

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 17, 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, EDA Director & Coordinator Support Allison Wagner, Engineer Brian Pogodzinski, and Environmental Services Director Amelia Meiners

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Commissioner Johnson said the programming update from UMN Extension had needed to be rescheduled. Motion was made by Commissioner Zehnder, seconded by Commissioner Johnson, motion unanimously carried to approve the agenda with the update.

Motion was made by Commissioner Zehnder, seconded by Commissioner Johnson, motion unanimously carried to approve the regular meeting minutes from March 3, 2026.

Motion was made by Commissioner Johnson, seconded by Commissioner Schuldt, motion unanimously carried to approve the special meeting minutes from March 3, 2026.

Commissioner Johnson said discussion regarding the County's quarter, quarter rule needed to be added to the workgroup session minutes as it has been accidentally missed. Commissioner Wright added that the Commissioners had discussed that the Environmental Services Office was busy and did not have time to study the matter currently. Motion was made by Commissioner Johnson, seconded by Commissioner Wright, motion unanimously carried to approve the workgroup session minutes with the changes.

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

Motion was made by Commissioner Zehnder, seconded by Commissioner Johnson, motion unanimously carried to approve the consent agenda. Approved items are below.

- 1) Hire Karen Fryseth as a 1 FTE Child Support Officer (B24 – Step 2) with a start date of March 30th, 2026.
- 2) Transfer Andrea Lien from Adult Protection Social Worker to a 1 FTE HCBS Social Worker (Lateral Transfer / C41 – Step 3) effective immediately.
- 3) Approve a competitive search for another 1 FTE Adult Protection Social Worker (C41).

ACTION ITEMS

File No. 1 – Commissioner Zehnder moved, Commissioner Johnson seconded, motion unanimously carried to appoint Lane Zaffke to a 1st term on the Houston County Extension Committee. His term dates would be from the appointment date through 12/31/2028.

File No. 2 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approve a Conditional Use Permit (CUP) for Michel and Susan Bashaw for a single-family dwelling on less than 40 acres in the Agriculture Protection District in La Crescent Township.

File No. 3 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve a Conditional Use Permit (CUP) for the Barta Family Trust for a cabin in the Agriculture Protection District in Houston Township.

File No. 4 – Commissioner Zehnder moved, Commissioner Johnson seconded, motion unanimously carried to award project SAP 028-607-008 / SAP 028-618-009 for the paving on CSAH 7 and CSAH 18 to Dunn Blacktop in the amount of \$4,849,295.18. One bid was received. Bid is below.

SAP 028-607-008 and SAP 028-618-009	
Dunn Blacktop Company	\$4,849,295.18

File No. 5 – Commissioner Zehnder moved, Commissioner Johnson seconded, motion unanimously carried to accept the low bid from Bruening Rock Products in the amount of \$381,242.12 for CP 2026-01 Shouldering. Abstract is below.

CP 2026-01 Shouldering	
Bruening Rock Products	\$381,242.12
Dunn Blacktop Company	\$441,515.23

File No. 6 – Commissioner Johnson moved, Commissioner Schuldt seconded, motion unanimously carried to accept all quotes for CP 2026-02 for aggregate stockpiles. Quotes are below.

C.P. 2026-02 (STOCKPILE QUOTES)							
Quantities	U of M	Milestone Materials State Bid Prices Through 1/30/2027	Milestone Materials Through 5/16/2026 to 5/15/2027 USE STATE UNTIL 1/30/27	Botcher Construction Co., Inc Through 5/16/2026 to 5/15/2027	Bruening Rock Products, Inc Through 5/16/2026 to 5/15/2027	Ron Weymiller Construction Through 5/16/2026 to 5/15/2027	Van Gundy Excavating Through 5/16/2026 to 5/15/2027
Stockpile Aggregate Class 5	Ton	9.20	9.60	9.50	9.35	9.75	9.50
Stockpile Aggregate Class 5Q	Ton		9.60		9.35		9.50
Stockpile Aggregate Class 5 Modified	Ton		9.60		9.35		9.50
Stockpile - Gabion Stone	Ton		23.50	20.00	14.25		22.50
Rip Rap, Class I	Ton		23.50	15.00	14.25		22.50
Rip Rap, Class II	Ton		21.00	15.00	14.25	15.50	20.00
Rip Rap, Class III	Ton	18.00	18.75	15.00	14.25	15.50	18.00
Rip Rap, Class IV	Ton	18.00	18.75	15.00	14.25		18.00
Rip Rap, Class V	Ton	18.00	18.75	15.00	14.25		18.00
Quarry-Run Riprap	Ton		7.50	8.50	8.50	8.10	9.00

File No. 7 – Commissioner Johnson moved, Commissioner Zehnder seconded, motion unanimously carried to accept all quotes for CP 2026-03 for equipment rental. Quotes are below.

