

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 5, 2026

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 Katia Gorsuch, Finance Director Carol Lapham, Coordinator Brent Parker, EDA Director & Coordinator Support Allison Wagner, Social Services Director Bethany Moen, Public Health Director Jordan Knoke, Environmental Services Director Amelia Meiners, Engineer Brian Pogodzinski, Ryan Schuldt, Steph Schuldt, and Justin Gartner

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Schuldt, seconded by Commissioner Wright, motion carried to approve the meeting minutes from April 28, 2026. All Commissioners voted yes except for Commissioner Zehnder who abstained due to being absent from the meeting.

Public Comment:

Justin Gartner said he had an action item on the agenda that day to build a telecommunications tower. He read part of the Telecommunications Act to the Commissioners. He said there was an emergency services aspect to the tower. Gartner said he owned land near Black Hammer and had property with a tree stand where he only got one bar of service. He said in the area where the proposed telecommunications tower would be going there were many tree stands with zero service. He said Verizon would be the initial carrier.

APPOINTMENTS

None.

CONSENT AGENDA

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

- 1) Accept resignation from Rebecca Larson (Eligibility Worker), effective May 15th, 2026, with 6 years of service.
- 2) Approve a competitive search for a 1 FTE Eligibility Worker.
- 3) Hire Brooklyn Wallin as a 1 FTE Adult Social Worker (C41 – Step 1) with a start date of June 8th, 2026.
- 4) Transfer Bryce Helke from Temporary Transport Officer to a 67-day employee Deputy effective immediately.
- 5) Hire Preston Kuennen as a 67 day employee to assist the Highway Department effective May 11th, 2026.
- 6) Review and approve payments. Payments are below.

REQUEST APPROVAL FOR PAYMENTS

2026/05/05 COMMISSIONER WARRANTS:

VENDOR NAME	AMOUNT
ARISTOTLE INSIGHT	7,674.45
BAYCOM INC	17,334.00
CALEDONIA OIL CO INC	5,460.00
COMPUTER FORENSIC SERVICES LLC	48,301.41
CUSTOM TRUCK ONE SOURCE LLC	2,803.16
DELTA DENTAL	8,320.32
FASTENAL COMPANY	2,356.09
GROUNDBREAKING CONNECTIONS LLC	7,083.33
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	28,475.00
JONES LAW FIRM	3,195.00
MEDICA	264,185.60
MN LIFE INSURANCE COMPANY	2,562.43
MNCCC	7,080.00
MN UI-PFML	36,129.98
OFFICE OF MNIT SERVICES	3,907.40
OLYMPIC BUILDERS GENERAL CONTRAC	215,650.00
STONEBROOKE ENGINEERING INC	5,201.43
TSG SERVER & STORAGE INC	44,950.00
VERIZON WIRELESS	2,946.23
WILDCAT CREEK MANAGEMENT LLC	5,343.80

WS TRUCKING & CONSTRUCTION LLC	9,160.00
	<hr/> 728,119.63
14 VENDORS PAID LESS THAN \$2000.00	7,485.06
	<hr/> 735,604.69
PUBLIC HEALTH & HUMAN SERVICES	42,746.92
	<hr/> <hr/> 778,351.61

ACTION ITEMS

File No. 1 –Motion was made by Commissioner Zehnder, seconded by Commissioner Johnson, motion unanimously carried to approve a Conditional Use Permit (CUP) for Ryan and Stephaine Schuldt for a single-family non-farm dwelling on less than 40 acres in an Agricultural Protection District in Spring Grove Township.

File No. 2 –Motion was made by Commissioner Wright, seconded by Commissioner Johnson, motion unanimously carried to approve a Conditional Use Permit (CUP) for Douglas and Julie Heintz Trust to build a manure storage structure with a capacity over 20,000 gallons in Sheldon Township.

File No. 3 – Motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion unanimously carried to approve a Conditional Use Permit (CUP) for The Towers, LLC to build a telecommunications tower in an Agriculture Protection District in Crooked Creek Township.

File No. 4 – The Commissioners discussed an Airport Lease Agreement with the City of Caledonia, MN. The Commissioners reviewed the matter once, but had wanted more information from the City of Caledonia. The plan was for the County to provide a car and maintenance, and the City to provide insurance for an airport courtesy car. The City would allow the car to be driven from the airport throughout Houston County and would include nearby communities. The only part of the agreement still in question was if the County or City would be the one to take calls from people using the airport and wishing to reserve or use the car. Motion was made by Commissioner Zehnder, seconded by Commissioner Schuldt, motion unanimously carried to table the matter until it was decided if the County or City would be able to take the calls. They needed to look into the matter for insurance purposes to see what entity would be the best fit. Engineer Pogodzinski would follow up with the City on the matter.

File No. 5 – Motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion unanimously carried to approve the Airport T-Hangar Lease template that would be used for future airport hanger leases. Engineer Pogodzinski said the new hangers were expected to be completed by August 2026. The current hangers were being built with 97% of the cost being covered by grants.

File No. 6 – Motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion unanimously carried to approve an updated Procurement Policy for Federal Grants.

File No. 7 – Motion was made by Commissioner Wright, seconded by Commissioner Schuldt, motion unanimously carried to approve Bridge Maintenance quotes. Quotes are below.

