

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: August 25, 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, Interim Attorney Suzanne Bublitz, Engineer Brian Pogodzinski, Fiscal Supervisor Heidi Harms, Southeastern Libraries Cooperating (SELCO) Executive Director Krista Ross, Houston Librarian Beth Peterson Lee, La Crescent Librarian Jess Witkins, Spring Grove Librarian Jana Halverson, Caledonia Librarian Stephanie Eggert, Hokah Librarian Gina Herman, Assessor Lucas Onstad, and Mikal Sylling

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Commissioner Wright asked if Coordinator Parker had received any further information from the NO765MN group since the last meeting. Coordinator Parker said he had not received any further information. Commissioner Wright asked that it be added into the minutes that the NO765MN group was going to send further information to the Commissioners. Motion was made by Commissioner Wright, seconded by Commissioner Johnson, motion carried to approve the meeting minutes from August 18, 2026. All Commissioners voted yes except for Commissioner Myhre who abstained due to being absent from the meeting.

Public Comment:

None.

APPOINTMENTS

Houston County Librarians, Beth Peterson Lee, Jess Witkins, Jana Halverson, Stephanie Eggert, Gina Herman, and Southeastern Libraries Cooperating (SELCO) Executive Director

Krista Ross gave a Houston County Libraries Presentation to the board. They said libraries mattered because they supported access, opportunity, and community wellbeing. The librarians said that libraries were under pressure. Demand was growing faster than capacity to serve it. One major issue was the closing of Baker & Taylor a former major supplier. Other options for materials such as audio materials were much more expensive through other companies. The libraries saw 64,000 annual visits. They had 8,250+ wi-fi and computer users, and 21,500 people had attended programs in the last year. Physical circulation was 111,800 and digital circulation was 19,700. The librarians said libraries were a wise public investment as they supported education, workforce, digital access, wellbeing, and community with their various services. Each librarian shared real community impact stories from the past year they were proud of. Examples included awards Houston Library had received, a produce and seed library in Spring Grove, helping homeschool families in Caledonia, moving to a new space in Hokah, and a Community Conversation series in La Crescent. Houston County funded 27% of the Houston County Libraries funding. Other support included city funding, grants, and other funding sources. The County board thanked the librarians for their service.

CONSENT AGENDA

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

- 1) Review and approve payments. Payments are below.

REQUEST APPROVAL FOR PAYMENTS

2026/08/25 COMMISSIONER WARRANTS:

VENDOR NAME	AMOUNT
BOLTON & MENK INC	26,250.00
CALEDONIA AUTO REPAIR LLC	2,169.68
CALEDONIA OIL CO INC	7,568.00
COMPUTER FORENSIC SERVICES LLC	48,301.41
DAHL AUTOMOTIVE	4,485.20
KNOWBE4 INC	7,864.20
MIENERGY COOPERATIVE	7,274.66
MN POLLUTION CONTROL AGENCY	6,791.00
SEACHANGE PRINT INNOVATIONS	2,955.25
	113,659.40
33 VENDORS PAID LESS THAN \$2000.00	14,717.62
	128,377.02
PUBLIC HEALTH & HUMAN SERVICES	41,514.74

169,891.76

REVIEW LICENSE CENTER PAYMENTS**2026/08/14 AUDITOR WARRANTS:**

VENDOR NAME	AMOUNT
CONSOLIDATED ENERGY COMPANY	8,467.31
HOUSTON COUNTY TREASURER	74,290.27
INSIGHT PUBLIC SECTOR	5,474.63
ISD 300 TREASURER	6,255.25
OFFICE OF MNIT SERVICES	5,762.64
OLMSTED SWCD	2,400.00
TREASURER SCHOOL DISTRICT 239	6,966.45
TREASURER SCHOOL DISTRICT 294	2,320.26
TREASURER TWP OF CALEDONIA	2,181.88
TREASURER TWP OF CROOKED CREEK	9,101.14
TREASURER TWP OF HOKAH	2,976.79
TREASURER TWP OF JEFFERSON	6,559.95
TREASURER TWP OF MONEY CREEK	4,904.18
TREASURER TWP OF MOUND PRAIRIE	6,146.19
TREASURER TWP OF SHELDON	2,771.02
TREASURER TWP OF WINNEBAGO	3,418.02
TREASURER TWP OF YUCATAN	12,577.95
VANCLEAVE/WILLIAM DALE	4,075.28
VISA	18,659.23
WINONA CONTROLS INC	8,545.10
	193,853.54
16 VENDORS PAID LESS THAN \$2000.00	12,046.23
	205,899.77

ACTION ITEMS

File No. 1 –Motion was made by Commissioner Zehnder, seconded by Commissioner Schuldt, motion unanimously carried to accept Brownsville VFW Auxiliary Post 6801 donation of \$200.00 to the Veteran Services Office to use for any veteran’s needs with thanks for the generous donation.

File No. 2 – Motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion unanimously carried to approve Detour Agreement between Houston County and the Department of Transportation for Trunk Highway 44 and approve Resolution No. 26-23. Resolution is below.

HOUSTON COUNTY RESOLUTION 26-23

Truck Highway No 44 Detour Agreement Between State of Minnesota and Houston County

IT IS RESOLVED that Houston County enter into MnDOT Agreement No. 1061414 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use and maintenance of County State Aid Highway No. 20 as a detour route during the construction to be performed upon, along, and adjacent to Trunk Highway No. 44 from County State Aid Highway No. 20 to Etch Drive under State Project No. 2804-40 (T.H. 44=044).

IT IS FURTHER RESOLVED that the Houston County Board Chair
(Title)

and the Houston County Highway Engineer
(Title)

are authorized to execute the Agreement and any amendments to the Agreement.

File No. 3 – Motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion unanimously carried to approve the airport lease agreement for Matt Buley.

DISCUSSION ITEMS

Coordinator Parker said he had reached out to the Public Utilities Commission (PUC) regarding the comment period on the proposed 765 kV transmission line project route. He said it was anticipated that the applicants would submit their route in October. A notice would likely come out in November for comment periods the PUC would hold in December or January. The dates were not set as of yet. The County would continue to follow the process. A Department Head meeting had been held the day prior. The departments had continued with the strategic planning process. A ribbon cutting at the Houston County Airport would be held to celebrate the T-Hangar Project and was scheduled for September 9th at 10:00 a.m. Houston County Public Health was asking residents to take the Community Health Survey. Input helped shape local programs, services, and priorities that support a healthier future for everyone. The survey could be found at www.compassnow.org.

The Commissioners discussed recent and upcoming meetings including a Finance Committee, Root River Watershed One, Community Health Board, and Department Head meeting.

Commissioner Schuldt thanked the County Department Heads for the job that they did.

The Commissioners complimented the Houston County Fair board on a successful 2026 fair.

Commissioner Myhre asked about the County License Center since he had been absent from the BOC meeting a week prior. The County had passed a resolution to discontinue County operation of the License Center and support a successor. A private entity could be a successor. The County would like to see a successor take over and still operate a License Center in the City of Caledonia. The State would evaluate to determine a need and then assuming there was a need the State would advertise for a successor to take over the services. The County would work with the State on a smooth transition. It was the intent of the County to continue to provide the service until a new successor could take over, however the License Center had been temporarily closed due to staffing issues. Operating the License Center required State training and those working in the License Center needed to be approved by the DMV. Staff who were not trained to be able to work in the License Center were unable to work there. Commissioner Schuldt said the County could not simply “plug a body in there”. The County would still be issuing passports. Staff who issued passports were not able to also work with licenses due to rules.

Commissioner Myhre asked about the State sentence to serve program the County used to participate in. The State no longer had the sentence to serve program.

The County board recognized fellow Fillmore County Commissioner, Larry Hindt, who had recently passed away.

Closing Public Comment:

Assessor Onstad shared with the board that the State of Minnesota was holding listening sessions with the public regarding feedback on the property tax system. Information could be found on the Department of Revenue Website. Comments could be sent to the Department of Revenue until and November 1st, 2026.

There being no further business, a motion was made by Commissioner Johnson, seconded by Commissioner Zehnder, motion unanimously carried to adjourn the meeting at 10:02 a.m. The next meeting would be a regular meeting on August 25, 2026.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Greg Myhre, Chairperson

Attest: _____

Brent Parker, Coordinator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 8, 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:

The Caledonia Argus Associate Editor Kaita Gorsuch, Finance Director Carol Lapham, Coordinator Brent Parker, EDA Director & Coordinator Support Allison Wagner, Engineer Brian Pogodzinski, Fiscal Supervisor Heidi Harms, Highway Accountant Sheila Schroeder, Maintenance Forman Jordan Goeden, Social Services Director Bethany Moen, Public Health Supervisor Jordan Knoke, Financial Assistance Director Karen Kohlmeyer, Sheriff Brian Swedberg, and Mikal Sylling

Board Workgroup Session

Coordinator Parker said the County's License Center had been open with limited hours due to staffing issues. The County was working on transitioning out of having the License Center and working with the State to ensure a smooth transition. The State had reached out and said that per statute the License Center needed to be open 40 hours a week. The County currently only had one person who was able to work in the center. Commissioner Wright said the public had been understanding of the limited hours and staff. She said the County should look at options for temporary help. Unfortunately, there was not an exact timeline from the State on the transition.

The Commissioners discussed 2027 budgets with Finance Director Lapham and various departments. The preliminary levy would need to be set by the end of September. After departments had submitted initial budgets and further reviewed them the County was currently at about a 14.126% increase. The Commissioners discussed further cuts with County departments to decrease the levy.

The Commissioners discussed Sheriff Swedberg's budget with him. Commissioner Myhre asked about shared vehicles, and the Sheriff said currently deputies did not share vehicles due to equipment needing to be moved between shifts. Commissioner Johnson asked why there was a reduction in revenue of \$150,000 for the Juvenile Center. The Sheriff said his office was only projecting one contract for 2027, and the number of juveniles being held was unpredictable and trending less than in the past. Commissioner Johnson said the County had taken on the Juvenile Detention Center thinking there was a need. Sheriff Swedberg said he thought the County would have had more contracts. Commissioner Schuldt asked why vehicle registration fees were higher than in the past. He asked about possible saving to the County in that area. The Sheriff said the only thing he could cut from his budget would be staff and said the schedule was chaotic with

staffing being difficult already. The Commissioners asked the Sheriff to continue to work on his budget and look for additional cuts. He was asked to return to the board with a revised budget at an upcoming meeting.

The Commissioners discussed the Road and Bridge budget with Engineer Pogodzinski, Highway Accountant Schroeder, and Maintenance Forman Goeden. Coordinator Parker said Engineer Pogodzinski had a lot of good ideas to help the overall budget. Engineer Pogodzinski proposed using some fund balance to help with the budget. He said in 2027 the County had two big projects that would be coming up. Commissioner Johnson asked about major equipment purchases for 2027 and if all the equipment was needed. Engineer Pogodzinski said he was hesitant to delay the purchasing schedule for equipment as that could increase the parts budget.

The Commissioners discussed the Public Health, Financial Assistance, and Social Services budgets with Fiscal Supervisor Harms, Public Health Supervisor Knoke, and Financial Assistance Director Kohlmeyer. The department heads were unsure how future legislative changes would affect their budgets. Most of the programs offered by the departments were mandated by the State. The County was reimbursed for some of the costs of those programs; however, it was anticipated that due to cost sharing changes more burden to fund those programs would be the responsibility of the County especially in the future looking ahead to 2028.

The Commissioners would continue to discuss the budget at the next regular meeting.

The workgroup session ended at 11:50 a.m.

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: 9/1/2026

Date Request Submitted: 8/26/2026

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:

Review Cash and Investments through June 30, 2026

Consent Agenda Request:

Action Item Request:

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: September 15, 2026

Date Request Submitted: September 8, 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) Consider approving an Exempt Permit for Minnesota Lawful Gambling Application LG220 for ABLE Inc. for gambling (raffle) activities to be conducted at Ma Cal Grove Country Club in Caledonia Township with a drawing to be held on October 24, 2026, with no waiting period.

Action Item Request:

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!

REQUEST APPROVAL FOR PAYMENTS**2026/09/01 COMMISSIONER WARRANTS:**

VENDOR NAME	AMOUNT
ADVANCED CORRECTIONAL HEALTHCAR	8,112.33
BKC CONSTRUCTION LLC	629,168.24
CDW GOVERNMENT	8,927.88
COMMISSIONER OF TRANSPORTATION	9,615.85
DELTA DENTAL	8,122.46
DUNN BLACKTOP COMPANY	663,900.80
GROUND BREAKING CONNECTIONS LLC	7,083.33
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	28,475.00
LIBERTY TIRE RECYCLING LLC	3,477.50
MEDICA	256,622.76
MILESTONE MATERIALS	6,092.03
MN LIFE INSURANCE COMPANY	2,487.08
RB SCOTT COMPANY, INC	2,997.41
SELCO	50,820.75
VERIZON WIRELESS	8,991.48
WINONA CONTROLS INC	4,594.63
	<u>1,699,489.53</u>
24 VENDORS PAID LESS THAN \$2000.00	<u>13,107.51</u>
	<u>1,712,597.04</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>19,456.95</u>
	<u><u>1,732,053.99</u></u>

REQUEST APPROVAL FOR PAYMENTS**2026/09/15 COMMISSIONER WARRANTS:**

VENDOR NAME	AMOUNT
ACENTEK	4,428.62
BOLTON & MENK INC	10,700.00
CALEDONIA/CITY OF	24,555.75
CDW GOVERNMENT	5,989.53
ELECTION SYSTEMS & SOFTWARE INC	4,106.75
ENTERPRISE FM	9,152.21
HISTORICAL SOCIETY/TREAS OF	18,750.00
HOUSTON COUNTY TREASURER	20,910.13
HOUSTON COUNTY TREASURER	81,922.44
MILESTONE MATERIALS	29,003.36
MINNESOTA ENERGY RESOURCES	2,992.58
MN STATE TREASURER	4,603.00
NUSS TRUCK & EQUIPMENT	21,641.23
QUALITY POWER SOLUTIONS	34,340.00
SCHROEDER LANDSCAPING & CN INC	19,560.00
SYSCO MINNESOTA	2,132.33
TOWMASTER LLC	8,288.32
VISA	15,042.31
WEX BANK	2,277.96
WEX BANK	2,583.08
WS TRUCKING & CONSTRUCTION LLC	8,195.00
	331,174.60
52 VENDORS PAID LESS THAN \$2000.00	26,486.31
	357,660.91
PUBLIC HEALTH & HUMAN SERVICES	150,430.22
	508,091.13



HOUSTON COUNTY

BOARD OF COMMISSIONER MEETING

AGENDA REQUEST FORM

Historic Courthouse
304 S Marshall Street
Caledonia, MN 55921

Board Meeting Date: 9/15/2026

Date Request Submitted: 9/10/2026

Submitted By (Name and Title): Amelia Meiners, Environmental Services Director

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

Appointment Request:

Consent Agenda Request:

Action Item Request:

- 1) Consider approving or denying a Zoning Amendment for Charles and Sharon Wiegrefe to rezone an area from Agricultural Protection District to Residential District in Caledonia Township.
- 2) Consider approving or denying a Conditional Use Permit (CUP) for David Kingsley to operate a wedding and event venue in the Agricultural Protection District in Money Creek Township.

