road. Oncoming traffic would not have their side of the road blocked due to the race. Burish said the race would have economic benefits to the areas by bringing in riders and their spectators.

CONSENT AGENDA

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

- 1) Review 2024 Annual Disclosure Report for City of Spring Grove Tax Increment Financing (TIF) Districts for the year ended December 31, 2024.
- 2) Appoint Nicole Karl as a Public Health and Human Services Eligibility Worker (B24 – Step 1) effective September 2, 2025.
- 3) Approve guardianship contract with Virgie Rud.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve the proposed T-Hanger rental rates along with next year’s existing rental rates. Rates are below.

Houston County Airport Proposed Rental Rates				
Board Meeting August 19, 2025				
		Current	Proposed	
			Per Month	Per Year
T-Hangers	(8 Units)	NA	\$ 150.00	\$ 1,800.00
Box Hangers (To be built)	(4 Units)	NA	\$ 41.67	\$ 500.00
Effective starting July 2026				
Existing Box Hangers (Rows 2 and 3)	(8 Units)	250.00	\$ 32.08	\$ 385.00
Existing Benzing Hanger	(1 Unit)	975.91	\$ 96.25	\$ 1,155.00

Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve a \$75.00 fee for the storage unit at the airport. It was the general consensus of the board to give priority of hangers to the current first row and have the others be first come, first served after the airport project. Those who needed to move hangers would have 30 days to do so.

File No. 2 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to affirm grant and have interim administrator resign the resolution with the corrected project number. (BA 8-19-25 Fed AIG Grant was approved on August 5, 2025. However, the project number should have been # 3-27-0016-014-2025.) Corrected resolution is below.

RESOLUTION NO. 25-20
AUTHORIZATION TO EXECUTE
FEDERAL AVIATION ADMINISTRATIVE AIRPORT IMPROVEMENT PROGRAM
GRANT (AIP)
CONSTRUCT 8-UNIT T-HANGAR PROJECT
Grant Number 3-27-0016-014-2025

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

1. That the FAA Grant No. 3-27-0016-014-2025, “Construct / Expand Hangar” at the Houston County Airport is accepted.
2. That the Houston County Board Chairman, Eric Johnson, is authorized to execute the Contract and any amendments on behalf of the County of Houston.

File No. 3 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to approve BA 8-19-25 Crack Fill Grant and Resolution No. 25-26. Resolution is below.

RESOLUTION NO. 25-26
AUTHORIZATION TO EXECUTE
FEDERAL AVIATION ADMINISTRATIVE AIRPORT IMPROVEMENT
PROGRAM GRANT (AIP)

RESEAL/RESURFACE RUNWAY
Grant Number 3-27-0016-016-2025

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

1. That the FAA Grant No. 3-27-0016-016-2025,

“Construct / Expand Hangar” at the Houston County Airport is accepted.

2. That the Houston County Board Chairman, Eric Johnson, is authorized to execute the Contract and any amendments on behalf of the County of Houston.

File No. 4 – Prior to any motions being made Commissioners discussed with Environmental Services Director Amelia Meiners, the applicants, and Planning Commission members an interim use permit (IUP) request to operate a cannabis microbusiness in the Agriculture Protection District in Houston Township. At the Planning Commission meeting the IUP had failed due to a split, tie vote as one member was absent, creating an even number of members. Planning Commission members who had voted no said they had done so due to the location and concerns of the property flooding. Meiners said she had checked with the DNR on the flooding concerns. Commissioner Wright moved, Commissioner Johnson seconded, motion carried three to one to approve an Interim Use Permit to operate a cannabis microbusiness in the Agriculture Protection District in Houston Township for Seth Brown and Dorian Keenan with conditions. Added to the motion was that Soil and Water also be asked if they wanted to give their input on the flooding concerns. The Commissioners voted by roll. Commissioners Wright, Johnson, and Zehnder voted yes. Commissioner Myhre voted no. Commissioner Wright said she voted yes because this was a crop and the industry was already highly regulated. The item failed at the Planning Commission meeting not due to a majority, but rather a split vote. Commissioner Johnson said he voted yes because it was allowed under the cannabis ordinance. He said the floodplain concerns would be addressed in the building permit phase of the project, and it was possible the building permit wouldn’t get approved if concerns could not be resolved at that time. Commissioner Zehnder he was voting yes, however the business itself conflicted with a career he was involved in, so the decision was very hard for him. He said he respected the Planning Commission, and he had voted yes in agreement with what the other Commissioners had said. Commissioner Myhre said he voted no due to the property being in a flood zone.

File No. 5 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve a request from Sno Pac foods for a \$125,000 EDA Loan to build a cold storage facility in Caledonia. The rate would be 3.5% for ten years. Wagner said the request had been unanimously recommended for approval by the EDA. The project would create jobs and also help fill a need for cold storage space in the area. In addition to the project benefiting Sno Pac, Sno Pac was willing to lease cold storage space to other small local businesses in Houston County.

File No. 6 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to accept Brownsville Auxiliary Post 6801 donation in the amount of \$200.00 to the Veteran Services Office to use for any veteran’s needs.

File No. 7 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to accept SETTLEMENT AGREEMENT AND RELEASE OF ALL

CLAIMS between The County of Houston and Sheriff Brian Swedberg. The Commissioners voted by roll. All Commissioners voted yes.

File No. 8 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to adopt Resolution No. 25-24, setting Sheriff Brian Swedberg’s 2025 pay to \$141,473.00. The Commissioners voted by roll. All Commissioners voted yes. Resolution is below.

RESOLUTION # 25-24

IT IS HEREBY RESOLVED, that the Houston County Board of Commissioners approves the annual salary as indicated below for the County Sheriff effective January 1, 2025:

Brian Swedberg County Sheriff	\$141,473.00
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Adopted in Caledonia, Minnesota on this 19th day of August 2025.

File No. 9 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to create an Organizational Structure Review Committee and appoint Chairman Johnson/Commissioner Cindy Wright/Interim Administrator Lapham to the committee.

File No. 10 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve a fee increase for Sheriff’s Deputy time from \$85 to \$120 effective 8/20/2025. This increase was requested to offset the additional cost of deputy time based on the 2025-2027 LELS #237 contract settlement.

File No. 11 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENT

2025/08/05 AUDITOR WARRANT:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
1 VENDOR PAID LESS THAN \$2000.00	<u>475.00</u>
	<u>475.00</u>

REVIEW LICENSE CENTER PAYMENT

2025/08/06 AUDITOR WARRANT:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
BREYER/SUSAN	4,680.00
	<u>4,680.00</u>

2025/08/08 AUDITOR WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
NUSS TRUCK & EQUIPMENT	158,170.38
	<u>158,170.38</u>
4 VENDORS PAID LESS THAN \$2000.00	594.16
	<u>158,764.54</u>

REVIEW LICENSE CENTER PAYMENTS

2025/08/14 AUDITOR WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
ISD 300 TREASURER	6,426.16
TREASURER SCHOOL DISTRICT 239	6,890.15
TREASURER SCHOOL DISTRICT 294	2,294.86
TREASURER TWP OF CALEDONIA	2,181.74
TREASURER TWP OF CROOKED CREEK	9,092.97
TREASURER TWP OF HOKAH	3,125.94
TREASURER TWP OF JEFFERSON	6,555.01
TREASURER TWP OF MONEY CREEK	4,896.42
TREASURER TWP OF MOUND PRAIRIE	6,094.83
TREASURER TWP OF SHELDON	2,770.49
TREASURER TWP OF WINNEBAGO	3,418.02
TREASURER TWP OF YUCATAN	12,496.03
	<u>66,242.62</u>
8 VENDORS PAID LESS THEN \$2000.00	4,372.58
	<u>70,615.20</u>

VENDOR NAME	AMOUNT
ACEN TEK	4,604.44
ADVANCED CORRECTIONAL HEALTHCAR	7,726.02
BOLTON & MENK INC	3,000.00
BRUENING ROCK PRODUCTS INC	2,886.91
CALEDONIA/CITY OF	19,590.53
CEDA	7,285.33
FAHRNER ASPHALT SEALERS LLC	108,585.43
FEDERAL FLAGS LLC	2,184.00
GOVERNMENTJOBS.COM INC	8,773.95
HOUSTON COUNTY TREASURER	21,310.63
ICON CONSTRUCTORS LLC	105,450.00
MEYERS LAWN SERVICE	2,440.00
MILESTONE MATERIALS	8,758.16
MINNESOTA ENERGY RESOURCES	2,843.30
MN STATE AUDITOR	9,375.60
MN STATE TREASURER	4,603.00
MORRIS ELECTRONICS INC	10,383.25
OLYMPIC BUILDERS GENERAL CONTRAC	181,903.15
PAMELA ANN LARSON VAGTS	6,330.00
RICHARD'S SANITATION LLC	23,711.47
WEX BANK	7,911.74
	<hr/>
	549,656.91
68 VENDORS PAID LESS THAN \$2000.00	32,425.90
	<hr/>
	582,082.81
PUBLIC HEALTH & HUMAN SERVICES	366,435.04
	<hr/>
	948,517.85

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a WINLAC meeting and Root River Watershed meeting.

Closing Public Comment:

Wayne Feldmeier suggested to the board to not let people put “junk” or anything flammable in airport hangers. He said he was not confident in DNR recommendations.

There being no further business, a motion was made by Commissioner Wright, seconded by Commissioner Zehnder, motion unanimously carried to adjourn the meeting at 11:59 a.m. The next meeting would be a regular meeting on August 26, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: August 26, 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, Board Clerk/EDA Director/CEDA Allison Wagner, Human Resource Officer Brent Parker, Public Health and Human Services Director John Pugleasa, Environmental Services Director Amelia Meiners, Shane Eastman, Deb Wray, and Janene Hosch

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion carried four to one to approve the meeting minutes from August 19, 2025. All Commissioners voted yes except for Commissioner Schuldt who abstained due to being absent from the meeting.

Public Comment:

Deb Wray who lived near Eitzen said she wanted to comment on the possibility of the Meyer building being sold and the ABLE building being purchased by the County. She said she remembered when the Meyer building was purchased by the County and money was spent at the time. She said she had heard the County was thinking about spending 1.8 Million to purchase another building and she recommended the County get public input on the matter before making such a large purchase. She also said the new jail had been overbuilt. Wray said she wanted to suggest that maybe the answer was “right next door”. She said the Historic Jail was a structurally sound building located on the current County campus and also came with insurance money. Wray suggested that the money used to purchase a new building could instead be used to fix up the Historic Jail that the County already owned.

Shane Eastman from the La Crescent area said he had heard a lot about the “safety factor” at the previous meeting when people were talking about using rifles for hunting. He said

he had looked up statistics from other surrounding areas or places with topography like Houston County. He said he had heard a worry about farmers in fields getting shot and from his research that was not happening. He said although people had safety concerns about using rifles for hunting he did not believe based on his research that safety was an issue. He said he would share the information he had found with the Commissioners so they could do their own research.

APPOINTMENTS

At 9:41 a.m. Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to go into closed session for labor negotiations pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. All Commissioners, Interim Administrator Lapham, and Human Resource Officer Brent Parker attended the closed session. At 10:33 a.m. Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to go back into regular session. Chairperson Johnson said they had discussed labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. No final decisions had been made.

CONSENT AGENDA

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

- 1) Change the employment status of Melissa Burrow, Deputy Auditor/Treasurer, from probationary to regular, effective September 5, 2025.

ACTION ITEMS

File No. 1 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/08/15 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
EMMONS & OLIVIER RESOURCES INC	4,422.50
HAMMELL EQUIPMENT INC	4,063.52
HOUSTON COUNTY TREASURER	75,450.23
OLMSTED SWCD	13,543.44
VISA	8,493.07
WABASHA COUNTY SWCD	2,490.62
WINONA COUNTY SWCD	54,299.46
	162,762.84
6 VENDORS PAID LESS THAN \$2000.00	4,242.15
	<u>167,004.99</u>

2025/08/26 COMMISSIONER'S WARRANTS:

NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,316.57
CALEDONIA OIL CO INC	5,838.00
COMPUTER FORENSIC SERVICES LLC	48,301.41
ENTERPRISE FM	11,753.65
GALLAGHER BENEFIT SERVICES INC	6,000.00
HOUSTON COUNTY TREASURER	21,876.27
INSIGHT PUBLIC SECTOR	2,234.73
MIENERGY COOPERATIVE	6,446.72
OFFICE OF MNIT SERVICES	2,154.47
	<u>106,921.82</u>
24 VENDORS PAID LESS THAN \$2000.00	7,435.67
	<u>114,357.49</u>

DISCUSSION ITEMS

Interim Administrator Lapham gave an update that the committee would be meeting to discuss future County reorganization. The County budget would be discussed with large departments at an upcoming workgroup session.

The Commissioners discussed recent and upcoming meetings including a US Cycling National Championship Meeting, Department Head, SMART, Finance, and Root River One Watershed meeting.

Commissioner Schuldt thanked Interim Auditor/Treasurer Heberlein for her work on a recent audit regarding snowmobile trails. Schuldt said he had sat in on the process and Heberlein had done a great job.

Commissioner Johnson said as of the week prior the USDA had decided to cut funding for commercial solar projects on prime ag land. He asked the board to consider how this would affect the County's solar moratorium. Large commercial solar projects were not currently allowed under the County's current Comprehensive Land Use Plan, and he did not see a reason to amend it especially if funding for these projects would not be available. It was the general consensus of the Commissioners to not amend the plan at the current time and to see what changes came with the funding changes.

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 10:36 a.m. The next meeting would be a regular meeting on September 2nd, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 2, 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, Board Clerk/EDA Director/CEDA Allison Wagner, Human Resource Officer Brent Parker, Public Health and Human Services Director John Pogleasa, Environmental Services Director Amelia Meiners, Engineer Brian Pogodzinski, Public Health Educator Bri Ceaser, Public Health Supervisor Jordan Knoke, Community Health Worker Sue Felten, Social Worker Carolyn Olson, Human Resource Technician Ann Diersen, Interim Recorder Michelle Werner, Explore La Crosse Jeremiah Burish, La Crescent Mayor Mike Poellinger, La Crescent Public Works Director and Bob Burns

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Prior to any motions being made Commissioner Johnson suggested that the public hearing regarding the possibility of making the positions of Auditor/Treasurer and Recorder be held, but that official action (Action Item No. 1) on the matter be tabled to give the public additional time to comment on the matter. Although it had been advertised, he wanted to make sure the public was aware of the potential change. The County could even hold a second public hearing on the matter if they wished. Commissioner Myhre asked that Consent Agenda Item No. 3 be moved to action items. Motion was made by Commissioner Schuldt, seconded by Commissioner Wright, motion unanimously carried to approve the agenda with the changes.

