

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 20, 2026

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 Katia Gorsuch, Finance Director Carol Lapham, Coordinator Brent Parker, EDA Director & Coordinator Support Allison Wagner, Financial Assistance Supervisor Karen Kohlmeyer, Fiscal Supervisor Heidi Harms, Social Services Supervisor Bethany Moen, and Interim Recorder Michelle Werner

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Commissioner Myhre asked that Action Items 1, 2, and 5 be pulled from the agenda as Commissioner Zehnder would not be able to attend the board meeting. Myhre asked that the full board be present to vote on those items. Motion was made by Commissioner Wright, seconded by Commissioner Johnson, motion unanimously carried to approve the agenda with the changes.

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

Motion was made by Commissioner Wright, seconded by Commissioner Johnson, motion carried unanimously to approve the meeting minutes from January 13, 2026.

Public Comment:

None.

APPOINTMENTS

Motion was made by Commissioner Schuldt, seconded by Commissioner Wright, 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. No public comments were made on the matter.

Motion was made by Commissioner Johnson, seconded by Commissioner Wright, motion carried unanimously to close the public hearing and go back into regular session.

Motion was made by Commissioner Johnson, seconded by Commissioner Schuldt, motion carried unanimously to open a public hearing to implement new real property protection fees, pursuant to Minn. Statute 480.50 Subd. 6. Interim Recorder Werner said by statute these fees were allowed to be charged. No public comments were made on the matter.

Motion was made by Commissioner Johnson, seconded by Commissioner Schuldt, motion carried unanimously to close the public hearing and go back into regular session.

CONSENT AGENDA

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

- 1) Hire Theresa Foellmi as a 1 FTE Eligibility Worker (B24 – Step 2) with a start date of January 26, 2026.
- 2) Approve Purchase of Service Agreement with ABC Woodland to provide supported employment services.

ACTION ITEMS

File No. 1 – This item was removed from the agenda.

File No. 2 – This item was removed from the agenda.

File No. 3 – Commissioner Johnson moved, Commissioner Wright seconded, motion unanimously carried to approve the authorization for additional fees in association with MN Statute 480.50 Personal Information in Real Property Records as requested by the Recorder's office: a \$75 fee for each property notice, a \$75 fee for each consent and a \$75 fee for each request as allowable per statute.

File No. 4 – Commissioner Wright moved, Commissioner Johnson seconded, motion carried to approve Hiawatha Valley Mental Health Center (HVMHC) 2026 POS contract and rates for adult and children's services. Commissioner Wright said the services were crucial to the County.

File No. 5 – This item was removed from the agenda.

File No. 6 – Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to approving a competitive search for a 1 FTE Public Health Family Health Nurse (B24).

File No. 7 – Commissioner Johnson moved, Commissioner Schuldt seconded, motion unanimously carried to accept a \$200 donation from Auxiliary Post 6801 to the Veteran Service Office to use for any veteran’s needs. Commissioner Schuldt thanked the Auxiliary Post for their regular and generous donations. The board agreed.

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

REVIEW LICENSE CENTER PAYMENTS

2025/12/31 AUDITOR WARRANTS

VENDOR NAME	AMOUNT
CONSOLIDATED ENERGY COMPANY	5,634.32
FRONTIER PRECISION INC	2,479.00
GOVERNMENT MANAGEMENT GROUP	4,250.00
INSIGHT PUBLIC SECTOR	4,247.53
INTELLICENTS	6,000.00
LA FLEUR LAW OFFICE LLC	2,647.50
LIBERTY TIRE RECYCLING LLC	3,585.35
METAL CULVERTS INC	43,927.60
MNCCC	17,655.00
NEWMAN SIGNS INC	12,049.10
TREASURER CITY OF LA CRESCENT	6,292.92
US BANK VOYAGER FLEET SYS	2,258.75
VASKE COMPUTER INC	8,450.00
VISA	12,100.58
WIEBKE TIRE CO	3,260.00
WRIGHT/CINDY	2,118.20
	<u>136,955.85</u>
51 VENDORS PAID LESS THAN \$2000.00	<u>18,310.62</u>
	<u>155,266.47</u>