Discussion Item:

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

The agenda, hearing notices, findings, and board packets are included with this request.

The Planning Commission meeting was on 8/27/2026. The Planning Commission recommended the BOC approve the Zoning Amendment and CUP requests.

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
PLANNING COMMISSION
AGENDA
Thursday, August 27, 2026**

***Hearings are in the Houston County Commissioner's Room.
Please enter through the west entrance. Doors will open at 4:45 pm.***

PLANNING COMMISSION

Approve Minutes for May 28, 2026

ZONING AMENDMENT HEARINGS:

5:00 pm ***Charles and Sharon Wiegrefe Revocable Trusts – Caledonia Township***
Rezone an area from Agricultural Protection District to Residential (Section 8.2, Subd. 2).

CONDITONAL USE HEARINGS:

5:20 pm ***David Kingsley – Money Creek Township***
Conditional Use Permit to operate a wedding and event venue in the Agricultural Protection District (Section 14-14.3, Subd. 1, Subs. 25).

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE:

That an application has been made by Charles and Sharon Wiegrefe Revocable Trusts, 15626 State 76, Caledonia, MN 55921, to rezone (Section 8.2, Subdivision 2) an area from the Agricultural Protection District to the Residential District in Caledonia Township on the following premises, to-wit:

PT W1/2 E1/2 SE1/4, Section 11, Township 102, Range 6, Houston County, Minnesota. (Parcel # 03.0119.000).

Said applicants standing and making application are as fee owner of said described lands.

A hearing on this application will be held at the Houston County Commissioner's Room, City of Caledonia, Minnesota at 5:00 p.m. on Thursday, August 27, 2026.

All persons having an interest in the matter may attend the hearing or submit comments relative to the granting or denying of said application. Comments should be mailed to the Environmental Services Dept., 304 South Marshall Street – Room 209, Caledonia, MN 55921, or emailed to Zoning@HoCoMN.gov, and must be received by Tuesday, August 18, 2026, to be included for review prior to the hearing. All comments are considered part of the public record.

HOUSTON COUNTY PLANNING COMMISSION

By Amelia Meiners
Zoning Administrator

ADV: August 12, 2026

03.0125.000
BURROUGHS,
TERENCE ET AL

03.0115.000
KLEIN, DARLENE

03.0116.000
KLEIN, DARLENE

03.0139.001
BURMESTER,
DONALD E

03.0123.000
VON ARX,
CLINT A

03.0122.000
KLEIN, DARLENE

03.0134.000
RENK, ROBERT
R & JULIE A

03.0134.001
OLSON,
PORTEOUS E

03.0120.000
WIEGREFE,
CHARLES & SHARON

76

03.0119.000
WIEGREFE,
CHARLES & SHARON

03.0124.001
FERRING, DONALD
& MARG. TRUST

03.0124.000
INGVALSON, MICHAEL
J & KRISTINE

03.0121.000
FERRING, DONALD
& MARG. TRUST

03.0121.001
FERRING, DONALD
& MARG. TRUST

03.0120.001
SCHROEDER,
KEVIN

03.0138.000
WIEGREFE,
CHARLES & SHARON

03.0145.000
SCHIEBER, JAMES
J & PATRICIA A

21.1153.002
SCHIEBER, JAMES
J & PATRICIA A

CALEDONIA

21.1153.000
SCHIEBER, JAMES
J & PATRICIA A

21.1152.000
SCHIEBER, JAMES
J & PATRICIA A

21.1152.002
GAVIN, DENNIS
& MARIAN

21.1152.001
IND SCHOOL
DIST # 299

21.1153.001
IND SCHOOL
DIST # 299

21.1154.000
AC4 FARMS LLC

21.1154.001
IND SCHOOL
DIST # 299

21.1148.015
IND SCHOOL
DIST # 299

HOUSTON COUNTY PLANNING COMMISSION

Charles and Sharon Wiegrefe – Caledonia Township

Section 8.6 of the Houston County Zoning Ordinance requires that the Board make findings in support of a decision but does not prescribe specific criteria. The following findings are proposed by staff for your consideration. As each application is unique, the standards cited below have been interpreted to find reasonable connections. Section 8.1 states that amendments shall not be issued indiscriminately but shall only be used to reflect changes in the goals and policies of the community as reflected in the Policies Plan or changes in conditions in the County. Further, the Comprehensive Land Use Plan provides the following criteria on page 29 for reviewing a request to amend the map.

- *The proposed amendment would permit a use or uses that are compatible with adjacent uses.*
 - *The proposed amendment would permit a use or uses that are compatible with and will not adversely impact natural resources (such as wetlands, waterbodies, bluffs) on, or adjacent or adjoining to, the subject property.*
 - *The proposed amendment would permit a use or uses that do not require an expansion of county facilities, infrastructure or services to the extent that an unreasonable financial burden would be placed on the County.*
 - *The proposed amendment would be consistent with and help the County meet the goals and policies of this Comprehensive Plan.*
1. Goal 1.3 of the Goals and Policies section in the Comprehensive Land Use Plan (CLUP) encourages location of urban development near the major cities where services can easily be provided and extended. This property runs to the middle of County 1 which is also the northern extent of city limits. At this point city services do not extend to the property.
 2. Policy 1 under Agriculture Goals and Policies calls for protection of prime agricultural land by limiting development in agricultural areas. Allowing this rezone will keep development closer to existing development and the public road which will minimize impact on the land.
 3. This parcel is currently 40 acres, but the applicants have chosen to only rezone two acres in an effort to restrict future development. If additional lots are desired, another rezone will need to be completed along with a plat approved under Section 36 of the Ordinance.
 4. Policy 1 of Goal 3.2 of the CLUP discourages development in areas where on-site sewer systems are likely to malfunction due to poor soil characteristics. Preliminary soils work has been completed for this proposal and meets state requirements for septic systems.
 5. The parcels meet buildable lot and lot area standards identified in the Houston County Zoning Ordinance.

Chairman Hahn asked for a motion on the findings if there were no additional comments or questions.

Josh Gran made a motion to accept the findings as presented. Johnathon Glasspoole seconded. All were in favor. Motion carried.

Chairman Hahn asked for a motion on the conditional use request if there were no additional comments or questions.

Josh Gran made a motion to recommend the Houston County Board approve an amendment to the zoning map for the two acres identified by G-Cubed Survey No. 26-217 of PID 03.0119.000 from Agricultural Protection to Residential with one condition in Caledonia Township:

1. The rezoned area shall only contain one buildable lot unless a plat is approved under Section 36 of the Houston County Zoning Ordinance.

Johnathon Glasspoole seconded. A roll call vote was taken. All were in favor. Motion carried six to one.

Board Member	Yes	No	Comment
Larry Gaustad	X		
Johnathon Glasspoole	X		
Josh Gran	X		
Franklin Hahn		X	Stickler on the Zoning Ordinance and by going with two houses on the same quarter-quarter we could be setting a precedence for what's going to happen in the County. Also stated another reason was the prime agricultural land.
Eric Johnson	X		It does comply with our Comprehensive Land Use Plan on where we want to see orderly development and it is close to city limits. Understands the concern with a second house in a quarter-quarter section. The rule is in place to help density in the Agricultural Protection District, which we try to adhere to but this is a different situation being close to the city and this is our exception from that.
Chase Munson	X		
Richard Schild	X		

The application, with the conditions, will be presented to the Houston County Board of Commissioners for final action.



HOUSTON COUNTY ENVIRONMENTAL SERVICES

Solid Waste • Recycling • Zoning
304 South Marshall Street – Room 209, Caledonia, MN 55921
Phone: (507) 725-5800 • Fax: (507) 725-5590



STAFF REPORT

8/17/2026

Application Date: 7/24/2026
Hearing Date: 8/27/2026
Petitioner: Charles & Sharon Wiegrefe Revocable Trusts
Reviewer: Amelia Meiners
Zoning: Ag Protection to Residential
Address: TBD County 1
Township: Caledonia
Parcel Number: 03.0119.000
Submitted Materials: Zoning Amendment Materials

OVERVIEW

REQUEST

The applicants request to amend the zoning map to change a small portion of 03.0119.000 from the Agricultural Protection District to Residential to construct a dwelling.

SUMMARY OF NOTEWORTHY TOPICS

This site is located north of the City of Caledonia off County 1 near the intersection with State 76. The property is currently zoned agricultural protection and the applicants are requesting the rezone to allow them to build a dwelling in this quarter-quarter since there is a dwelling on PID 03.0120.001 already. PID 03.0119.000 is currently a 40-acre parcel, but the landowners have identified only two acres they wish to rezone (see Fig. 1). This is a single lot, so a plat is not required. The applicant owns 118.58 acres at this location and has property within two unoccupied quarter-quarters, the NE ¼ NE ¼ of Section 11 and SW ¼ SW ¼ of Section 12 (see Fig. 2). It is the understanding of staff that the applicant's desire to be away from the hustle and bustle of State 76 and building closer to County 1 also reduces the number of acres removed from production.

Relevant sections of the Houston County Zoning Ordinance are below:

Buildable Lot. A lot of record, or other lot, tract, or parcel legally recorded with the County Recorder that meets the requirements of this Ordinance. Buildings or structures shall not be permitted on land which has a slope of twenty-four (24) percent or greater. The buildable lot shall have the minimum lot area required for the district in which it is located, and which not more than ten (10) percent of the required lot area is collectively comprised of:

- Area of a slope of twenty-four (24) percent or greater.
- A shoreland impact zone as defined by this Ordinance.

- Protected waters as defined in this Ordinance.
- Wetlands as classified in the U.S. Fish and Wildlife Service. Circular No. 39.

All access roads that service a new building site or dwelling shall be constructed with a final slope of less than 12%. All finished driveways shall be constructed in conformity with Section 29.19.

SECTION 15 – RESIDENTIAL DISTRICT

15.1 PURPOSE

The purpose of the Residential District is to allow a continuation and limited expansion of existing residential development in the small unincorporated urban communities of the County as well as areas adjacent to existing cities where services can be easily extended in the future.

15.9 LOT AREA STANDARDS

Subdivision 1. Minimum Lot Area. *All new dwellings shall be located on a Buildable Lot as defined in this Ordinance and have a minimum lot area as set forth below:*

- (1) *Lots with Individual Sewage Treatment Systems and Water Wells. Dwelling units with individual sewage treatment systems and water wells shall have a minimum lot area of forty-three thousand five hundred sixty (43,560) square feet. Individual sewage treatment systems and water wells must conform to the standards in this Ordinance.*

15.10 LOT WIDTH AND DEPTH STANDARDS

Subdivision 1. Minimum Lot Width and Depth Standards. *Every lot or plat of land on which a single family dwelling is constructed shall have the minimum standards as set forth below:*

- (1) *Lots with Individual Sewage Treatment Systems and Water Wells. Lots with individual sewage treatment systems and water wells shall have a lot width of not less than one hundred (100) feet and lot depth of not less than one hundred fifty (150) feet.*



Figure 1. Proposed 2-acre lot to be rezoned shown in red. The purple line is the city limit boundary of Caledonia.

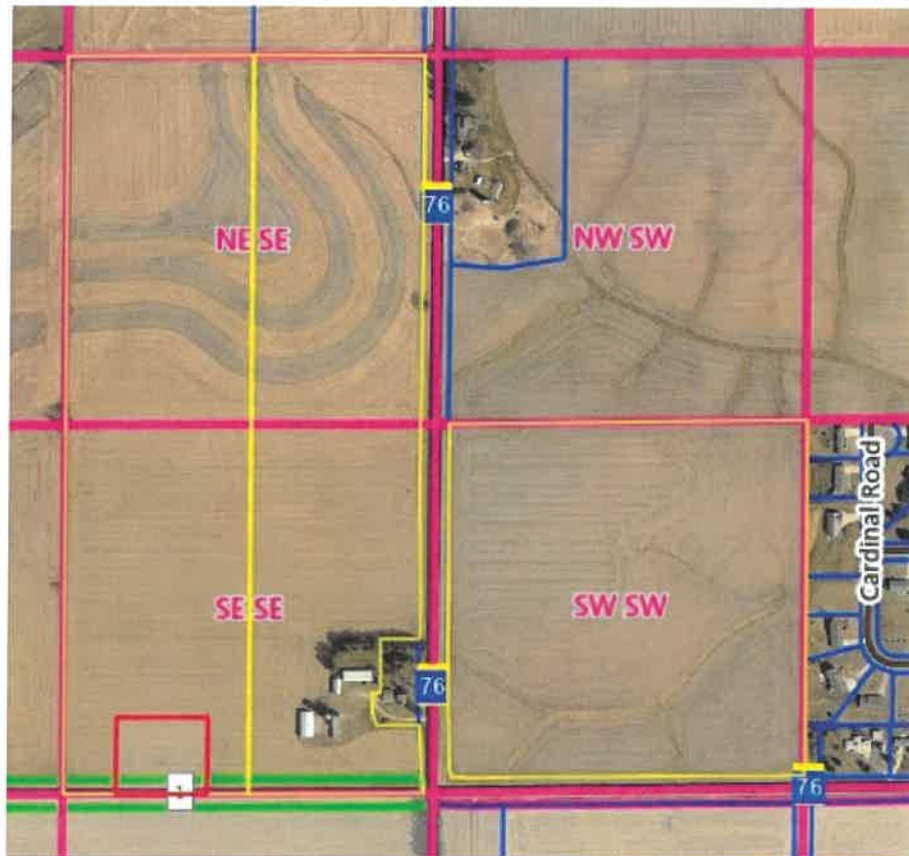


Figure 2. Pink lines show the quarter-quarters and yellow lines outline the property owned by the applicants.

TOWNSHIP AND NEIGHBORHOOD COMMENTS

Caledonia Township and the City of Caledonia were notified along with the ten nearest property owners. A few questions were fielded by staff, but no written comments were received.

SITE CHARACTERISTICS

This property is located off County 1 just outside of Caledonia. The south boundary of the property abuts city limits (separated by the highway). Currently, the northwest corner of the city is zoned agricultural (see Fig. 3), but the city's Comprehensive Plan identifies the future land use as low density residential (see Fig. 4). The Frank Addition, Sunset Drive Estates and Sunset Drive Estates Second Addition are residential subdivisions outside of city limits and are 0.4-acre east of this proposal. Between these subdivisions and Doering Estates, within city limits, the City will be working to develop the vacant property. That is the closest residential area within the city to this proposal but with proximity to the Caledonia Middle School/High School it is likely a highly desirable area for future development.