Prior to any motions being made Commissioner Schuldt said there was one change to the minutes. He had been the one who had abstained on approving the minutes the week before due to being absent from the August 19, 2025 meeting. The wrong Commissioner had been listed as abstaining in error. Motion was made by Commissioner Schuldt, seconded by Commissioner Wright, motion carried unanimously to approve the meeting minutes with the change.

Public Comment:

Caledonia Resident, Bob Burns, said he was not in favor of using rifles for deer hunting in Houston County. He said shotguns were more accurate than they had been. He said he did not see a need to use rifles.

APPOINTMENTS

Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to open a public hearing, pursuant to Minnesota Statutes § 375A.1205, Subdivision 1. The purpose of the hearing was to consider making the positions of Auditor/Treasurer and Recorder positions appointed.

No public comments were made on the matter.

Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to close the public hearing and return to regular session.

CONSENT AGENDA

Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve the consent agenda. The Commissioners thanked Carolyn Olson for her many years of service to Houston County. Approved items are below.

- 1) Change the employment status of Michelle Burt, Environmental Services Technical Clerk, from probationary to regular, effective September 17, 2025.
- 2) Accept the resignation/retirement of Carolyn Olson, Social Worker, effective November 1, 2025, with thanks for her 43 years of service to the residents of Houston County.
- 3) This item was moved to action items.

ACTION ITEMS

File No. 1 – This item (approving Resolution No. 25-29, TO MAKE THE POSITIONS OF AUDITOR, TREASURER, AND RECORDER APPOINTED PURSUANT TO MINNESOTA STATUTE § 375A.1205) was removed from action items and would be considered at a later time.

File No. 2 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve Resolution No. 25-30, Aquatic Invasive Species Prevention Aid. Resolution is below.

RESOLUTION NO. 25-30

AQUATIC INVASIVE SPECIES PREVENTION AID

September 2, 2025

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated for each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county. Houston County was allocated \$22,463 for 2026 and years following (5 watercraft trailer launches and 50 watercraft trailer parking spaces), and

WHEREAS, the legislation requires that Houston County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county, and

WHEREAS, the county may appropriate the proceeds directly or may use any portion of the proceeds to provide funding to a soil and water conservation district in the county, for a joint powers board or cooperative agreement with another political subdivision, a watershed district in the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section, and

WHEREAS, the county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received, and

WHEREAS, maintaining an ongoing effort to inform the public of resource needs, resource impairments and resource protection matters has been identified as the most important tool in addressing water resource concerns in the Root River Comprehensive Watershed Management Plan and the Mississippi River Winona/La Crescent (WinLaC) Comprehensive Watershed Management Plan for Houston County, the fight against Aquatic Invasive Species is included in this educational effort and will continue to be a cornerstone for Houston County.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners of Houston County, Minnesota designate oversight of Houston County's AIS prevention efforts to the Root River Soil and Water Conservation District and delegates to them the responsibility to prepare, implement and report annually a plan to allocate the funding in accordance with the above legislation.

File No. 3 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to accept the State Companion Grant, MN Agreement #1061019 for the Airport Crack Filling Grant and adopting Resolution No. 25-25. Resolution is below.

RESOLUTION

RESOLUTION NO. 25-28

**FINAL ACCEPTANCE FOR CP 2025-04
CRACK FILL
CONTRACT # 077**

FAHRNER ASPHALT SEALERS, LLC

SEPTEMBER 2, 2025

WHEREAS, Contract No. 077, CP 2025-04 Crackfill, 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 the County of Houston and authorize final payment as specified herein.

File No. 6 – Commissioners discussed with representatives from the City of La Crescent and Explore La Crosse the City of La Crescent’s permit application for the National Gravel Bike Race and considered permit conditions. La Crescent’s Mayor Mike Poellinger said letters would be sent to residents along the proposed bike route ahead of the race to let them know about the upcoming race. The bikers would need to follow traffic rules and stay on the correct side of the roads. The race would take place on September 20, 2025. Once the County Engineer received everything needed to approve the permit he would approve it.

File No. 7 – Commissioners discussed with County Engineer Pogodzinski, the Storm Sewer under CSAH 18 in the City of Hokah. Pogodzinski said there was a sinkhole that formed on the County road that had been caused by a corroded storm sewer pipe buried under the road. The sink hole needed to be repaired and would continue to be an issue until the pipe was fixed. The City of Hokah felt the issue was MnDOTs responsibility, however MnDOT did not feel it was their issue. The corroded pipe was not the responsibility of the County to fix, however it was affecting the County road.

File No. 8 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to accept a grant from Delta Dental in the amount of \$10,000 and authorize signature to support the Houston County Dental Access Program.

File No. 9 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to accept the MCCC Amendment 9 contract extension to provide support for the Avenue property tax system for 2026.

File No. 10 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/08/27 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
27 VENDORS PAID LESS THAN \$2000.00	4081.20
	<u>4081.20</u>

2025/09/02 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
BOND TRUST SERVICES CORPORATION	17,863.75
CUSTOM TRUCK ONE SOURCE LLC	3,499.20
DELTA DENTAL	7,103.92
DUNN BLACKTOP COMPANY	1,221,825.39
FAHRNER ASPHALT SEALERS LLC	5,715.02
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	26,605.00
LETG LLC	43,115.38
LIBERTY TIRE RECYCLING LLC	3,661.00
MEDICA	249,195.38
MILESTONE MATERIALS	8,600.73
MN LIFE INSURANCE COMPANY	2,498.04
ROAD MACHINERY & SUPPLIES CO	13,500.00
VERIZON WIRELESS	2,945.79
	<u>1,606,128.60</u>
24 VENDORS PAID LESS THAN \$2000.00	13,949.09
	<u>1,620,077.69</u>
PUBLIC HEALTH & HUMAN SERVICES	30,669.56
	<u>1,650,747.25</u>

File No. 10 – The Commissioners discussed with Human Resource Officer Parker, Public Health Supervisor Knoke, and Public Health and Human Services Director Pugleasa, initiating a competitive search for a 1 FTE Public Health and Human Services Department Social Worker as a current social worker was retiring. The board suggested evaluating the position prior to posting a competitive search for a replacement. Knoke said the current number of cases social workers were working on per worker in Houston County was high compared to other counties of similar size. The Commissioners discussed putting into place a position justification system to evaluate County positions each time there was an open position. Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to table the matter for the time being so further research on the position could be done.

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a Personnel, Solid Waste, and District 9 meeting.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting at 11:02 a.m. The next meeting would be a workgroup session on September 9, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 9, 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, Interim Administrator Carol Lapham, Board Clerk/EDA/CEDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Human Resource Officer Brent Parker, Interim Attorney Suzanne Bublitz, Environmental Services Director Amelia Meiners, Surveyor Eric Schmitt, Engineer Brian Pogodzinski, Financial Assistance Supervisor Karen Kohlmeyer, Social Services Supervisor Bethany Moen, Fiscal Supervisor Heidi Harms, Interim Recorder Michelle Werner, Maintenance Forman Jordan Goeden, and Accountant Sheila Schroeder

Board Workgroup Session

The Commissioners discussed the proposed County Aerial Imagery Program – 2026 Flight Proposal with Surveyor Schmitt.

Commissioner Schuldt discussed looking into the County's phone system to make sure calls were answered and directed to the proper department.

The Commissioners discussed the 2026 budget with Interim Administrator/Finance Director Lapham.

Commissioners discussed 2026 proposed budgets with department staff including Environmental Services, Attorney's Office, Human Resources, Public Health and Human Services, Airport, and the Highway Department. The Commissioners discussed possible cuts with staff.

Commissioners discussed re-advertising to make sure the public was informed and holding another public hearing, pursuant to Minnesota Statutes § 375A.1205, Subdivision 1 for the purpose of making the positions of Auditor/Treasurer and Recorder positions appointed.

The workgroup session ended at 12:42 p.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 16, 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, Board Clerk/EDA Director/CEDA Allison Wagner, Human Resource Officer Brent Parker, Public Health and Human Services Director John Pogleasa, Environmental Services Director Amelia Meiners, Engineer Brian Pogodzinski, Public Health Supervisor Jordan Knoke, Interim Attorney Suzanne Bublitz, Assistant County Surveyor Tammy Mauss, Sheriff Brian Swedberg, IT Director Andrew Milde, SMIF Philanthropy Director Aaron Johnson, Steve Hartwick, Donna Buckbee, Arlin Peterson and Chase Johnson

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Prior to any motions being made Commissioner Schuldt asked that Action Item No. 6 be discussed last under action items. Motion was made by Commissioner Schuldt, seconded by Commissioner Zehnder, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion carried unanimously to approve the meeting minutes from September 2, 2025.

Motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion carried unanimously to approve the Workgroup Session minutes from September 9, 2025.

Public Comment:

Arlin Peterson from Houston said he worked for Edina Realty, and he said the County had rules and regulations that made it difficult for some to purchase land in Houston County. He said he had some concerns and questions about the current rules.

Steve Hartwick from Money Creek Township asked the Commissioners about the closed session listed on the agenda for the board meeting. He asked if it would be documented who attended the closed session and if notes would be taken.

APPOINTMENTS

Southern Minnesota Initiative Foundation (SMIF), Philanthropy Director Aaron Johnson, gave a SMIF update to the board. SMIF was a regional development and philanthropic organization that fostered economic and community vitality in southern Minnesota through a culture of collaboration and partnerships. They served 20 counties which included 175 communities and one Native nation. SMIF focused on three areas including early childhood, entrepreneurs, and community vitality. In Houston County 11 loans to support entrepreneurs, 171 grants to support community projects, and \$2.6 million had been invested through grants, loans, and programing by SMIF over the years. The Commissioners thanked Johnson for SMIF's work and the presentation.

Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to open a public hearing, pursuant to Minn. Stat. 13D.05, Subd. 1(d) attorney-client privilege, to seek legal advice on an application regarding the approval or denial process of recommendations issued by the Planning Commission. The Commissioners, Environmental Services Director Meiners, Interim Attorney Bublitz, and Interim Administrator Lapham attended the closed session.

At 12:20 p.m. Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to return to regular session. Interim Attorney Bublitz gave a summary of the closed session. They had discussed an application regarding the approval or denial process of recommendations issued by the Planning Commission and discussed an office of cannabis management statute.

CONSENT AGENDA

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

- 1) Change the classification status of Mark Bennett from Certified MN Assessor, B23 step 4, to Certified MN Assessor – Income Qualified, B24 step 4, retroactive to July 28, 2025.

ACTION ITEMS

File No. 1 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve the contract with Eagleview to purchase aerial imagery to be flown in 2026 and authorize signatures.

File No. 2 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to approve an Interim Use Permit for Chase Johnson to operate a cannabis microbusiness in the Agricultural Protection District in Sheldon Township with the condition that the operation would meet State requirements. The Planning Commission had recommended the

IUP be approved, and had recommended a condition that an 8 foot fence surround the operation. The Commissioners discussed the matter and agreed that fencing should be looked at on a case by case basis. The State was currently requiring a 6 foot fence. The Commissions agreed that in this case due to the location of the property the State requirement of a 6 foot fence would be appropriate.

File No. 3 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve signing the State Aeronautics Maintenance and Operations (M&O) Grant for airport maintenance reimbursement and approving Resolution No. 25-31. (This was a 2 - year grant beginning July 1, 2025 until June 30, 2027. The grant provided for a 75% match of \$24,662.12 for eligible expenses.) Resolution is below.

RESOLUTION NO. 25-31
RESOLUTION APPROVING AIRPORT MAINTENANCE AND OPERATIONS GRANT
AGREEMENT WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION

It is resolved by the COUNTY OF HOUSTON COUNTY as follows:
[GRANTEE NAME]

- That it has applied for and been awarded an Airport Maintenance and Operations Grant Agreement by the Minnesota Department of Transportation, Agreement Number 1060399 (“Agreement”);
- That it hereby agrees to the terms and conditions of the Grant Agreement; and
- That the proper signing officers are hereby authorized to execute the above-referenced Grant Agreement and any amendments thereto on behalf of the COUNTY OF HOUSTON.

[CITY/COUNTY/TOWNSHIP]

Adopted by the County Of Houston on this 16th day of September, 2025.
[GRANTEE NAME]

File No. 4 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to adopt Resolution No. 25-32 Final Acceptance for CP 2025-01, Contract #339 with Bruening Rock Products Inc, Inc for Aggregate Stockpiled (Delivered) Maintenance Rock. The total cost was \$396,976.65.

RESOLUTION NO. 25-32
FINAL ACCEPTANCE FOR CP 2025-01 AGGREGATE STOCKPILED (DELIVERED)
MAINTENANCE ROCK
CONTRACT # 339

BRUENING ROCK PRODUCTS, INC

SEPTEMBER 16, 2025

WHEREAS, Contract No. 339 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 the County of Houston and authorize final payment as specified herein.

File No. 5 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve a 2024 property tax abatement of \$3,558 for Leonard Wieser.

File No. 6 – The Commissioners discussed with Human Resource Officer Parker, Public Health Supervisor Knoke, and Public Health and Human Services Director Pugleasa, initiating a competitive search for a 1 FTE Public Health and Human Services Department Social Worker as a part of a position justification process. After much discussion it was the general consensus of the Commissioners to table the matter so more information on the position need could be gathered. Commissioner Wright said the idea behind position justifications was to give the Commissioners more data so they could have objective decision making. Commissioner Schuldt said just because the County had always done something one way, didn't mean that the County needed to continue doing something that way. Staff were asked to look at alternative ways of structuring the department and position so that all options could be considered.

File No. 7 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve a \$10,000 EDA loan for a Caledonia Bakery expansion project. The rate would be 3.5% for a ten year term. The project would retain jobs.

File No. 8 – Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. Payments are below.