REVIEW LICENSE CENTER PAYMENTS

2026/01/12 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
COMPUTER FORENSIC SERVICES LLC	48,301.41
FELDMEIER/MATTHEW	85,204.00
HOUSTON COUNTY TREASURER	84,273.80
LETG LLC	45,271.15
MACTEK SYSTEMS INC	4,837.00
MASWCD	7,654.59
MN COUNTIES INTERGOVERNMENTAL TRUST	7,477.00
MN COUNTY ATTORNEY ASSN	4,550.00
MN STATE TREASURER	4,189.00
VAN DIEST SUPPLY COMPANY	39,322.70
WINONA COUNTY PLANNING & ZONING	4,188.86
	<u>335,269.51</u>
21 VENDORS PAID LESS THAN \$2000.00	<u>12,831.88</u>
	<u>348,101.39</u>

2026/01/20 COMMISSIONER WARRANTS:

VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,279.42
ACEN TEK	4,463.29
ADMZ PROPERTIES	3,650.00
ADVANCED CORRECTIONAL HEALTHCAR	8,112.33
BOLTON & MENK INC	2,250.00
CALEDONIA SNO GOPHERS CLUB	20,421.72
CALEDONIA/CITY OF	12,348.44
EHLERS	1,212,625.00
ENTERPRISE FM	11,199.61
GREAT LAKES SALT COMPANY	84,921.50
HOKAH CO-OP OIL ASSN	4,530.00
HOUSTON COUNTY TREASURER	37,726.39
HOUSTON-MONEY CREEK SNOWRIDERS	9,563.40
LA CRESCENT TRAIL	7,448.76
MAYO CLINIC	15,834.69
MN COUNTIES INTERGOVERNMENTAL TR	408,865.00
MN SHERIFF'S ASSN	7,096.89
MN STATE AUDITOR	10,981.95
MN TRANSPORTATION ALLIANCE	2,813.00
RICHARD'S SANITATION LLC	16,833.35
SCHNEIDER CORPORATION/THE	69,164.40
SELCO	50,820.75
SEMVCET	8,858.37
THORSON GRAPHICS LLC	2,354.56
VIKING RIDGE RIDERS	7,900.20
WEX BANK	5,790.39
	<hr/>
	2,028,853.41
32 VENDORS PAID LESS THAN \$2000.00	14,345.60
	<hr/>
	2,043,199.01
PUBLIC HEALTH & HUMAN SERVICES	218,169.88
	<hr/>
	2,261,368.89

DISCUSSION ITEMS

Coordinator Parker shared with the board details on the upcoming 2026 AMC Legislative Conference.

The Commissioners discussed recent meetings including a Hiawatha Valley Mental Health, and Land Use Committee meeting with the City of Caldonia to work on communication.

Upcoming meetings and public hearings included a Joint Board of Health, and Planning Commission meetings, and public hearings regarding the use of rifles in Houston County for deer hunting that would be happening in February and March. In addition, the board would need to have another public hearing regarding the possibility of making the positions of Auditor / Treasurer and Recorder appointed prior to voting on the matter.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Johnson, seconded by Commissioner Wright, motion unanimously carried to adjourn the meeting at 9:28 a.m. The next meeting would be a regular meeting on January 27, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Greg Myhre, Chairperson

Attest: _____
Brent Parker, Coordinator

RESOLUTION NO. 26-06
AUTHORIZATION FOR ESTABLISHMENT OF THE
2026 HOUSTON COUNTY ABSENTEE BALLOT BOARD
JANUARY 27, 2026

WHEREAS, Houston County is required by Minnesota Statutes 203B.121, Subd. 1 to establish an Absentee Ballot Board, and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in Houston County; and

WHEREAS, the Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 and may include deputy county auditor-treasurers trained in the processing and counting of absentee ballots;

THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners hereby authorizes Houston County Auditor-Treasurer to establish a County Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 and may include deputy auditor-treasurers to perform the task.

