PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 10, 2026 9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: County Coordinator Brent Parker, Interim Auditor/Treasurer Polly Heberlein, Finance Director Carol Lapham, Public Health Director Jordan Knoke

Board Workgroup Session

Prior to the scheduled agenda, Braden Fisher, a vehicle importer from Dubuque, Iowa, briefly presented information regarding Japanese mini trucks (kei trucks) and requested consideration of their permitted use on county roads. Commissioners asked about applicable state and county authority and vehicle safety. Fisher agreed to forward legal references and safety information to Coordinator Parker for distribution to the Board. Commissioners also discussed the workgroup practice that public comment is not scheduled and the importance of placing presentations on an agenda. No action was taken.

Strategic Planning - Coordinator Parker presented the combined strategic prioritization results from department heads and Commissioners. Thirteen department heads submitted numerical scores; four Commissioners submitted responses, three of which included numerical scores. Parker explained that the results were normalized and the two respondent groups weighted equally to avoid the larger department-head group disproportionately influencing the combined ranking. The highest combined priorities were Public Service and Trust, Workforce Sustainability, and Financial Planning, followed by Communication and Culture, Organizational Excellence, Community Resilience, Facilities and Capital, and Technology and Data. The top three represented approximately 46.4 percent of the combined allocation.

Board Operating Procedures - Coordinator Parker reviewed the draft Board Operating Rules and Guidelines and described additions addressing standing committees, including Land Use, Finance, Personnel, and Community Services; committee responsibilities; reporting to the full Board; and committee meeting records. Commissioners discussed the need for consistent committee appointments, documentation, and procedures, including review of committee assignments at the beginning of 2027. Parker stated his goal was to bring the procedures forward for adoption at the first Board meeting in 2027. He explained that the draft was adapted from examples provided through the Association of Minnesota Counties and intended to clarify local procedures and assist incoming Commissioners. Commissioners revisited the number and placement of public-comment opportunities during regular Board meetings. Discussion generally favored reducing two public-comment periods to one, but opinions differed as to whether it should occur at the beginning or end of the meeting. Members distinguished general public

comment from formal public hearings and discussed consistency in agenda preparation and participation at workgroup sessions. No final decision was reached on placement or adoption of the draft procedures. The Commissioners briefly discussed questions regarding commissioner residency requirements and applicable procedures. No action was taken.

General Discussion Items - Commissioners discussed the upcoming Association of Minnesota Counties meeting and possible attendance. Coordinator Parker offered to assist with registration and lodging arrangements.

Finance Director Lapham and Coordinator Parker reviewed updated 2027 budget materials and the preliminary levy, discussed as approximately 7.72 percent. The revised worksheet reflected a small projected surplus of approximately $729 after adjustments to two expenditure items, including software and jail inmate medical services. Discussion included the shift of jail nursing services to Public Health, related interfund costs, and projected juvenile detention revenue from Mower County. It was noted that anticipated per-diem revenue was an estimate rather than guaranteed contract revenue. Commissioners requested continued line-item review and discussed obtaining further detail from department heads regarding individual expenditures. Additional revisions may be made before final budget adoption.

Parker reported two upcoming openings on the Planning Commission and two on the Board of Adjustment. Applications were due December 11, 2026. Commissioners discussed reviewing and ranking applicants before appointments are brought to the Board.

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

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Greg Myhre, Chairperson

Attest: _____
Brent Parker, Coordinator