REQUEST APPROVAL FOR PAYMENT

2025/09/16 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
ACEN TEK	4,489.58
ADVANCED CORRECTIONAL HEALTHCAR	7,726.02
BOLTON & MENK INC	24,270.00
BRUENING ROCK PRODUCTS INC	19,848.83
CALEDONIA/CITY OF	20,692.76
CEDA	7,285.33
DUNN BLACKTOP COMPANY	1,277,781.28
ENTERPRISE FM	11,733.65
H & R ENTERPRISES LLC	4,319.00
HOUSTON COUNTY TREASURER	46,131.09
MEYERS LAWN SERVICE	2,060.00
MILESTONE MATERIALS	7,421.54
MINNESOTA ENERGY RESOURCES	2,632.28
MINNOWA CONSTRUCTION INC	395,267.76
MN STATE TREASURER	4,519.00
RCT SEWER & VAC LLC	2,225.00
RICHARD'S SANITATION LLC	22,056.32
SUMMIT FIRE PROTECTION	4,196.00
VISA	12,107.17
WEX BANK	7,230.18
	<hr/>
	1,883,992.79
49 VENDORS PAID LESS THAN \$2000.00	21,070.27
	<hr/>
	1,905,063.06
PUBLIC HEALTH & HUMAN SERVICES	374,162.12
	<hr/>
	<u>2,279,225.18</u>

File No. 9 – The Commissioners discussed the 2025 budget with Interim Administrator Lapham. The Commissioners reviewed 2025 department budgets with I.T. and the Sheriff's Office.

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a Region 9 and Parks Committee meeting.

Closing Public Comment:

Steve Hartwick from Money Creek Township said barbed wire could be added to fences around cannabis operations. He said he had some concerns around a County Highway 16 locate, and a business operation related to planning and zoning. He said three of the Planning Commission members were from Yucatan Township and expressed concerns about the County not having more representation from other areas of the County.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion unanimously carried to adjourn the meeting at 12:33 p.m. The next meeting would be a regular meeting on September 23, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

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 Goetzing, 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
	17,863.75
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 regular meeting on October 7, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: October 7, 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, Interim Administrator Carol Lapham, Human Resource Officer Brent Parker, Board Clerk/EDA Director/CEDA Allison Wagner, Public Health and Human Services Director John Pugleasa, Environmental Services Director Amelia Meiners, Engineer Brian Pogodzinski, Public Health Supervisor Jordan Knoke, Public Health Educator Bri Ceaser, and GSS Inc. Shaun Hemsted

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Wagner said one change had been made to the minutes as it had been written the next meeting would be a workgroup session and it should have said regular meeting. Motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion carried unanimously to approve the meeting minutes with the correction.

Public Comment:

None.

APPOINTMENTS

None.

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 Susan Felten, Community Health Worker, from probationary to regular, effective October 15, 2025.

ACTION ITEMS

File No. 1 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion carried unanimously to approve a request to apply for grant opportunity to support Children’s Dental Clinic Mobile Unit to provide services to underinsured or uninsured individuals in Houston County. The grant did not require a match.

File No. 2 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to set the fee amount for a Type V septic system at \$1,000.

File No. 3 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approve a CUP for Cloud 1 Services LLC to build a telecommunication tower in the Agriculture Protection District in Mayville Township. The Commissioners discussed how the tower would hopefully improve communications in the County as there were still areas where better service was needed.

File No. 4 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion carried to approve a CUP for Cloud 1 Services LLC to build a telecommunication tower in the Agriculture Protection District in Wilmington Township. All Commissioners voted yes, except for Commissioner Myhre who abstained from voting on the matter due to a conflict of interest.

File No. 5 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve a CUP for Tim and Gwen Nelson to build a dwelling on less than 40 acres in the Agriculture Protection District in Yucatan Township.

File No. 6 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to adopt Resolution No. 25-35 Prioritized Bridge Replacement List. Resolution is below.

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.

File No. 7 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to adopt Resolution No. 25-36 Final Acceptance for CP 2025-06, Contract #340 with Scott Construction Inc for Bituminous Seal Coat. The total cost was \$506,558.62. Resolution is below.

RESOLUTION NO. 25-36

**FINAL ACCEPTANCE FOR CP 2025-06 BITUMINOUS SEALCOAT
CONTRACT # 340**

SCOTT CONSTRUCTION INC

OCTOBER 7, 2025

WHEREAS, Contract No. 340 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 the County of Houston and authorize final payment as specified herein.

File No. 8 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve 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.

File No. 9 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/09/26 AUDITOR WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
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
	<u>26,153.67</u>
5 VENDORS PAID LESS THAN \$2000.00	2,851.43
	<u>29,005.10</u>

2025/10/07 COMMISSIONER'S WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
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
	<u>822,807.75</u>
50 VENDORS PAID LESS THAN \$2000.00	28,408.85
	<u>851,216.60</u>
PUBLIC HEALTH & HUMAN SERVICES	28,389.06
	<u>879,605.66</u>

DISCUSSION ITEMS

The TNT meeting was set for December 2nd at 6:00 p.m. in the County Board Room 222. Notices would be mailed in November.

The Commissioners discussed recent and upcoming meetings including a Township Officer, Bluff Country HRA, Safety, Region 9, Bluff Country Collaborative CTE EDA event, and Collaborative Area Schools meeting.

Engineer Pogodzinski said the Airport T Hanger project would begin being worked on in the upcoming weeks. He said the goal was to have the project completed by July 4th, 2026.

Commissioner Wright asked how the federal government shutdown was or could affect the County. Administrator Lapham said it was mostly Public Health and Human Services that would be affected. Passports could be delayed. Public Health and Human Services Director Pogleasa said his department was watching the shutdown closely. He said SNAP and WIC payments had been approved for the month of October. Payments could be impacted in the month of November if the shutdown were to last into November.

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 10:30 a.m. The next meeting would be a workgroup session on October 14, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: October 14, 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, Interim Administrator Carol Lapham, Board Clerk/EDA/CEDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Human Resource Officer Brent Parker, Environmental Services Director Amelia Meiners, One Energy Renewables Associate Director Development Beth Esser, Public Health Supervisor Jordan Knoke, and MiEnergy Vice President of Member Services Kent Whitcomb

Board Workgroup Session

The Commissioners discussed with Environmental Services Director Amelia Meiners the current solar moratorium and solar updates. Meiners shared with the board the summary results from interviews, survey responses, and a two-part solar workshop conducted by the Clean Energy Resource Teams (University of Minnesota Extension) that had taken place in Houston County. The Commissioners discussed if commercial solar should be allowed in Houston County, and if so if it should be allowed on prime ag land. Commissioner Wright suggested that the matter go before the planning commission first, as similar items would go before the planning commission before coming before the Board of Commissioners. Allowing commercial solar would result in the County needing to update their comprehensive land use plan, and adopting a new ordinance. No final decisions were made on the matter.

Commissioners discussed a scam that was happening in Houston County where fraudulent emails were being sent to residents and people applying for permits, falsely claiming to be from the zoning department and requesting payments via wire transfer. The Commissioners discussed putting a notice on the official Houston County website and other ways to get the word out to citizens to be aware of the scam. If anyone had questions on if a fee was legitimate they should reach out to Houston County to confirm.

Interim Administrator Lapham said the committee was still researching the possibility of purchasing the ABLE building to see if it would be feasible for the County to do so. She said the next step in the process would be getting the County's current building along the highway appraised. More information would be provided to the full board and public as the process continued.

The Commissioners discussed with Human Resource Officer Parker, Public Health Supervisor Knoke, and Public Health and Human Services Director Pugleasa a Public Health and Human Services Department Social Worker position that would soon be vacant due to a retirement. The board evaluated the need for the position based on feedback from Human Services that included comparisons to other counties of similar size. No official decisions were made on the matter.

The workgroup session ended at 10:50 p.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: October 21, 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, Interim Administrator Carol Lapham, Human Resource Officer Brent Parker, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Engineer Brian Pogodzinski, Public Health Supervisor Jordan Knoke, and Financial Assistance Supervisor Karen Kohlmeyer

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 Myhre, seconded by Commissioner Schuldt, motion carried unanimously to approve the meeting minutes from October 7, 2025.

Motion was made by Commissioner Schuldt, seconded by Commissioner Zehnder, motion carried unanimously to approve the workgroup minutes from October 14, 2025.

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

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

- 1) Consider Initiating a competitive search for a 1 FTE Public Health and Human Services Department Social Worker (C41).
- 2) Consider approving Guardianship Contracts with Sandara and Mark Deneen and Chanda Brainerd.

ACTION ITEMS

File No. 1 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion carried unanimously to approve a quote from Subsurface Inc. in the amount of \$55,550 to repair and line a culvert pipe on CSAH 18 in the municipal section of Hokah.

File No. 2 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve low quote from Rogich Bros Concrete LLC for concrete repairs on CSAH 8 for \$25,200.

File No. 3 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to adopt Resolution No. 25-37 to approve the transfer of \$226,373 to regular construction allotment. Resolution is below.

COUNTY TRANSFER OF EXCESS MUNICIPAL FUNDS TO REGULAR FUNDS

RESOLUTION 25-37

COUNTY OF HOUSTON

WHEREAS, Minnesota Statute 162.08, Subd 4 (d), provides that accumulated balances in excess of two years of municipal account apportionments may be spent on projects located outside of municipalities under 5000 population when approved solely by resolution of the county board

NOW, THEREFORE, BE IT RESOLVED, that the Commissioner of Transportation transfer \$226,383 (all funds) in excess of two years apportionment into the Regular Construction Account.

File No. 4 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve MFIP Biennial Service Agreement 2026-2027.

File No. 5 – Commissioner Schuldt moved, Commissioner Wright seconded, motion unanimously carried to approve Child Care Assistance Program (CCAP) Plan.

File No. 6 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/10/09 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
FILLMORE SWCD	3,540.16
HAMMELL EQUIPMENT INC	2,360.70
INSIGHT PUBLIC SECTOR	4,270.29
WEIS GMC INC	5,430.45
WINONA CONTROLS INC	92,874.00
	<u>108,475.60</u>
19 VENDORS PAID LESS THAN \$2000.00	<u>12,442.53</u>
	<u>120,918.13</u>

**2025/10/21 COMMISSIONER'S
WARRANTS:**

VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,044.36
ACEN TEK	4,512.17
BOLTON & MENK INC	3,000.00
BUREAU OF CRIMINAL APPREHENSION	2,160.00
CALEDONIA/CITY OF	17,786.32
CEDA	7,285.33
DIAMOND MOWERS LLC	3,488.12
HOKAH CO-OP OIL ASSN	4,462.37
HOUSTON COUNTY TREASURER	35,984.87
LIBERTY TIRE RECYCLING LLC	6,983.75
MATHY CONSTRUCTION	11,059.85
MAYO CLINIC	15,834.69
MINNESOTA ENERGY RESOURCES	2,318.95
MN STATE AUDITOR	7,378.50
MN STATE TREASURER	4,870.00
MNCCC	12,970.05
RICHARD'S SANITATION LLC	26,991.43
RIESTER REFRIGERATION INC	19,000.00
SCHUMACHER ELEVATOR COMPANY	5,715.82
SELCO	56,840.25
WEX BANK	7,073.82
WIEBKE TIRE CO	3,935.10
WINONA CONTROLS INC	3,009.24
	<u>264,704.99</u>
57 VENDORS PAID LESS THAN \$2000.00	<u>24,476.50</u>
	<u>289,181.49</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>236,044.87</u>
	<u>525,226.36</u>

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a Planning Commission, AMC District 9 Meeting, Hiawatha Valley Mental Health, Safety, and Parks Committee meeting.

Interim Administrator Lapham and Public Health and Human Services staff said they were watching the federal government shutdown closely to see how it could affect the County.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion unanimously carried to adjourn the meeting at 10:03 a.m. The next meeting would be a regular meeting on October 28th.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: October 28, 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, Interim Administrator Carol Lapham, Human Resource Officer Brent Parker, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Financial Assistance Supervisor Karen Kohlmeyer, Feedlot Officer/Ag Inspector Jeremy Burt, Linda Griggs, Steve Hartwick, Yvonne Krogstad, and Joyce Diam

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Wagner said Action Item No. 2 should be removed from the agenda, and would be considered at a future meeting. Motion was made by Commissioner Schuldt, seconded by Commissioner Zehnder, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion carried unanimously to approve the meeting minutes from October 21, 2025.

Public Comment:

None.

APPOINTMENTS

Motion was made Commissioner Schuldt, seconded by Commissioner Zehnder, motion carried unanimously to open a Public Hearing, pursuant to Minnesota Statutes § 375A.1205, Subdivision 1. The purpose of the hearing was to consider making the positions of Auditor / Treasurer and Recorder positions appointed.

Steve Hartwick from Money Creek Township said he had a problem with appointing instead of electing the positions. He said it “becomes a consolidation of power”. He said he thought the voters were capable of deciding who should be in the positions, and that he liked to err on the side of democracy.

Linda Griggs from Yucatan Township said she had concerns about democratic accountability. She said direct voter control ensures officials answer to the public and not the board. She said she had concerns about cronyism. She said she liked precedent and tradition.

No official decisions were made on the matter and there would be another public hearing the evening of Wednesday, November 12th on the matter.

Motion was made Commissioner Schuldt, seconded by Commissioner Zehnder, motion carried unanimously to close the public hearing and go back in to regular session.

CONSENT AGENDA

Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve the consent agenda. The Commissioners thanked John Pugleasa, Public Health and Human Services Director for his years of service to Houston County. Approved item is below.

- 1) Accept the resignation/retirement of John Pugleasa, Public Health and Human Services Director, effective December 19th, 2025, with thanks for his 9 years of service to the residents of Houston County.

ACTION ITEMS

File No. 1 – Commissioner Zehnder moved, Commissioner Wright seconded, motion carried unanimously to approve a County Ag Inspector Grant draft. Commissioner Myhre moved, Commissioner Schuldt seconded, motion carried unanimously to approve the request to DocuSign the grant on behalf of the County.

File No. 2 – This item was removed from the agenda.

File No. 3 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve the Re-appointment of Manager Paul Fruechte to the Crooked Creek Watershed District for a three (3) year term to expire on 11/30/28. His current term would end on November 30, 2025.

File No. 4 – The Commissioners discussed the possibility of initiating a competitive search for Public Health and Human Services Director. The Commissions were in agreement that the position should be evaluated and accessed before moving forward with any decisions.

