

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 21, 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 Kaita Gorsuch, Coordinator Brent Parker, EDA Director & Coordinator Support Allison Wagner, Finance Director Carol Lapham, Engineer Brian Pogodzinski, Interim Attorney Suzanne Bublitz, Social Services Director Bethany Moen, Financial Assistance Director Karen Kohlmeyer, HVMHC Crisis Response Practitioner Whitney Vance, and HVMHC Clinical Supervisor Crisis Team Dina Robinson

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Chairperson Myhre asked that items three and four from the consent agenda be moved to action items for discussion. 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 Johnson, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from July 7, 2026.

Motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion carried to approve the workgroup session minutes from July 14, 2026. All Commissioners voted yes, except for Commissioner Johnson who abstained due to being absent from the workgroup session.

Public Comment:

None.

APPOINTMENTS

Hiawatha Valley Mental Health Center (HVMHC) Crisis Response Practitioner Whitney Vance and Clinical Supervisor Crisis Team Dina Robinson presented to the board on HVMHC Crisis Response. Houston County had a crisis mobile team that provided 24/7 support for

individuals experiencing a mental health crisis. 988 was the crisis line. When people called in they were sent to a hub to get screened questions that determined if a person would be sent to their location. When someone responded there was a crisis assessment and referrals were made based on that. Robinson said sometimes the team co-responded with the police. She said help didn't stop at calling into the crisis line. She said if there was a higher need they provided stabilization services and that they followed up on every call. Robinson said many clients didn't know what services Houston County offered when they called in. They also offered support for students such as during times of grieving. Vance and Robinson were working to get the word out about the crisis response team and line. This included presentations to school, counties, and community groups. They said they were working to reach different groups such as farmers. The Commissioners thanked Vance and Robinson for their service.

At 9:53 a.m. Commissioner Johnson moved, Commissioner Zehnder seconded, motion unanimously carried to go into closed session under Minn. Stat. §13D.05, subd. 2(b), to address and preliminary consideration of allegations against an individual subject to the BOC's authority. The Commissioners and Interim Attorney Bublitz attended the closed session.

At 11:03 a.m. Commissioner Johnson moved, Commissioner Zehnder seconded, motion unanimously carried to return to regular session. In summary, Commissioner Wright read a statement on behalf of the Board of Commissioners: "Following careful review of the documentation and materials presented through an extensive investigation Board of Commissioners found no evidence to support allegations against Coordinator Parker. We as a board support Coordinator Parker in his role." No action was taken.

CONSENT AGENDA

Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to approve the consent agenda. Commissioner Schuldt thanked Tammy Mauss for her over 31 years of service to Houston County. The Commissioner agreed. Approved items are below.

- 1) Accept resignation for retirement from Tammy Mauss Effective August 3rd, 2026, with thanks for her 31 and 1/2 years of service.
- 2) Approve a competitive search for 1 FTE Eligibility Worker (B24).
- 3) This item was moved to action items.
- 4) This item was moved to action items.
- 5) Review and approve payments. Payments are below.

REQUEST APPROVAL FOR PAYMENT

2026/07/21 COMMISSIONER WARRANTS:

VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,321.38

ACENTEK	4,445.92
ADVANCED CORRECTIONAL HEALTHCAR	7,078.33
CALEDONIA OIL CO INC	11,774.25
CALEDONIA/CITY OF	17,986.84
ELECTION SYSTEMS & SOFTWARE INC	3,931.40
ENTERPRISE FM	10,414.39
GIRARD'S BUSINESS SOLUTIONS INC	2,229.00
HOUSTON COUNTY TREASURER	22,149.13
INSIGHT PUBLIC SECTOR	6,005.23
KWIK TRIP	5,728.67
LIBERTY TIRE RECYCLING LLC	3,442.85
MEYERS LAWN SERVICE LLC	2,060.00
MIENERGY COOPERATIVE	4,705.83
MINNESOTA ENERGY RESOURCES	2,911.50
MN COUNTIES INTERGOVERNMENTAL TR	2,240.05
MN PACE-ST PAUL PORT AUTHORITY	9,026.59
MN STATE TREASURER	4,488.50
MNCCC	15,368.64
RICHARD'S SANITATION LLC	31,024.54
SIGN SOLUTIONS USA LLC	2,135.53
TITAN MACHINERY INC	2,898.00
TRIMIN SYSTEMS INC	23,091.00
WELLS FARGO BANK	91,050.00
WEX BANK	6,358.51
	294,866.08
48 VENDORS PAID LESS THAN \$2000.00	18,116.14
	312,982.22
PUBLIC HEALTH & HUMAN SERVICES	184,259.41
	497,241.63
REVIEW LICENSE CENTER PAYMENTS	
2026/07/10 AUDITOR WARRANTS:	
VENDOR NAME	AMOUNT
DELTA DENTAL	8,129.98
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	28,475.00