There is no bluff in the vicinity and no slope, floodplain, wetland or shoreland concerns. There is a mine about a half mile south of the parcel and a feedlot approximately a half mile to the west. Both meet required setback standards.

The proposed parcel meets the lot area standards set forth in Section 15.9 and 15.10 of the Zoning Ordinance and buildable lot requirements. The access to County 1 will need to be approved by the Highway Engineer. Landowners have worked with a septic designer to complete preliminary work, and it was determined that two, type I septic systems can be located on the lot as required by the septic rules.



Houston County's Future Land Use Map identifies areas for growth, considered urban expansion areas, due to close proximity to incorporated cities. The Plan states that property owners who have prime agricultural land are encouraged to continue to use their land for agricultural purposes. The soils are 285A, a class I silt loam and 401B, a class II silt loam. Class I-III are considered prime. The remaining land on the larger parcels will remain agricultural in nature.

Houston County Future County Land Use

Houston County Comprehensive Plan
Houston County, MN

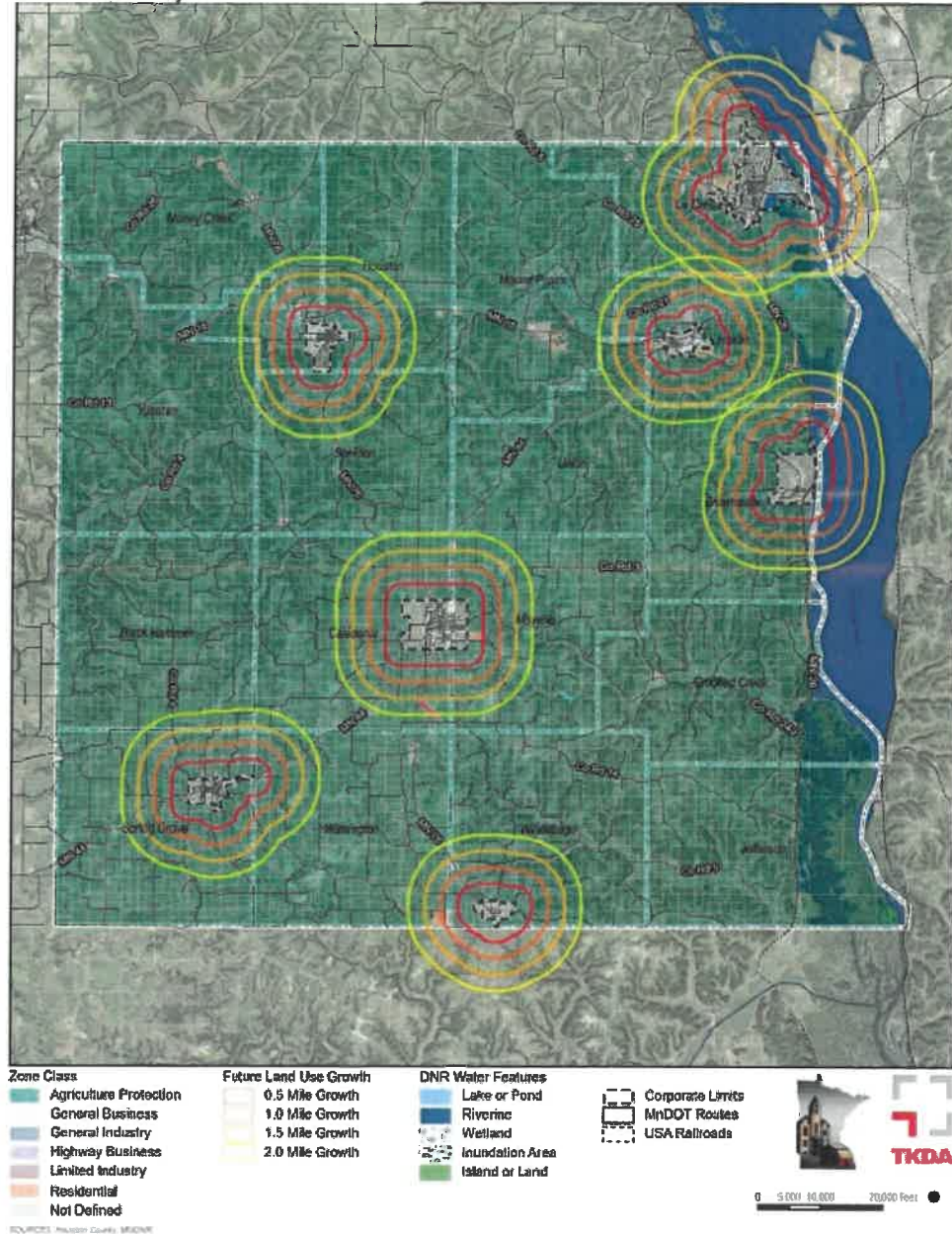


Figure 2.9 Houston County Future Land Use Map

Figure 5. Figure 2.9 from the County's Comprehensive Land Use Plan (page 30).

EVALUATION

Section 8.6 of the Houston County Zoning Ordinance requires that the Board make findings in support of a decision but does not prescribe specific criteria. The following findings are proposed by staff for your consideration. As each application is unique, the standards cited below have been interpreted to find reasonable connections. Section 8.1 states that amendments shall not be issued indiscriminately but shall only be used to reflect changes in the goals and policies of the community as reflected in the Policies Plan or changes in conditions in the County. Further, the Comprehensive Land Use Plan provides the following criteria on page 29 for reviewing a request to amend the map.

- *The proposed amendment would permit a use or uses that are compatible with adjacent uses.*
- *The proposed amendment would permit a use or uses that are compatible with and will not adversely impact natural resources (such as wetlands, waterbodies, bluffs) on, or adjacent or adjoining to, the subject property.*
- *The proposed amendment would permit a use or uses that do not require an expansion of county facilities, infrastructure or services to the extent that an unreasonable financial burden would be placed on the County.*
- *The proposed amendment would be consistent with and help the County meet the goals and policies of this Comprehensive Plan.*

PROPOSED FINDINGS:

1. Goal 1.3 of the Goals and Policies section in the Comprehensive Land Use Plan (CLUP) encourages location of urban development near the major cities where services can easily be provided and extended. This property runs to the middle of County 1 which is also the northern extent of city limits. At this point city services do not extend to the property.
2. Policy 1 under Agriculture Goals and Policies calls for protection of prime agricultural land by limiting development in agricultural areas. Allowing this rezone will keep development closer to existing development and the public road which will minimize impact on the land.
3. This parcel is currently 40 acres, but the applicants have chosen to only rezone two acres in an effort to restrict future development. If additional lots are desired, another rezone will need to be completed along with a plat approved under Section 36 of the Ordinance.
4. Policy 1 of Goal 3.2 of the CLUP discourages development in areas where on-site sewer systems are likely to malfunction due to poor soil characteristics. Preliminary soils work has been completed for this proposal and meets state requirements for septic systems.
5. The parcels meet buildable lot and lot area standards identified in the Houston County Zoning Ordinance.

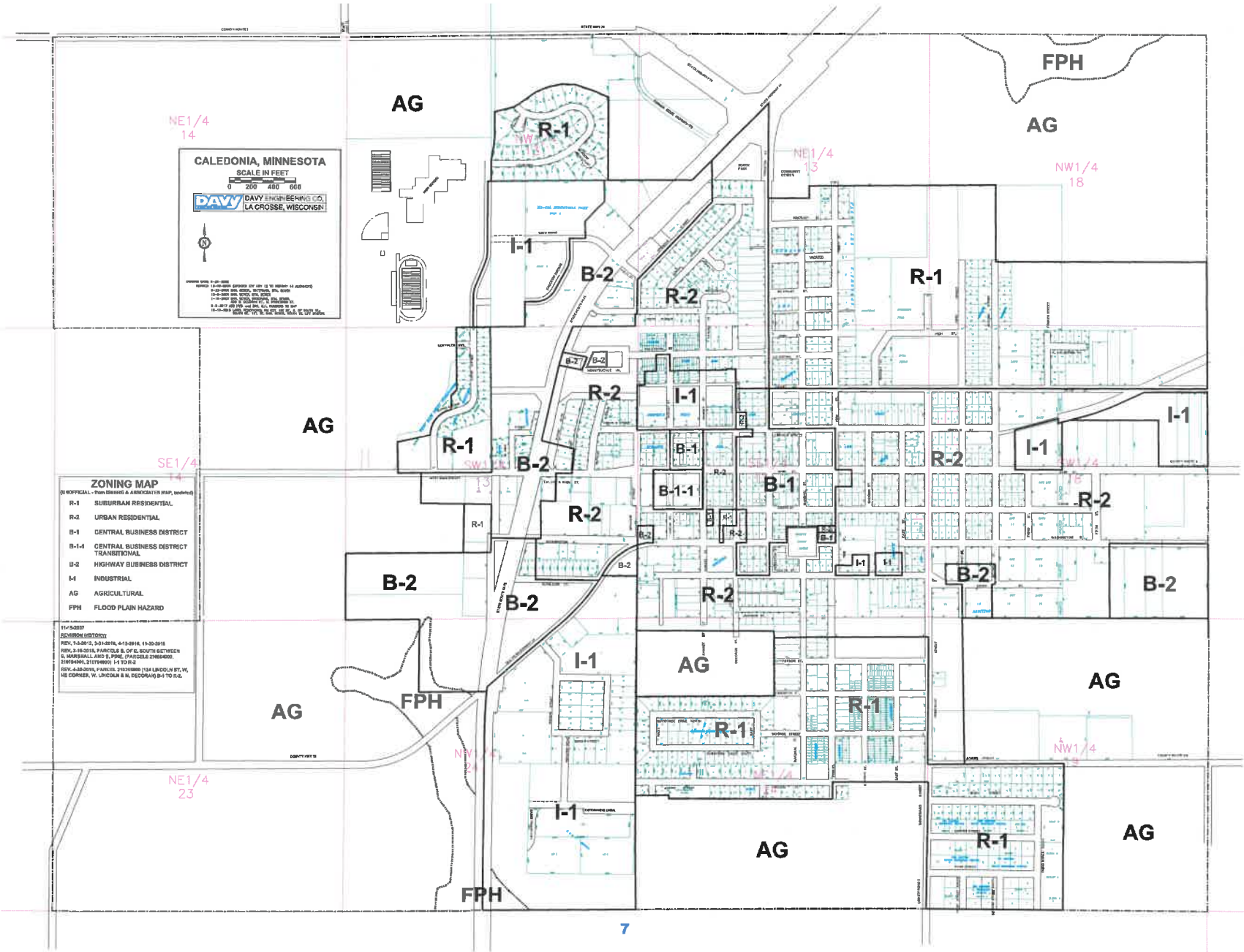
The Planning Commission may add additional findings as they see fit.

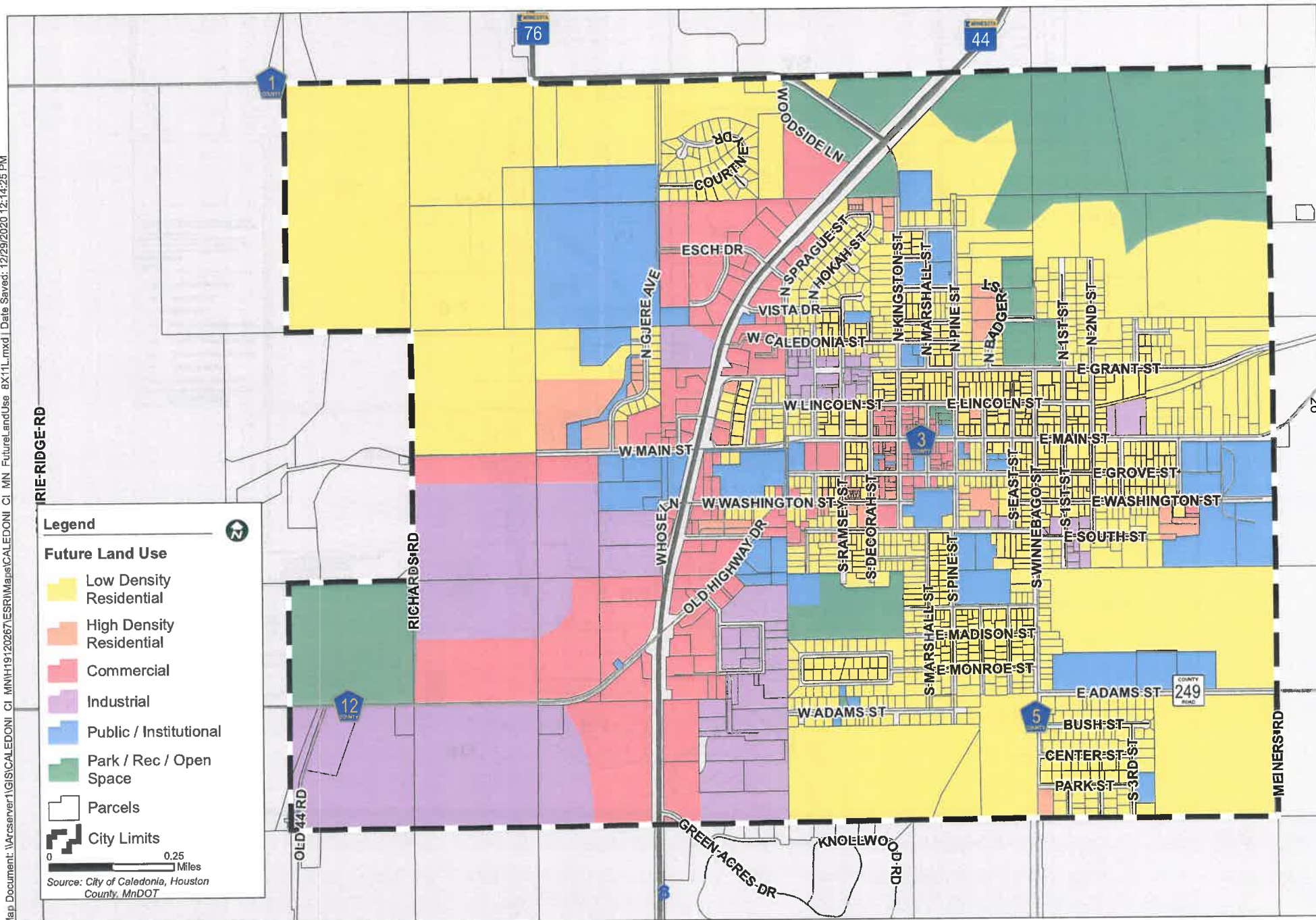
RECOMMENDATION

The Planning Commission must consider the criteria above. Should the permit be granted, staff recommend requiring the following conditions:

1. The rezoned area shall only contain one buildable lot unless a plat is approved under Section 36 of the Houston County Zoning Ordinance.

Proposed motion: Motion to recommend amending the zoning map for the two acres identified by G-Cubed Survey File No. 26-217 of PID 03.0119.000 from agricultural protection to residential, contingent upon the one condition above.