C.P. 2026-03 Equipment Rental																
Cost Code	Equipment	Specification	Capacity/ Size	HP	Notes	Unit	Labor code	Harbor Landscaping & Tree	Harbor Landscaping & Tree	Harbor Landscaping & Tree	Griffin Construction Co., Inc	Landstrom Brothers, LLC	Myler Construction LLC	Schwabert Landscaping	Van Gulley Excavating, LLP	WY Trucking & Coor, LLC
8191	Labo					hour		75.00	120.00	80.00	100.00	70.00	85.00	80.00	90.00	90.00
8191	Chain Saw	Bar Length	25 In			hour		101	120.00	105.00	110.00	90.00	90.00	95.00	95.00	90.00
8251	Dozer, Crawler			to 65		hour		364		145.00			175.00			
8252	Dozer, Crawler			to 105		hour		364		181.00					160.00	185.00
	Dozer, Crawler			to 160		hour		364		227.00			205.00		195.00	195.00
8281	Dozer, Crawler			to 200		hour		364		290.00	270.00		255.00		225.00	
8282	Excavator, Hydraulic	Bucket Capacity	1.0 CY	to 90	Crawler, Truck & Wheel Includes bucket	hour		313		163.00			170.00		150.00	150.00
8283	Excavator, Hydraulic	Bucket Capacity	1.5 CY	to 160	Crawler, Truck & Wheel Includes bucket	hour		313		182.00			175.00		175.00	190.00
8284	Excavator, Hydraulic	Bucket Capacity	2.5 CY	to 265	Crawler, Truck & Wheel Includes bucket	hour		313		272.00	280.00		255.00		240.00	
8333	Excavator, Hydraulic	Bucket Capacity	4.5 CY	to 420	Crawler, Truck & Wheel Includes bucket	hour		305		243.00	320.00		325.00		300.00	
8340	Graders	Moldboard Size	14 Ft	to 235	Includes Pigid and Articulate equipment	hour		306		215.00	180.00		195.00		175.00	
8541	Loader, Skid-Steer	Operating Capacity	1000 Lbs	to 35		hour		344	120.00	141.00			155.00	150.00		
8542	Loader, Skid-Steer	Operating Capacity	2000 Lbs	to 65		hour		344	120.00	141.00	160.00		165.00	150.00	125.00	110.00
8543	Loader, Skid-Steer	Operating Capacity	3000 Lbs	to 85		hour		344	120.00	153.00	170.00		175.00	150.00		110.00
8392	Loader, Skid-Steer	Operating Capacity	4000 Lbs	to 94		hour		344		150.00	173.00	150.00	185.00	175.00	150.00	
8393	Loader, Wheel	Bucket Capacity	2 CY	to 105		hour		344		182.00			175.00			
8394	Loader, Wheel	Bucket Capacity	3 CY	to 152		hour		344		202.00			185.00			
8395	Loader, Wheel	Bucket Capacity	4 CY	to 200		hour		344		242.00	205.00		205.00		180.00	
8371	Loader, Wheel	Bucket Capacity	5 CY	to 250		hour		315		290.00			225.00		200.00	
8572	Loader-Backhoe, Wheel	Capacity	1 CY	to 70	Loader and Backhoe Buckets included	hour		313		182.00			175.00			
	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.5 CY	to 95	Loader and Backhoe Buckets included	hour		313		193.00			185.00			
8721	Truck, Dump	Truck Capacity	4 CY			hour			50.00			90.00	105.00	100.00		
8722	Truck, Dump	Truck Capacity	10 CY	to 235		hour		413		126.00			135.00			110.00
8723	Truck, Dump	Truck Capacity	12 CY	to 255		hour		407		126.00	130.00		145.00		125.00	110.00
8780	Truck, Dump	Truck Capacity	18 CY	to 330		hour		604		168.00			165.00		145.00	
8781	Truck, Water	Tank Capacity	2500 Gal	to 175	Include pump and rear spray system	hour		613		134.00	140.00					
2123.61	Truck, Water	Tank Capacity	4000 Gal	to 250	Include pump and rear spray system	hour		607		173.00					150.00	
	Tandem Truck w/ Pup Trailer	Truck Capacity Pup Capacity	10 CY 10 CY			hour		602		162.00						
	Grapple Truck	Tandem Grapple				hour						180.00				
	Grapple Haul Truck	50 yard box				hour										
	Grapple Haul Truck	60 yard box				hour			250.00							
	Bucket and Truck	60 ft				hour			250.00			140.00				
	Bucket and Truck	30 ft				hour						125.00				
	Bucket and Truck	65 ft				hour										
	Semi Tractor w/ belly dump					hour		602		151.00	140.00					
2123.521	Semi Tractor w/ end dump					hour				151.00	140.00					
	Semi Tractor w/ side dump					hour				139.00	140.00					
2123.61	Lowboy					hour		603		336.00	250.00				250.00	
	Shouldering Machine					hour		383		207.00						