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

REVIEW LICENSE CENTER PAYMENTS

2025/10/17 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
HOUSTON COUNTY TREASURER	67,405.07
MIENERGY COOPERATIVE	3,244.57
VISA	7,543.28
	<u>78,192.92</u>
3 VENDORS PAID LESS THAN \$2000.00	148.73
	<u><u>78,341.65</u></u>

**REVIEW LICENSE CENTER
PAYMENTS**

2025/10/22 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
HOUSTON COUNTY TREASURER	74,679.53
TREASURER SCHOOL DISTRICT 239	14,384.38
TREASURER SCHOOL DISTRICT 294	248,001.89
TREASURER SCHOOL DISTRICT 297	193,484.07
TREASURER SCHOOL DISTRICT 299	335,307.22
ISD 300 TREASURER	823,217.34
	<u>1,689,074.43</u>
1 VENDOR PAID LESS THAN \$2000.00	1,440.82
	<u><u>1,690,515.25</u></u>

2025/10/28 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
CALEDONIA PUBLIC SCHOOLS	16,819.09
COMMISSIONER OF TRANSPORTATION	5,808.04
COMPUTER FORENSIC SERVICES LLC	48,301.41
ENTERPRISE FM	11,199.61
GAK DIVERSIFIED INC	2,001.78
HOUSTON PUBLIC SCHOOLS-ISD 294	10,425.44
INDEPENDENT DISTRICT 300	24,334.00
LAWRENCE LAKE MARINA	2,025.70
NUSS TRUCK & EQUIPMENT	158,857.02
SPRING GROVE PUBLIC SCHOOL #297	8,421.47
WIEBKE TIRE CO	4,418.88
	<hr/>
	292,612.44
26 VENDORS PAID LESS THAN \$2000.00	15,080.70
	<hr/>
	307,693.14
PUBLIC HEALTH & HUMAN SERVICES	31,890.19
	<hr/>
	339,583.33
	<hr/>

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a District 9 Meeting where the Federal government shutdown was discussed. SNAP benefits would be ending starting in November if the shutdown continued. Businesses and thus the economy would also be impacted by SNAP benefits ending as SNAP was used at local businesses to purchase items.

Commissioner Johnson said there had been a good discussion regarding solar at the latest Planning Commission meeting.

Commissioners discussed a letter that had been sent to Board Chair Johnson from the Minnesota Department of Natural Resources regarding the County’s option to adopt an ordinance limiting firearms used to hunt deer. The County would need to notify the DNR if they enacted an ordinance by May 5th prior to the start of deer hunting so limitations could be included in the DNR’s annual hunting regulations handbook. No official decisions were made on the matter. The Commissioners said they wanted to get more public input.

The Commissioners scheduled a workgroup session for Wednesday, November 12th, at 5 p.m. in the regular Board of Commissioner room, as the day prior when the workgroup session would normally be held was Veterans Day and the County would be closed for the holiday. The County was holding a public hearing, pursuant to Minnesota Statutes § 375A.1205, Subdivision 1 the same evening. The purpose of the hearing was to consider making the positions of Auditor / Treasurer and Recorder positions appointed.

Closing Public Comment:

Linda Griggs from Yucatan Township said she strongly encouraged the County to only allow shotguns for deer hunting. She said she was a deer hunter.

Steve Hartwick from Money Creek Township asked questions about the firearms law. He thought deer hunting should be limited to shotguns.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion unanimously carried to adjourn the meeting at 9:52 a.m. The next meeting would be a regular meeting on November 4th, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 4, 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, Interim Administrator Carol Lapham, Human Resource Officer Brent Parker, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Financial Assistance Supervisor Karen Kohlmeyer, Public Health Supervisor Jordan Knoke, Engineer Brian Pogodzinski, Environmental Services Director Amelia Meiners, La Crescent Community Development Larry Kirch, Explore La Crosse Jeremiah Burish, Mechanical Support Coordinator Paul Reardon, Jerry Ladsten, and Yvonne Krogstad

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion carried unanimously to approve the meeting minutes from October 28, 2025.

Public Comment:

None.

APPOINTMENTS

La Crescent Community Development Larry Kirch, Explore La Crosse Jeremiah Burish, and Mechanical Support Coordinator Paul Reardon recapped the 2025 USA Gravel National Championships that had taken place in Houston County during Applefest weekend. In addition, they gave an update on the 2026 championships that would also take place in Houston County. Kirch thanked the County and staff for helping make the USA Cycling Gravel National Championships successful on behalf of the City of La Crescent, Explore La Crosse, USA Cycling, and Medalist Sports. Kirch said the City wanted to give special thanks to County Engineer Pogodzinski. 787 participants had registered for the event representing 48 states. Krich said the

traffic control plan and road safety were the biggest area for the event to approve upon for 2026. He said the course and timing of races could be modified in 2026 to reduce congestion. In 2026 the tentative date for the event would be September 12 and 13, the weekend prior to Applefest. Overall, the group had learned a lot and would be even more prepared for the event the following year.

CONSENT AGENDA

Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to approve the consent agenda. The Commissioners thanked Julie Renk, Public Health and Human Services Eligibility Worker for her 32 years of service to Houston County. Approved items are below.

- 1) Hire Phillip Nielsen as a 67-day temporary/casual Veteran Services driver, at a pay rate of \$16.91 per hour.
- 2) Accept the resignation/retirement of Julie Renk, Public Health and Human Services Eligibility Worker, effective December 2nd, 2025, with thanks for her 32 years of service to the residents of Houston County.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion carried unanimously to approve a CUP for Gerald Ladsten to build a dwelling on less than 40 acres in the Agricultural Protection District in Wilmington Township.

File No. 2 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion carried unanimously to approve a Zoning Amendment to rezone an area from the Agriculture Protection District to Residential in La Crescent Township for Ronald McKelvey Credit Trust and Christine Saudek Trust.

File No. 3 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve an IUP for Benjy and Martha Borntreger to run a Level II Home Occupation consisting of the construction of vinyl windows in Wilmington Township.

File No. 4 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to approve an IUP for Richfield Acres LLC to operate a cannabis microbusiness in the Agriculture Protection District in Spring Grove Township.

File No. 5 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to accept WS Trucking & Const, LLC's quote for snow removal. The total estimated cost would be \$8,755.00.

File No. 6 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to adopt Resolution No. 25-38 Final Acceptance for SAP 028-610-021,

Contract #5160 with Minnowa Construction Inc for the bridge replacement on CSAH 10. The total cost was \$457,591.78. Resolution is below.

RESOLUTION NO. 25-38

**FINAL ACCEPTANCE FOR SAP 028-610-021
CONTRACT # 5160**

MINNOWA CONSTRUCTION INC

NOVEMBER 4, 2025

WHEREAS, Contract No. 5160 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 the County of Houston and authorize final payment as specified herein.

File No. 7 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to accept Auxiliary Post 6801 donation of \$200.00 to the Veteran Services Office to use for any veteran’s needs.

File No. 8 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to initiate a competitive search for a 1 FTE Public Health and Human Services Department Eligibility Worker (B24). Commissioner Wright said she appreciated the research that went into the position and justification for the position.

File No. 9 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve Juvenile Detention Center Contract with Mower County and authorize the signature of Board Chairman, Eric Johnson.

File No. 10 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. Payments are below.

2025/11/04 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
BRAD'S ELECTRIC INC	2,666.65
DELTA DENTAL	7,103.92
INSIGHT PUBLIC SECTOR	3,079.15
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	26,605.00
LIBERTY TIRE RECYCLING LLC	3,303.50
MASS MOUNTAIN	6,600.00
MEDICA	248,104.92
MINNOWA CONSTRUCTION INC	46,490.42
MN LIFE INSURANCE COMPANY	2,512.84
OFFICE OF MNIT SERVICES	3,498.62
SCHNEIDER CORPORATION/THE	3,075.00
SNO PAC FOODS INC	125,000.00
VERIZON WIRELESS	2,947.39
WINONA CONTROLS INC	2,665.51
	<u>483,652.92</u>
18 VENDORS PAID LESS THAN \$2000.00	11,729.25
	<u>495,382.17</u>
PUBLIC HEALTH & HUMAN SERVICES	9,786.06
	<u><u>505,168.23</u></u>

DISCUSSION ITEMS

Interim Administrator Lapham said there had been a fraud attempt on the County’s bank account that had been stopped.

The Commissioners discussed recent and upcoming meetings including a SELCO, Department Head, Transportation Summit, Workforce Development Inc., EDA, Airport, and Personnel meeting.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to adjourn the meeting at 10:09 a.m. The next meeting would be a special workgroup session on November 12, 2025 at 5:00 p.m. A public hearing would follow at 6:00 p.m. on November 12th pursuant to Minnesota Statutes § 375A.1205, Subdivision 1. The purpose of the hearing would be to consider making the positions of Auditor / Treasurer and Recorder positions appointed.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 12, 2025

5:00 p.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, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Human Resource Officer Brent Parker, Financial Assistance Supervisor Karen Kohlmeyer, Social Services Supervisor Bethany Moen, Fiscal Supervisor Heidi Harms, Public Health Supervisor Jordan Knoke, Accountant Sheila Schroeder, Sheriff Brian Swedberg, Chief Deputy Bill Hargrove, Donna Buckbee, Mary Denzer, John Jordan, and Yvonne Krogstad

Board Workgroup Session

The Commissioners discussed the Public Health and Human Services Director position opening with Human Resource Officer Brent Parker. They discussed how to fill the position, changes, and evaluating it. They discussed getting input from the staff on how to shape the position for the future.

The Commissioners discussed a potential Spring Grove contract for police department services with Sheriff Swedberg and Chief Deputy Hargrove. The proposed contract rate for 2026 from the Sheriff's Office had been \$387,000. Spring Grove had told the Sheriff's Office that they had a budget of only \$218,000 for public safety. They discussed the high volume of calls from Spring Grove and what different options would look like. Sheriff Swedberg proposed keeping both deputies that currently worked in the Spring Grove contract, and instead not replacing Sheriff's office staff in other areas later in the year. The deputies had been hired to serve the Spring Grove contract, but Swedberg and Hargrove were not recommending laying off staff if Spring Grove was paying less. They said the deputies could help fill in when other Sheriff's Office deputies took time off. No official decisions were made on the matter.

The workgroup session ended at 5:54 p.m.

At 6:00 p.m. a public hearing, pursuant to Minnesota Statutes § 375A.1205, Subdivision 1 was held. The purpose of the hearing was to consider making the positions of Auditor/Treasurer and Recorder appointed.

The current Auditor/Treasurer and Recorder were appointed in the interim because the elected officials in those positions had retired prior to their term ending. Human Resource Officer Parker said the County was considering making the positions appointed instead of elected in the future. He said this approach was common across Minnesota. The goal was to create consistency and accountability. It would allow the County to recruit and retain people based on qualifications and allow for more oversight from the County on the positions.

Donna Buckbee from Ferndale Road in Houston County said she was speaking in favor of keeping the positions elected. She had concerns about consolidation of power. She said there were valid concerns on both sides. She said people who got elected often end up being a disappointment and didn't do the job they said they would do, but that was the reason for more elections.

John Jordan from Money Creek thanked the board for the opportunity to address his concern. He said much of the struggle of the Country was people's right to vote. He asked why the board would want to disenfranchise this at this time in history. He said he was against making the positions appointed. He shared some thoughts on behalf of his wife saying "we still live in a democracy. I want to remain in a democracy".

Mary Denzer from Yucatan Township said she lived in post war Europe and saw people try to get votes in. She said she felt the Townships, County, and State were the most democratic. She believed in government for the people by the people. She said the positions should continue to be elected.

Yvonne Krogstad from north of Spring Grove said she had researched the pros and cons of making the positions appointed instead of elected. She said she had found more cons than pros. She said one con of making the positions elected would be less control by the general public. She said she was concerned about public notices and the County should make sure they were posted on the website.

There would be another public hearing on the matter on December 16th during the regular Board of Commissioner meeting that started at 9:00 a.m.

Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to close the public hearing.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 18, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Kaita Gorsuch, Interim Administrator Carol Lapham, Human Resource Officer Brent Parker, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Engineer Brian Pogodzinski, Environmental Services Director Amelia Meiners, Appraiser Joe Olson, Assessor Luke Onstad, Fiscal Supervisor Heidi Harms, Accountant Sheila Schroeder, Dairyland Power Cooperative Regional Transmission Projects Manager Clay DeWitt, GridLiance Heartland S. Director Development Jessica Hewitt, GridLiance Heartland Project Director Joshua Daubenspeck, Dairyland Power Dylan Alitz, City of Caledonia Clerk/Administrator Jake Dickson, Kristina Hauser, Donise Becker, and Pete Gengler

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion carried unanimously to approve the meeting minutes from November 4, 2025.

Motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion carried unanimously to approve the workgroup session minutes from November 12, 2025.

Public Comment:

None.

APPOINTMENTS

Dairyland Power Cooperative, Regional Transmission Projects Manager Clay DeWitt, and GridLiance Heartland, S. Director Development, Jessica Hewitt, presented to the board about the MariBell 765/161 kV Transmission Project. The proposed MariBell Transmission Project was an approximately 140-mile, 765 kilovolt (kV)/161 kV double circuit transmission line developed by Dairyland Power Cooperative and GridLiance Heartland. It would stretch from Marion, Minn., to Bell Center, Wis., crossing through Olmsted, Mower, Fillmore and Houston counties in Minnesota, and Vernon and Crawford counties in Wisconsin. The project was a part of a larger effort by the Midcontinent Independent System Operator (MISO), the regional transmission organization covering 15 states and the Canadian province of Manitoba. They said the purpose was to maintain a resilient and flexible electric grid. DeWitt and Hewitt shared the proposed route through Houston County. Audience members and the board asked questions about safety, sound, health concerns, landowner outreach, and asked where the energy would come from. Hewitt said there were no known health concerns at the time. The line would give off a small sound at times that needed to be regulated. MISO would be the contact for questions regarding where the power was coming from. Dairyland had hired ROW Services Contractor to assist with landowner's outreach and land rights management. There would be an open house in the evening on November 20th, from 4:00 to 6:00 p.m. at the Four Season's Community Center in Caledonia to answer questions. More information could be found online.

At 9:31 a.m. Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to hold a Public Hearing to consider granting a property tax abatement under Minnesota Statutes, Sections 469.1812 to 469.1815, to assist in the construction of a cold storage facility (the "Property"). The Property is described as follows: Tax Parcel No. 211163000.