Charlie and Shari Wiegrefe build

Petitioners- Charles (Charlie) and Sharon (Shari) Wiegrefe

Petitioners address- 15626 State Hwy 44/76 Caledonia MN 55921

Land/ location to be re-zoned- Sect-11 Twp-102 Range-006 40.00 AC W1/2 E1/2 SE1/4 DOC 241016; DOC 319437

Land description per survey completed by G Cubed Engineering-

LAND DESCRIPTION: The East 322.67 feet of the West 512.00 feet of the South 270.00 feet of the West Half of the

East Half of the Southeast Quarter of Section 11, Township 102 North, Range 6 West, Houston County, Minnesota.

The above described parcel contains 2.00 acres and is subject to any easements, covenants and restrictions of record.

The area proposed will be used for single family new construction dwelling for the Wiegrefe Family.

Proposed build date- Fall of 2026

Current district classification- Ag District

Zoning change request for the 2 acres surveyed to go from Ag use to Residential.

Factors supporting this rezone request:

Charlie and Shari Wiegrefe are looking to build a single level residential home on 2 two acre parcel which is attached to 76.5 contiguous acres which is tilled ag land and will be continued to be farmed as such.

Charlie and Shari Wiegrefe intend to build this single level home with the hopes of extending their independence of living at home within their own care. Their current farm home unfortunately has some demanding steps/ stairs to navigate which is a health and safety concern for the Wiegrefe family.

Charlie and Shari Wiegrefe intend to live in this new home as long as their health willingly will allow. In the distant future their intentions will be to pass this home down to their family members (daughters) and maintain keeping this property in the family.

Charlie and Shari Wiegrefe DO NOT ever intend to develop, subdivide, or any sort of residential clustering on any of the ag land adjacent/ or attached to this 2 acre parcel.

Charlie and Shari Wiegrefe are proposing to place the new home in a location that will be suitable for their needs as well as respecting their surrounding neighbors' views, etc. They are also hoping to minimize the footprint of the said property to NOT take any more ag land then necessary. That being said, even though the surveyed area is for a 2 acre parcel (as suggested by county recommendations) the intent is to disturb less than 2 acres overall.

This proposed property is located directly to the north of County Highway 1. The city limits of Caledonia is directly located across the County Highway 1 to the south. So this property basically adjoins the city limits with County 1 being a border.

Residential properties exist approx. 2200 feet eastward (Sunset Estates) as well.

Compatibility for this request

Charlie and Shari Wiegrefe understand due to the nature of the County imposed 40 acre rule they need to apply for this CUP/ Variance.

As it currently stands, a home owned by Kevin and Char Schroeder is located in the same 40 acre (quarter-quarter) as the intended Wiegrefe build site.

If the CUP/ Variance is granted Charlie and Shari Wiegrefe will comply with county recommendations/ request as long as feasible for all parties.

Immediate Adjacent property owners

Kevin and Char Schroeder (East of proposed)

13952 State Hwy 76, Caledonia MN 55921

Property use- Residence (farm yard, home)

Donald and Mary Ferring (West of proposed)

13500 County 1, Caledonia MN 55921

Property use- Residence (farm yard, home)

James and Patricia Schieber (South of proposed)

16700 Old Hwy 44 Road, Caledonia MN 55921

Property use- Tillable ag land

Darlene Klien

13100 State Hwy 76

Property use- Tillable ag land, farm yard, residence

Petitioners Signature(s)

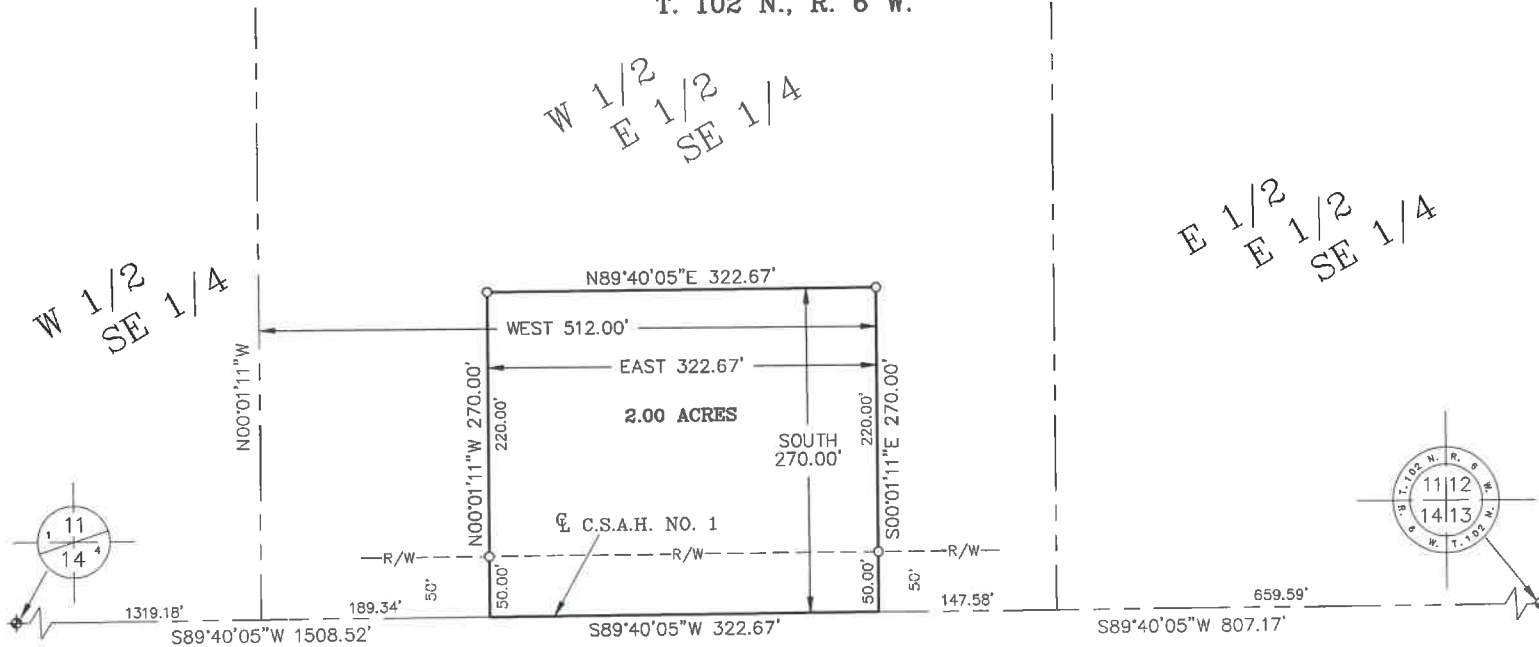
Charles Wiegrefe Charles Wiegrefe Date 8-7-26

Sharon Wiegrefe Sharon Wiegrefe Date 8-7-26

Submitted by Applicant

CERTIFICATE OF SURVEY

SECTION 11
T. 102 N., R. 6 W.



LAND DESCRIPTION:

The East 322.67 feet of the West 512.00 feet of the South 270.00 feet of the West Half of the East Half of the Southeast Quarter of Section 11, Township 102 North, Range 6 West, Houston County, Minnesota.

The above described parcel contains 2.00 acres and is subject to any easements, covenants and restrictions of record.

LEGEND

- SET 1/2 INCH IRON PIPE WITH PLASTIC CAP STAMPED LS 21940
- ✦ DENOTES HOUSTON COUNTY PUBLIC LAND SURVEY CORNER



BASIS OF BEARINGS:

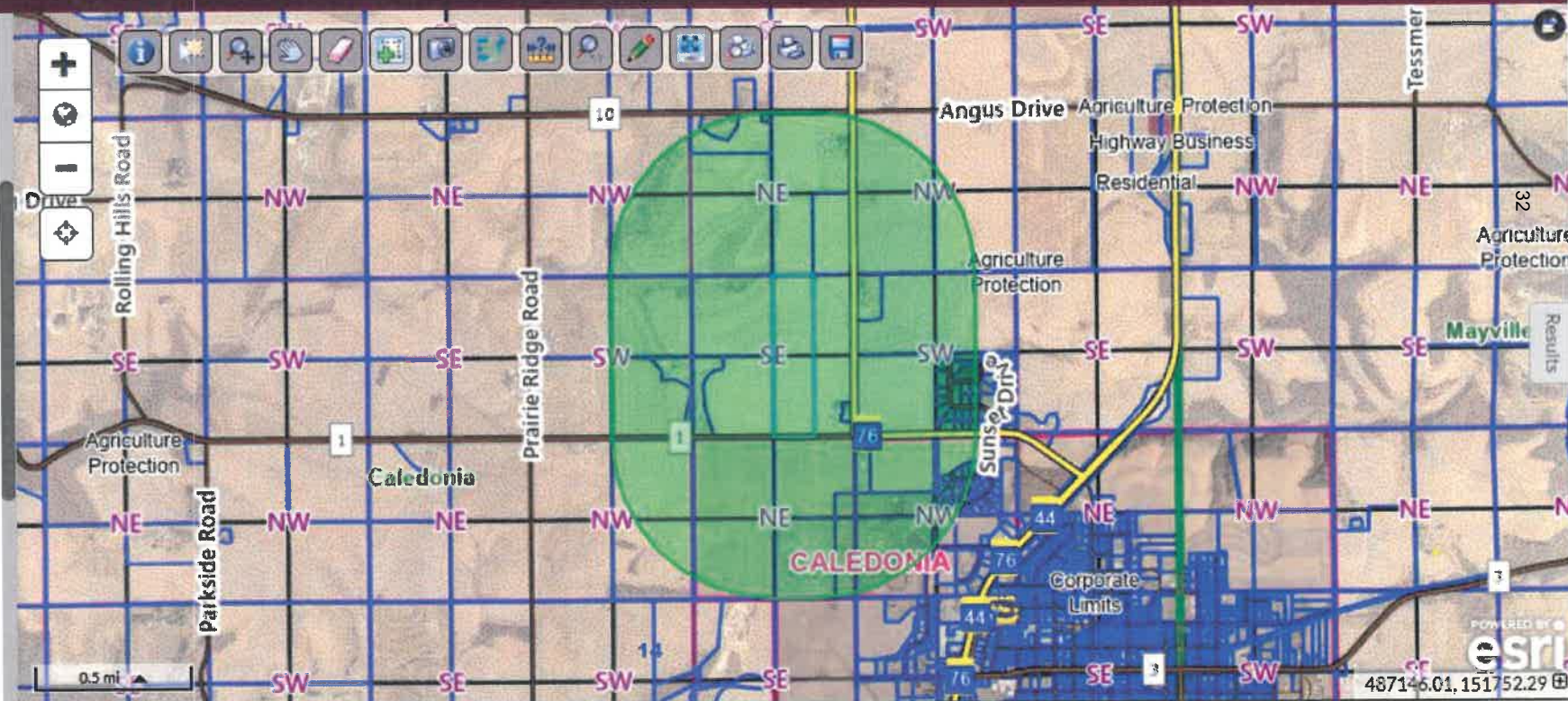
ALL BEARINGS ARE IN RELATIONSHIP WITH THE HOUSTON COUNTY COORDINATE SYSTEM NAD '83, 1996 ADJUSTMENT.

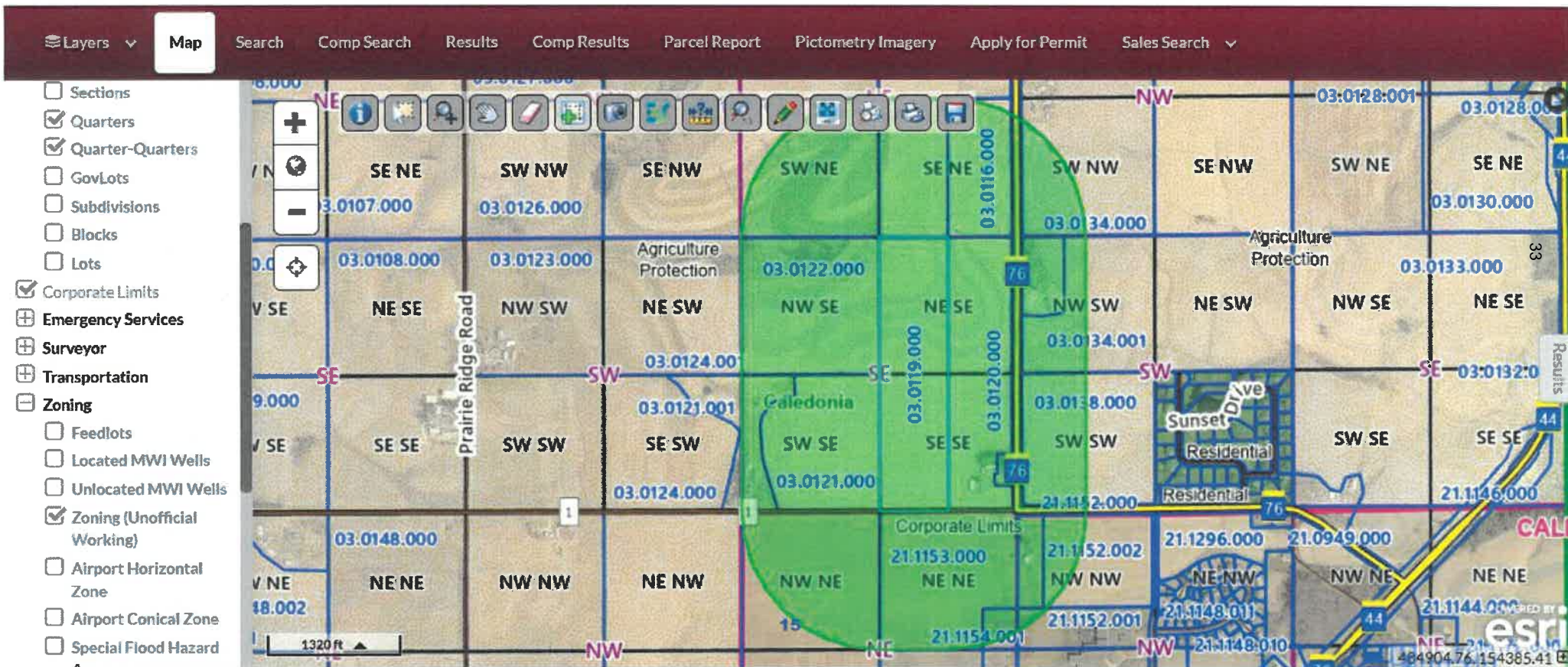
I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA Geoffrey G. Griffin DATE 7/22/2028 REG. NO. 21840	G³ G-Cubed 14070 Hwy 52 S.E. Chatfield, MN 55923	ENGINEERING SURVEYING PLANNING Ph. 507-867-1666 Fax 507-867-1665 www.gsg.to	DATE OF SURVEY: 7/20/2028
			Prepared For: Charles Wiegrefe 15626 State 76 Caledonia, MN 55921 SHEET 1 OF 1 FILE NO: 26-217

LAND DESCRIPTION:

The East 322.67 feet of the West 512.00 feet of the South 270.00 feet of the West Half of the East Half of the Southeast Quarter of Section 11, Township 102 North, Range 6 West, Houston County, Minnesota.

