PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: October 27, 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: County Coordinator Brent Parker; Financial Assistance Director Karen Kohlmeyer, County Recorder Michelle Werner, Environmental Services Director Amelia Meiners, Finance Director Carol Lapham,

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Wright, seconded by Commissioner Johnson, motion carried to approve the October 20, 2026, meeting minutes.

PUBLIC COMMENT

None.

APPOINTMENTS

None

CONSENT AGENDA

Commissioner Myhre requested that item 3, the proposed hiring of Rita Figueroa, be removed from the consent agenda and placed under action items for separate discussion. Commissioner Schuldt moved, Commissioner Johnson seconded, motion carried to approve the consent agenda as amended. Approved items included:

1) Consider approving the re-appointment of Managers Brad Felten and Arlyn Pohlman to the Crooked Creek Watershed District for a three (3) year term to expire on 11/30/29. Their current terms end November 30, 2026.

2) Consider approving an Exempt Permit for Minnesota Lawful Gambling Application LG220 for Gopher State Sportsman's Club for gambling (raffle) activities to be conducted at Gopher

State Sportsman's Club in La Crescent Township with a drawing to be held on February 6, 2027, with no waiting period.

3) Hire Rita Figueroa as an Environmental Services / Surveyor Tech Clerk with a start date of November 16th (B22 - Step 2) (Moved to Action Item)

4) Review and approve payments.

REQUEST APPROVAL FOR PAYMENT

2026/10/27 COMMISSIONER WARRANTS:

VENDOR NAME	AMOUNT
COMPUTER FORENSIC SERVICES LLC	48,301.41
HILLER COMMERCIAL FLOORS	36,660.66
MILESTONE MATERIALS	15,197.57
PAMELA ANN LARSON VAGTS	2,910.00
SECURITAS TECHNOLOGY CORPORATIO	5,913.00
SELCO	50,820.75
WIEBKE TIRE CO	2,433.88
	162,237.27
16 VENDORS PAID LESS THAN $2000.00	8,725.59
	170,962.86
PUBLIC HEALTH & HUMAN SERVICES	6,846.42
	177,809.28

ACTION ITEMS

File No. 1 – The Board considered the hiring of Rita Figueroa as Environmental Services / Surveyor Tech Clerk, effective November 16, 2026, at classification B22, Step 2. At Commissioner Myhre's request, the hiring was considered as an action item rather than under the consent agenda. Coordinator Parker and Environmental Services staff explained that the position combines clerical and administrative functions supporting Environmental Services and the County Surveyor following prior staffing changes. Responsibilities include public hearing and permitting administration, front-counter and telephone service, survey-related clerical work, data requests, and assistance with processing and compliance follow-up. Commissioners discussed staffing levels, prior Personnel Committee review and vacancy justification, the previously approved competitive search, public service needs, and operational efficiencies. Commissioner Wright requested that vacancy justification materials and Personnel Committee review information be included with future hiring items. Motion was made by Commissioner Wright, seconded by Commissioner Johnson, to approve the hiring as presented. Motion carried, with Commissioner Myhre voting opposed.

DISCUSSION ITEMS

Coordinator Parker reported on the Association of Minnesota Counties (AMC) District 9 meeting held October 26 and reminded commissioners to return strategic planning priority materials by the next meeting and to review proposed Board procedures. Parker also discussed potentially rotating the starting district for roll-call votes and noted the recent department head meeting.

Commissioners reported on the AMC District 9 meeting and department head meeting. Topics included opportunities for intercounty shared services, particularly consolidated dispatch and regional service arrangements; potential efficiencies and implementation costs; comparisons of county preliminary levies and tax bases; state mandates and county funding responsibilities; and legislative concerns about SNAP administrative costs. Commissioners also noted presentations regarding workforce development and cooperative service delivery.

The Board discussed the proposed Gopher to Badger 765-kV transmission line, including the project schedule, route review and public comment opportunities, state permitting authority, environmental review, potential construction impacts on county and township roads, landowner concerns, and the County's previously stated objections. Commissioners requested further discussion at an upcoming meeting regarding the project timeline, unanswered questions, and potential additional County comments to the Minnesota Public Utilities Commission. No formal action was taken.

Coordinator Parker provided an update on the license center privatization process. County representatives had requested a status update from the state but had not received a response. The license center continues to offer service during portions of most weekdays with assistance from Preston DMV staff and county staff; Kelly Zielinski has received state authorization to issue licenses. A further inquiry to the state was anticipated.

CLOSING PUBLIC COMMENT

None.

There being no further business, a motion was made by Commissioner Zehnder, seconded by Commissioner Johnson, motion unanimously carried to adjourn the meeting at 9:48 a.m. The next meeting would be a regular meeting on August 25thth, 2026.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Greg Myhre, Chairperson

Attest: _____
Brent Parker, Coordinator