C.P. 2026-03 Equipment Rental																
Cost Code	Equipment	Specification	Capacity/ Size	HP	Notes	Unit	Labor code	Harbor Landscaping & Tree	Harbor Landscaping & Tree	Harbor Landscaping & Tree	Griffin Construction Co., Inc	Landstrom Brothers, LLC	Myler Construction LLC	Schwabert Landscaping	Van Gulley Excavating, LLP	WY Trucking & Coor, LLC
	Power Broom					hour				139.00			175.00			150.00
	Pneumatic - Tired Roller					hour				181.00						
	Hydroseeder	Mixed tank				hour	203			125.00			900.00	650.00	650.00	
	Hydroseeder	Mixed tank				Tank	203						900.00	900.00	1,200.00	
	Turf Tractor & Tiller					hour	203	100.00		145.00			145.00	150.00		
	Small Square Bale Muncher					hour	203						275.00	350.00	300.00	
	Large Square Bale Muncher					hour	203						325.00	350.00	350.00	
	Skid Loader Attachments	Harley Rake Land Leveler			w/Skidsteer	hour	344				190.00		200.00	175.00		150.00
	Silt Fence Machine					hour				106.00			200.00	180.00	165.00	
	Silt Fence Machine					lin ft	366			1.58				7.00	6.00	
	Haul Truck					hour	204			221.00	260.00 315.00				200.00	
	Sheeps Foot					hour	396			139.00	210.00				140.00	
	Skidder					hour	385					155.00	200.00		150.00	
	65 Ton Crane					hour	304			358.00						
	Excavator with Hydraulic Hammer					hour	304			277.00			350.00		300.00	250.00
	OUTSIDE OF PROPOSAL															
	Feller Buncher					hour										375.00
	Stamp Grader				16" Diameter	hour							7.00			
	Chipper					hour							90.00			
	Mini Excavator				16 18" - 20" bucket	hour				100.00						
	Mini Excavator				16" Auger	hour				100.00						
	Post Pounder (Gas) Tool Only					hour				10.00						

File No. 8 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to accept the low quote from Fahrner Asphalt Sealers LLC, in the amount of \$131,600.00 for CP 2026-04 Crack Filling. Abstract is below.

CP 2026-04 Crackfilling	
Fahrner Asphalt Sealers, LLC	\$ 131,600.00
American Pavement Solutions	\$ 133,000.00

File No. 9 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried accept the low bid from Scott Construction Inc. in the amount of \$503,789.01 for CP 2026-06 Bituminous Seal Coat. Abstract is below.

CP 2026-06 Bituminous Seal Coat	
Scott Construction, Inc	\$503,789.01
Allied Blacktop Company	\$570,294.54
Asphalt Surface Technologies Corp.	\$580,587.40
Fahrner Asphalt Sealers, LLC	\$581,028.31

File No. 10 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve the purchase of a sign cutter from Traff Tech in the amount of \$8,475.00.

File No. 10 – Commissioner Wright moved, Commissioner Johnson seconded, motion unanimously carried to approve Resolution No. 26-10 setting minimum salary for any officials elected in 2026. Resolution is below.

RESOLUTION NO. 26-10

MINIMUM SALARY FOR OFFICIALS ELECTED IN 2026

WHEREAS, The Houston County Board of Commissioners must set a minimum salary for any newly elected officials.

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, the following minimum salaries exist for any officials elected in 2026:

POSITION	SALARY
County Attorney	\$5000
County Recorder	\$5000
County Auditor/Treasurer	\$5000
County Sheriff	\$5000
County Commissioner	\$5000

File No. 10 – Commissioner Zehnder moved, Commissioner Johnson seconded, motion unanimously carried to approve Resolution No. 26-11 opposing the proposed expansion beyond

the existing trout streams already designated, unless Houston County can be an active part of the process, be shown proper documentation for the necessity of expansion and how this could lead to additional stream miles capable of sustaining a trout population. Resolution is below.