**HOUSTON COUNTY HIGHWAY DEPARTMENT
BRIDGE MAINTENANCE QUOTES
April 21, 2026 AT 10:00 A.M.**

CP 2026-07 ABSTRACT									
LINE NO.	ITEMS	DESCRIPTION	Engineer's Estimate				ICON		
			UNITS	UNIT PRICE	QTY	AMOUNT	UNIT PRICE	QTY	AMOUNT
Bridge 28505 - CSAH 4									
1		Sand blast, prime, & paint the end 5' of all the beams including the bearings	LF	\$ 210.00	40	\$ 8,400.00	\$ 250.00	40	\$ 10,000.00
2		TRAFFIC CONTROL	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 5,000.00	1	\$ 5,000.00
						Subtotal:			\$ 15,000.00
Bridge 28520 - CSAH 7									
1		Sand Blast, Prime & Paint the Pile Shells	Sq Ft	\$ 25.00	402	\$ 10,050.00	\$ 35.00	402	\$ 14,070.00
2		TRAFFIC CONTROL	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00	1	\$ 3,000.00
						Subtotal:			\$ 17,070.00
Bridge 28544 - CSAH 26									
1		Clean & Replace Hot Pour Joints	LF	\$ 55.00	190	\$ 10,450.00	\$ 60.00	190	\$ 11,400.00
3		Traffic Control	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00	1	\$ 3,000.00
						Subtotal:			\$ 14,400.00
Bridge 28511 - CSAH 26									
1		Sand blast, Prime, & Paint the Pile Shells	Sq Ft	\$ 25.00	461	\$ 11,525.00	\$ 35.00	461	\$ 16,135.00
2		TRAFFIC CONTROL	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00	1	\$ 3,000.00
						Subtotal:			\$ 19,135.00
						HOUSTON COUNTY TOTAL:			\$ 65,605.00

File No. 8 – Motion was made by Commissioner Zehnder, seconded by Commissioner Johnson, motion unanimously carried to approve the Joint Policy Agreement for Warrior Ave Extension project (City of Caledonia lead project).

File No. 9 – Motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion carried three to two to adopt Ordinance 18 an Ordinance of the County of Houston to Regulate Firearms used in Deer Hunting. Commissioners Wright, Zehnder, and Myhre voted yes. Commissioners Johnson and Schuldt voted no. Rifles would not be allowed for deer hunting in Houston County under the ordinance. The County would be responsible for enforcement, and this would also give the DNR the green light to use State Statute. The ordinance is below.

COUNTY OF HOUSTON

STATE OF MINNESOTA
ORDINANCE No: 18

**AN ORDINANCE OF THE COUNTY OF HOUSTON TO REGULATE FIREARMS
USED IN DEER HUNTING**

THE HOUSTON COUNTY BOARD OF COMMISSIONERS HEREBY ORDAINS AS
FOLLOWS:

Section 1. Authority

Houston County has the authority to limit the type(s) of firearms that may be used to hunt deer within the County pursuant to Minn. Stat. §97B.031, subd. 7.

Section 2. Firearms Limited

Only the following types of firearms may be used to take deer within Houston County: legal shotguns loaded with single-slug shotguns shells; legal muzzle-loading long guns; or legal handguns.

Section 3. Unlawful Firearms

It shall be unlawful to use a firearm other than those described in Section 2 to take deer in Houston County.

Section 4. Penalties

A violation of this ordinance shall be a misdemeanor offense, punishable by up to ninety (90) days in jail, a fine of up to \$1,000.00, or both.

Section 5. Enforcement

The Houston County Sheriff has the authority to enforce the provisions of this ordinance within Houston County.

Section 6. Effective Date

This ordinance shall be effective upon adoption and shall remain in effect until modified or repealed as provided in Minn. Stat. §97B.031, subd. 7.

DISCUSSION ITEMS

Coordinator Parker said Houston County’s new website had a tentative launch date of May 15th, 2026. It was the general consensus of the Commissioners that they liked the new County logo that would be used on the website.

The Commissioners discussed recent and upcoming meetings including a Airport, Extension, open house regarding the proposed Maribell transmission line, and Tessmer Farm Safety Day.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Zehnder, seconded by Commissioner Johnson, motion unanimously carried to adjourn the meeting at 9:53 a.m. The next meeting would be a workgroup session on May 12, 2026 (the workgroup session was cancelled).

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Greg Myhre, Chairperson

Attest: _____
Brent Parker, Coordinator

REQUEST APPROVAL FOR PAYMENTS**2026/05/19 COMMISSIONER WARRANTS:**

VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,481.05
ACEN TEK	2,804.48
BOLTON & MENK INC	2,250.00
CALEDONIA SNO GOPHERS CLUB	11,345.40
CALEDONIA/CITY OF	14,980.54
EHLERS	2,000.00
ENTERPRISE FM	11,602.23
ENTERPRISE FM TRUST CAR SALES	8,577.35
ESRI	8,366.00
FAHRNER ASPHALT SEALERS LLC	124,353.42
HOKAH CO-OP OIL ASSN	7,707.40
HOUSTON COUNTY TREASURER	22,233.13
HOUSTON-MONEY CREEK SNOWRIDERS	5,313.00
KWIK TRIP	6,086.70
LA CRESCENT ROCK PRODUCTS INC	2,494.08
LA CRESCENT TRAIL	4,138.20
LIBERTY TIRE RECYCLING LLC	3,893.15
MIENERGY COOPERATIVE	2,374.42
MILESTONE MATERIALS	2,588.97
MINNESOTA ENERGY RESOURCES	4,624.07
MINNOWA CONSTRUCTION INC	24,609.38
MN STATE TREASURER	6,129.00
MNCCC	11,933.00
MORRIS ELECTRONICS INC	15,497.76
REVIZE LLC	7,580.00
RICHARD'S SANITATION LLC	26,782.69
SANCO EQUIPMENT LLC	50,815.00
SCHNEIDER CORPORATION/THE	3,256.80
TOWMASTER LLC	421,356.00
VIKING RIDGE RIDERS	4,389.00
WEX BANK	2,282.20
WEX BANK	2,431.20
	<hr/>
	827,275.62
59 VENDORS PAID LESS THAN \$2000.00	23,358.43
	<hr/>
	850,634.05
PUBLIC HEALTH & HUMAN SERVICES	301,615.44
	<hr/>
	<u>1,152,249.49</u>



HOUSTON COUNTY

BOARD OF COMMISSIONER MEETING

AGENDA REQUEST FORM

Historic Courthouse
304 S Marshall Street
Caledonia, MN 55921

Board Meeting Date: May, 19, 2026
Date Request Submitted: May 13, 2026
Submitted By (Name and Title): Brian Pogodzinski, County Engineer

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

Appointment Request:

Consent Agenda Request:

1)

Action Item Request:

Highway

1. Consider Courtesy Car Agreement approval
2. Consider approval of Boulevard Tree Policy & Permit. A permit fee will need to be determined.
3. Consider contract price adjustment for liquid chloride
 - a. State contracts include a fuel escalation clause for when rack fuel prices increase more than 15%
 - b. Base Fuel Index (BFI) was 339.96 on bid date. Average MN index price the week of May 4th was 421.51, an increase of 24% over the last 6 weeks
 - c. Liquid calcium chloride supplier charging \$0.08 per gallon fuel surcharge on all future deliveries
 - d. Contractor is requesting County to consider a contract price adjustment due to supply surcharge costs out of their control.