The above described parcel contains 2.00 acres and is subject to any easements, covenants and restrictions of record.





NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE:

That an application has been made by David Kingsley, 3784 Christianson Hill Road, Houston, MN 55943, for a Conditional Use Permit to operate a wedding and event venue in the Agricultural Protection District (Section 14 – 14.3 Conditional Uses, Subdivision 1, Subsection 25) in Money Creek Township on the following premises, to wit:

PT SE1/4 & PT SW1/4 of Section 22, Township 104, Range 7,
Houston County, Minnesota. (Parcel #10.0227.002)

Said applicant standing and making application is as fee owner of said described lands.

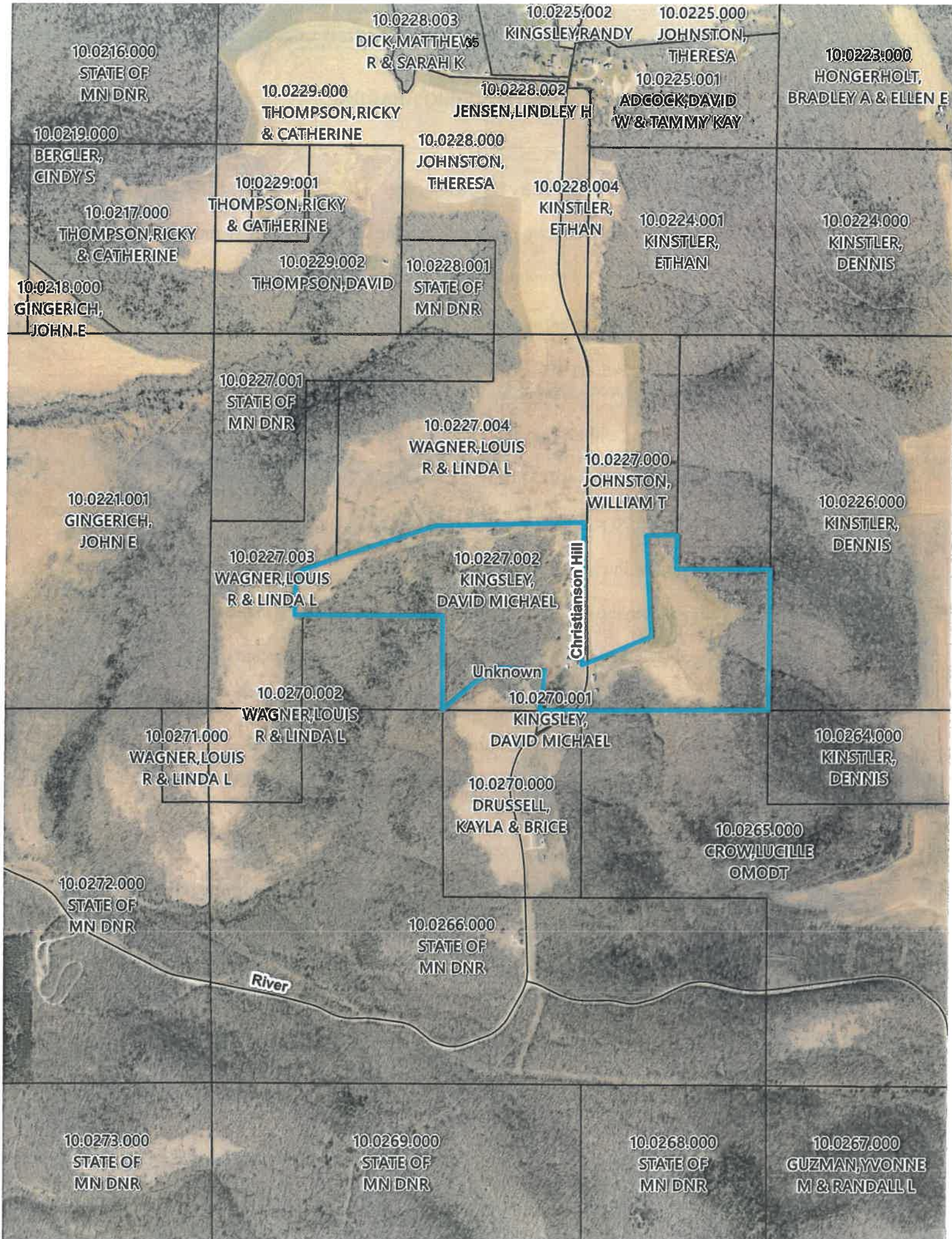
A hearing on this application will be held at the Houston County Commissioner's Room, City of Caledonia, Minnesota at 5:20 p.m. on Thursday, August 27, 2026.

All persons having an interest in the matter may attend the hearing or submit comments relative to the granting or denying of said application. Comments should be mailed to the Environmental Services Dept., 304 South Marshall Street – Room 209, Caledonia, MN 55921, or emailed to Zoning@HoCoMN.gov, and must be received by Tuesday, August 18, 2026, to be included for review prior to the hearing. All comments are considered public record.

HOUSTON COUNTY PLANNING COMMISSION

By Amelia Meiners
Zoning Administrator

ADV: August 12, 2026



CRITERIA FOR GRANTING CONDITIONAL USE PERMITS

NAME OF APPLICANT: David Kingsley DATE: August 27, 2026

C.U.P. REQUESTED: To operate a wedding and event venue in the Agricultural Protection District.

FINDINGS OF FACT

Section 11.05 of the Houston County Zoning Ordinance requires the following:

Subdivision 1. Findings. The Planning Commission shall not recommend a conditional use permit unless they find the following:

1. That the proposed use conforms to the County Land Use Plan.

Staff Analysis: Goal 1.4 of the Comprehensive Land Use Plan encourages the implementation of economic development strategies that reflect local values and supports agriculture, while attracting compatible new businesses. The Lazy K Wedding and Event Venue will bring guests to the area who will utilize local services, accommodations, and businesses thereby contributing to the economic vitality of the County.

Board agreed to the finding by a unanimous vote.

2. That the applicant demonstrates a need for the proposed use.

Staff Analysis: This wedding and event venue will act as a secondary income for the applicant and their family while also allowing the applicant to stimulate local commerce within Houston County.

Board agreed to the finding by a unanimous vote.

3. That the proposed use will not degrade the water quality of the County.

Staff Analysis: While septic is a potential threat to groundwater, the applicants intend to provide portable toilets and handwashing stations for guests during events.

Board agreed to the finding by a unanimous vote.

4. That the proposed use will not adversely increase the quantity of water runoff.

Staff Analysis: The quantity of water runoff will not increase as the modifications to the existing structure will not substantially increase the site's impermeable surface area.

Board agreed to the finding by a unanimous vote.

5. That soil conditions are adequate to accommodate the proposed use.

Staff Analysis: N/A

6. That potential pollution hazards have been addressed and that standards have been met.

Staff Analysis: The applicant has implied that the proposed venue will operate as a low-impact event space as there will be no industrial processes, hazardous materials, or waste disposal activities associated with hosting weddings and events.

Board agreed to the finding by a unanimous vote.

7. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Staff Analysis: The venue will provide portable toilets and handwashing stations with the goal of installing a bathroom in the future. The proposed parking lot has access to the public road and ADA requirements will be implemented for parking and access.

Board agreed to the finding by a unanimous vote.

8. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Staff Analysis: The large parking lot will provide sufficient off-street space for guest parking, which will ensure convenient access for all visitors and designated handicap-accessible parking will be provided.

Board agreed to the finding by a unanimous vote.

9. That facilities are provided to eliminate any traffic congestion or traffic hazard which may result from the proposed use.

Staff Analysis: There is an area designated for parking that will provide sufficient off-street parking to eliminate any potential traffic congestion. In addition, the applicants have identified an area on the east side of Christianson Hill Road that can be utilized for overflow parking.

Board agreed to the finding by a unanimous vote.

10. That the Conditional Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

Staff Analysis: The primary use of the surrounding acreage is agricultural and recreational in nature. There is one dwelling in the vicinity which is approximately 1,200 feet to the southwest of the proposed venue site.

Board agreed to the finding by a unanimous vote.

11. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.

Staff Analysis: The establishment of a wedding and event venue should not impede orderly development in the agricultural district. The surrounding properties are primarily agricultural and recreational with wooded hillsides and steep slopes.

Board agreed to the finding by a unanimous vote.

12. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Staff Analysis: The wedding and event venue will not generate any offensive odors, fumes, or dust. The applicant has indicated that noise levels will be kept to a minimum and lighting will be managed to ensure no disturbance to neighboring properties will occur. The business plan indicates that the venue will be available to rent 6 months out of the year (May – October) with venue occupation times starting at 9:00a.m. and ending at midnight.

Board agreed to the finding by a unanimous vote.

13. That the density of any proposed residential development is not greater than the density of the surrounding neighborhood or not greater than the density indicated by the applicable Zoning District.

Staff Analysis: N/A

14. That the intensity of any proposed commercial or industrial development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable Zoning District.

Staff Analysis: The proposed use of the property is limited in scope as there are no intentions for future development or expansion to ensure that the site remains consistent with its current footprint and existing land use pattern.

Board agreed to the finding by a unanimous vote.

15. That site specific conditions and such other conditions are established as required for the protection of the public's health, safety, morals, and general welfare.

Staff Analysis: The applicant is required to follow all county, state, and federal guidelines for the operation of their wedding and event venue, which should result in the protection of the public's health, safety, morals, and general welfare.

Board agreed to the finding by a unanimous vote.

Chairman Hahn asked for a motion on the findings if there were no additional comments or questions.

Johnathon Glasspoole made a motion to accept the findings as presented. Chase Munson seconded. All were in favor. Motion carried.

Chairman Hahn asked for a motion on the Conditional Use request if there were no additional comments or questions.

Chase Munson made a motion to recommend the Houston County Board approve a Conditional Use Permit to operate a wedding and event venue in the Agricultural Protection District with four conditions in Money Creek Township:

1. The Permittee shall comply with all federal, state, and local laws and regulations.

2. The County may enter onto the premises at reasonable times and in a reasonable manner to ensure the permitholder is in compliance with the conditions and all other applicable statutes, rules, and ordinances.
3. No parking is allowed on Christianson Hill Road.
4. Maximum amplified music/speaking volume shall be 100 decibels outside of the venue, with music ending no later than:
 - 12:00 a.m. (midnight) on Fridays and Saturdays
 - 10:00 p.m. on Sundays – Thursdays

Richard Schild seconded. A roll call vote was taken. All were in favor. Motion carried.

The application, with the conditions, will be presented to the Houston County Board of Commissioners for final action.



HOUSTON COUNTY ENVIRONMENTAL SERVICES

Solid Waste • Recycling • Zoning
304 South Marshall Street – Room 209, Caledonia, MN 55921
Phone: (507) 725-5800 • Fax: (507) 725-5590



STAFF REPORT 8/10/2026

Application Date: 7/23/2026
Hearing Date: 8/27/2026
Petitioner: David Kingsley
Reviewer: Michelle Burt
Zoning: Ag Protection
Address: 3784 Christianson Hill Road
Township: Money Creek
Parcel Number: 10.0227.002
Submitted Materials: CUP Application

OVERVIEW

REQUEST

The applicant is seeking a Conditional Use Permit to operate a wedding and event venue in the Agricultural Protection District of Money Creek Township.

SUMMARY OF NOTEWORTHY TOPICS

The applicant would like to utilize an existing 76ft x 34ft barn and farmyard area to operate an indoor and outdoor wedding and event venue. The indoor venue is a one-story structure that is handicapped accessible and equipped with air conditioning and heating systems while the outdoor venue would offer a scenic view of the Root River Valley and provide wedding arbor and guest seating. There is a designated parking lot that has access from the public road (see Figure 1 below).



Figure 1. Proposed site plan for the indoor and outdoor venues and parking.

The applicant would provide and maintain the facility and portable restrooms to guests, who would be responsible for all other needed amenities (e.g. food & drink, tents, entertainment, and liability insurance). The facility will be offered for rent during the months of May through mid-October with an indoor seating capacity of 175 guests. The applicant has implied that the premises may be occupied from 9:00 a.m. and vacated by midnight.

The Houston County Zoning Ordinance does not have a specific set of parameters for places of public accommodation such as wedding and event venues. However, the Minnesota Department of Labor and Industry and the Minnesota Pollution Control Agency (MPCA) have rules and standards set forth for occupant load, permitting, accessibility, noise, etc.

Here are relevant sections of the Houston County Zoning Ordinance:

SECTION 14 - AGRICULTURAL PROTECTION DISTRICT

14.1 PURPOSE AND PUBLIC NOTICE

Subdivision 1. Purpose. *The purpose of the Agricultural Protection District is to provide a district that will:*

- (1) *Retain, conserve, and enhance agricultural land in the County for agricultural uses.*
- (2) *Protect and preserve natural resources and environmentally sensitive areas.*
- (3) *Restrict scattered non-farm residential development in order to minimize incompatibility between agricultural uses and residential use, and to conserve the expenditure of public funds for new roads, road maintenance, schools, police and fire protection necessary to service scattered residential development.*

Subdivision 2. Public Notice. *Persons choosing to reside in the Agricultural Protection District are hereby notified that the agricultural district is a zoning district in which land is used principally and foremost for agricultural production.*

Subdivision 3. Discomfort Resulting From Agricultural Uses. *Owners, residents, and other uses of property in the Agricultural Protection District or neighboring properties may be subjected to inconvenience or discomfort arising from normal and accepted agricultural practices and operation, including but not limited to the following:*

- (1) *Noise, odors, dust, and hours of operation.*
- (2) *The operation of machinery, including aircraft.*
- (3) *The production, storage and land application of animal manure.*
- (4) *The application of fertilizers, soil amendments, herbicides, and pesticides.*

Owners, residents, and users of property in the Agricultural Protection District, or neighboring property should be prepared to accept such inconveniences or discomfort as they occur from agricultural uses and are hereby notified that this declaration may prevent them from obtaining a legal judgment against such agricultural uses.

14.3 CONDITIONAL USES

Subdivision 1. Conditional Uses. *In the Agricultural Protection District, the following uses may be allowed only after obtaining a Conditional Use Permit in accordance with the provision of this Ordinance.*

- (25) *Other Uses. Other uses as determined by the Planning Commission and the Houston County Board of Commissioners that are similar to those uses listed above and are found to be compatible with other uses already permitted in the district.*

TOWNSHIP AND NEIGHBORHOOD COMMENTS

Money Creek Township and the ten nearest property owners were notified. There were a few inquiries but no written comments were received.