No public comments were made.

Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to go back into regular session.

CONSENT AGENDA

Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to approve the consent agenda.

- 1) Hire Kelly Zielinski as a Public Health and Human Services Collections Officer (B24 – Step 2) effective December 1st, 2025.
- 2) Hire James Lyden as a 67-day temporary/casual Drop Site Supervisor, at a pay rate of \$17.50 per hour.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Wright seconded, motion carried unanimously to adopt Resolution No. 25-41 Approving a Property Tax Abatement for Certain

Property in the City of Caledonia, Houston County, Minnesota for Sac Pac Foods, Inc. Resolution is below.

RESOLUTION NO. 25-41

**Approving a Property Tax Abatement for Certain Property
in the City of Caledonia, Houston County, Minnesota for
Sac Pac Foods, Inc.**

WHEREAS, pursuant to Minnesota Statutes, Sections 469.1812 to 469.1815, the Minnesota State Legislature has authorized cities, school districts, counties and towns to rebate all or part of their respective portions of a parcel's property tax as an incentive to economic development provided the designated project meets criteria as established; and

WHEREAS, the Houston County Board of Commissioners believes that a strong economy is critical to the continued comprehensive growth and health of Houston County; and

WHEREAS, the Houston County Board recognizes that many complex factors influence the economic climate of the area and the Board has and will continue to support diverse efforts to foster a positive environment for both small and large business growth, attract and retain new corporate residents, and encourage development of the local labor force: and

WHEREAS, the Houston County Board has established the Houston County Economic Development Authority (EDA) which has been designated as the body responsible for reviewing and acting upon economic development abatement requests and other business subsidies, thereby replacing the original Abatement Committee; and

WHEREAS, the Houston County Board of Commissioners held a public hearing on, November 18, 2025 following due notice as required by law and a recommendation by the Houston County EDA in favor of the abatement application of Sno Pac Foods, Inc., dated July 29, 2025 and

WHEREAS, the Houston County Board of Commissioners has found and determined that:

1. It expects the benefits to Houston County of the proposed abatement agreement to at least equal the costs to the County of the proposed agreement;
2. The proposed abatement is in the public interest because it will:
 - a. Increase the County tax base by creating a new market value of **\$3,418,700**;

Create new and retain existing businesses and their employment opportunities in the County;

3. The proposed tax abatement otherwise meets or exceeds the County's Business Subsidy Criteria because:
 - a. The project will provide needed resources for the expansion of Sno Pac Foods, Inc., that has sufficient other financing to complete the project in a timely manner;
 - b. It will encourage a high quality of construction and promote the highest and best use of land, consistent with the County's Comprehensive Plan, the City's zoning ordinance, and other local regulations;
 - c. The project will not significantly and adversely increase the demands for service needs in the County;
 - d. The project will create and retain jobs which pay desirable wages and provide support for other local businesses.

NOW, THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners hereby approves the abatement request of **Sno Pac Foods, Inc.**, subject to the following stipulations:

1. The abatement will be payable to **Sno Pac Foods, Inc.** on the existing tax value in accordance with a development agreement which will specify the terms of such payments over six (6) years beginning in 2027.
2. After full payment of the taxes as due each year:

In year one (1), **Sno Pac Foods, Inc.** will receive a 80% abatement;
In year two (2), **Sno Pac Foods, Inc.** will receive a 65% abatement;
In year three (3), **Sno Pac Foods, Inc.** will receive a 50% abatement;
In year four (4), **Sno Pac Foods, Inc.** will receive a 35% abatement;
In year five (5), **Sno Pac Foods, Inc.** will receive a 20% abatement;
In year six (6), **Sno Pac Foods, Inc.** will receive a 5% abatement;
3. In year seven (7) and thereafter, **Sno Pac Foods, Inc.** will pay 100% of the real estate taxes without tax abatement.
4. Total abatement granted for the **six (6)** years.

File No. 2 – Commissioner Myhre moved, Commissioner Wright seconded, motion carried unanimously to adopt Resolution No. 25-39 of support for the City of Houston LRIP application. Resolution is below.

RESOLUTION NO. 25-39

RESOLUTION OF SUPPORT FROM SPONSORING AGENCY

RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR THE CITY OF HOUSTON PURSUIT OF 2025 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM MnDOT FOR THE WESTGATE DRIVE RECONSTRUCTION PROJECT

WHEREAS, the Westgate Drive Reconstruction project includes Westgate Drive between West Cedar Street (TH 16) and West Spruce Street (CSAH 13); and

WHEREAS, the Westgate Drive Reconstruction project is regionally significant in that it supports adjacent economic development and business retentions, provides a paved surface with a 10-ton capacity, improves drainage, connects Cedar Street (TH 16) and West Spruce Street (CSAH 13), and provides pedestrian facilities; and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development; and

WHEREAS, the project would not be financially feasible for the City without LRIP funding; and

WHEREAS, the Local Road Improvement Program (LRIP) requires a city, such Houston, that is not a State Aid city, to have a county sponsor and the support of the County Board; and

WHEREAS, City of Houston understands that it will be responsible for all costs not covered by LRIP funding, including all engineering, inspection, administration, and construction costs over the funding cap; and

WHEREAS, City of Houston will maintain the road for the lifetime of the improvements; and

WHEREAS, the proposed year for project construction is 2027.

NOW, THEREFORE BE IT RESOLVED BY THE HOUSTON COUNTY BOARD OF COMMISSIONERS AS FOLLOWS; that

1. The County supports the City of Houston’s pursuit of Local Road Improvement Program (LRIP) funds for the reconstruction of Westgate Drive between Cedar Street (TH 16) and West Spruce Street (CSAH 13); and
2. The County agrees to sponsor the City of Houston’s Local Road Improvement Program application to MnDOT.

File No. 3 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to adopt Resolution No. 25-40 of support for the City of Caledonia LRIP application. Resolution is below.

RESOLUTION NO. 25-40

RESOLUTION OF SUPPORT FROM SPONSORING AGENCY

RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR THE CITY OF CALEDONIA PURSUIT OF 2025 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM MnDOT FOR THE WARRIOR AVENUE EXTENSION PROJECT

WHEREAS, the Warrior Avenue Extension Project (“Project”) includes North Warrior Avenue between Trunk Highway 76 (“TH 76”) and the Courtney Drive; and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development; and

WHEREAS, the Warrior Avenue Extension project is regionally significant, results in safety improvements, addresses transportation deficiencies, and contributes to economic development for the following reasons:

- 1) By providing direct access to TH 76 for local and commercial traffic,
- 2) By reducing significant congestion at the intersection of Esch Drive and Trunk Highway 44/76 (“TH 44/76”), especially during peak school times,
- 3) By providing a paved surface with a 10-ton capacity,
- 4) By expanding pedestrian facilities,
- 5) By connecting with a planned Houston County bike route to Beaver Creek Valley State Park, and
- 6) By expanding access to commercial and industrial properties; and

WHEREAS, the project would not be financially feasible for the City without LRIP funding; and

WHEREAS, the Local Road Improvement Program (LRIP) requires a city, such Caledonia, that is not a State Aid city, to have a county sponsor and the support of the County Board; and

WHEREAS, City of Caledonia understands that it will be responsible for all costs not covered by LRIP funding, including all engineering, inspection, administration, and construction costs over the funding cap; and

WHEREAS, City of Caledonia will maintain the road for the lifetime of the improvements; and

WHEREAS, the proposed year for project construction is 2026.

NOW, THEREFORE BE IT RESOLVED BY THE HOUSTON COUNTY BOARD OF COMMISSIONERS AS FOLLOWS; that

3. The County supports the City of Caledonia's pursuit of Local Road Improvement Program (LRIP) funds for the construction of North Warrior Avenue between TH 76 and Courtney Drive.
4. The County agrees to sponsor the City of Caledonia's Local Road Improvement Program application to MnDOT.

File No. 4 – Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to adopt Resolution No. 25-42 adopting Houston County Policies and Procedures Manual. Resolution is below:

Resolution 25-42

Adopting Houston County Policies and Procedures Manual Date: November 18th, 2025

Whereas, the Houston County Board of Commissioners has authority to establish and revise county personnel policies; and

Whereas, these policy recommendations have been reviewed in consultation with the management team; and

Whereas, the County Human Resources Officer recommends the adoption of new and updated policies to promote positive, productive, safe, and effective workplace culture and practices, and to support continued compliance with applicable law and regulations, and effective delivery of public services; and

Therefore, be it resolved, Houston County shall establish a personnel policy manual including the following sections and policies effective:

Section A – Purpose, Adoption, and Administration

- A-1 Purpose
- A-2 Adoption
- A-3 Administration
- A-4 Application
- A-5 Definitions

Section B – Staffing and Employment Practices Policies

- B-1 Equal Employment Opportunity
 - B-2 Recruitment and Selection
 - B-3 Background Investigation
 - B-4 Probationary and Trial Periods
 - B-5 Separation from Employment
 - B-6 Layoff
 - B-7 Outside Employment
 - B-8 Personnel Records, Forms, and Transactions
 - B-9 Performance Management
 - B-10 Hours of Work and Time Reporting
 - B-11 Photo ID / Building Access Policy
 - B-12 Dress Code – next to hours and time
 - B-13 Disability and Workplace Accommodation
 - B-14 Acceptable Use of Computers and IT Resources
 - B-15 Telework / Remote Work
-
- B-16 Nepotism
 - B-17 Vehicle Use
 - B-18 Travel Reimbursement
 - B-19 Data Privacy / Not Public Data
 - B-20 Nursing and Lactation Support
 - B-21 Vacation Donation

Section C – Classification and Compensation Policies

- C-1 Classification Plan
- C-2 Compensation Plan
- C-3 Administration of Compensation Plan

Section D – Benefits / Entitlements Policies

- D-1 Insurance
- D-2 Holidays
- D-3 Vacation
- D-4 Sick Time / ESST
- D-5 Family Medical Leave (FMLA)
- D-6 Minnesota Paid Leave (MPL)
- D-7 Leaves of Absence
- D-8 Employee Training and Development

Section E – Code of Conduct Policies

- E-1 Discrimination and Harassment Prevention
- E-2 Respectful Workplace
- E-3 Workplace Violence

- E-4 Code of Conduct
- E-5 Discipline and Discharge
- E-6 Grievance Procedure
- E-7 Political Activity
- E-8 Conflict of Interest
- E-9 Commercial Driver’s License (CDL)

Section F – Workplace Safety and Health Policies

- F-1 Emergency Closure of County Government Offices and Adverse Weather Conditions
- F-2 Cell Phone and Wireless Communications
- F-3 Communicable Disease Prevention Management
- F-4 DOT Drug and Alcohol Testing
- F-5 AWAIR Program
- F-6 Drug, Alcohol, Tobacco and Cannabis Free Workplace

Be it Finally Resolved that the County reserves the right to make additional changes and updates to County Personnel Policies by amendment or future Board Actions.

File No. 5 – Commissioner Wright moved, Commissioner Schuldt seconded, motion carried three to one to approve Contract/Statement of Work with UKG and the Minnesota Counties Computer Cooperative for providing HR, payroll, and workforce management software. Commissioners Wright, Schuldt, and Johnson voted yes. Commissioner Myhre voted no.

File No. 6 – The Commissioners discussed the County’s future reorganizational structure. Commissioner Wright said the reorganization committee had considered future options. The interim administrator appointment would be ending soon. Commissioner Wright said the County was planning to move forward with a combined Coordinator/HR role. The matter would be discussed as a future action item when the full board was present. The CEDA contract was also ending at the end of the year. Commissioner Myhre asked what the EDA did to help new businesses. The Commissioners discussed the possibility of initiating an RFP for external/economic development services for 2026. The matter was tabled.

File No. 7 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to approve the 2026 Board Meeting Schedule.

File No. 8 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to review and approve payments. Payments are below.

2025/11/18 COMMISSIONER'S WARRANTS:	
VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,807.72
ACENTEK	4,393.71
ADVANCED CORRECTIONAL HEALTHCAR	15,977.04
BOLTON & MENK INC	4,500.00
BRUENING ROCK PRODUCTS INC	7,005.86
CALEDONIA OIL CO INC	4,650.00
CALEDONIA/CITY OF	14,883.15
CEDA	7,285.33
COMPUTER FORENSIC SERVICES LLC	48,301.41
ENTERPRISE FM	11,199.61
HOUSTON COUNTY TREASURER	10,940.06
HOUSTON COUNTY TREASURER	21,666.13
INTERSTATE BILLING SERVICES	5,574.04
KARPEL SOLUTIONS, INC.	7,593.38
LIBERTY TIRE RECYCLING LLC	3,361.25
MIENERGY COOPERATIVE	2,040.53
MINNESOTA ENERGY RESOURCES	3,157.49
MN COUNTIES INTERGOVERNMENTAL TR	2,500.00
MN STATE AUDITOR	8,710.50
MN STATE TREASURER	4,826.00
MOTOROLA SOLUTIONS INC	11,895.50
OLYMPIC BUILDERS GENERAL CONTRAC	94,901.20
RICHARD'S SANITATION LLC	26,219.07
SIEMENS INDUSTRY INC	2,988.00
SOUTHERN MINNESOTA INSPECTION CO	2,128.60
SUBSURFACE INC	53,880.00
TWIN VILLAGE LLC	2,248.99
WEX BANK	6,979.52
WIEBKE TIRE CO	2,379.75
	394,993.84
49 VENDORS PAID LESS THAN \$2000.00	26,291.40
	421,285.24
PUBLIC HEALTH & HUMAN SERVICES	261,733.60
	683,018.84

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a Land Use and Personnel meeting.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting at 11:09 a.m. The next meeting would be a regular meeting on November 25, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 25, 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, The Caledonia Argus Associate Editor Kaita Gorsuch, Interim Administrator Carol Lapham, Human Resource Officer Brent Parker, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pogleasa, Engineer Brian Pogodzinski, Environmental Services Director Amelia Meiners, and Vice President Fair Board Jon Kulas

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion carried unanimously to approve the meeting minutes from November 18, 2025.

Public Comment:

None.