Building Maintenance

1. Consider approval of attached quote from Winona Controls to replace 2 boilers at the Woodland Building.
 - a. The current boilers are at least 30 years old and are in poor condition
 - b. 2026 budget included \$20,000 for replacement of these boilers

Discussion Item:

1)

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!

AIRPORT LEASE AGREEMENT

PURPOSE. The Houston County Airport Commission desires to provide a courtesy motor vehicle available to pilots who use the Houston County Airport.

PARTIES. The parties to this lease agreement are the City of Caledonia (hereinafter, “City”) and the County of Houston (hereinafter, the “County”), both political subdivisions organized and existing under the Constitution and the laws of the State of Minnesota.

NOW THEREFORE, in consideration of the mutual promises and agreement contained herein, the City and County do agree as follows:

I. TERM OF AGREEMENT

This agreement shall be effective on December 9, 2025, or upon the date the final required signature is obtained by both parties, whichever **occurs later**, and shall remain in effect through December 31, 2030, unless cancelled pursuant to the provisions set forth in clause IV herein.

II. CITY DUTIES & RESPONSIBILITIES

- A. The City shall lease a motor vehicle from the County for \$1.00.
- B. Payment is due at the signing of this agreement.
- C. The City shall be responsible for providing insurance for the motor vehicle through the Minnesota City Insurance Trust (MCIT).
- D. The City shall provide the County with proof of insurance.
- E. The City shall be responsible for implementing any policies and use of the courtesy motor vehicle agreement to pilots.

III. COUNTY DUTIES & RESPONSIBILITIES

- A. The County has identified the motor vehicle as a 2015 GMC Yukon.
- B. The County shall be responsible to maintenance to the motor vehicle.
- C. If the motor vehicle needs to be replaced during the term of this lease, the County shall provide an alternative motor vehicle and a modification of this agreement shall occur to identify the alternative motor vehicle.

IV. CANCELLATION AND TERMINATION

This contract may be canceled by either the City or County at any time, with or without cause, upon thirty (30) days written notice to the other party.

V. AUTHORIZED REPRESENTATIVES

All official notifications, including but not limited to, cancellation of this agreement must be sent to the other party's authorized representative.

A. City's authorized representative for the purpose of administration of this agreement is:

Name: Jake Dickson
 Address: 231 East Main Street, Caledonia, MN 55921
 Telephone: 507-725-3450
 E-Mail: Jdickson@caledoniamn.gov

B. County's authorized representative for the purpose of administration of this contract is:

Name: Brian Pogodzinski
 Address: 1124 E. Washington
 St, Caledonia MN
 55921
 Telephone: 507-725-3925
 E-Mail: BPogodzinski@hocomn.gov

VI. ASSIGNMENT

No party shall assign or transfer any rights or obligations under this agreement without the prior written consent of the other party.

VII. GOVERNMENT DATA PRACTICES

The parties agree to comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the parties in accordance with this contract. The civil remedies of Minnesota Statute §13.08 apply to the release of the data referred to in this clause by either the City or the County.

VIII. BUSINESS RECORDS.

Each party shall keep such business records pursuant to this Agreement. Each party shall maintain such records for at least 6 years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period. All accounting records shall be kept in accordance with generally accepted accounting practices. Each county shall have the right to audit and review all such documents and records at any time during the other party's regular business hours or upon reasonable notice. These records are subject to examination, duplication, transcription and audit by either party and either the Legislative or State Auditor of the State of Minnesota pursuant to Minnesota Statute § 16C.05, subd 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract.

IX. FORCE MAJEURE

Neither party shall be held responsible for delay or failure to perform caused by fire, flood, epidemic, strikes, riot, acts of nature, unusually severe weather, terrorism, war, acts of public authorities other than the parties or delays or defaults caused by public carriers which was beyond a party's reasonable control, provided the defaulting party gives notice as soon as possible to the other party of the inability to perform.

X. WAIVER

The failure of either party to enforce any provisions of this contract shall not constitute a waiver by that party of that or any other provision.

XI. INTEPRETATION, JURISDICTION, AND VENUE

All contractual agreements shall be subject to, governed by, and construed and interpreted solely according to the laws of the State of Minnesota. Each party hereby consents and submits to the jurisdiction of the appropriate courts of the State of Minnesota or of the United States having jurisdiction in Minnesota for adjudication of any suit or cause of action arising under or in connection with the contract documents, or the performance of such contract, and agrees that any such suit or cause of action may be brought in any such court.

XII. SEVERABILITY

The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.

XIII. MERGER CLAUSE

This agreement constitutes the final expression of the parties' agreement, and the complete and exclusive statement of the terms agreed upon. This agreement supersedes all prior negotiations, understanding, agreements, and representations. There are no oral or written understandings, agreements or representations not specified herein. Furthermore, no waiver, consent, modification, or change of terms of this agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change shall be effective only in the specific instance and for the specific purpose given.