MEDICA	242,160.18
MN LIFE INSURANCE COMPANY	2,438.12
VISA	11,297.86
WINONA COUNTY PLANNING & ZONING	8,249.71
WINONA COUNTY SWCD	20,180.38
	320,931.23
10 VENDORS PAID LESS THAN \$2000.00	5,122.04
	326,053.27
REVIEW LICENCE CENTER PAYMENTS	
2026/07/01 AUDITOR WARRANTS:	
VENDOR NAME	AMOUNT
HOUSTON COUNTY TREASURER	48,765.09
ISD 300 TREASURER	66,851.97
MN PACE-ST PAUL PORT AUTHORITY	3,749.15
TREASURER CCWSD	40,816.81
TREASURER CITY OF BROWNSVILLE	117,324.37
TREASURER CITY OF CALEDONIA	889,159.58
TREASURER CITY OF EITZEN	79,067.45
TREASURER CITY OF HOKAH	224,575.55
TREASURER CITY OF HOUSTON	371,865.76
TREASURER CITY OF LA CRESCENT	2,278,439.13
TREASURER CITY OF SPRING GROVE	451,184.31
TREASURER SCHOOL DISTRICT 239	5,536.80
TREASURER SCHOOL DISTRICT 294	35,489.67
TREASURER SCHOOL DISTRICT 297	28,804.39
TREASURER SCHOOL DISTRICT 299	49,293.47
TREASURER TWP OF BLACKHAMMER	76,120.15
TREASURER TWP OF BROWNSVILLE	120,083.32
TREASURER TWP OF CALEDONIA	120,582.79
TREASURER TWP OF CROOKED CREEK	68,909.16
TREASURER TWP OF HOKAH	86,191.93

TREASURER TWP OF HOUSTON	113,784.50
TREASURER TWP OF JEFFERSON	18,541.84
TREASURER TWP OF LA CRESCENT	238,602.46
TREASURER TWP OF MAYVILLE	105,707.72
TREASURER TWP OF MONEY CREEK	181,339.89
TREASURER TWP OF MOUND PRAIRIE	215,854.07
TREASURER TWP OF SHELTON	59,462.99
TREASURER TWP OF SPRING GROVE	108,207.40
TREASURER TWP OF UNION	78,521.87
TREASURER TWP OF WILMINGTON	126,072.93
TREASURER TWP OF WINNEBAGO	81,197.03
TREASURER TWP OF YUCATAN	85,184.56
	6,575,288.11
3 VENDORS PAID LESS THAN \$2000.00	1,264.04
	6,576,552.15
REVIEW LICENSE CENTER PAYMENTS	
2026/06/26 AUDITOR WARRANTS:	
VENDOR NAME	AMOUNT
HOUSTON COUNTY TREASURER	84,539.51
	84,539.51
3 VENDORS PAID LESS THAN \$2000.00	1,215.24
	85,754.75

ACTION ITEMS

File No. 1 – Motion was made by Commissioner Zehnder, seconded by Commissioner Schuldt, motion unanimously carried to accept \$500 from Workforce Development/Houston County Child Care Core Team to be used for a Super Saturday Training event for childcare providers scheduled for September 2026.

File No. 2 – Motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion unanimously carried to approve a \$17,000 speaker upgrade for the Historic

Courthouse for a duress system. This was a recommendation that had been made by the Safety Committee after it was discovered the speakers no longer worked when attempting to do a fire drill. Commissioner Zender, who also served on the County's Safety Committee, thanked the board saying safety was a priority.