APPOINTMENTS

Jon Kulas, Vice President of the Houston County Fair Board gave the Houston County Agriculture Society annual report to the board. Kulas said projects in the past year had included redoing the floral hall building by fixing structural problems and adding lighting, enclosing more of the entertainment building, and working on the ongoing cattle barn project. He said the 2025 fair had been profitable and planning had begun for 2026. A carnival had been contracted for the 2026 fair, and popular events would be returning. He said a wedding had been held at the fairgrounds in the past year, and the board was looking at additional ways to encourage events like weddings and graduations to take place there generating additional income. Kulas thanked the County for the continued support. The Commissioners thanked Kulas and the Fair Board for all their hard work.

CONSENT AGENDA

Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approve the consent agenda. The Commissioners thanked Janet Becker for her many years of service to Houston County. Approved items are listed below.

- 1) Accept the resignation/retirement of Janet Becker Highway Department Accounting Clerk effective December 11th, 2025, with thanks for her 18 years of service to the residents of Houston County.
- 2) Consider approving 2026 Tobacco Licenses for the following:
 - a. River Valley Convenience Store, Inc./ Cenex, Houston, MN
 - b. Houston Food Mart/BP, S&A Petroleum Inc. Houston, MN
 - c. DG Retail, LLC dba Dollar General #20006, Houston, MN

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion carried unanimously to approve Phillips Outdoor Services quote in the amount of \$31,237.89 for the fencing at the Houston County Airport. Abstract is below.

HOUSTON COUNTY AIRPORT CP 2025-09 CHAIN LINK FENCE LETTING DATE: 11/18/2025. 1:00 PM							
ABSTRACT							
BASE BID	ITEM	U of M	QUANTITY	ENGINEERS ESTIMATE		PHILLIPS OUTDOOR SERVICES	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	2557.603 CHAIN LINK FENCE	LF	687	\$30.33	\$20,836.71	\$45.47	\$31,237.89

File No. 2 – Commissioner Myhre moved, Commissioner Wright seconded, motion carried unanimously to adopt Resolution 25-43 for Final Acceptance of contract with Dunn Blacktop, project SAP 028-602-014 for the paving on CSAH 2 in the amount of \$2,768,214.37. Resolution is below.

RESOLUTION NO. 25-43

**FINAL ACCEPTANCE FOR SAP 028-602-014
CONTRACT # 345**

DUNN BLACKTOP COMPANY

NOVEMBER 25, 2025

WHEREAS, Contract No. 345 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 the County of Houston and authorize final payment as specified herein.

File No. 3 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to approve Child Care Variance Policy.

File No. 4 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approve regional contract management agreement with Olmsted County and authorize PH & HS Director to DocuSign the agreement.

File No. 5 – Prior to any motions being made the Commissioners thanked Interim Administrator Lapham for her service as interim administrator. The intent of the interim position was that it be temporary. The reorganization committee had considered options for the County. After reviewing options, the Committee felt having a County Coordinator would be a good fit for Houston County. Commissioner Johnson said one addition to the position details was that department heads (except for elected officials) would report to the County Coordinator. Commissioner Zehnder moved, Commissioner Schuldt seconded, motion carried unanimously to make Brent Parker the Houston County Coordinator/HR Director effective immediately. The Commissioners voted by roll. All Commissioners voted yes.

File No. 6 – Commissioner Schuldt moved, Commissioner Zehnder seconded, motion unanimously carried to approve conducting an RFP for EDA/Professional Services contract under Minnesota Statute 16C.08.

File No. 7 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve contract with Workforce Development INC. for On-the-Job Training reimbursements.

File No. 8 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to initiate a competitive search for a 1.0 FTE Highway Department Accounting Clerk (B22).

File No. 9 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/11/14 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
HOUSTON COUNTY TREASURER	69,838.70
LAUFENBERG/MIKE	9,377.21
OLINGER/BRADLEY J	10,756.16
PETERSON COMPANY LTD	5,600.00
PETERSON/JASON LEE	2,512.50
SHELDON HEIGHTS LLC	19,170.00
ST MARY'S UNIVERSITY OF MINNESOTA	15,000.00
VISA	6,584.75
WINONA COUNTY PLANNING & ZONING	4,810.63
	<hr/>
	143,649.95
17 VENDORS PAID LESS THAN \$2000.00	7,817.00
	<hr/>
	151,466.95

2025/11/25 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
CONSOLIDATED ENERGY COMPANY	5,424.00
DUNN BLACKTOP COMPANY	138,410.72
H & R ENTERPRISES LLC	5,463.93
LIBERTY TIRE RECYCLING LLC	3,685.75
MICRO TECHNOLOGY SERVICES INC	2,995.00
MINNOWA CONSTRUCTION INC	68,721.90
MN DEPT OF CORRECTIONS	74,523.54
	<hr/>
	299,224.84
28 VENDORS PAID LESS THAN \$2000.00	13,824.13
	<hr/>
	313,048.97
PUBLIC HEALTH & HUMAN SERVICES	15,858.38
	<hr/>
	328,907.35

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a Joint Board of Health, Department Head, and meeting with the City of La Crescent.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Schuldt, seconded by Commissioner Zehnder, motion unanimously carried to adjourn the meeting at 10:01 a.m. The next meeting would be a regular meeting on December 2, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Brent Parker, Coordinator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: December 2, 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, The Caledonia Argus Associate Editor Kaita Gorsuch, Coordinator Brent Parker, Deputy Auditor/Treasurer Amy Sylling, Finance Director Carol Lapham, Public Health and Human Services Director John Pogleasa, Financial Assistance Supervisor Karen Kohlmeyer, Public Health Supervisor Jordan Knoke, Public Health Educator Bri Ceaser, Environmental Services Director Amelia Meiners, OneEnergy Renewables Associate Director Development Beth Esser, Andy Allen, Sheri Allen, Mike Huizenga, Ryan Herman and Mark A. Klinski

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion carried unanimously to approve the meeting minutes from November 25, 2025.

Public Comment:

OneEnergy Renewables Associate Director Development Beth Esser stated limiting solar to 25 acres or less and requiring agrivoltaics on prime farmland both protects prime farmland and landowner's rights. She asked the Commissioners to reconsider language to allow solar on prime farmland.

Sheri Allen stated landowners should be allowed to do what they want on their ag land regardless of the land being classified as prime or marginal.

Ryan Herman stated grazing sheep under solar panels is agriculture and the practice allows for more diverse opportunities for agriculture.

Mark A. Klinski asked if the wording Prime Ag Land would effectively kill any solar. In his opinion energy production was more important than crops.

Andy Allen echoed frustration that landowner's rights were being restricted. He stated in 30 years the ground under a solar array would be more fertile than it is now.

APPOINTMENTS

None.

CONSENT AGENDA

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

- 1) Accept the Minnesota Dept of Veterans Affairs, operational enhancement grant of \$10,000.

ACTION ITEMS

File No. 1 - Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve a CUP for Cloud 1 Services LLC to build a telecommunication tower in the Agriculture Protection District in Hokah Township.

File No. 2 – Prior to any motions being made Commissioners discussed with Environmental Services Director Amelia Meiners the proposed ordinance to regulate commercial solar and amend the Comprehensive Land Use Plan (CLUP) with the edits proposed. The proposed edits would allow solar on marginal land but not on prime ag land. The Planning Commission recommended approval at their November 20, 2025, meeting with a vote of five yes, one no, and one abstained. Commissioners Zehnder and Schuldt stated commercial solar applications on prime ag land should be allowed on a case-by-case basis. Commissioners Johnson and Wright stated Planning Commission recommendations are based on the ordinance. Commissioner Johnson moved, Commissioner Wright seconded, motion failed three to two to adopt the proposed ordinance to regulate commercial solar and amend the CLUP with the edits proposed. The Commissioners voted by roll. Commissioners Zehnder, Schuldt and Myhre, voted no. Commissioners Johnson and Wright voted yes.

File No. 3 - Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to accept a grant from Medica in the amount of \$10,000 to support Houston County Dental Access Program.

File No. 4 - Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve the Child Support Cooperative Agreement.

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

REQUEST APPROVAL FOR PAYMENT

2025/12/02 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
CALEDONIA OIL CO INC	5,827.50
DELTA DENTAL	7,447.04
H & R ENTERPRISES LLC	3,526.95
HISTORICAL SOCIETY/TREAS OF	23,750.00
HOUSTON COUNTY TREASURER	4,210.85
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	26,605.00
MASTER'S TOUCH INC/THE	3,215.89
MEDICA	253,786.68
MN LIFE INSURANCE COMPANY	2,512.84
MORRIS ELECTRONICS INC	2,762.50
ROGICH BROTHERS CONCRETE LLC	25,457.50
SE MN AREA AGENCY ON AGING INC	2,000.00
SEMCAC	5,000.00
SOUTHERN MN INITIATIVE FOUNDATION	3,750.00
TRANSCO INDUSTRIES INC	19,312.00
TWIN CITY FILTER SERVICE	2,284.66
VERIZON WIRELESS	2,947.35
	<u>394,396.76</u>
17 VENDORS PAID LESS THAN \$2000.00	<u>5,797.09</u>
	<u>400,193.85</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>35,510.98</u>
	<u><u>435,704.83</u></u>

DISCUSSION ITEMS

Coordinator Parker said he will be bringing lots of MOUs to the Board before the end of the year regarding union contracts and MN Paid Leave. Also, the policy manual needs to be revised for verbiage in moving from administrator to coordinator. Commissioner Wright asked that an employee recognition policy be looked at again. Parker mentioned the RFP deadline for EDA services will be December 19th. Commissioner Johnson asked if Board of Adjustment and Planning Commission openings had been advertised. Parker said those are in the process of being advertised and an announcement had been made at their recent meetings.

The Commissioners discussed recent and upcoming meetings including AMC, Extension, Personnel, and TNT meeting.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting at 10:08 a.m. The next meeting would be a regular meeting on December 16, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Brent Parker, Coordinator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: December 16, 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, The Caledonia Argus writer Kim Nielson, Interim Attorney Suzanne Bublitz, Interim Recorder Michelle Werner, Engineer Brian Pogodzinski, Sheriff Brian Swedberg, Coordinator Brent Parker, Deputy Auditor/Treasurer Amy Sylling, Finance Director Carol Lapham, Public Health and Human Services Director John Pugleasa, Financial Assistance Supervisor Karen Kohlmeyer, Social Services Supervisor Bethany Moen, Fiscal Supervisor Heidi Harms, Public Health Supervisor Jordan Knoke, Public Health R.N., PHN Mary Zaffke, Public Health R.N., PHN Dawn Schuttemeier, Public Health R.N., PHN Hannah Jaster, Public Health Educator Bri Ceaser, Home and Community Services Social Worker Jennifer Daley-Oakes, Public Health Case Aide Kimberly Rommes, Community Health Worker Sue Felten, Public Health R.N., PHN Laurie Bigalk, Environmental Services Director Amelia Meiners, Feedlot Officer/Ag Inspector Jeremy Burt, Carolyn Olson, Bob Burns and John Haines

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion carried unanimously to approve the meeting minutes from December 2, 2025.

Public Comment:

None.

APPOINTMENTS

At 9:05 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion carried unanimously to close the regular meeting and begin a public hearing

pursuant to Minnesota Statutes § 375A.1205, Subdivision 1. The purpose of the hearing was to consider making the positions of Auditor/Treasurer and Recorder positions appointed.

John Haines stated our democracy is fragile. This action takes power away from the citizens. He advised the Board to avoid making decisions that are not easily reversed.

At 9:09 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion carried unanimously to end the public hearing and return to regular session.

Commissioners recognized Public Health Nurse, Mary Zaffke for receiving the MDH Betty Hubbard Maternal & Child Health Leadership Award for 2025. Public Health Supervisor Jordan Knoke stated the award was given to a single individual within the state who has made a significant impact on mothers, children and families. When Mary Zaffke was asked to say a few words, she quoted Paul Wellstone ~ “We all do better when we all do better.”

Commissioners also noted that this was Public Health and Human Services Director John Pugleasa’s last meeting and thanked him for his service to Houston County.

CONSENT AGENDA

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

- 1) Change the employment status of Emma Walter, Deputy Recorder, from probationary to regular, effective December 30, 2025.
- 2) Accept the resignation of Nicole Lemke, Child Support Officer, effective December 19th, 2025, with thanks for her 2 years of service to the residents of Houston County.
- 3) Hire Kohl Betcher as a 67-day temporary/casual Drop Site Supervisor, at a pay rate of \$17.50 per hour.
- 4) Accept the resignation of Abigail Bendel, Child Protection Social Worker, effective December 31st, 2025, with thanks for her 2 years of service to the residents of Houston County.
- 5) Consider approving Resolution 25-44 adopting Houston County Policies and Procedures Manual. Resolution is below.

Resolution 25-44 Adopting Houston County Policies and Procedures Manual

Date: December 16th, 2025

Whereas, the Houston County Board of Commissioners has authority to establish and revise county personnel policies; and

Whereas, these policy recommendations have been reviewed in consultation with the management team; and

Whereas, the County Human Resources Officer recommends the adoption of new and updated policies to promote positive, productive, safe, and effective workplace culture and

practices, and to support continued compliance with applicable law and regulations, and effective delivery of public services; and

Therefore, be it resolved, Houston County shall establish a personnel policy manual including the following sections and policies effective:

Section A – Purpose, Adoption, and Administration

- A-1 Purpose
- A-2 Adoption
- A-3 Administration
- A-4 Application
- A-5 Definitions

Section B – Staffing and Employment Practices Policies

- B-1 Equal Employment Opportunity
- B-2 Recruitment and Selection
- B-3 Background Investigation
- B-4 Probationary and Trial Periods
- B-5 Separation from Employment
- B-6 Layoff
- B-7 Outside Employment
- B-8 Personnel Records, Forms, and Transactions
- B-9 Performance Management
- B-10 Hours of Work and Time Reporting
- B-11 Photo ID / Building Access Policy
- B-12 Dress Code – next to hours and time
- B-13 Disability and Workplace Accommodation
- B-14 Acceptable Use of Computers and IT Resources
- B-15 Telework / Remote Work
- B-16 Nepotism
- B-17 Vehicle Use
- B-18 Travel Reimbursement
- B-19 Data Privacy / Not Public Data
- B-20 Nursing and Lactation Support
- B-21 Vacation Donation

Section C – Classification and Compensation Policies

- C-1 Classification Plan
- C-2 Compensation Plan
- C-3 Administration of Compensation Plan

Section D – Benefits / Entitlements Policies

- D-1 Insurance
- D-2 Holidays
- D-3 Vacation
- D-4 Sick Time / ESST
- D-5 Family Medical Leave (FMLA)
- D-6 Minnesota Paid Leave (MPL)
- D-7 Leaves of Absence
- D-8 Employee Training and Development

Section E – Code of Conduct Policies

- E-1 Discrimination and Harassment Prevention
- E-2 Respectful Workplace
- E-3 Workplace Violence
- E-4 Code of Conduct
- E-5 Discipline and Discharge
- E-6 Grievance Procedure
- E-7 Political Activity
- E-8 Conflict of Interest
- E-9 Commercial Driver’s License (CDL)

Section F – Workplace Safety and Health Policies

- F-1 Emergency Closure of County Government Offices and Adverse Weather Conditions
- F-2 Cell Phone and Wireless Communications
- F-3 Communicable Disease Prevention Management
- F-4 DOT Drug and Alcohol Testing
- F-5 AWAIR Program
- F-6 Drug, Alcohol, Tobacco and Cannabis Free Workplace

Be it Finally Resolved that the County reserves the right to make additional changes and updates to County Personnel Policies by amendment or future Board Actions.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve 2026-2027 MPCA Feedlot Program Delegation Agreement Work Plan.