XIV. MUTUAL INDEMNIFICATION

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expense, claims or action, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising

HOUSTON COUNTY BOULEVARD TREE, AND SHRUB POLICY

PURPOSE

Houston County (herein called the “County”) believes that it is in the best interest of the general public for the County to regulate boulevard landscaping and treatments as well as the planting, pruning, and removal of trees located upon County boulevards, rights-of-way, and easements. The County encourages the proper planting and care of trees within the County. The County Engineer, or designee, shall hold the authority to regulate the rules of this policy.

DEFINITIONS

Right-of-way – City, County, or State owned or controlled property designated to be used for streets, sidewalks, alleys, and boulevards.

Boulevard – The portion of a right-of-way that is located between the concrete curb and property line of adjacent private property, including the sidewalk or area reserved for sidewalk.

Easement – A grant by a property owner for the use of a strip of land for the purpose of constructing and maintaining any public roadways, utilities, storm drainage ways, or ponding areas.

BOULEVARDS

GENERAL STANDARDS

Boulevard sections of public rights-of-way throughout the County can be planted with grass, or a combination of grass and deciduous trees. Any trees planted within or near boulevards should be of a species acceptable to the County and planted and pruned in such a manner to ensure that foliage does not obstruct pedestrians, bicyclists, motor vehicles, or regulatory signage. It is the responsibility of the permittee and/or adjoining property owners to properly maintain boulevard grass and trees, to keep the area free of weeds and debris, and to remove any substance or material that may be hazardous to the users of the rights-of-way. Permanent fencing, loose rocks of any size or shape, hard surfaces (except for approved sidewalks), planters, and exposed sand or gravel are not allowed within boulevard areas.

TREE PLANTING, PRUNING, AND REMOVAL

Reasonable regulation is necessary to maintain a healthy urban forest while minimizing the negative impact that trees may have upon any public infrastructure, maintenance operations, traffic, and pedestrians on sidewalks.

PERMIT REQUIREMENTS

County permit applications are available at the office of the Houston County Engineer.

COUNTY PERMIT REQUIRED TO PLANT

It is unlawful for any person to plant a tree on county property, including rights-of-way, boulevards, and easements, without first obtaining a permit from the County. Municipalities may apply for permits to plant trees on county property, including rights-of-way, boulevards, and easements, subject to the provisions within this policy. The permit applicant bears the sole responsibility for the cost, planting, and maintenance

of the trees planted pursuant to the permit process outlined in this policy.

COUNTY PERMIT REQUIRED TO PRUNE

It is unlawful for any person to perform extreme pruning or severe crown reduction on any tree above the height of eighteen (18) feet, measured from the base of the tree, which is on county property, including rights-of-way, boulevards, and easements, without first obtaining from the County a permit to do so.

At the time of the tree pruning permit request, the extent of the pruning shall be described on the application form by the applicant and adhered to if the permit is granted.

COUNTY PERMIT REQUIRED TO REMOVE

It is unlawful for any person to remove any tree which is on county property, including rights-of-way, boulevards, and easements, without first obtaining from the County a permit to do so.

TREE PLANTING

Always call Gopher State One-Call before you dig (1-800-252-1166).

VARIETIES OF TREES

All trees planted must be at least one (1) inch in diameter at one (1) foot above the ground. Trees must be cultivated nursery stock with straight trunks not less than seven (7) feet high.

Only those trees approved by the County may be planted on County's rights-of-way, boulevards, and easements. The County's general practice is to limit boulevard trees species to those recommended for boulevard use by University of Minnesota Extension Urban Forestry, Minnesota Department of Natural Resources, and Minnesota Department of Transportation.

SUITABLE PLANTING CONDITIONS

Generally, trees planted on boulevards shall adhere to the specifications described within this section. This information refers to the space from the tree to the back of concrete curb and to the sidewalk, or area reserved for sidewalk if none exists.

No tree shall be planted closer than:

- Thirty-five (35) feet from an intersection
- Thirty (30) feet from a light standard
- Fifteen (15) feet from a power pole
- Fifteen (15) feet from a fire hydrant
- Fifteen (15) feet from cross walks
- Ten (10) feet from driveways
- Ten (10) feet from private sewer or water services
- Ten (10) feet from street signs
- Five (5) feet from underground utilities and utility pedestals.
- A minimum distance of three (3) feet from the back side of the curb or edge of sidewalk, increase distance by one (1) foot for every twelve (12) inches of mature trunk diameter. Example: A Red Oak mature trunk can have a diameter of thirty-six (36) inches; therefore, a Red Oak should be planted six (6) feet or more from the back of the curb and edge of sidewalk.

No tree shall be planted where it may affect traffic signs, obstruct views at intersections or driveways, or interfere with overhead power lines, street lighting, or any other County infrastructure.

SPACING GUIDELINES

Minimum tree spacing shall be no less than thirty (30) feet from adjacent trees, or the mature tree crown spread, whichever is greater. No tree shall be planted where the soil is too poor to ensure the healthy growth of the tree unless the applicant agrees to excavate a suitable hole and replaces the material removed with suitable soils as approved by the County Engineer, or designee.

ILLEGALLY PLANTED TREES

Trees planted without a permit or not in accordance with the permit or this policy shall be reviewed by the County Engineer, or designee, and a determination will be made on what action will be taken, which may include removal of the tree by the County with associated costs assessed to the responsible party.

MAINTENANCE

PUBLIC INFRASTRUCTURE DAMAGE

It is the responsibility of the Municipality to repair any damage caused by the tree to public infrastructure at the Municipality's expense.