SITE CHARACTERISTICS

This is a 60.74-acre parcel located on Christianson Hill Road in Money Creek Township about four miles northwest of Houston. The existing 76ft x 34ft barn was rebuilt in 2023 after it had been destroyed by a storm the previous year. Since then, the applicant added a handicap ramp and a deck that wraps around the north and east side of the barn.



Figure 2. Aerial Image of Barn (2020 & 2023)



Figure 3. Aerial Image of Barn (2026)

Since the applicant will be modifying the interior of this existing structure, many of the standards are not applicable. There are no bluff impacts, floodplain, shoreland, slope, feedlot, or mine concerns. Aside from the applicants dwelling that is located on the property, there is one dwelling in the vicinity which is approximately 1,200 feet from the proposed venue.

EVALUATION

Section 11.05 of the Houston County Zoning Ordinance requires the following:

Subdivision 1. Findings. The Planning Commission shall not recommend a conditional use permit unless they find the following:

1. That the proposed use conforms to the County Land Use Plan.

Staff Analysis: Goal 1.4 of the Comprehensive Land Use Plan encourages the implementation of economic development strategies that reflect local values and supports agriculture, while attracting compatible new businesses. The Lazy K Wedding and Event Venue will bring guests to the area who will utilize local services, accommodations, and businesses thereby contributing to the economic vitality of the County.

2. That the applicant demonstrates a need for the proposed use.

Staff Analysis: This wedding and event venue will act as a secondary income for the applicant and their family while also allowing the applicant to stimulate local commerce within Houston County.

3. That the proposed use will not degrade the water quality of the County.

Staff Analysis: While septic is a potential threat to groundwater, the applicants intend to provide portable toilets and handwashing stations for guests during events.

4. That the proposed use will not adversely increase the quantity of water runoff.

Staff Analysis: The quantity of water runoff will not increase as the modifications to the existing structure will not substantially increase the site's impermeable surface area.

5. That soil conditions are adequate to accommodate the proposed use.

Staff Analysis: N/A

6. That potential pollution hazards have been addressed and that standards have been met.

Staff Analysis: The applicant has implied that the proposed venue will operate as a low-impact event space as there will be no industrial processes, hazardous materials, or waste disposal activities associated with hosting weddings and events.

7. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Staff Analysis: The venue will provide portable toilets and handwashing stations with the goal of installing a bathroom in the future. The proposed parking lot has access to the public road and ADA requirements will be implemented for parking and access.

8. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Staff Analysis: The large parking lot will provide sufficient off-street space for guest parking, which will ensure convenient access for all visitors and designated handicap-accessible parking will be provided.

9. That facilities are provided to eliminate any traffic congestion or traffic hazard which may result from the proposed use.

Staff Analysis: There is an area designated for parking that will provide sufficient off-street parking to eliminate any potential traffic congestion. In addition, the applicants have identified an area on the east side of Christianson Hill Road that can be utilized for overflow parking.

10. That the Conditional Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

Staff Analysis: The primary use of the surrounding acreage is agricultural and recreational in nature. There is one dwelling in the vicinity which is approximately 1,200 feet to the southwest of the proposed venue site.

11. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.

Staff Analysis: The establishment of a wedding and event venue should not impede orderly development in the agricultural district. The surrounding properties are primarily agricultural and recreational with wooded hillsides and steep slopes.

12. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Staff Analysis: The wedding and event venue will not generate any offensive odors, fumes, or dust. The applicant has indicated that noise levels will be kept to a minimum and lighting will be managed to ensure no disturbance to neighboring properties will occur. The business plan indicates that the venue will be available to rent 6 months out of the year (May – October) with venue occupation times starting at 9:00a.m. and ending at midnight.

13. That the density of any proposed residential development is not greater than the density of the surrounding neighborhood or not greater than the density indicated by the applicable Zoning District.

Staff Analysis: N/A

14. That the intensity of any proposed commercial or industrial development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable Zoning District.

Staff Analysis: The proposed use of the property is limited in scope as there are no intentions for future development or expansion to ensure that the site remains consistent with its current footprint and existing land use pattern.

15. That site specific conditions and such other conditions are established as required for the protection of the public's health, safety, morals, and general welfare.

Staff Analysis: The applicant is required to follow all county, state, and federal guidelines for the operation of their wedding and event venue, which should result in the protection of the public's health, safety, morals, and general welfare.

RECOMMENDATION

The Planning Commission must consider the criteria above. Should the permit be granted, staff recommend requiring the following conditions:

1. The Permittee shall comply with all federal, state, and local laws and regulations.
2. The County may enter onto the premises at reasonable times and in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinances.
3. No parking is allowed on Christianson Hill Road.
4. Maximum amplified music/speaking volume shall be 100 decibels outside of the venue, reducing to 80 decibels at midnight with music ending no later than:
 - 12:00 a.m. (midnight) on Fridays and Saturdays
 - 10:00 p.m. on Sundays – Thursdays

Proposed motion: Recommend granting a Conditional Use Permit to operate a wedding and event venue in the Agricultural Protection District.

Conditional Use Amount Paid
Request \$0.00
2026-CUP-640822

Applicant Created
David M. Kingsley July 8, 2026

Status
In Progress

Number
2026-CUP-
640822

KINGSLEY,DAVID MICHAEL |
100227002 | Money Creek
Submitted by
[redacted] on
7/8/2026



Applicant

David M. Kingsley

[redacted]
[redacted]

Search Parcel Data Completed On Wednesday, July 8, 2026 at 12:43 AM CDT by [redacted]

ParcelID	Address	City	OwnerName	Acres
100227002	3784 CHRISTIANSON HILL RD	HOUSTON	KINGSLEY,DAVID MICHAEL	60.740

CONDITIONAL USE INTRO Completed On Wednesday, July 8, 2026 at 12:44 AM CDT by [redacted]

Conditional Use Application Fee
\$700.00

Recording Fee
\$46.00

Application Type:
Conditional Use

APPLICANT INFORMATION Completed On Wednesday, July 8, 2026 at 12:46 AM CDT by [redacted]

Applicant Name
KINGSLEY,DAVID MICHAEL

Parcel Tax ID
100227002

Telephone Number
[redacted]

Address
3784 CHRISTIANSON HILL RD

City
HOUSTON

Zip

55943

Legal Description

PT SE1/4 & PT SW1/4

DOC #229868

3

Section-Township-Range

22-104-007

Do you own additional adjacent parcels

No

Township of:

Money Creek

I understand I am required to inform my township of my application.

Yes

CONDITIONAL USE REQUEST Completed On Friday, July 10, 2026 at 2:31 PM CDT by [REDACTED]

Describe in detail your request.

We are requesting a Conditional Use Permit for our new business venture, The Lazy K Wedding and Event Venue at our farm located at 3784 Christianson Hill Road, Houston, MN. As is described in our attached business plan, we plan to offer an indoor and outdoor wedding venue on our property. This includes a large, open building that is equipped with an air-conditioning and heating system, tables and chairs, decorations, sound system, deck, and handicap ramp. Portable toilets with handwashing stations will be provided at this time with hopes of adding indoor washroom facilities in the future. The outdoor venue is located on the property and overlooks the beautiful Root River Valley. This is simply an area with a wedding arbor and will have seating for guests. There is a designated parking lot to the north of the wedding building that is accessed from the main road and is mowed and will soon have a gravel trail in it for ease of travel.

Citation of Ordinance Section from which the Conditional Use is requested:

Zoning Ordinance Section 14, subsection 25.

Requested Dimension:

2 acres

Please upload any supporting documents:

[Lazy K Ranch Business Plan.pdf](#)

[Fire Department Inspection.png](#)

CONDITIONAL USE FINDING OF FACTS Completed On Friday, July 10, 2026 at 3:13 PM CDT by [REDACTED]

1. That the proposed use conforms to the County Land Use Plan.

Yes

Comments:

The proposed use, Lazy K Ranch and Wedding and Event Venue, aligns with the goals and guidelines outlined in the County Land Use Plan. The project is designed to be compatible with existing land use designations, ensuring that all operations conform to the county's established standards for development and community growth.

2. That the applicant demonstrates a need for the proposed use.

Yes

Comments:

The Lazy K Wedding and Event Venue will provide our family with a secondary income while stimulating local commerce within Houston County. By hosting events, we will bring guests to the area who will utilize local services, accommodations, and businesses, thereby contributing to the broader economic vitality of the community.

3. That the proposed use will not degrade the water quality of the County.

Yes

Comments:

The proposed use will be supported by portable toilets and handwashing stations, ensuring that adequate sanitation facilities are provided to maintain health and safety standards on the site.

4. That the proposed use will not adversely increase the quantity of water runoff.

Yes

Comments:

The proposed use ensures hygiene and sanitation standards are met by utilizing portable toilets and handwashing stations serviced by a reliable, professional vendor, ensuring that all health and safety requirements are maintained.

5. That soil conditions are adequate to accommodate the proposed use.

Yes

Comments:

The proposed wedding and event venture will have no negative impact on the site's soil conditions. The scale of the operation is designed to minimize surface disturbance, and existing land coverage remains sufficient to accommodate the activity without causing erosion or compaction issues.

6. That potential pollution hazards have been addressed and standards have been met.

Yes

Comments:

The proposed venue will operate as a low-impact event space; there are no industrial processes, hazardous materials, or waste disposal activities associated with hosting weddings and events that would pose a risk of pollution to the site or surrounding environment. All facility management will adhere to strict sanitation and environmental protection standards to ensure no contamination occurs.

7. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Yes

Comments:

The proposed use will be supported by adequate infrastructure, including the installation of portable toilets and handwashing stations to accommodate guests. To ensure safety and accessibility, we will provide a handicap-accessible ramp with proper handrails. Additionally, the existing access roads are sufficient to support the anticipated traffic and will be maintained to ensure safe and reliable entry and exit for the site.

8. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Yes

Comments:

The proposed use includes a large, well-maintained parking lot located north of the barn, which provides ample space for visitors. Designated handicap-accessible parking will be provided in close proximity to the building entrance. Additionally, we will offer a shuttle service to ensure convenient access for guests requiring extra assistance moving between the parking area and the venue.

9. That adequate facilities are provided to eliminate any traffic congestion or traffic hazard which may result from the proposed use.

Yes

Comments:

The proposed use provides ample on-site parking within our large dedicated parking lot. Additionally, overflow parking is available on the east side of the road, ensuring convenient access for all visitors and those requiring close proximity to the facility.

10. That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

Yes

Comments:

The Lazy K Ranch and Wedding Venue offers a unique experience that distinguishes it from other event venues in the county and surrounding areas. Due to its strategic layout and specialized operations, the establishment is designed to function harmoniously within its setting without negatively impacting the use or enjoyment of neighboring properties. The venue operates with a focus on privacy and professional management, ensuring that its presence remains a positive addition to the local landscape rather than a disturbance to the surrounding community.

11. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.

Yes

Comments:

The proposed use will not impede the normal and orderly development of surrounding properties, as the immediate area consists entirely of privately owned land with no vacant parcels available for development. Furthermore, given our location in a rural area, the nature of this operation is fully compatible with existing land uses and will have no negative impact on the character or improvement of the surrounding properties.

12. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Yes

Comments:

The proposed wedding and event venue operation will not generate any offensive odors, harmful fumes, or vibrations. Regarding dust, while there may be minor amounts generated by vehicle traffic on the existing gravel roads, this is consistent with typical rural use and local conditions. Furthermore, the property's isolated location relative to neighboring residences ensures that noise levels will be kept to a minimum and will not constitute a nuisance. All lighting and facility operations will be managed to ensure no disturbance to the surrounding area.

13. That the density of any proposed residential development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable zoning district

Yes

Comments:

The proposed use will not involve any significant future development. The existing facilities at the Lazy K Ranch Wedding and Event Venue are already fully established and sufficient to host events, ensuring that the site remains consistent with its current footprint and minimizes impact on the surrounding area.

14. That the density of any proposed commercial or industrial development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable zoning district.

Yes

Comments:

The proposed use is limited in scope and will not involve any significant future development or expansion, ensuring that the site remains consistent with its current footprint and existing land use patterns.

15. That site specific conditions and such other conditions are established as required for the protection of the public's health, safety, morals, and general welfare.

Yes

Comments:

The Lazy K Ranch Wedding and Event Venue is committed to upholding the highest standards of public health, safety, morals, and general welfare. To ensure the safety and accessibility of our guests, we are providing ADA-compliant toilet and handwashing facilities, a handicap-accessible ramp with secure handrails, and designated accessible parking. The facility is designed for safety, featuring clear and easy emergency egress routes, comprehensive fire safety equipment, and an on-site first aid kit. Furthermore, we have confirmed access to a nearby storm shelter to ensure the protection and well-being of all visitors during inclement weather.

SITE PLAN INFORMATION Completed On Friday, July 10, 2026 at 3:26 PM CDT by [REDACTED]

Upload Site Plan

Use the Interactive Map to Create a Site Plan. Map Tools: Click the plus and minus buttons in the upper left of the map window, to zoom in/out. Navigation Mode - Scroll up to zoom in, scroll down to zoom out. Click and hold to pan around map. Text Mode - To place text on the map, click on the "Add Text" tool, click the place on the map where you would like the text to be displayed, then enter the text in the box that appears at the top of the screen, click ok to display the text on the map. Draw a point - Click once on the map where you would like the point to be. Draw a Line - Click once on map to start drawing a line, double click to stop drawing line. Draw a Polyline - Click once on map to start drawing a polygon, click map at each vertex and double click to finish polygon drawing. Draw a Rectangle - Click once on the map where you would like the rectangle to be. The rectangle will appear on the map. Click on the Select tool and click on the rectangle to resize (click an outside square and drag to resize), rotate (click, hold and drag the circle on top of the rectangle to rotate) or delete (click the rectangle and hit the delete button). Measure - Click once on map to start draw a line with a measurement, click map at each vertex and double click to finish drawing. If you double click near starting point area measurement will also be calculated. Undo Last Edit - Click tool to undo last drawing edit. Undo All Edits - Click tool to undo all drawing edits.

Sketch Layer

Reference Layer

Mapproxy



Powered by Esri

Use the space below to include site plan comments, if necessary

See the parking lot site to the north of the Wedding Barn Site. See the Outdoor Ceremony Site to the east of the Wedding Barn. Photos of the current facility are included in the attached Business Plan

APPLICATION SUBMITTAL Completed On Monday, July 20, 2026 at 7:35 PM CDT by [REDACTED]

By checking this box, I grant Housbn County access to my property for the purpose of evaluating this application.

Yes

By checking this box, I certified that I have notified my town board of my application.

Yes

By checking this box, I certify that the information provided in this application is true and accurate to the best of my knowledge.

Yes

Signature

Dave Kingsley

Date Signed:

7/10/2026

Check this box if Staff Signature on behalf of Applicant.