RESOLUTION NO. 26 – 11

HOUSTON COUNTY BOARD OF COMMISSIONERS

WHEREAS; In 2018, the Buffer Law was enacted through Minnesota Board of Water & Soil Resources. Due to this law the Department of Natural Resources, property owners, and County Officials followed buffer maps to protect existing streams and rivers within Houston County that were designated for fishing and recreation;

WHEREAS; the Department of Natural Resources is now proposing to expand the designated trout streams, which is approximately 37.4 additional miles upland from existing buffers;

WHEREAS Houston County Officials and Houston County landowners have received notices, which include maps, that show the proposed expansion area; the maps are hard to interpret and appear to be areas without flowing water capable of trout habitat, therefore being expanded beyond what is practical for the stated purpose, and is asking counties to enforce additional miles without input or guidance;

Now THEREFORE BE IT RESOLVED, the Houston County Board of Commissioners are opposed to the proposed expansion beyond the existing trout streams already designated, unless Houston County can be an active part of the process, be shown proper documentation for the necessity of expansion and how this could lead to additional stream miles capable of sustaining a trout population.

File No. 13 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2026/03/17 AUDITOR WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
DAVE SYVERSON TRUCK CENTER	252,368.07
DELTA DENTAL	7,816.80
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	28,475.00
MEDICA	255,236.84

MN LIFE INSURANCE COMPANY	2,675.15
	<u>546,571.86</u>
5 VENDORS PAID LESS THAN \$2000.00	2,037.49
	<u><u>548,609.35</u></u>

REQUEST APPROVAL FOR PAYMENT

2026/03/17 COMMISSIONER WARRANTS:

VENDOR NAME	AMOUNT
ACEN TEK	4,719.70
ADVANCED CORRECTIONAL HEALTHCARE	8,112.33
BOLTON & MENK INC	4,500.00
CALEDONIA/CITY OF	14,960.92
COMPUTER FORENSIC SERVICES LLC	48,301.41
ENTERPRISE FM	6,423.14
GROUNDBREAKING CONNECTIONS LLC	7,083.33
HOUSTON COUNTY TREASURER	20,292.13
HOUSTON COUNTY TREASURER	36,936.81
INSIGHT PUBLIC SECTOR	14,464.64
LA CROSSE GLASS & OVERHEAD DOOR	7,696.00
MIENERGY COOPERATIVE	2,382.64
MINNESOTA ENERGY RESOURCES	11,377.16
MN STATE TREASURER	3,506.50
NUSS TRUCK & EQUIPMENT	2,764.78
OFFICE OF MNIT SERVICES	3,624.14
QUADIENT FINANCE USA, INC	10,000.00
RICHARD'S SANITATION LLC	15,666.46
SHI INTERNATIONAL CORP	48,263.42
VERIZON	2,678.52
VISA	6,252.49
WELLS FARGO BANK	202,863.75
	<u>482,870.27</u>
66 VENDORS PAID LESS THAN \$2000.00	30,804.55
	<u><u>513,674.82</u></u>

PUBLIC HEALTH & HUMAN SERVICES	176,857.91
	<hr/>
	690,532.73
	<hr/> <hr/>

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming events and meetings including a Solid Waste, Bluff Country Collaborative Career Fair and Hiring Event, Workforce Development Inc., Jail/Sheriff’s Office, Planning Commission, and Township Annual Meetings.

Commissioner Zehnder said the jail had been busy recently with 17 adult inmates in one day. The jail was averaging 5.9 adults per day, and had also had juveniles regularly. The jail had recently received a grant that would provide new equipment to help monitor inmates. He said staff were doing a great job at the jail.

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 9:50 a.m. The next meeting would be a regular meeting on March 24, 2026.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Greg Myhre, Chairperson

Attest: _____
Brent Parker, Coordinator



HOUSTON COUNTY

BOARD OF COMMISSIONER MEETING

AGENDA REQUEST FORM

Historic Courthouse
304 S Marshall Street
Caledonia, MN 55921

Board Meeting Date: March 24th, 2026
Date Request Submitted: March 19, 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:

9:05 a.m. a public hearing regarding a proposal to change the offices of Recorder and Auditor / Treasurer from elected positions to appointed positions pursuant to Minnesota Statutes.