File No. 2 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve Social Worker Internship Agreement with Winona State University.

File No. 3 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approve Biennial Healthcare Access Plan 2026-2027.

File No. 4 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to approve Initiating a competitive search for a 1 FTE Child Support Officer (B24).

File No. 5 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to approve Initiating a competitive search for a 1 FTE Child Protection Social Worker (C41).

File No. 6 – Commissioners discussed with Sheriff Swedberg a law enforcement contract for services with the City of Spring Grove. The agreement would provide the City with one deputy for 70 hours of coverage every two weeks at a cost of \$220,000.00 for year 2026. The 3-year contract would increase 5% yearly. The current 2025 contract provides 70 hours of deputy coverage per week between two deputies for a cost of \$337,291.13. Swedberg hopes to retain the two deputies regardless of a contract agreement with the City. To retain those employees, he would delay a squad car purchase and not replace a 1 FTE administrative assistant who intends to retire the end of May. Commissioner Johnson reminded Swedberg that when the original contract was discussed Swedberg had said if the contract was not renewed the extra deputies would be laid off. Commissioners felt the County was obligated to provide law enforcement coverage for Spring Grove regardless of any agreement with the City. They voiced concerns about the contract's uncertainty and that the reduced contract subsidized the City's budget at the expense of other County residents. The matter was tabled and will be brought back to the Board after the City of Spring Grove reviews the terms and agrees.

File No. 7 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. Payments are below.

REQUEST APPROVAL FOR PAYMENT

2025/12/16 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,062.27
ACEN TEK	4,472.50
AVFUEL CORPORATION	10,978.67
BOLTON & MENK INC	6,000.00
CALEDONIA OIL CO INC	5,577.50
CALEDONIA/CITY OF	13,036.14
COMPUTER FORENSIC SERVICES LLC	48,301.41
ENTERPRISE FM	11,199.61
HOUSTON COUNTY TREASURER	2,315.42
HOUSTON COUNTY TREASURER	20,965.63
HOUSTON COUNTY TREASURER	61,636.99
KRIS ENGINEERING INC	9,282.52
LA FLEUR LAW OFFICE LLC	4,095.00
LIBERTY TIRE RECYCLING LLC	3,565.40
LITTLE FALLS MACHINE INC	2,723.04
MIENERGY COOPERATIVE	2,233.46
MINNESOTA ENERGY RESOURCES	7,062.46
MN STATE TREASURER	3,735.00
NEDLAND INDUSTRIES INC	28,930.00
OLYMPIC BUILDERS GENERAL CONTRAC	57,855.00
REGENTS OF THE UNIVERSITY OF MINNE	37,500.00
RICHARD'S SANITATION LLC	21,789.19
SHI INTERNATIONAL CORP	8,059.20
VISA	9,337.95
WEX BANK	5,640.76
WIEBKE TIRE CO	2,018.50
	<hr/>
	390,373.62
50 VENDORS PAID LESS THAN \$2000.00	24,405.74
	<hr/>
	414,779.36
PUBLIC HEALTH & HUMAN SERVICES	182,723.64
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	597,503.00
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REVIEW LICENSE CENTER PAYMENTS

2025/12/01 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
HOUSTON COUNTY TREASURER	7,090.29
ISD 300 TREASURER	87,148.55
MN PACE-ST PAUL PORT AUTHORITY	3,749.15
TREASURER CCWSD	27,851.14
TREASURER CITY OF BROWNSVILLE	77,214.59
TREASURER CITY OF CALEDONIA	583,635.82
TREASURER CITY OF EITZEN	50,966.37
TREASURER CITY OF HOKAH	155,577.38
TREASURER CITY OF HOUSTON	275,214.40
TREASURER CITY OF LA CRESCENT	1,726,282.78
TREASURER CITY OF SPRING GROVE	310,468.52
TREASURER SCHOOL DISTRICT 238	4,912.45
TREASURER SCHOOL DISTRICT 239	28,482.74
TREASURER SCHOOL DISTRICT 294	134,473.66
TREASURER SCHOOL DISTRICT 297	160,541.60
TREASURER SCHOOL DISTRICT 299	224,634.57
TREASURER TWP OF BLACKHAMMER	53,003.45
TREASURER TWP OF BROWNSVILLE	79,386.13
TREASURER TWP OF CALEDONIA	87,942.87
TREASURER TWP OF CROOKED CREEK	45,649.58
TREASURER TWP OF HOKAH	58,980.30
TREASURER TWP OF HOUSTON	78,525.25
TREASURER TWP OF JEFFERSON	14,291.90
TREASURER TWP OF LA CRESCENT	146,652.28
TREASURER TWP OF MAYVILLE	65,708.44
TREASURER TWP OF MONEY CREEK	115,513.27
TREASURER TWP OF MOUND PRAIRIE	114,713.31
TREASURER TWP OF SHELDON	42,864.40
TREASURER TWP OF SPRING GROVE	66,195.80
TREASURER TWP OF UNION	50,262.72
TREASURER TWP OF WILMINGTON	90,285.73
TREASURER TWP OF WINNEBAGO	56,980.34
TREASURER TWP OF YUCATAN	57,254.06
	<hr/>
	5,082,453.84
1 VENDOR PAID LESS THAN \$2000.00	326.35
	<hr/>
	5,082,780.19
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REVIEW LICENSE CENTER PAYMENTS

2025/12/10 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
PITNEY BOWES GLOBAL FINANCIAL SERV LLC	20,000.00
	<hr/>
	20,000.00
	<hr/>

DISCUSSION ITEMS

Sheriff Swedberg discussed his duties and work history with the Commissioners. He highlighted his emergency management credentials and stated he was the only sheriff in the state with those qualifications. Next year he plans to offer a boater safety class at no cost to the public and hopes to add snowmobile and ATV classes. Commissioners questioned Swedberg on current juvenile holding contracts and his budget considering the uncertainty of the Spring Grove law enforcement services contract. Swedberg stated the County has one juvenile contract for 2026, but counties can choose to bring juveniles to Houston County without a contract. Swedberg requested that the Commissioners consider adjusting his salary with a 3.5% cost of living adjustment and an additional 3% increase. His current salary is \$141,473.00. The increases would result in a total salary of \$150,817.00. No action was taken.

Coordinator Parker stated applications for Board of Adjustment, Planning Commission and the RFP for EDA services all close on Friday, December 19th. At the next meeting, Bob Burns will give a Semcac update and there will be discussion concerning per diems. On January 6th, a public hearing will be held to consider making the positions of Auditor/Treasurer and Recorder appointed positions with action being sought that day. Commissioner Myhre asked if a question could be added to the ballot regarding high powered rifles. Commissioner Wright asked that a written description of all County committees be created. Commissioner Johnson requested workgroup meetings be recorded and not posted.

The Commissioners discussed recent and upcoming meetings including, Land Use, AMC, Transportation, Emergency Communication, Solid Waste, Extension, and Parks meeting.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting at 11:40 a.m. The next meeting would be a regular meeting on December 23, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Brent Parker, Coordinator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: December 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 Wanda Hanson, The Caledonia Argus Associate Editor Kaita Gorsuch, Engineer Brian Pogodzinski, Emergency Management Director Mark Olson, Sheriff Brian Swedberg, Coordinator Brent Parker, Deputy Auditor/Treasurer Amy Sylling, Finance Director Carol Lapham, Fiscal Supervisor Heidi Harms, Public Health Supervisor Jordan Knoke, Community Health Worker Sue Felten, Environmental Services Director Amelia Meiners, Groundbreaking Connections LLC Owner Allison Wagner, Spring Grove Mayor Bryan Wilhelmson and Bob Burns

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Prior to approving the agenda one amendment was made to allow for an appointment to discuss the law enforcement contract with City of Spring Grove Mayor Bryan Wilhelmson. Motion to approve the amended agenda was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to approve the agenda.

Motion was made by Commissioner Zehnder, seconded by Commissioner Schuldt, motion carried unanimously to approve the meeting minutes from December 16, 2025.

Public Comment:

None.

APPOINTMENTS

Bob Burns gave a quick report on Semcac, as he was serving as the County representative on the Semcac board. He said Semcac was experiencing some funding cuts, and those changes would affect some services such as senior dining. He shared that he is serving at the pleasure of the Board and that if desired, one of them could take his role as representative.

The Annual Public Information Meeting for Houston County's Stormwater Pollution

Prevention Plan (SWPPP) was held.

Commissioners discussed the law enforcement contract with City of Spring Grove Mayor Bryan Wilhelmson. Wilhelmson gave an overview of Spring Grove's budget and reasons for the decision to drop down to one deputy. He stated the decision had nothing to do with the level of service provided by the County. The City was pleased with the deputies and service provided. He said this was not a lighthearted decision. The City's Attorney still needs to review the contract. Wilhelmson stated the City wanted to pay their fair share for law enforcement and was not asking the County to subsidize their budget. Commissioner Wright stated the contract must be approved by the City before the County can approve it.

CONSENT AGENDA

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

- 1) Hire Bryce Helke as a 67-day temporary/casual Transport Officer to work as needed, at rate of \$20.33 per hour.
- 2) Approve Memorandum of Agreement between Houston County and Local Union #2166 American Federation of State Employees, AFL-CIO Council 65, agreeing to a 50/50 split for Minnesota Paid Leave premiums.
- 3) Approve Memorandum of Agreement between Houston County and The International Union of Operating Engineers Local No. 49, agreeing to a 50/50 split for Minnesota Paid Leave premiums.
- 4) Approve Memorandum of Agreement between Houston County and Law Enforcement Labor Services, Inc., Local 237, agreeing to a 50/50 split for Minnesota Paid Leave premiums.
- 5) Approve Memorandum of Agreement between Houston County and Law Enforcement Labor Services, Inc., Local 415, agreeing to a 50/50 split for Minnesota Paid Leave premiums.
- 6) Approve Memorandum of Agreement between Houston County and Law Enforcement Labor Services, Inc., Local 60, agreeing to a 50/50 split for Minnesota Paid Leave premiums.
- 7) Approve Memorandum of Agreement between Houston County and Minnesota Association of Minnesota Professional Employees, agreeing to a 50/50 split for Minnesota Paid Leave premiums.

ACTION ITEMS

File No. 1 – Commissioner Zehnder moved, Commissioner Schuldt seconded, seconded, motion unanimously carried to approve Resolution No. 25-45 and authorizing signature for Emergency Management Performance Grant (EMPG). Resolution is below.

Resolution # 25-45

WHEREAS, the Emergency Management Performance Grant (EMPG) Program is provided by the Federal Emergency Management Agency (FEMA) and administered by the State of Minnesota through the Department of Public Safety, Homeland Security and Emergency Management; and

WHEREAS, Houston County fully agrees to the terms of the Emergency Management Performance Grant contract and with the passage of this resolution, officially requests Homeland Security and Emergency Management to enforce the contract in accordance with the applicable rules and regulations.

THEREFORE, BE IT RESOLVED, that Houston County enter into a Grant Agreement with Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Emergency Management Performance Grant Program.

BE IT FURTHER RESOLVED, that Mark Olson, Emergency Management Director of Houston County, is hereby authorized to sign and execute the agreement and thereby assume for and on behalf of Houston County all of the contractual obligations contained therein.

File No. 2 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to authorize Public Health Supervisor to sign agreement with MNCHWA.

File No. 3 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve Houston County Hauler License Renewals for 2026.

File No. 4 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve Richard's Sanitation Rate Increase for 2026.

File No. 5 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve Resolution No. 25-46 to accept and approve Minnesota Aeronautics State grant agreement, contract #1062031 in the amount of \$21,866.52. This covers 70% of the Phillips Outdoor Services approved fencing quote of \$31,237.89. The remaining balance of \$9,371.37 will be local funds. Resolution is below.

**RESOLUTION NO. 25-46
AUTHORIZATION TO EXECUTE
STATE AIRPORT FUND GRANT AGREEMENT
WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION**

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

1. That it has applied for and been awarded a State Airport Fund grant by the Minnesota Department of Transportation, Agreement Number 1062031 (“Agreement”);
2. That it hereby agrees to the terms and conditions of the Agreement; and
3. That the proper signing officers are hereby authorized to execute the above-referenced Agreement and any amendments thereto on behalf of the County of Houston.

File No. 6 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve purchase of a grader attachment called a Walk n Roll from Ziegler Cat Equipment in the amount of \$49,920.00. This piece of equipment is used for gravel compaction.

File No. 7 – Prior to any motions being made Commissioners discussed with Coordinator Parker proposals submitted by CEDA and Groundbreaking Connections LLC. Groundbreaking Connections LLC’s proposal scored higher and was \$10,000.00 less than CEDA’s proposal. Commissioners commented that Groundbreaking Connections LLC’s proposal was well done and personalized for Houston County. They also commented that Groundbreaking Connections LLC brought a lot of local knowledge and experience to the table. Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve Groundbreaking Connections LLC’s proposal for EDA/Professional Services contract. Parker said the contract with Groundbreaking Connections LLC would be on the agenda for approval at the next Commissioner’s meeting.

File No. 8 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the 2026 Non-Represented Pay Grid. Coordinator Parker stated this was a 3.5% increase.