TREE PRUNING

PRUNING DEFINITIONS

- **Branch Bark Ridge** – A ridge of bark along the upper surface of the base of a branch.
- **Branch Collar** – The swelling of branch tissue at the underside of the base of the branch.
- **Crown** – The upper portion of a tree, from the lowest branch to the top of the tree.
- **Drop Crotch Cut** – (best practice) A cut beginning just above the branch bark ridge, extending through the main stem parallel to the branch bark ridge.
- **Extreme Pruning** – Pruning in excess of those listed within the first paragraph within the PRUNING PRACTICES section.
- **Flush Cuts** – (improper procedure) Cuts made inside the branch bark ridge or branch collar.
- **Node** – The point where one branch or twig attaches to another.
- **Pollarding** – (improper procedure) The annual removal of all new growth.
- **Stub Cuts** - (improper procedure) Cuts made too far outside the bark branch ridge or branch collar, leaving branch tissue attached to stem.
- **Severe Crown Reduction** – Crown Reduction in excess of those listed within the first paragraph within the PRUNING PRACTICES section.
- **Tipping** – (improper procedure) The cutting of lateral branches between the nodes, leaving stubs.
- **Topiary** – (improper procedure) Pruning into geometric or animal shapes.
- **Topping** – (improper procedure) The cutting of large upright limbs between the nodes, leaving stubs.

REASONS TO PRUNE TREES

- To remove dead or damaged limbs that may fall and cause damage or injury.
- To remove low limbs or branches that interfere with pedestrian or vehicular traffic by pruning to a clear height of:
 - Thirteen feet, six inches (13'-6") over all public roadways, alleys, and easements
 - Eight (8) feet over sidewalks.
- To remove limbs or branches blocking the view of traffic signs and signals or those reducing street

light efficiency.

- To improve tree health by removing diseased or insect infested limbs, increasing airflow, removing crossed or rubbing branches, correcting growth defects and developing a strong structure.
- To reduce overhead utility line conflicts.
- To improve the aesthetic appearance of the tree.
- To enhance the general health and well-being of the urban forest.

Exceptions considered on an individual basis.

PRUNING PRACTICES

Pruning cuts shall be made just outside the branch bark ridge and branch collar. No more than one-quarter (1/4) of the tree's live crown shall be removed in a single growing season. Two-thirds (2/3) of the tree's height shall be maintained in a live crown.

Flush cuts, pollarding, stub cuts, tipping, topiary, and topping are not permitted on any trees covered by this policy.

It may be necessary to use extreme pruning measures to rid a tree of disease or keep it from interfering with public infrastructure or traffic sight lines. Each case shall be reviewed individually, and a decision rendered by the County Engineer, or designee. Where feasible, drop crotch cuts shall be made on trees requiring severe crown reduction.

TREE PRUNING

The County may systematically prune or remove trees and other vegetation upon or overhanging all public rights-of-way throughout the County.

The County is not required to obtain a permit to prune or remove trees or other vegetation upon the County right-of-way and may remove or prune the entire tree, including the crown, if it is deemed necessary.

Public utility company personnel may prune trees that interfere with their utilities. Normally, public utility personnel contact property owners regarding any needed pruning or removal and any possible alternatives that may be practical to correct a clearance issue.

TREE REMOVAL

REASONS FOR TREE REMOVAL

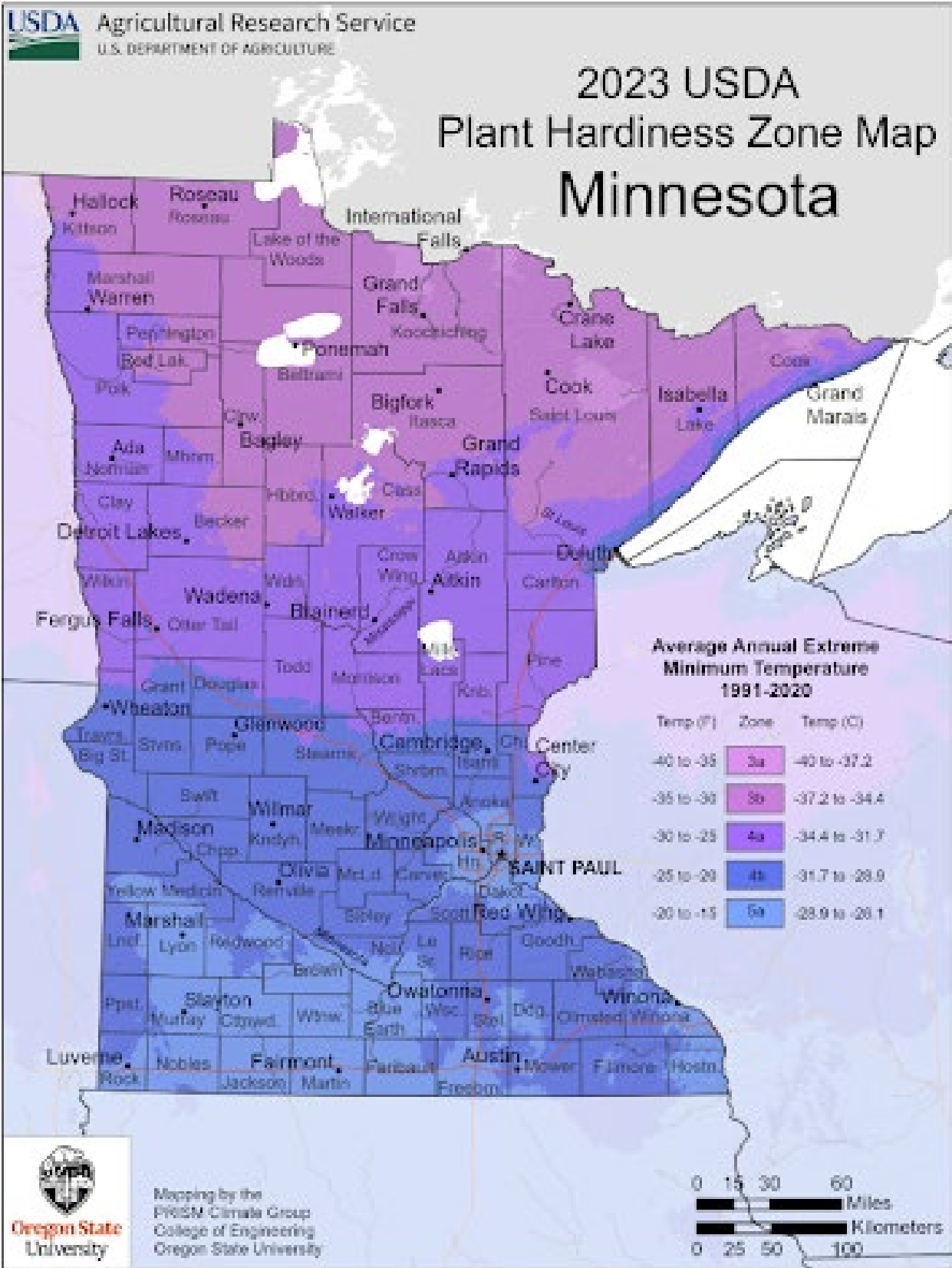
- Disease.
- Dead or declining.
- Structurally hazardous.
- Undesirable species.
- Insufficient growing space.
- Public infrastructure damage.
- Interference with sight lines.
- Planted without a permit.
- Threat to the health and wellbeing of the public or the urban forest.