*****CERTIFICATION*****

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Brent Parker, do hereby certify that the above is a true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated January 27, 2026.

Witness my hand and the seal of my office this 27th day of January, 2026.

Brent Parker, County Coordinator



HOUSTON COUNTY

BOARD OF COMMISSIONER MEETING AGENDA REQUEST FORM

Historic Courthouse
304 S Marshall Street
Caledonia, MN 55921

Board Meeting Date: January 27, 2026
Date Request Submitted: January 22, 2026
Submitted By (Name and Title): Brent Parker, Coordinator

Please fill in item(s) requested for agenda in correct category below. Add numbers as needed.

Appointment Request:

- 1) N/A

Consent Agenda Request:

- 1) Accept the resignation / retirement of Danny O’Heron, Recycling Center Lead, effective April 9th, 2026, with thanks for his 10 years of service to the residents of Houston County.

Action Item Request:

- 1) Approve a competitive search for a 1 FTE Appraiser. (Note: Depending upon qualifications/MN DOR certifications the successful candidate may be hired as an Appraiser Trainee B22, Certified MN Appraiser B23, Certified MN Appraiser-Income B24).
- 2) Approve a competitive search for a 1 FTE Recycling Center Lead (B23).

Background/additional information can be typed below and/or included with request:

Note: Please submit all agenda request forms and supporting documentation to the BOC email at BOC@HoCoMN.gov by noon the Thursday before each BOC meeting to be included on the agenda. If your department needs a resolution number, please ask for the number ahead of time via the BOC email. Resolutions should be emailed in word format so they can be easily copied and pasted into the meeting minutes. Departments are responsible for scheduling their own public hearings, but please email the BOC to verify a date and time is available prior to advertising the hearing to ensure we do not double book times. Questions regarding agenda requests and board meetings can be sent to the BOC email. Thank you!

**HOUSTON COUNTY
AGENDA REQUEST FORM**

**Date Submitted: 1/21/2026
For 1/27/2026 Meeting**

By: Assessor

CONSENT AGENDA REQUEST:

ACTION ITEM: Consider approving a 2026 property tax abatement of \$5,450 for Larry Ledebhr. The house was destroyed by fire on 11/8/2025

ACTION ITEM: Consider approving the 2026 unpaid green acre payback amounts to be added as a special assessment tax (parcel-specific)

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

Resolution No. 26-07

HOUSTON COUNTY ASSESSOR

**RESOLUTION AUTHORIZING THE ASSESSMENT OF PROPERTIES
FOR UNPAID SPECIAL CHARGES**

WHEREAS the following properties (“Properties”) in Houston County have unpaid special charges in the amounts below:

Unpaid Special Charges

Owner	Parcel #	Amount	Reason
Clint Meyer	11.0218.000	\$2,219.92	Green Acres Payback
Clint Meyer	11.0223.000	\$2,662.42	Green Acres Payback
Nicholas Booker & Dean & Angela Happel	12.0035.000	\$22.20	Green Acres Payback
Nicholas Booker & Dean & Angela Happel	12.0038.000	\$180.32	Green Acres Payback
Nicholas Booker & Dean & Angela Happel	12.0043.000	\$18.45	Green Acres Payback
Ralph & Kathleen Hammel and Robert R & Kandice Hammel	13.0314.000	\$492.54	Green Acres Payback
Ralph & Kathleen Hammel and Robert R & Kandice Hammel	13.0326.001	\$17.64	Green Acres Payback
Robert & Kandice Hammel and Ralph & Kathleen Hammel	13.0320.000	\$122.87	Green Acres Payback
Robert & Kandice Hammel and Ralph & Kathleen Hammel	13.0321.000	\$640.34	Green Acres Payback
Robert & Kandice Hammel and Ralph & Kathleen Hammel	13.0325.000	\$200.48	Green Acres Payback
Robert & Kandice Hammel and Ralph & Kathleen Hammel	15.0329.000	\$172.59	Green Acres Payback
Darci Gerard	15.0319.000	\$152.98	Green Acres Payback