Consent Agenda Request:

- 1) Hire April Ledebuhr-Kerrigan as a 1 FTE Public Health Nurse (C42 – Step 3), with a start date of April 8, 2026
- 2) Hire Thomas Pecinovsky as a 1 FTE Recycling Lead Worker (B23 – Step 3), with a start date of April 6, 2026
- 3) Change the employment status of Daniel Coogan, Assistant County Attorney, from probationary to regular effective April 1, 2026

Action Item Request:

- 1) Consider approving resolution 26-12 making the position of Auditor / Treasurer Appointed pursuant to Minnesota Statute § 375A.1205
- 2) Consider approving resolution 26-13, making the position of Recorder Appointed pursuant to Minnesota Statute § 375A.1205

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!



HOUSTON COUNTY

BOARD OF COMMISSIONER MEETING

AGENDA REQUEST FORM

Historic Courthouse
304 S Marshall Street
Caledonia, MN 55921

Board Meeting Date: 3/24/26

Date Request Submitted: 3/18/26

Submitted By (Name and Title): Jordan Knoke, PH Supervisor

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

Appointment Request:

Consent Agenda Request:

- 1) Allow Public Health Supervisor to approve the MOU with Great Rivers United Way. MOU attached.

Action Item Request:

Discussion Item:

- 1)

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

This agreement establishes a collaborative relationship to support the development of our comprehensive county-specific community health needs assessment. We have committed \$2,000 of Foundational Public Health Responsibilities funds to support this project, approved in our state workplan. We have been partnering with Great Rivers United Way for more than 15 years to complete our health needs assessments. We have been very pleased with the entire process and final presentation of the Compass Now Health Assessment.

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!



Memorandum of Understanding (MOU) Between

Great Rivers United Way and Houston County Public Health & Human Services

This Memorandum of Understanding (MOU) establishes a collaborative relationship between the Great Rivers United Way and the hospitals and health departments within the United Way service area, hereinafter referred to as a Funding Partner, to complete a comprehensive regional community needs assessment by the end of June 2027.

I. Parties

This MOU is made and entered into this ____ day of _____, 2026 by and between **Great Rivers United Way**, and **Houston County Public Health & Human Services**. This MOU is to be effective through December 31, 2027.

II. Purpose

A comprehensive county-specific community health needs assessment, hereinafter referred to as Compass Now, will assess community needs in the areas of quality and quantity of life; health behaviors; clinical care; social and cultural factors; physical environment; and other factors that shape our health and health outcomes. Compass Now will assess community needs described above within the counties of Buffalo, Jackson, La Crosse, Monroe, Trempealeau, and Vernon in Wisconsin, and Houston County in Minnesota. Compass Now will meet the community health needs assessment criteria under the Patient Protection and Affordable Care Act, Internal Revenue Service, Public Health Accreditation Board, and the requirements of county health departments to conduct community health needs assessments. Each Funding Partner will create its own implementation strategy to meet the community health needs identified through this assessment.

III. Scope of Activities

A. Great Rivers United Way Responsibilities

Great Rivers United Way will serve as the backbone organization for this project. Great Rivers United Way agrees to the following actions:

- Provide a staff person to be responsible for ensuring the community needs assessment is produced for Funding Partners and the community on time.
- Act as the liaison and contract holder with any consulting firm hired for the project.
- Organize steering committee and workgroups to assist in implementing the Compass Now Committee work-plan.
- Create and maintain a project work plan.
- Assist with focus group and stakeholder meeting logistics as needed.
- Promote the collection of data from surveys and/or focus groups with the community and United Way partner agencies.
- Maintain, update, and share a budget with the Funding Partners.

- Share raw data if requested and produce digital copies of the Regional Compass Now final document.
- Provide Executive Summaries to Funding Partners with county specific data.
- Maintain the results of this assessment on its website.

B. Funding Partners Committee Responsibilities:

The Funding Partner agrees to the following actions:

- Contribute financially to the project.
- Review reports and updates from the Compass Now Steering Committee.
- Attend meetings and provide feedback to the Compass Now Steering Committee.
- Contribute one vote to any major decision, in which a vote is deemed necessary by the Compass Now Steering Committee. Any Funding Partner can call for an official vote on a decision at any time.
- Perform work within your service area to promote the community survey, recruit focus group attendees, and encourage stakeholder meeting attendance.
- Commit staff to participate on appropriate workgroups including survey workgroup, focus group team, stakeholder meeting team, compliance team, editing team, and any other ad hoc teams deemed necessary by the Compass Now Steering Committee.
- Agree to adhere to the work plan as agreed to by the Funding Partners Committee.