Exceptions considered on an individual basis.

RESPONSIBILITY TO REMOVE BOULEVARD TREES

The municipality which was granted the permit to plant a tree that exhibits a condition listed in the “Reasons for Tree Removal” section above is responsible for arranging removal of the tree. An exception to this policy may occur during a declared County emergency pertaining to tree damage.

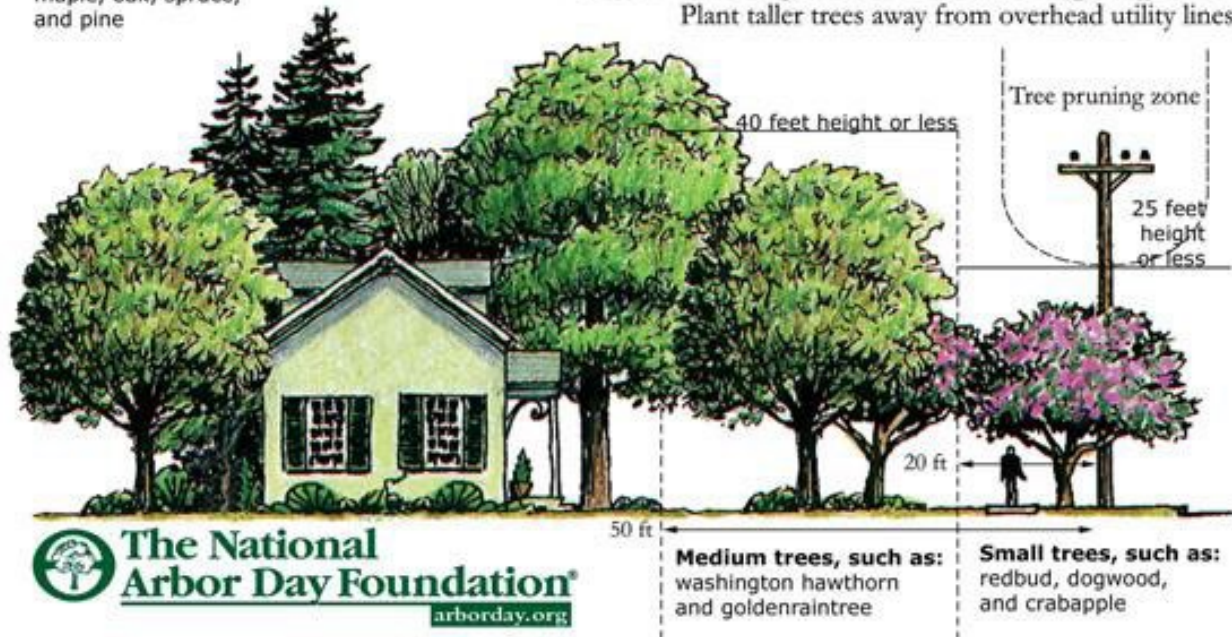
Adopted XXX XX, 2026



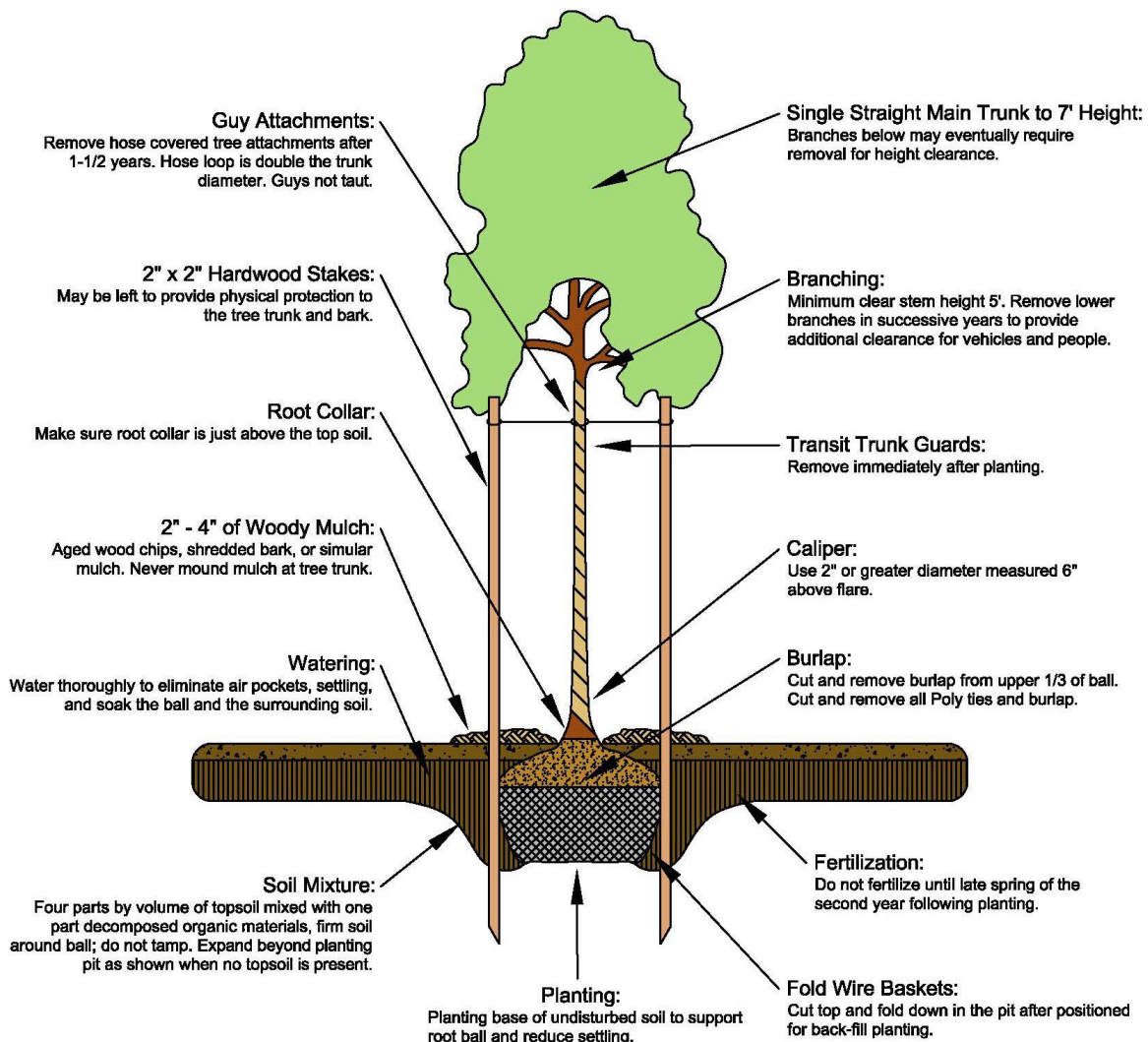
19 **all trees, such as:**
maple, oak, spruce,
and pine