File No. 3 – Motion was made by Commissioner Wright, seconded by Commissioner Zehnder, to approve the Cooperative agreement between the City of La Crescent and Houston County for the reconstruction of County State Aid Highway (CSAH 6 / S. 7th Street) in La Crescent SAP 236-591-005. Before the motion was voted on the Commissioners further discussed the matter. Engineer Pogodzinski said a section of the agreement had been taken out that included ongoing routine maintenance. Commissioner Johnson asked if other agreements with cities in the County for similar projects addressed maintenance. Engineer Pogodzinski said yes, other recent contracts with other cities for similar projects like with Houston and the City of Caledonia included the section that referred to routine maintenance. The cities typically were responsible for routine maintenance. Commissioner Johnson said it was important to be fair across all city agreements. Upon hearing further discussion Commissioner Zehnder rescinded his second to the original motion. Commissioner Wright's motion failed for lack of a second. Motion was then made by Commissioner Johnson, seconded by Commissioner Schuldt, motion unanimously carried to approve the Cooperative agreement between the City of La Crescent and Houston County for the reconstruction of County State Aid Highway (CSAH 6 / S. 7th Street) in La Crescent under the condition that the following language be added to the City's responsibilities in the contract: "Routine maintenance of storm sewer, curb & gutter, water and sanitary sewer lines, boulevard vegetation, and sidewalk. Routine maintenance generally includes but is not limited to vegetation control, snow/debris removal, spot repairs, or related activity, as applicable." This would make the agreement consistent with others in the County. Pogodzinski said he would let the City of La Crescent know about the added language.

File No. 4 – Motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion unanimously carried to approve T-Hangar lease agreements for the Airport with Allen Schultz, Russell Kinnenberg, and Howard Deters. Pogodzinski said the goal was to hopefully have the new hangars completed by August 1st. He said with new agreements he was anticipating the number of planes stored at the airport to increase by at least two. This would be good for the airport, as one of the original goals of the project was to increase the number of planes stored there as this helped with continued funding for the airport.

DISCUSSION ITEMS

Coordinator Parker said he was working with departments on Capital Improvement Plans and strategic planning with departments would be taking place at the upcoming Department Head meeting. He was also working on a draft of board procedures for the Commissioners to review prior to the next workgroup session.

The Commissioners discussed recent and upcoming meetings including a Public Health, Safety Committee, Semcac, Workforce Development, Bluff Country HRA, and HVMHC meeting.

Commissioner Zehnder said remote work had come up at one of his recent meetings and he thought the County should reconsider a remote work policy.

Commissioner Johnson said he wanted to address comments that had been written in the paper regarding the last workgroup session and the Assessor's office. He had been unable to attend the meeting, but said he did not believe the County was doing anything illegal.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Johnson, seconded by Commissioner Zehnder, motion unanimously carried to adjourn the meeting at 11:07 a.m. The next meeting would be a regular meeting on July 21, 2026.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Greg Myhre, Chairperson

Attest: _____
Brent Parker, Coordinator

**BOARD OF COMMISSIONER MEETING
AGENDA REQUEST FORM**

Historic Courthouse
304 S Marshall Street
Caledonia, MN 55921

Board Meeting Date: July 23rd, 2026
Date Request Submitted: July 28th, 2026
Submitted By (Name and Title): Brent Parker, County Coordinator

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

Appointment Request:

Consent Agenda Request:

- 1) Approve a competitive search for 1 FTE Community Health Worker (B22).
- 2) Approve a competitive search for 1 FTE Environmental Services / Surveyor Technician (B22)

Action Item Request:

- 1) Consider creating a hybrid Appraiser / Tech position. (B24-C41)
- 2) Consider a competitive search for 1 FTE Assessor Tech Clerk II (B22)

Discussion Item:

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

REVIEW LICENSE CENTER PAYMENTS**2026/07/16 AUDITOR WARRANTS:**

VENDOR NAME	AMOUNT
HOUSTON COUNTY TREASURER	<u>10,436.32</u>
	10,436.32
2 VENDORS PAID LESS THAN \$2000.00	<u>427.35</u>
	<u><u>10,863.67</u></u>