IV. Authorization

Great Rivers United Way

Sign _____ Date _____

Mary Kay Wolf
Executive Director
Great Rivers United Way

Sign _____ Date _____

Print Name _____

Address _____



RESOLUTION NO. 26-12

**RESOLUTION TO MAKE THE POSITION OF AUDITOR / TREASURER APPOINTED
PURSUANT TO MINNESOTA STATUTE § 375A.1205**

WHEREAS, the office of Auditor / Treasurer in Houston County, Minnesota is currently vacant and being fulfilled on an interim basis by an individual appointed by the County Board of Commissioners; and

WHEREAS, Minnesota Statutes § 375A.1205, Subdivision 1, allows the County Board of Commissioners to make this office appointed upon the occurrence of a vacancy; and

WHEREAS, the County Board of Commissioners believes that transitioning the position to an appointed role will promote efficiency, enhance administrative oversight, and improve continuity in service delivery;

NOW, THEREFORE, BE IT RESOLVED:

1. The Board hereby declares its intent to make the positions Auditor / Treasurer appointed rather than elected pursuant to Minnesota Statutes § 375A.1205.
2. This resolution shall be published in the official newspaper of Houston County, and a 30-day period shall be provided for the public to submit a valid petition requesting a referendum on this change.
3. If no valid petition is filed within 30 days after adoption of this resolution, this resolution shall become effective.

Adopted this 24th day of March, 2026

*****CERTIFICATION*****

STATE OF MINNESOTA
COUNTY OF HOUSTON

I, Brent Parker, County Coordinator, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated March 17th, 2026.

WITNESS my hand and the seal of my office this 24th day of March 2026.

Brent Parker, County Coordinator

RESOLUTION NO. 26-13

RESOLUTION TO MAKE THE POSITION OF RECORDER APPOINTED PURSUANT TO MINNESOTA STATUTE § 375A.1205

WHEREAS, the office of Recorder in Houston County, Minnesota is currently vacant and being fulfilled on an interim basis by an individual appointed by the County Board of Commissioners; and

WHEREAS, Minnesota Statutes § 375A.1205, Subdivision 1, allows the County Board of Commissioners to make this office appointed upon the occurrence of a vacancy; and

WHEREAS, the County Board of Commissioners believes that transitioning the position to an appointed role will promote efficiency, enhance administrative oversight, and improve continuity in service delivery;

NOW, THEREFORE, BE IT RESOLVED:

1. The Board hereby declares its intent to make the position of Recorder appointed rather than elected pursuant to Minnesota Statutes § 375A.1205.
2. This resolution shall be published in the official newspaper of Houston County, and a 30-day period shall be provided for the public to submit a valid petition requesting a referendum on this change.
3. If no valid petition is filed within 30 days after adoption of this resolution, this resolution shall become effective.

Adopted this 24th day of March, 2026

*****CERTIFICATION*****

STATE OF MINNESOTA
COUNTY OF HOUSTON

I, Brent Parker, County Coordinator, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated March 17th, 2026.

WITNESS my hand and the seal of my office this 24th day of March 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: [March 24, 2026](#)
Date Request Submitted: [March 4, 2026](#)
Submitted By (Name and Title): [Michelle Werner, Recorder](#)

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) [Land Notification Program](#)

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

The recorder's office has been receiving an increased number of phone calls concerning fraud in property transactions. Constituents are asking for a way to monitor their property. Our software vendor does have a program that allows alerts to be sent via email or text when a document has been recorded in an individual or business name. Naturally there is an additional fee for this program. The total initial cost would be \$11,000. The annual fee moving forward would be \$1,500.

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: March 24, 2026
Date Request Submitted: March 18, 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:

- 1) Board to consider approving the low quotes from Ness Pumping and Porta Potty Rentals for both Wildcat Park and Bob Botcher Park. (Pogodzinski)
- 2) Board to consider approving a work order under MN Dot's Master Partnership Contract to provide pavement markings for Houston County. (Pogodzinski)
- 3) Board to consider approving treated salt quantities for the State Cooperative Purchase contract. (Pogodzinski)

Discussion Item:

1)

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

Abstract for bathrooms will be provided to the Commissioners only but will be available to the public after the award.

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!

**STATE OF MINNESOTA
WORK ORDER UNDER
MASTER PARTNERSHIP CONTRACT**

Project Description: Stripe multiple County roads

This Work Order Contract is issued under the authority of the State of Minnesota, Department of Transportation (MnDOT) Master Partnership Contract No. 1050106 between the state of Minnesota acting through its Commissioner of Transportation (“MnDOT”) and Houston County, a political subdivision of the State of Minnesota (“Local Government”) and is subject to all applicable provisions and covenants of that Contract which are incorporated herein by reference.