Plant the right tree in the right place

Plant taller trees away from overhead utility lines



Street Tree Planting Detail Recommended Techniques and Procedures



Houston County Boulevard Tree Work Permit Application

1124 East Washington Street
Caledonia, MN 55921
Telephone: 507-725-3925 Fax: 507-725-5417

Municipal Applicant: _____
Property Address/Location: _____
Contact Person and Phone Number: _____
Contactor, if not Applicant: _____

Nature of Work (mark all that apply): New Planting Tree Removal Pruning
Existing objects within fifty (50) feet of location (mark all that apply):
 Overhead utility Street light Sidewalk Underground utility
 Road sign Intersection

Complete this Section for New Plantings

Tree Species: _____
Number, Diameter, and Height: _____
Is the Proposed Location Staked? Yes No

Complete for New Plantings and Tree Removals

Are underground utility locates marked? Yes No
Gopher State One Call Confirmation Number: _____

Describe Proposed Tree Work: _____

Applicant Signature _____ Date _____

Houston County Boulevard Tree Work Permit

Permit is granted under the terms and conditions on this form and the Houston County Tree and Shrub Policy.

Applicant: _____ Address/Location: _____
Number of Trees: _____ Species of Trees: _____
Comments: _____

Permit is denied.

Reason: _____

County Engineer, or designee: _____ Date: _____

THIS PERMIT EXPIRES THREE (3) MONTHS FROM THE DATE OF ISSUANCE.

Terms and Conditions

The applicant must submit with this application a site plan showing buildings, streets, sidewalks, surrounding trees, utility lines, and other details relevant to the proposed tree work.

The applicant agrees to be subject to the Houston County Tree and Shrub Policy.

Permits for planting, removal, and work are subject to review by the Houston County Engineer as outlined in the Houston County Tree and Shrub Policy.

The applicant shall be responsible for the expenses related to planting and maintenance of the trees and adjacent infrastructure in compliance with the Houston County Boulevard Tree Policy. The expenses include, but are not limited to, planting, pruning, stump removal, clean-up, debris removal, and maintenance costs.

No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the road during any construction activities.

The applicant and their contractor shall be responsible for traffic control related to tree work covered by Houston County Tree and Shrub Policy.

The applicant shall notify the County Engineer that such work has been completed and ready for final inspection by the County Highway Engineer within five (5) business days of when the work is completed. Any trees that are improperly planted or that fail to meet the stock, species, or spacing requirements established in this permit must be corrected.

Underground utilities must be located by the applicant prior to planting by contacting Gopher State One Call at (651) 454-0002 or (800) 252-1166 before a permit application will be reviewed.

The applicant agrees to hold the County of Houston harmless and free of liability and to indemnify and reimburse Houston County for all costs incurred by it in connection with claims filed against the County of Houston arising out of the tree work covered by the Houston County Tree and Shrub Policy even though said claims may arise primarily because of acts of third parties or the County of Houston.

ABSTRACT OF BIDS
HOUSTON COUNTY, MINNESOTA
CALCIUM CHLORIDE QUOTE
 March 18, 2026 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	1.538	1.600	1.730	1.716
2	Delivered & Applied to various county roads		Gallons	1.680	1.760	1.930	1.820
	Minimum Transport load		Gallons	4,100.00	4,000.00	4,000.00	4,200.00

Cashier's Check

Bond

Bond

Bond



108 Bissen Street • Caledonia, MN 55921 • 800-808-7360 • Fax: 507-724-5320 • www.winonacontrols.com

May 6, 2026

Greg Olson
Houston County Courthouse
304 South Marshall St.
Caledonia, MN 55921

Re: Woodland Boiler Replacement.

Greg,

Provide and install 2 new high efficiency, Lochinvar Knight boilers. The new boilers will be 85,000 BTU's each, the existing 80% efficiency boilers are 95,000 BTU each. Included is new primary secondary piping, boiler pumps, house pump, venting, gas piping, low voltage wiring, line voltage wiring, acid neutralizer kits & condensate piping, low water cut outs, magnetic dirt filters, boiler inhibitors, water testing, and start-up.