WHEREAS, the owners of these Properties have been notified of the delinquencies and the County’s intent to collect these charges through assessment; and

WHEREAS, the delinquent bills remain unpaid, and the owners have not worked out other payment arrangements; and

NOW, THEREFORE, BE IT RESOLVED that pursuant to Minnesota Statutes Sections 273.111 subdivisions 9-16, the Houston County Board of Commissioners hereby approves assessing the Properties for delinquent charges in the amounts set forth above; and

BE IT FURTHER RESOLVED that the Houston County Board of Commissioners hereby approves and directs the Houston County Assessor to certify the above-mentioned charges to the Houston County Auditor for collection with property taxes payable in 2026.

ADOPTED by the Houston County Board of Commissioners this _____ day of _____, 2026.

Greg Myhre, Chairman, Houston County Board of Commissioners

Brent Parker, Houston County Coordinator

ATTEST:

Lucas Onstad, Houston County Assessor

Commissioner Warrants 2026/01/27

From Lynn Colsch <LColsch@HoCoMN.gov>

Date Thu 1/22/2026 12:03 PM

To HoCo BOC <BOC@HoCoMN.gov>

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

**REQUEST APPROVAL FOR
PAYMENTS**

**2026/01/27 COMMISSIONER
WARRANTS:**

VENDOR NAME	AMOUNT
ADVANCED CORRECTIONAL HEALTHCAR	7,726.02
BOARD OF WATER & SOIL RESOURCES	17,873.30
CALEDONIA OIL CO INC	3,340.00
GREAT LAKES SALT COMPANY	13,177.06
INTERSTATE BILLING SERVICES	8,813.59
MINNESOTA ENERGY RESOURCES	10,958.26
MNCCC	45,314.82
	<hr/> 107,203.05
36 VENDORS PAID LESS THAN \$2000.00	21,340.59
	<hr/> 128,543.64
PUBLIC HEALTH & HUMAN SERVICES	28,770.09
	<hr/> <hr/> 157,313.73

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

Auditor Warrants 2026/01/16

From Lynn Colsch <LColsch@HoCoMN.gov>

Date Thu 1/22/2026 12:36 PM

To HoCo BOC <BOC@HoCoMN.gov>

**REVIEW LICENSE CENTER
PAYMENTS**

**2026/01/16 AUDITOR
WARRANTS:**

VENDOR NAME	AMOUNT
DELTA DENTAL	7,687.38
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	26,605.00
MEDICA	254,631.40
MN LIFE INSURANCE COMPANY	2,681.41
	<u>291,605.19</u>
5 VENDORS PAID LESS THAN \$2000.00	3,814.79
	<u><u>295,419.98</u></u>

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

Auditor Warrants 2026/01/20

From Lynn Colsch <LColsch@HoCoMN.gov>

Date Thu 1/22/2026 12:36 PM

To HoCo BOC <BOC@HoCoMN.gov>

**REVIEW LICENSE CENTER
PAYMENTS**

2026/01/20 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
MN LIFE INSURANCE COMPANY	<u>2,677.32</u>
	<u><u>2,677.32</u></u>

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

Auditor Warrants 2026/01/21

From Lynn Colsch <LColsch@HoCoMN.gov>

Date Thu 1/22/2026 12:37 PM

To HoCo BOC <BOC@HoCoMN.gov>

**REVIEW LICENSE CENTER
PAYMENTS**

**2026/01/21 AUDITOR
WARRANTS:**

VENDOR NAME	AMOUNT
WELLS FARGO BANK	<u>1,212,625.00</u>
	<u>1,212,625.00</u>

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