Work Order Contract

1. Term of Work Order Contract; Incorporation of Exhibits

- 1.1. **Effective date:** This Work Order Contract will be effective on the date that all required signatures are obtained by MnDOT, pursuant to Minnesota Statutes Section 16C.05, subdivision 2. The Local Government must not begin work under this Contract until ALL required signatures have been obtained and the Local Government has been notified in writing to begin such work by MnDOT’s Authorized Representative.
- 1.2. **Expiration date:** This Work Order Contract will expire on 12/31/2026, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3. **Exhibits:** Exhibit A is attached and incorporated into this Work Order Contract.

2. Nature of Work

- 2.1. X the blanks below to indicate the nature of the work to be performed. See Article 3. Services Requiring a Work Order Contract, of the Master Partnership Contract for applicable definitions.
 - Contract Administration
 - Emergency Services
 - Professional/Technical Services
 - Roadway Maintenance

3. Scope of Work

- 3.1. MnDOT will perform services under this Work Order summarized generally as follows: MnDOT will provide refresh of existing lines or new longitudinal striping according to Exhibit A work plan. Timing will be at the discretion of Mn/DOT in coordination with the county.

4. Items provided or completed by the Parties

- 4.1. The following will be provided or completed by the Local Government: The county will provide a detailed striping work plan. Work plan will consist of the route number, beginning and end points, width of line, color of line, type of material, solid or broken line, Edge line, Center line, lane line, etc. County will also provide any timing considerations at the beginning and any point during the season. If new lines are requested the county will provide markings for guidance to the stripers.
- 4.2. The following will be provided or completed by MnDOT: MnDOT will provide longitudinal Striping at 12mil thickness, using MnDOT approved products, in widths and pattern as provided in Exhibit A workplan. MnDOT will provide all labor, equipment, and material to conduct the striping operation including providing traffic control in accordance with the MMUTCD, but may ask for assistance from county for traffic control in special circumstances. MnDOT will provide a stripers log for review and invoice with final quantities at the close of the season in the fall.

5. Consideration of Payment

- 5.1. The Local Government will pay for all services performed by MnDOT on a unit price basis. The unit prices for the 2026 season are \$.090/ft for 4" latex width and \$.116/ft for 6" latex width.
- 5.2. The Local Government's obligation for all compensation and reimbursements to MnDOT is estimated to be \$270,339.70. The final amount will be determined at the end of the season upon review of the striper log with the county.

6. Terms of Payment

- 6.1. The Local Government will pay MnDOT after execution of this work order and review of the striper log and receipt of the invoice.
- 6.2. After the work has been completed MnDOT will submit a striper log and invoice for the work completed.
- 6.3. Per Section 7.4 of the Master Partnership Contract;
 - 6.3.1. The Local Government will pay MnDOT as specified in this work order, and will make prompt payment in accordance with Minnesota law.
 - 6.3.2. Payment by the Local Government.
 - i. The Local Government will make payment to the order of the Commissioner of Transportation.
 - ii. IMPORTANT NOTE: Payment must reference the MnDOT Contract and Work Order Number shown on the face page of this contract and the MnDOT Invoice Number shown on the invoice.
 - iii. Remit payment to the address below:

MnDOT
Attn: Cash Accounting
RE: MnDOT Contract Number 1050106W02 and Invoice Number: 00000#####
(see note above)
Mail Stop 215
395 John Ireland Blvd
St. Paul, MN 55155

7. Authorized Representatives

- 7.1. MnDOT's Project Manager, for this Work Order is:

Name/Title: Mike Ehlert, or successor
MnDOT – Operations/Office of Maintenance
Street Address: 3485 Hadley Ave N
City State Zip: Oakdale MN 55128
Telephone: Office:651-366-4419 Cell :651-238-0001
Email: michael.ehlert@state.mn.us
- 7.2. MnDOT's Project Manager is responsible for overseeing MnDOT's fulfillment of its obligations under this Work Order, reviewing, providing and approving invoices, resolving disputes related to this Work Order, and for giving or receiving any notices required or permitted by this Work Order.
- 7.3. The Local Government's Project Manager for this Work Order is:

Name/Title: Brian Pogodzinski/Houston County Engineer
Street Address: 1124 E. Washington St.
City State Zip: Caledonia, MN 55921
Telephone: 507-725-3925
Email: Brian.Pogodzinski@co.houston.mn.us
- 7.4. The Local Government's Project Manager for this Work Order is responsible for overseeing the Local Government's fulfillment of its obligations under this Work Order, reviewing and approving invoices,

resolving disputes related to this Work Order, and for giving or receiving any notices required or permitted by this Work Order.