Total Cost: \$23,900.00

Twenty-Three Thousand Nine Hundred and no/100 Dollars.

Price Includes: Freight, and 1-year parts and labor warranty.

Please feel free to call with any questions.

Thank you,

This quote is valid for 30-days from above date.

Proposed by: Troy Winjum
Print Name: Troy Winjum
Title: Project / Service Manager
Winona Controls, Inc.

Accepted by: _____
Print Name: _____
Title: _____
P.O. # _____



Memo from Regional Director

To: Houston County Board of Commissioners

Date: May 4, 2026

Re: Extension Committee Appointment

The Houston County Extension Committee would like to ask the Board to appoint Sarah Wiste Schmidt to complete an open partial term on the committee. The term would be from the date of appointment through 12/31/2026.

Thank you for your consideration.

Respectfully Submitted by
Lisa Dierks, UMN Extension Regional Director
Dierksl@umn.edu 507-254-7178



Houston County Extension Deposit Detail

March 1 - 14, 2025

Type	Num	Date	Name	Account	Amount
Deposit	5491	5/8/2026	Lions Club of La Crescent		\$ 100.00
	49279		Spring Grove Communications		\$ 250.00
	18901		Dev-Lin Holsteins		\$ 100.00
	54844		M&M Lawn & Leisure		\$ 250.00
	88328		Caledonia Implement Company		\$ 200.00

Houston County Receipt Remittance

Department: Extension

3/5/2026

Account #: 01-603-508-5751

TOTAL \$ 900.00



**BOARD OF COMMISSIONER MEETING
AGENDA REQUEST FORM**

Historic Courthouse
304 S Marshall Street
Caledonia, MN 55921

Board Meeting Date: May 19, 2026

Date Request Submitted: May 14, 2026

Submitted By (Name and Title): Allison Wagner, EDA Director & Coordinator Support

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

Appointment Request:

- 1) Consider accepting the resignation of Jason Kraft from the Root River Trail Extension – Citizens Exploratory Committee and appointing Honor DiDonato to serve on the Committee on behalf of Houston County.

Consent Agenda Request:

Action Item Request:

Discussion Item:

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

The Houston County Economic Development Authority board discussed this on May 6, 2026 and it was the general consensus of the board to make the above recommendation to the County board.

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

BOARD OF COMMISSIONER MEETING

AGENDA REQUEST FORM

Historic Courthouse
304 S Marshall Street
Caledonia, MN 55921

Board Meeting Date: May 19, 2026
Date Request Submitted: May 7, 2026
Submitted By (Name and Title): Polly Heberlein, Auditor-Treasurer

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

Appointment Request:

Consent Agenda Request:

1)

Action Item Request:

Requesting approval of the Houston County Snowmobile Club Resolutions authorizing County Sponsorship for the financial and technical assistance from the DNR in accordance with laws, rules and regulations governing said assistance for the 2026-2027 snowmobile season.

- 1) Resolution No. 26-12 La Crescent Snowmobile Club
- 2) Resolution No. 26-13 Caledonia Sno-Gophers Snowmobile Club
- 3) Resolution No. 26-14 Houston Money Creek Snowriders Snowmobile Club
- 4) Resolution No. 26-15 Viking Ridge Riders Snowmobile Club

Discussion Item:

1)

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

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RESOLUTION NO. 26-12

LA CRESCENT SNOWMOBILE CLUB GRANT RESOLUTION

May 19, 2026

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 2026-2027 snowmobile season.

*****CERTIFICATION*****

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Brent Parker, Houston County Coordinator, 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 May 19, 2026.

WITNESS my hand and the seal of my office this 19th day of May, 2026.

Brent Parker, Houston County Coordinator

RESOLUTION NO. 26-13

CALEDONIA SNO-GOPHERS SNOWMOBILE CLUB GRANT RESOLUION

May 19, 2026

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 2026-2027 snowmobile season.

*****CERTIFICATION*****

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Brent Parker, Houston County Coordinator, do hereby certify that the above is a true and correct copy of a resolution adopted by the Houston County Board of Commissioners at a session dated May 19, 2026.

WITNESS my hand and the seal of my office this 19th day of May, 2026.

Brent Parker, Houston County Coordinator

RESOLUTION NO. 26-14

HOUSTON-MONEY CREEK SNOWMOBILE CLUB GRANT RESOLUTION

May 19, 2026

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 2026-2027 snowmobile season.

*****CERTIFICATION*****

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Brent Parker, Houston County Coordinator, do hereby certify that the above is a true and correct copy of a resolution adopted by the Houston County Board of Commissioners at a session dated May 19, 2026

WITNESS my hand and the seal of my office this 19th day of May, 2026.

Brent Parker, Houston County Coordinator

RESOLUTION NO. 26-15

VIKING RIDGE RIDERS SNOWMOBILE CLUB GRANT RESOLUTION

May 19, 2026

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 2026-2027 snowmobile season.

*****CERTIFICATION*****

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Brent Parker, Houston County Coordinator, do hereby certify that the above is a true and correct copy of a resolution adopted by the Houston County Board of Commissioners at a session dated May 19, 2026.

WITNESS my hand and the seal of my office this 19th day of May, 2026.

Brent Parker, Houston County Coordinator



HOUSTON COUNTY

BOARD OF COMMISSIONER MEETING

AGENDA REQUEST FORM

Historic Courthouse
304 S Marshall Street
Caledonia, MN 55921

Board Meeting Date: May 19, 2026
Date Request Submitted: May 13, 2026
Submitted By (Name and Title): Polly Heberlein, Auditor/Treasurer

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

Appointment Request:

Consent Agenda Request:

1)

Action Item Request:

Discussion Item:

- 1) Peddler Ordinance (#13) to be updated in near future.
Changes include:
 - a. Fee structure
 - b. New requirement for Peddler/Transient Merchant to give bond to the county.
 - c. The license period has changed from a 30-day license to a 1-year license.

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

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