Email APPLICATION SUBMITTAL Completed On Monday, July 20, 2026 at 7:35 PM CDT by [REDACTED]

External Notes

Documents

Internal Notes

Documents

**THE LAZY K RANCH WEDDING AND EVENT VENUE
BUSINESS PLAN**

Owner: David M. Kingsley
Address: 3784 Christianson Hill Road, Houston, MN 55943
Business Name: Lazy K Ranch Wedding and Event Venue LLC

The Lazy K Ranch Wedding and Event Venue will be located on the David M. Kingsley property at the above address. This venue will include both an indoor and outdoor venue, both located in the farmyard area. The business has been registered with The Minnesota Secretary of State, as required, and is in good standing. This indoor venue is a newer metal structure that was built on an existing foundation in 2023. The outdoor venue is an area on the bluff that overlooks the beautiful Root River Valley. The venue will primarily operate during weekend days (Friday, Saturday and Sunday) but will not be limited to just weekends. The hours of operation will vary but will likely be mostly afternoon and evening hours. The plan is that the premises may be occupied by 0900 a.m. and be vacated by midnight. The plan is for the venue to be open during the months of May through mid-October.

The types of events that are planned include weddings, birthday parties, graduation celebrations, retirement parties, class reunions and other special events. The venue is equipped with air conditioning and heating systems. This one-room building is set up with tables and chairs, decorations, a sound system, and a bar area that is equipped with coolers.

According to Minnesota State Building Code for tables-and-chairs, maximum seated capacity for the banquet floor is 163 persons for 2440 square feet. This was calculated as follows: 76 feet X 34 feet = 2584 square feet. Subtract 144 square feet for bar area = 2440 square feet. Then, we added the 12 seats at the bar area for a total of 175 persons in a seated capacity. (Under Table 1004.5, the code allocates 15 net square feet per person for a banquet or dining layout ($2,440 \text{ sq. ft.} \div 15 = 162.6$, which rounds up to 163) and, again adding 12 seats at the bar.

The Rushford Fire Department did a site visit during on July 20th as they are the Fire Department that responds to our address. A fire and safety walk-through was conducted

and we will be complying with all requirements. A copy of their report is being submitted herein.

The indoor wedding venue is one-level and can easily be evacuated if the need arises. In addition to the front door, there is a door that exits to the deck for easy egress. There is a nearby storm shelter in the event it would be needed.

There is a large, mowed parking lot to the north of the wedding venue building that is clearly marked and will soon have a graveled trail for easy travel into and out of the parking lot in the event of rainy weather. Guests that request assistance will be shuttled from the parking lot to the wedding venue. There is also an area in the yard where a large rental tent could be accommodated.

At the present time, portable toilets and handwashing stations will be rented for events. This will also include handicap accessible toilets for guests that require them. The indoor venue is equipped with a handicap ramp to make it easier for guests with wheelchairs, canes and walkers. It is the hope that in the next year or two, indoor bathroom facilities will be constructed.

There is not a kitchen in the indoor venue. The plan will be for the guests to hire approved caterers for their events. Caterers will be provided with a setup area for food set up and distribution and a handwashing station. Liquor, if served, must be served by a licensed caterer or establishment with a Minnesota liquor license.

Policies and expectations for renters are as follows:

No smoking or vaping are permitted in the indoor wedding venue. No pets are permitted at the venue unless previously okayed by the owner. Hours of operation have been mentioned above. Guests need to be considerate of any noise issues, but this should not be a problem as the venue site is somewhat isolated from neighbors. Renters must obtain a Wedding Insurance (General Liability Policy) prior to receiving keys to the venue.

We have scheduled a meeting with the Money Creek Township Board to present this information. We will be meeting with the board during their August meeting on August 6th, 2027.

Please review the site plan below (photos)



Outdoor Wedding Venue Site



Indoor Wedding Venue



**Outdoor View of Proposed
Wedding Venue Building**



Parking lot to north of barn.

Access is from main road on the right.



Front View of Building Showing Ramp

Thank-you in advance, for letting us present this information and for your review and consideration in this matter. We are looking forward to realizing this dream on our family farm in Houston County.

Respectfully,

A handwritten signature in dark ink, reading "David M. Kingsley". The signature is written in a cursive, flowing style. The first name "David" is written with a large, looped 'D'. The middle initial "M." is written in a smaller, more compact cursive. The last name "Kingsley" is written with a large, looped 'K' and a trailing flourish.

David M. Kingsley

FIRE DEPARTMENT VISIT/CHECK

As a representative of the Rushford Fire Department, I visited The Lazy K Ranch Wedding and Event Venue located at 3784 Christianson Hill Road, Houston, MN on today's date. The owner and I did a walk around and inspected the set-up of the building, fire extinguishers, smoke detectors, and signage locations. We also looked at safety features including the handicap ramp and railing, emergency shelter location, and emergency lighting as well as the building layout in general.

The owner is following the State of Minnesota's Building Code for Occupancy. The building is 76 feet X 34 feet = 2584 square Feet. Subtract 144 square feet for bar area = 2440 square feet. With these calculations, under Table 1004.5, the code allocates 15 net square feet per person for a banquet or dining layout (2,440 sq. feet divided by 15 = 162.6 persons which rounds up to 163 persons. Then, there is seating for 12 additional persons at the bar seating area which totals 175 seated persons.

The building is clean and appears to be newer and in good repair. There is no trash or debris or other notable safety concerns.

N. Smith Rushford
Fire Chief

Name, Title

7/20/2026

Date

**Resolution 26-24 to Submit Plan Renewal Amendment
Root River
Comprehensive Watershed Management Plan**

Whereas, Houston County resolved to adopt and jointly implement the Root River Comprehensive Watershed Management Plan (Plan) on January 10, 2017; and

Whereas, Houston County has been an active participant on the Policy Committee to oversee the implementation of the Plan and development of the Plan renewal amendment; and

Whereas, the Board of Water and Soil Resources (BWSR) approved the Plan on December 14, 2016 with an expiration date of December 31, 2026; and

Whereas, the One Watershed, One Plan Operating Procedures (BWSR) allow for a plan renewal amendment that results in a new plan expiration date; and

Whereas, the Policy Committee submitted the plan renewal amendment for 60-day formal review on June 10, 2026 and hosted a public hearing on August 24, 2026; and

Whereas, all comments received during the 60-day review and public hearing have been addressed by the Policy Committee; and

Whereas, the Policy Committee recommended that each of the participating boards adopt a resolution supporting the proposed plan renewal amendment at their August 24, 2026 meeting; and

Now Therefore Be it Resolved, Houston County supports submission of the Root River Comprehensive Watershed Management Plan, plan renewal amendment, to the Board of Water and Soil Resources (BWSR).

CERTIFICATION

STATE OF MINNESOTA

Houston County

I do hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by Houston County at a duly authorized meeting thereof held on the 15th of September, 2026.

Brent Parker, Houston County Coordinator

**BOARD OF COMMISSIONER MEETING
AGENDA REQUEST FORM**

Historic Courthouse
304 S Marshall Street
Caledonia, MN 55921

Board Meeting Date: 09/15/2026**Date Request Submitted: 09/10/2026****Submitted By (Name and Title): Carol Lapham, Finance Director**

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 2026 Wage/Salary/Benefit Budget Amendments.

Discussion Item:

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!

Account Number	Account Description	F L F	2026 ORIGINAL	BUDGET AMENDMENT		2026 ORIGINAL	BUDGET AMENDMENT	
				2026/09/15	2026 REVISED		2026/09/15	2026 REVISED
01-041-000-0000-6105	WAGES & SALARIES	€ F	287,120	2,922	290,042			
01-041-000-0000-6153	HSA/VEBA CONTRIBUTION	€ F	14,875	(1,062)	13,813			
01-041-000-0000-6161	PERA	€ F	19,720	219	19,939			
01-041-000-0000-6171	SOCIAL SECURITY	€ F	17,801	182	17,983			
01-041-000-0000-6177	MINNESOTA PAID LEAVE	€ F	1,263	13	1,276			
01-041-000-0000-6178	MEDICARE	€ F	4,163	43	4,206			
01-091-000-0000-6105	WAGES & SALARIES	€ F	457,641	355	457,996			
01-091-000-0000-6161	PERA	€ F	29,393	4,957	34,350			
01-091-000-0000-6171	SOCIAL SECURITY	€ F	28,374	22	28,396			
01-091-000-0000-6177	MINNESOTA PAID LEAVE	€ F	2,014	1	2,015			
01-091-000-0000-6178	MEDICARE	€ F	6,635	5	6,640			
01-091-104-0000-6105	WAGES & SALARIES	€ F	59,043	70	59,113			
01-091-104-0000-6161	PERA	€ F	4,428	5	4,433			
01-091-104-0000-6171	SOCIAL SECURITY	€ F	3,661	4	3,665			
01-091-104-0000-6178	MEDICARE	€ F	856	1	857			
01-105-000-0000-6105	WAGES & SALARIES	€ F	462,256	(8,570)	453,686			
01-105-000-0000-6161	PERA	€ F	34,669	(643)	34,026			
01-105-000-0000-6171	SOCIAL SECURITY	€ F	28,660	(531)	28,129			
01-105-000-0000-6177	MINNESOTA PAID LEAVE	€ F	2,034	(38)	1,996			
01-105-000-0000-6178	MEDICARE	€ F	6,703	(125)	6,578			
01-107-000-0000-6153	HSA/VEBA CONTRIBUTION	€ F	4,250	(1,062)	3,188			
01-201-000-0000-6105	WAGES & SALARIES	€ F	1,541,652	219,436	1,761,088			
01-201-000-0000-6151	HEALTH INSURANCE	€ F	354,662	67,410	422,072			
01-201-000-0000-6152	LIFE INSURANCE	€ F	301	49	350			
01-201-000-0000-6153	HSA/VEBA CONTRIBUTION	€ F	51,409	9,567	60,976			
01-201-000-0000-6161	PERA	€ F	263,741	36,065	299,806			
01-201-000-0000-6171	SOCIAL SECURITY	€ F	8,948	1,738	10,686			
01-201-000-0000-6177	MINNESOTA PAID LEAVE	€ F	6,277	966	7,243			
01-201-000-0000-6178	MEDICARE	€ F	22,990	3,210	26,200			
01-201-101-0000-6105	WAGES & SALARIES	€ F	20,618	(577)	20,041			
01-201-101-0000-6151	HEALTH INSURANCE	€ F	4,014	(33)	3,981			
01-201-101-0000-6153	HSA/VEBA CONTRIBUTION	€ F	653	(5)	648			
01-201-101-0000-6161	PERA	€ F	1,515	(12)	1,503			
01-201-101-0000-6171	SOCIAL SECURITY	€ F	1,278	(35)	1,243			
01-201-101-0000-6177	MINNESOTA PAID LEAVE	€ F	91	(3)	88			
01-201-101-0000-6178	MEDICARE	€ F	299	(8)	291			
01-203-000-0000-6105	WAGES & SALARIES	€ F	220,203	(220,203)	0			
01-203-000-0000-6110	PREMIUM PAY	€ F	2,000	(2,000)	0			
01-203-000-0000-6151	HEALTH INSURANCE	€ F	67,378	(67,378)	0			
01-203-000-0000-6152	LIFE INSURANCE	€ F	50	(50)	0			
01-203-000-0000-6153	HSA/VEBA CONTRIBUTION	€ F	9,563	(9,563)	0			
01-203-000-0000-6161	PERA	€ F	36,407	(36,407)	0			
01-203-000-0000-6171	SOCIAL SECURITY	€ F	1,786	(1,786)	0			
01-203-000-0000-6177	MINNESOTA PAID LEAVE	€ F	978	(978)	0			

Account Number	Account Description	F F L F	BUDGET			BUDGET		
			2026 ORIGINAL	AMENDMENT	2026 REVISED	2026 ORIGINAL	AMENDMENT	2026 REVISED
	EEEEEE			2026/09/15			2026/09/15	
01-203-000-0000-6178	MEDICARE	€ F	3,250	(3,250)	0			
01-251-000-0000-6105	WAGES & SALARIES	€ F	1,312,825	(34,245)	1,278,580			
01-251-000-0000-6151	HEALTH INSURANCE	€ F	336,936	10,847	347,783			
01-251-000-0000-6152	LIFE INSURANCE	€ F	327	(10)	317			
01-251-000-0000-6153	HSA/VEBA CONTRIBUTION	€ F	48,875	1,063	49,938			
01-251-000-0000-6161	PERA	€ F	136,281	(3,510)	132,771			
01-251-000-0000-6171	SOCIAL SECURITY	€ F	83,574	(2,141)	81,433			
01-251-000-0000-6177	MINNESOTA PAID LEAVE	€ F	5,888	(151)	5,737			
01-251-000-0000-6178	MEDICARE	€ F	19,546	(501)	19,045			
01-252-000-0000-6105	WAGES & SALARIES	€ F	71,902	205	72,107			
01-252-000-0000-6161	PERA	€ F	5,393	15	5,408			
01-252-000-0000-6171	SOCIAL SECURITY	€ F	4,458	13	4,471			
01-252-000-0000-6177	MINNESOTA PAID LEAVE	€ F	316	1	317	GENERAL REVENUE FUND		
01-252-000-0000-6178	MEDICARE	€ F	1,043	3	1,046	9,996,191	(35,490)	9,960,701
10-301-000-0000-6105	WAGES & SALARIES	€ F	274,619	4,808	279,427			
10-301-000-0000-6151	HEALTH INSURANCE	€ F	30,426	30,426	60,852			
10-301-000-0000-6152	LIFE INSURANCE	€ F	55	4	59			
10-301-000-0000-6153	HSA/VEBA CONTRIBUTION	€ F	4,250	4,250	8,500			
10-301-000-0000-6161	PERA	€ F	20,596	361	20,957			
10-301-000-0000-6171	SOCIAL SECURITY	€ F	17,123	298	17,421			
10-301-000-0000-6177	PFML	€ F	1,215	21	1,236			
10-301-000-0000-6178	MEDICARE	€ F	4,004	70	4,074			
10-303-000-0000-6105	WAGES & SALARIES	€ F	423,175	7,963	431,138			
10-303-000-0000-6110	PREMIUM PAY	€ F	10,000	138	10,138			
10-303-000-0000-6171	SOCIAL SECURITY	€ F	27,615	502	28,117			
10-303-000-0000-6177	PFML	€ F	1,940	36	1,976	ROAD & BRIDGE FUND		
10-303-000-0000-6178	MEDICARE	€ F	6,458	118	6,576	2,277,789	48,995	2,326,784
11-420-600-4801-6105	WAGES & SALARIES	€ F	687,296	(17,927)	669,369			
11-420-600-4801-6110	SALARIES - OVERTIME	€ F	0	1,000	1,000			
11-420-600-4801-6151	GROUP INSURANCE - HOLDING	€ F	197,665	(6,378)	191,287			
11-420-600-4801-6161	PERA HOLDING STAFF	€ F	51,547	(1,270)	50,277			
11-420-600-4801-6171	FICA HOLDING STAFF	€ F	42,612	(1,049)	41,563			
11-420-600-4801-6177	PFML	€ F	3,024	(75)	2,949			
11-420-600-4801-6178	MEDICARE STAFF	€ F	9,966	(246)	9,720			
11-420-600-4805-6105	WAGES & SALARIES	€ F	221,945	(37,163)	184,782			
11-420-600-4805-6151	GROUP INSURANCE - HEALTH & LIFE	€ F	63,477	(11,480)	51,997			
11-420-600-4805-6152	LIFE INSURANCE	€ F	50	(6)	44			
11-420-600-4805-6153	HSA/VEBA CONTRIBUTION	€ F	8,861	(1,317)	7,544			
11-420-600-4805-6161	PERA ADMIN	€ F	16,646	(2,788)	13,858			
11-420-600-4805-6171	FICA ADMIN	€ F	13,761	(2,305)	11,456			
11-420-600-4805-6177	PFML	€ F	976	(163)	813			
11-420-600-4805-6178	MEDICARE ADMIN	€ F	3,218	(539)	2,679			
11-420-640-4800-6105	WAGES & SALARIES	€ F	258,810	(2,023)	256,787			
11-420-640-4800-6110	SALARIES - OVERTIME	€ F	0	1,000	1,000			