8. Termination

- 8.1. **Termination by MnDOT or Local Government.** The Local Government, MnDOT or the Commissioner of Administration may cancel this Work Order at any time, with or without cause, upon 30 days' written notice to the other Party. Upon termination, MnDOT will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 8.2. **Termination for Insufficient Funding.** MnDOT may immediately terminate this Work Order if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Government. MnDOT is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. MnDOT will not be assessed any penalty if the Work Order is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MnDOT must provide the Local Government notice of the lack of funding within a reasonable time of MnDOT's receiving that notice.

9. Additional Provisions

- 9.1. NONE

[THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.]

LOCAL GOVERNMENT

The Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable articles, bylaws, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

COMMISSIONER OF TRANSPORTATION, as delegated

By:

Date:

COMMISSIONER OF ADMINISTRATION, as delegated

By:

Date:

MN COOPERTIVE PURCHASHING SALT REQUEST 2026-2027

FROM: HOUSTON COUNTY HIGHWAY DEPARTMENT 1124 EAST WASHINGTON STREET CALEDONIA, MN 55921 Office: 507-725-3925	Contact Person: Jordan cell: 507-459-4191 Jordan.Goeden@co.houston.mn.us
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Please order the following quantities of **TREATED ROAD SALT**
 Delivery is requested immediately.

Priority	Location	Order Number	Quantity	Unit
	Caledonia		480	Tons
	Hokah		250	Tons
	Houston		500	Tons
	Spring Grove		450	Tons
	TOTAL		1680	Tons

HOUSTON COUNTY AGENDA REQUEST FORM (Next Board Meeting)

**Date Submitted: 3/18/2026 By: Jennifer Burrichter, Houston County
Extension Support Staff**

Action item:

Please see the attached sheet for donations to the Extension Tesmer Farm Safety Day for a total of \$1225.00. The County Board must accept this by motion

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

Houston County Extension Deposit Detail

March 1 - 14, 2025

Type	Num	Date	Name	Account	Amount
Deposit	3664		A-1 Precision	Farm Safety	\$ 100.00
	42525		Rushford state Bank	Farm Safety	\$ 250.00
	3522		Septic Pros	Farm Safety	\$ 250.00
	3441		Christine Rischette	Farm Safety	\$ 50.00
	35805		Wilmington Mutual	Farm Safety	\$ 100.00
	13052		Sub Zero Pizza	Farm Safety	\$ 25.00
	5456		Vet	Farm Safety	\$ 100.00
	195963		Farmers Win	Farm Safety	\$ 50.00
	5406		American Legion Post 191	Farm Safety	\$ 300.00
					\$ 1,225.00

Houston County Receipt Remittance

Department: Extension

3/18/2026

Account #: 01-603-508-5751

TOTAL \$ 1,225.00

REQUEST APPROVAL FOR PAYMENT**2026/03/24 COMMISSIONER WARRANTS:**

VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,118.66
CALEDONIA OIL CO INC	3,502.00
CALEDONIA SNO GOPHERS CLUB	11,345.40
CONSOLIDATED ENERGY COMPANY	7,182.00
ENTERPRISE FM	4,776.47
HOUSTON-MONEY CREEK SNOWRIDERS	5,313.00
IMPERIAL DADE	2,380.88
INSIGHTSOFTWARE LLC	13,282.70
KWIK TRIP	4,154.63
LA CRESCENT TRAIL	4,138.20
LIBERTY TIRE RECYCLING LLC	3,913.10
RDO EQUIPMENT CO INC	12,392.59
SOUTH CENTRAL COLLEGE	3,944.22
TSG SERVER & STORAGE INC	29,950.00
VIKING RIDGE RIDERS	4,389.00
	<hr/>
	112,782.85
22 VENDORS PAID LESS THAN \$2000.00	7,560.25
	<hr/>
	120,343.10
PUBLIC HEALTH & HUMAN SERVICES	
	<hr/>
	120,343.10

REVIEW LICENSE CENTER PAYMENTS**2026/03/13 AUDITOR WARRANTS:**

VENDOR NAME	AMOUNT
AVENU INSIGHTS & ANALYTICS LLC	7,862.35
GOODHUE COUNTY SWCD	2,500.00
HAMMELL EQUIPMENT INC	26,900.00
TRANSCO INDUSTRIES INC	10,341.00
	<u>47,603.35</u>
16 VENDORS PAID LESS THAN \$2000.00	5,957.56
	<u><u>53,560.91</u></u>