REVIEW LICENSE CENTER PAYMENTS**2026/07/22 AUDITOR WARRANTS:**

VENDOR NAME	AMOUNT
UBIQUITI	6,852.89
	<u>6,852.89</u>
	<u><u>6,852.89</u></u>

REQUEST APPROVAL FOR PAYMENTS**2026/07/28 COMMISSIONER WARRANTS:**

VENDOR NAME	AMOUNT
BKC CONSTRUCTION LLC	546,721.90
BLUFF COUNTRY BRINE LLC	8,586.60
BRUENING ROCK PRODUCTS INC	228,857.71
CALEDONIA/CITY OF	2,228.12
COMPUTER FORENSIC SERVICES LLC	48,301.41
DUNN BLACKTOP COMPANY	3,579,530.69
HOKAH CO-OP OIL ASSN	7,651.24
HOUSTON COUNTY TREASURER	13,502.88
INSIGHT PUBLIC SECTOR	7,836.55
MILESTONE MATERIALS	4,200.90
	<u>4,447,418.00</u>
17 VENDORS PAID LESS THAN \$2000.00	<u>10,083.21</u>
	<u>4,457,501.21</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>20,865.33</u>
	<u><u>4,478,366.54</u></u>



HOUSTON COUNTY

BOARD OF COMMISSIONER MEETING AGENDA REQUEST FORM

Historic Courthouse
304 S Marshall Street
Caledonia, MN 55921

Board Meeting Date: 7/28/2026

Date Request Submitted: 7/22/2026

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:

Action Item Request:

Request to select two members of the county board to be appointed to the County Canvassing Board for the State Primary Election to be held on August 11, 2026. Board members appointed to the canvassing board cannot be candidates at the election per *MN 204C.31. subd 1*. The canvassing meeting will be scheduled for August 13th at 2:00 p.m. in the Commissioner's room.

Discussion Item:

1)

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

FOURTH AMENDMENT TO MEDICAL EXAMINER/AUTOPSY SERVICES AGREEMENT

THIS FOURTH AMENDMENT TO MEDICAL EXAMINER/AUTOPSY SERVICES AGREEMENT (the “Fourth Amendment”) is effective as of the 1st day of January, 2027 by and between Mayo Clinic, doing business as Southern Minnesota Regional Medical Examiner’s Office (hereinafter referred to as “Mayo”) and County of Houston, State of Minnesota (hereinafter referred to as “County”).

RECITALS:

A. Mayo and County previously executed that certain Medical Examiner/Autopsy Services Agreement effective as of January 1, 2014, as amended to date (collectively, the “Agreement”).

B. The parties desire to amend the Agreement as set forth herein.

AMENDMENT:

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and other good and valuable consideration, the parties agree as follows:

1. Incorporation of Recitals. The Recitals hereinabove set forth are incorporated by reference as if fully rewritten herein.
2. Definitions. Except as otherwise provided herein, capitalized terms shall have the same meaning as set forth in the Agreement.
3. Section 8(a). The Term of the Agreement shall be extended through December 31, 2030.
4. Attachment 3 (Fee Schedule for Medical Examiner and Standard Autopsy Services). The first paragraph of Attachment 3 shall be deleted in its entirety and amended as follows:

The charge for services described in Attachments 1 and 2 will be \$3.53 per capita per year in 2027 based on a population of 18,684 and will increase by 2% to \$3.60 per capita in year 2028; by another 2% to \$3.67 per capita in year 2029; and by another 2% to \$3.74 per capita in year 2030. Other Services described in Attachment 4 will be billed at the then current rate for those services.

5. Notices. The notice addresses in Section 12 of the Agreement are hereby updated as follows:

COUNTY: Houston County Coordinator / HR
304 South Marshall
Caledonia, MN 55921

MAYO: Administrator
 Division of Anatomic Pathology
 Department of Laboratory Medicine and Pathology
 Mayo Clinic
 200 First Street SW
 Rochester, MN 55905

With a copy to:
 General Counsel
 Mayo Clinic
 200 First Street SW
 Rochester, MN 55905

6. Full Force and Effect. Except as amended hereby, the Agreement shall remain in full force and effect.
7. Counterparts. This Fourth Amendment may be executed in any number of counterparts, each of which will be an original, but all of which will constitute one and the same instrument.
8. Effective Date. This Fourth Amendment shall be effective as of January 1, 2027.

IN WITNESS WHEREOF, the parties hereto have executed this Fourth Amendment as of the respective dates noted below.

Mayo Clinic
 d/b/a Southern Minnesota Regional
 Medical Examiner's Office

County of Houston, State of Minnesota

By: _____
 Name: _____
 Title: _____
 Date: _____

By: _____
 Name: _____
 Title: _____
 Date: _____

Acknowledged By:

 Name: Ross R. Reichard, M.D.
 Title: Medical Examiner
 Date: _____