Account Number	Account Description	F F L F	2026 ORIGINAL	BUDGET AMENDMENT		2026 ORIGINAL	BUDGET AMENDMENT	
				2026/09/15	2026 REVISED		2026/09/15	2026 REVISED
11-420-640-4800-6151	GROUP INSURANCE - HEALTH & LIFE	€ F	53,952	(1,741)	52,211			
11-420-640-4800-6161	PERA STAFF	€ F	19,411	(77)	19,334			
11-420-640-4800-6171	FICA STAFF	€ F	16,046	(63)	15,983			
11-420-640-4800-6177	PFML	€ F	1,139	(5)	1,134			
11-420-640-4800-6178	MEDICARE STAFF	€ F	3,753	(15)	3,738			
11-430-700-4800-6105	WAGES & SALARIES	€ F	1,351,541	6,072	1,357,613			
11-430-700-4800-6110	SALARIES - OVERTIME	€ F	10,000	(2,000)	8,000			
11-430-700-4800-6151	GROUP INSURANCE - HEALTH & LIFE	€ F	327,986	(23,635)	304,351			
11-430-700-4800-6152	LIFE INSURANCE	€ F	337	(1)	336			
11-430-700-4800-6153	HSA/VEBA CONTRIBUTION	€ F	46,750	(2,125)	44,625			
11-430-700-4800-6161	PERA STAFF	€ F	102,116	305	102,421			
11-430-700-4800-6171	FICA STAFF	€ F	84,415	253	84,668			
11-430-700-4800-6177	PFML	€ F	5,991	18	6,009			
11-430-700-4800-6178	MEDICARE STAFF	€ F	19,742	59	19,801			
11-430-700-4805-6105	WAGES & SALARIES	€ F	265,586	(48,608)	216,978			
11-430-700-4805-6151	GROUP INSURANCE - HEALTH & LIFE	€ F	70,711	(13,843)	56,868			
11-430-700-4805-6152	LIFE INSURANCE	€ F	57	(7)	50			
11-430-700-4805-6153	HSA/VEBA CONTRIBUTION	€ F	9,902	(1,615)	8,287			
11-430-700-4805-6161	PERA ADMIN	€ F	19,919	(3,645)	16,274			
11-430-700-4805-6171	FICA ADMIN	€ F	16,466	(3,014)	13,452			
11-430-700-4805-6177	PFML	€ F	1,169	(214)	955			
11-430-700-4805-6178	MEDICARE ADMIN	€ F	3,851	(705)	3,146			
11-430-765-4801-6105	WAGES & SALARIES	€ F	688,538	(4,256)	684,282			
11-430-765-4801-6151	HEALTH INSURANCE	€ F	161,761	(5,219)	156,542			
11-430-765-4801-6161	PERA	€ F	51,540	(219)	51,321			
11-430-765-4801-6171	SOCIAL SECURITY	€ F	42,689	(264)	42,425			
11-430-765-4801-6177	PFML	€ F	3,030	(19)	3,011			
11-430-765-4801-6178	MEDICARE	€ F	9,984	(62)	9,922			
11-430-765-4805-6151	HEALTH INSURANCE	€ F	6,879	(6,879)	0			
11-430-765-4805-6153	HSA/VEBA CONTRIBUTION	€ F	1,084	(1,084)	0			
11-481-450-0000-6105	WAGES & SALARIES	€ F	191,352	(37,957)	153,395			
11-481-450-0000-6151	HEALTH INSURANCE	€ F	55,617	(12,748)	42,869			
11-481-450-0000-6152	LIFE INSURANCE	€ F	46	(8)	38			
11-481-450-0000-6153	HSA/VEBA CONTRIBUTION	€ F	7,799	(1,530)	6,269			
11-481-450-0000-6161	PERA	€ F	14,351	(2,846)	11,505			
11-481-450-0000-6171	SOCIAL SECURITY	€ F	11,864	(2,353)	9,511			
11-481-450-0000-6177	PFML	€ F	842	(167)	675			
11-481-450-0000-6178	MEDICARE	€ F	2,775	(551)	2,224			
11-481-465-0000-6105	WAGES & SALARIES	€ F	77,005	176	77,181			
11-481-465-0000-6151	HEALTH INSURANCE	€ F	24,843	719	25,562			
11-481-465-0000-6152	LIFE INSURANCE	€ F	20	1	21			
11-481-465-0000-6153	HSA/VEBA CONTRIBUTION	€ F	3,464	212	3,676			
11-481-465-0000-6161	PERA	€ F	5,775	14	5,789			
11-481-465-0000-6171	SOCIAL SECURITY	€ F	4,774	11	4,785			

Account Number	Account Description	F F L F	BUDGET			BUDGET		
			2026 ORIGINAL	2026/09/15	2026 REVISED	2026 ORIGINAL	2026/09/15	2026 REVISED
11-481-465-0000-6177	PFML	€ F	339	1	340			
11-481-465-0000-6178	MEDICARE	€ F	1,117	2	1,119			
11-483-460-0000-6105	WAGES & SALARIES	€ F	1,266	289	1,555			
11-483-460-0000-6151	HEALTH INSURANCE	€ F	629	(629)	0			
11-483-460-0000-6153	HSA/VEBA CONTRIBUTION	€ F	68	(68)	0			
11-483-460-0000-6161	PERA	€ F	95	22	117			
11-483-460-0000-6171	SOCIAL SECURITY	€ F	79	17	96			
11-483-460-0000-6177	PFML	€ F	6	1	7			
11-483-460-0000-6178	MEDICARE	€ F	18	5	23			
11-483-462-0000-6105	WAGES & SALARIES	€ F	1,266	289	1,555			
11-483-462-0000-6151	HEALTH INSURANCE	€ F	629	(629)	0			
11-483-462-0000-6153	HSA/VEBA CONTRIBUTION	€ F	68	(68)	0			
11-483-462-0000-6161	PERA	€ F	95	22	117			
11-483-462-0000-6171	SOCIAL SECURITY	€ F	79	17	96			
11-483-462-0000-6177	PFML	€ F	6	1	7			
11-483-462-0000-6178	MEDICARE	€ F	18	5	23			
11-485-451-0000-6105	WAGES & SALARIES	€ F	49,815	3,603	53,418			
11-485-451-0000-6151	HEALTH INSURANCE	€ F	16,488	(10,096)	6,392			
11-485-451-0000-6152	LIFE INSURANCE	€ F	12	2	14			
11-485-451-0000-6153	HSA/VEBA CONTRIBUTION	€ F	2,104	(1,169)	935			
11-485-451-0000-6161	PERA	€ F	3,736	270	4,006			
11-485-451-0000-6171	SOCIAL SECURITY	€ F	3,089	223	3,312			
11-485-451-0000-6177	PFML	€ F	219	16	235			
11-485-451-0000-6178	MEDICARE	€ F	722	53	775			
11-485-452-0000-6105	WAGES & SALARIES	€ F	21,018	1,874	22,892			
11-485-452-0000-6151	HEALTH INSURANCE	€ F	6,694	(4,172)	2,522			
11-485-452-0000-6152	LIFE INSURANCE	€ F	4	1	5			
11-485-452-0000-6153	HSA/VEBA CONTRIBUTION	€ F	824	(441)	383			
11-485-452-0000-6161	PERA	€ F	1,576	141	1,717			
11-485-452-0000-6171	SOCIAL SECURITY	€ F	1,303	116	1,419			
11-485-452-0000-6177	PFML	€ F	92	9	101			
11-485-452-0000-6178	MEDICARE	€ F	305	27	332			
11-485-456-0000-6151	HEALTH INSURANCE	€ F	12,358	(399)	11,959			
11-485-458-0000-6105	WAGES & SALARIES	€ F	30,123	2,018	32,141			
11-485-458-0000-6151	HEALTH INSURANCE	€ F	7,909	(5,886)	2,023			
11-485-458-0000-6152	LIFE INSURANCE	€ F	7	1	8			
11-485-458-0000-6153	HSA/VEBA CONTRIBUTION	€ F	1,028	(699)	329			
11-485-458-0000-6161	PERA	€ F	2,259	152	2,411			
11-485-458-0000-6171	SOCIAL SECURITY	€ F	1,868	125	1,993			
11-485-458-0000-6177	PFML	€ F	133	8	141			
11-485-458-0000-6178	MEDICARE	€ F	437	29	466			
11-485-461-0000-6151	HEALTH INSURANCE	€ F	1,079	(1,079)	0			
11-485-461-0000-6153	HSA/VEBA CONTRIBUTION	€ F	170	(170)	0			
11-485-463-0000-6105	WAGES & SALARIES	€ F	3,800	288	4,088			

Account Number	Account Description	F L F	BUDGET			BUDGET		
			2026 ORIGINAL	AMENDMENT	2026 REVISED	2026 ORIGINAL	AMENDMENT	2026 REVISED
11-485-463-0000-6151	HEALTH INSURANCE	€ F	1,033	(772)	261			
11-485-463-0000-6153	HSA/VEBA CONTRIBUTION	€ F	132	(89)	43			
11-485-463-0000-6161	PERA	€ F	285	22	307			
11-485-463-0000-6171	SOCIAL SECURITY	€ F	235	19	254			
11-485-463-0000-6177	PFML	€ F	17	1	18			
11-485-463-0000-6178	MEDICARE	€ F	55	4	59			
11-485-467-0000-6105	WAGES & SALARIES	€ F	23,287	1,441	24,728			
11-485-467-0000-6151	HEALTH INSURANCE	€ F	6,537	(3,254)	3,283			
11-485-467-0000-6152	LIFE INSURANCE	€ F	5	1	6			
11-485-467-0000-6153	HSA/VEBA CONTRIBUTION	€ F	839	(340)	499			
11-485-467-0000-6161	PERA	€ F	1,747	108	1,855			
11-485-467-0000-6171	SOCIAL SECURITY	€ F	1,444	89	1,533			
11-485-467-0000-6177	PFML	€ F	102	7	109			
11-485-467-0000-6178	MEDICARE	€ F	338	21	359			
11-485-468-0000-6105	WAGES & SALARIES	€ F	78,370	4,612	82,982			
11-485-468-0000-6151	HEALTH INSURANCE	€ F	22,284	(10,456)	11,828			
11-485-468-0000-6152	LIFE INSURANCE	€ F	17	2	19			
11-485-468-0000-6153	HSA/VEBA CONTRIBUTION	€ F	2,873	(1,088)	1,785			
11-485-468-0000-6161	PERA	€ F	5,878	346	6,224			
11-485-468-0000-6171	SOCIAL SECURITY	€ F	4,859	286	5,145			
11-485-468-0000-6177	PFML	€ F	345	20	365			
11-485-468-0000-6178	MEDICARE	€ F	1,136	67	1,203			
11-485-478-0000-6151	HEALTH INSURANCE	€ F	3,953	(127)	3,826			
11-485-484-0000-6151	HEALTH INSURANCE	€ F	11,322	(2,258)	9,064			
11-485-484-0000-6153	HSA/VEBA CONTRIBUTION	€ F	1,604	(308)	1,296			
11-486-472-0000-6151	HEALTH INSURANCE	€ F	6,759	(217)	6,542			
11-486-483-0000-6151	HEALTH INSURANCE	€ F	13,250	(427)	12,823	PUBLIC HEALTH/HUMAN SERVICES FUND		
			18,276,338	(267,027)	18,009,311	6,002,358	(280,532)	5,721,826
						18,276,338	(267,027)	18,009,311

**BOARD OF COMMISSIONER MEETING
AGENDA REQUEST FORM**

Historic Courthouse
304 S Marshall Street
Caledonia, MN 55921

Board Meeting Date: September 15, 2026

Date Request Submitted: September 9, 2026

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

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. Consider appointing Kelly Meyer, Dustin Schroeder, and Criag Ihrke to the Economic Development Authority (EDA) board.

Discussion Item:

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

At the EDA meeting on September 2nd 2026 the board unanimously voted to recommend the Commissioners appoint Kelly Meyer, Dustin Schroeder, and Craig Ihrke to the EDA board to fill vacancies. With these appointments the EDA will have a nine-member 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: September 15, 2026
Date Request Submitted: September 1, 2026
Submitted By (Name and Title): Sheriff Brian Swedberg

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: Request approving renewal contract with ACH for jail medical: October 1, 2026 to September 30, 2027 in the amount of \$100,268.35 from \$97,347.91.

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!



July 23, 2026

Houston, MN Renewal Letter

Sent VIA EMAIL ONLY

Sheriff Brian Swedberg

Dear Sheriff Swedberg,

Our contract is scheduled to renew on October 1, 2026. Effective 10/01/2026 our contract price will increase 3% to cover wage and benefit increases, as well as increased medical malpractice and civil rights insurance costs.

Percentage	3%
New Annual Price	\$100,268.35
New Per Diem	\$0.38
Medical Claims Repricing	\$17/claim

Early payment discount is available and applied upon receipt of full contract year payment prior to start date. Please let me know if you would like to schedule a meeting.

For next year's budget, please budget a 7% increase. Our goal is to beat it and come in lower at renewal time.

As a reminder, the county also has access to the following services:

- Officer training: on-site and online LMS (learning management system)
- Mental Health First Aid certification training
- Occupational health / officer wellness: face-to-face wellness checks and fitness for duty evaluations
- PREA compliance: victim advocacy and medical specialty training
- DetainEMR: USMS will reportedly require electronic medical records in 2024
- Discharge planner: this professional assists patients with re-entry and release planning
- Substance Abuse Counselor / Substance Use Disorder Evaluator
- Co-responder consultant to arresting agency
- American Valor Staffing: correctional facility staffing solutions

Thank you for your partnership. Please know that we are available to you and your team 24/7/365.

Dave Tedrow

Dave Tedrow

Client Services Representative

Dave.Tedrow@advancedch.com

612-747-7056

Approved By

Date