File No. 9 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve 2026 Tax Levy Resolution No. 25-47. This would be a 6% increase. The Commissioners voted by roll. All commissioners voted yes. Resolution is below.

RESOLUTION NO. 25-47

BE IT RESOLVED, that the certified levy after the deduction of County Program Aid (CPA), in the amount of \$17,155,695 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	\$ 9,847,320
Road & Bridge	2,827,517
Public Health & Human Services	3,092,653
Bond Fund – 2017A Jail Bonds	1,388,205

Total	\$17,155,695
Less CPA	(1,389,892)

Total Levy	<u><u>\$ 15,765,803</u></u>

File No. 10 –Finance Director Carol Lapham recommended waiting until the next meeting to consider approving the 2026 Operating Budget Resolution No. 25-48 to allow for adjustments with the 2026 Tax Levy being lowered. The item was tabled.

File No. 11 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve the 2026 SELCO – Houston County Contract for Library Service. The contract amount of \$203,283.00 reflects a 3% increase over the 2025 appropriation. This amount is included in the 2026 budget.

File No. 12 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/12/12 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
EMMONS & OLIVIER RESOURCES INC	3,281.00
GREAT LAKES SALT COMPANY	6,625.08
HOKAH CO-OP OIL ASSN	4,386.10
LA CRESCENT/CITY OF	16,552.40
MEINERS/RICHARD	13,950.00
MESSNER/JANICE	3,300.89
NERSTAD/MARION	4,877.76
OLMSTED SWCD	2,482.65
	<u>55,455.88</u>
20 VENDORS PAID LESS THAN \$2000.00	4,762.21
	<u>60,218.09</u>

REQUEST APPROVAL FOR PAYMENTS

2025/12/23 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
BLUFF COUNTRY HRA	3,000.00
CALEDONIA OIL CO INC	2,744.20
GREAT LAKES SALT COMPANY	23,494.32
LIBERTY TIRE RECYCLING LLC	3,451.40
RONCO ENGINEERING SALES INC	3,771.59
STAPLES ADVANTAGE	2,470.68
WINTER EQUIPMENT COMPANY	4,772.19
	<u>43,704.38</u>
23 VENDORS PAID LESS THAN \$2000.00	11,231.80
	<u>54,936.18</u>
PUBLIC HEALTH & HUMAN SERVICES	153,333.28
	<u>208,269.46</u>

DISCUSSION ITEMS

Coordinator Parker shared he intends to email Commissioners a bullet point list of items discussed at Department Head meetings. Commissioners should be thinking about committee appointments for next year. He hopes to have a summary of each committee's functions ready by the end of the week. Next week's agenda will include an updated Per Deim amendment, Employee recognition and Board of Adjustment and Planning Commission appointments. Commissioners need to score applications for Board of Adjustment (BOA) and Planning Commission (PC) appointments. Commissioner Johnson noted the Board should consider the applicant's district when scoring applications for BOA and PC to try to ensure equal representation across the County.

The Commissioners discussed recent and upcoming meetings including Planning Commission, Bluff Country HRA, SCHSAC, Department Head, and La Crosse County Solid Waste meeting. Commissioner Zehnder shared that he was asked if it was possible to name a County bridge in someone's honor. Commissioner Myhre asked that solar and the quarter quarter rule be discussed in a future workgroup session.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion unanimously carried to adjourn the meeting at 10:40 a.m. The next meeting would be a regular meeting on December 30, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Brent Parker, Coordinator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: December 30, 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, The Caledonia Argus Associate Editor Kaita Gorsuch, Engineer Brian Pogodzinski, Interim Recorder Michelle Werner, Interim Attorney Suzanne Bublitz, Sheriff Brian Swedberg, Surveyor Eric Schmitt, Coordinator Brent Parker, Deputy Auditor/Treasurer Amy Sylling, Finance Director Carol Lapham, Public Health Supervisor Jordan Knoke, Financial Assistance Supervisor Karen Kohlmeier, Fiscal Supervisor Heidi Harms, Environmental Services Director Amelia Meiners and Groundbreaking Connections LLC Owner Allison Wagner

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Prior to approving the agenda one amendment was made, changing action items 8 and 9 to be approved by agreement. Motion was made by Commissioner Schuldt, seconded by Commissioner Zehnder, motion unanimously carried to approve the amended agenda.

Motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion carried unanimously to approve the meeting minutes from December 23, 2025.

Public Comment:

Surveyor Eric Schmitt wanted to acknowledge the death of former Commissioner Teresa Walter. The Commissioners expressed condolences to the family for their loss.

APPOINTMENTS

None.

CONSENT AGENDA

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

- 1) Consider approving an Exempt Permit for Minnesota Lawful Gambling Application LG220 for Gopher State Sportsman’s Club for gambling (raffle) activities to be conducted at Gopher State Sportsman’s Club in La Crescent Township with a drawing to be held on Feb 7, 2026, with no waiting period.
- 2) Consider approving the 2024-2025 Biennial Body Worn Camera (BWC) audit.
- 3) Hire Leyton Johnson as a 67-day temporary/casual Drop Site Supervisor, at a pay rate of \$17.50 per hour.
- 4) Appoint Richard Schild to the Houston County Planning & Zoning Commission.
- 5) Appoint David Klinski to the Houston County Board of Adjustment.
- 6) Change the classification status of Brent Parker County Coordinator / HR Director to E82, Step 5 retroactive to 11/25/2025. (Banding change due to banding review after assigned additional County Coordinator duties).

ACTION ITEMS

File No. 1 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to approve a ZA for Chandler and Olivia Lemke and A&K Development LLC to rezone an area from the Agricultural Protection District to Residential in La Crescent Township.

File No. 2 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve Tellurian 2026 POS Contract.

File No. 3 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve Woods Psychological LLC 2026 POS Contract.

File No. 4 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to approve SNAP E & T Contract with Wabasha County.

File No. 5 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve Workforce Development Contract.

File No. 6 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to approve 2026 Semcac MA Transport Contract.

File No. 7 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve La Crosse Glass & Overhead Door quote to replace the existing exterior door with a swing door and push button activated opener, along with the installation an interior sliding door near the stairwell landing to create an interior vestibule. Quote cost was \$16,596.00 + \$17,347.00 for a total of \$33,943.00.

File No. 8 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve County Recorder Michelle Werner’s 2026 annual salary by agreement in the amount of \$86,612.20.

File No. 9 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve County Auditor Treasurer Polly Heberlein’s 2026 annual salary by agreement in the amount of \$92,705.60.

File No. 10 – Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to approve County Attorney Suzanne Bublitz’s 2026 annual salary by Resolution 25-51. The Commissioners voted by roll. All Commissioners voted yes. Resolution is below.

RESOLUTION # 25-51

IT IS HEREBY RESOLVED, that the Houston County Board of Commissioners approves the annual salary as indicated below for the County Attorney - Interim effective January 1, 2026:

Suzanne Bublitz	\$147,000.00
County Attorney - Interim	

File No. 11 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to approve County Sheriff Brian Swedberg’s 2026 annual salary by Resolution 25-52. The Commissioners voted by roll. All Commissioners voted yes. Resolution is below.

RESOLUTION 25-52 REGARDING THE HOUSTON COUNTY SHERIFF’S 2026 SALARY

WHEREAS, Brian Swedberg is the Houston County Sheriff, whose 2025 salary is \$141,473.00; and

WHEREAS, the County Board has the duty and responsibility to set the salary of the County Sheriff by resolution on an annual basis after consideration of responsibilities and duties of the office, and the county Sheriff’s experience, qualifications, and performance;

NOW, THEREFORE, the Houston County Board of Commissioners makes following information part of the record:

1. The County Board has reviewed and considered the statutory duties of the County Sheriff and met with Sheriff Swedberg on December 16th, 2025, to discuss his office and duties. In addition, the Board reviewed and considered the seven-page memorandum provided to it by Sheriff Swedberg dated December 16, 2025.

2. Sheriff Swedberg has 34 employees. His employees include deputies, jailers, dispatchers, clerks and administrative assistants.
3. Sheriff Swedberg was a peace officer for 23 years prior to becoming Sheriff. This is his first term as Sheriff. He was a corrections officer prior to becoming a deputy.
4. Sheriff Swedberg has associates degree in law enforcement and has a P.O.S.T. license, which is required to work as a peace officer.
5. The County Board considered the comparison salary data provided by the County Coordinator.
6. The Board considered the performance of Sheriff Swedberg and his office, including how they have interacted with other departments.
7. The County Board offered Sheriff Swedberg the opportunity to provide information in writing and met with him to discuss his salary. The Board considered his information and all other information available to it.
8. All of the data provided for consideration by the County Coordinator are incorporated into the record and have been reviewed and considered by the Board.
9. The County Board considered that Sheriff Swedberg has made a request for a salary increase of \$150,038.96 for 2026.

NOW, THEREFORE, based upon review and consideration of the duties and responsibilities of the position of Houston County Sheriff; his experience, qualifications, and performance; the materials gathered and considered by the Board; and the discussions with the County Sheriff, the Houston County Board of Commissioners resolve as follows:

1. The Houston County Sheriff's salary for 2026 shall be increased from \$141,473.00 to \$147,000.00.
2. The Personnel Office is authorized and directed to make the changes to the County Sheriff's salary, effective January 1, 2026, consistent with its standard operating procedures for Houston County.

File No. 12 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion carried four to one to approve County Commissioner's 2026 annual salary by Resolution 25-53. The Commissioners voted by roll. Commissioners Wright, Zehnder, Schuldt and Myhre voted yes. Commissioner Johnson voted no. Resolution is below.

RESOLUTION # 25-53

IT IS HEREBY RESOLVED, that the Houston County Board of Commissioners approves the annual salary as indicated below for the Houston County Board of Commissioners effective January 1, 2026:

Ward 1 – Cindy Wright	\$23,000.00
Ward 2 – Eric Johnson	\$23,000.00
Ward 3 – Kurt Zehnder	\$23,000.00
Ward 4 – Robert Schult	\$23,000.00
Ward 5 – Greg Myhre	\$23,000.00

File No. 13 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to adopt the 2026 Commissioners Per Diems by Resolution 25-54. The Commissioners voted by roll. All Commissioners voted yes. Resolution is below.

RESOLUTION # 25-54

IT IS HEREBY RESOLVED, that the Houston County Board of Commissioners approves the **Houston County Commissioner Per Diem Payments**

NOW, THEREFORE, the Houston County Board of Commissioners approves the following: Per diems shall be paid to commissioners attending a meeting listed on the current year’s formal list of committee’s assignments, which is adopted at the first meeting in January of each year, or as amended throughout the year. Per Diems will also be paid for meetings and events which pertain to and are directly related to county business. Per diems will be paid as per state statute. Commissioners will not receive a per diem for attending the regularly scheduled Tuesday County Board meetings, however they are eligible for a per diem for other county meetings held on Tuesdays. Commissioners may only receive one per diem in instances of multiple meeting attendance.

County Commissioner Per Diem rates are as follows:

In county meetings	\$40.00
Out of county meetings via Zoom	\$40.00
Out of county meetings	\$65.00
Planning Commission meetings	\$100.00
Planning Commission sessions for	
Updating the ordinance	\$50.00
Board of Adjustment	\$100.00
Site Visit	\$45.00

File No. 14 – Commissioner Zehnder moved, Commissioner Wright seconded, motion carried four to one to approve Professional Services Contract with Groundbreaking Connections

LLC. Commissioners Wright, Johnson, Zehnder and Schuldt voted yes. Commissioner Myhre voted no.

File No. 15 – Commissioner Schuldt moved, Commissioner Zehnder seconded, motion carried four to one to adopt 2026 Operating Budget Resolution No. 25-48. The Commissioners voted by roll. Commissioner Wright, Zehnder, Schuldt and Myhre voted yes. Commissioner Johnson voted no. Resolution is below.

RESOLUTION NO. 25-48
RESOLUTION ADOPTING 2026 CERTIFIED OPERATING BUDGET

	Revenue	Expenditures	Revenues Over (Under) Expenditures
	-----	-----	-----
County Revenue	\$14,615,305	\$14,615,305	0
Road & Bridge	12,019,903	12,019,903	0
Public Health & Human Services	8,993,759	8,993,759	0
Debt Service	1,607,083	1,607,083	0
	-----	-----	-----
Grand Total	\$37,236,050	\$37,236,050	0
	=====	=====	=====

File No. 16 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve 2025 budget amendments to accurately reflect various revenues and expenditures and fund balance usage of the Recorder’s Technology fund and the Compliance fund and amendments to the Road & Bridge 2025 budget. The Commissioners voted by roll. All Commissioners voted yes.

File No. 17 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve Fund Balance Commitments at year end for construction projects: General Fund – Airport T-Hanger project - \$28,628.18 Road & Bridge Fund – District 6 Striping - \$31,723.11. The Commissioners voted by roll. All Commissioners voted yes.

File No. 18 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to designate County Revenue, Road & Bridge, Public Health and Human Services as the 2026 major funds and EDA Loan Fund, Debt Service, and Capital Projects as minor funds. The Commissioners voted by roll. All Commissioners voted yes.

File No. 19 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve Addendum to Wildcat 2025-2027 contract updating 2026 contractor initial retainage to be \$56,000 and acknowledging the contractor would assume responsibility for the monthly telephone and internet bills for the entire year as negotiated at the Parks Committee meeting on December 11, 2025. Commissioners voted by roll. All Commissioners voted yes.

File No. 20 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to review and approve payments. Payments are below.

REQUEST APPROVAL FOR PAYMENTS

2025/12/30 COMMISSIONER WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
LEE AUTO BODY & SALES	3,353.07
OFFICE OF MNIT SERVICES	6,130.08
	<u>9,483.15</u>
6 VENDORS PAID LESS THAN \$2000.00	4,193.66
	<u>13,676.81</u>
PUBLIC HEALTH & HUMAN SERVICES	27,187.56
	<u>40,864.37</u>

DISCUSSION ITEMS

The Commissioners thanked Deputy Auditor/Treasurer Amy Sylling for her work helping with board meetings in the month of December. The Commissioners shared they had received phone calls from citizens regarding fraud in the State of Minnesota. Commissioners also thanked staff for their efforts to balance the 2025 budget.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to adjourn the meeting at 10:50 a.m. The next meeting would be a regular meeting on January 6, 2026.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Chairperson

Attest: _____
Brent Parker, Coordinator