



Jeffrey Babinski  
County Administrator

# HOUSTON COUNTY

304 South Marshall Street  
Caledonia, MN 55921  
TEL (507) 725-5827

Commissioners:  
District 1  
Jack Miller  
District 2  
Eric Johnson  
District 3  
Robert Burns  
District 4  
Teresa Walter  
District 5  
Vacant

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## HOUSTON COUNTY BOARD OF COMMISSIONERS REGULAR BOARD MEETING AGENDA

**9:30, January 7, 2020, County Board Room, Historic Courthouse**

**CALL TO ORDER (Administrator Babinski – Chairperson pro tem)**

**PLEDGE OF ALLEGIANCE**

**NOMINATION AND ELECTION OF BOARD CHAIR AND VICE CHAIR**

**APPROVE AGENDA**

**PUBLIC COMMENT**

**9:35 Appointment: Presentation of Employee Recognition Awards**

**9:45 Appointment: Dave Walter, RRSWCD Director**

**- Address request for \$14,440 additional appropriation (w/state match)**

**10:00 Open sealed bids for the Official Newspaper for 2020**

### **CONSENT AGENDA**

(Routine business items enacted by one unanimous motion. Commissioners may request moving items on the consent agenda to the Action Item list if they desire discussion before taking action.)

- 1) Approve minutes of Board Meeting, December 17, 2019.
- 2) Approve Claims, Human Service & License Center disbursements
- 3) Authorize Resolution 20-01, Use of Alternate Methods to Disseminate Bids and Requests.
- 4) Authorize Resolution 20-02, County Participation in State Associations.
- 5) Authorize Resolution 20-03, Minimum Salary for Officials Elected in 2020.
- 6) Approve the Children's Mental Health Screening Grant.
- 7) Approve acceptance of the \$10,000 Legacy Grant for the Historic Jail Building Construction Planning Study.
- 8) Affirm the following personnel actions:
  - i. Recorder's Office
    1. Change the status of Michelle Werner from probationary to regular effective January 9, 2020.
  - ii. Veterans Service Office / Extension Support

1. Reappoint Robert Thoen to a four-year term as VSO, beginning January 25, 2020 through January 24, 2024.
  2. Change the FTE of the vacant Tech Clerk (Extension support) from 1.0 FTE to .75 FTE.
  3. Change the FTE of Theresa Gavin-Kubitz from .50 to .75, effective January 20, 2020.
- iii. Auditor/Treasurer
1. Hire Diane Imhoff as a 67-day Technical Clerk I (B21) at Step 1, effective January 13, 2020 to assist with elections.
- iv. Department of Corrections
1. Temporarily change Nancy Walsh's FTE from .7 to 1.0 effective from January 8, 2020 until one week after the vacant Technical Clerk I is hired (provides vacancy coverage and brief training period).

## **ACTION ITEMS**

- 1) Consider approval of Resolution 20-04, 2020 Appropriations. (Babinski)
  - a. Consider amending to include the additional \$14,400 allocation for RRSWCD which would receive state matching funds. (Babinski)
- 2) Consider approval of Resolution 20-05, Official Newspaper for 2020 (Babinski)
- 3) Consider approval of 2020 Commissioner Committee Assignments. (Babinski)

## **DISCUSSION ITEMS**

- 1) Administrator Updates
  - MCEA Nomination: Brian Pogodzinski – MCEA Secretary
  - Appeal of Board of Adjustment Decision – Schutz Quarry
  - 14 Jan – Brief Board Meeting to consider award of 2020A Refunding Bond prior to Workgroup Session
- 2) Commissioner Reports & Comments

## **CLOSING PUBLIC COMMENT**

## **ADJOURN**

## **REMINDERS**



## HOUSTON COUNTY

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Caledonia, MN 55921  
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### 2020 Board Meeting Schedule

<i>1 Jan</i>	<i>New Year's Day (Emp. Holiday)</i>	<i>3 Jul</i>	<i>Independence Day (Emp. Holiday)</i>
<b>7 Jan</b>	<b>09:30 Full Board Meeting</b>	7 Jul	09:00 Workgroup Session
14 Jan	09:00 Workgroup Session	<b>14 Jul</b>	<b>09:30 Full Board Meeting</b>
<i>20 Jan</i>	<i>ML King Day (Employee Holiday)</i>	21 Jul	09:00 Workgroup Session
21 Jan	09:00 Workgroup Session	<b>28 Jul</b>	<b>09:30 Full Board Meeting</b>
<b>28 Jan</b>	<b>09:30 Full Board Meeting</b>	4 Aug	09:00 Workgroup Session
4 Feb	09:00 Workgroup Session	<b>11 Aug</b>	<b>09:30 Full Board Meeting</b>
<b>11 Feb</b>	<b>09:30 Full Board Meeting</b>	18 Aug	09:00 Workgroup Session
<i>17 Feb</i>	<i>President's Day (Employee Holiday)</i>	<b>25 Aug</b>	<b>09:30 Full Board Meeting</b>
18 Feb	09:00 Workgroup Session	1 Sep	09:00 Workgroup Session
<b>25 Feb</b>	<b>09:30 Full Board Meeting</b>	<i>7 Sep</i>	<i>Labor Day (Employee Holiday)</i>
3 Mar	09:00 Workgroup Session	<b>8 Sep</b>	<b>09:30 Full Board Meeting</b>
<b>10 Mar</b>	<b>09:30 Full Board Meeting</b>	15 Sep	09:00 Workgroup Session
17 Mar	09:00 Workgroup Session	<b>22 Sep</b>	<b>09:30 Full Board Meeting</b>
<b>24 Mar</b>	<b>09:30 Full Board Meeting</b>	29 Sep	Strategic Planning Session (TBD)
31 Mar	Strategic Planning Session (TBD)	6 Oct	09:00 Workgroup Session
7 Apr	09:00 Workgroup Session	<b>13 Oct</b>	<b>09:30 Full Board Meeting</b>
<i>10 Apr</i>	<i>Spring Holiday (Employee Holiday)</i>	20 Oct	09:00 Workgroup Session
<b>14 Apr</b>	<b>09:30 Full Board Meeting</b>	<b>27 Oct</b>	<b>09:30 Full Board Meeting</b>
21 Apr	09:00 Workgroup Session	3 Nov	09:00 Workgroup Session
<b>28 Apr</b>	<b>09:30 Full Board Meeting</b>	<b>10 Nov</b>	<b>09:30 Full Board Meeting</b>
5 May	09:00 Workgroup Session	<i>11 Nov</i>	<i>Veteran's Day (Employee Holiday)</i>
<b>12 May</b>	<b>09:30 Full Board Meeting</b>	17 Nov	09:00 Workgroup Session
19 May	09:00 Workgroup Session	<b>24 Nov</b>	<b>09:30 Full Board Meeting</b>
<i>25 May</i>	<i>Memorial Day (Employee Holiday)</i>	26-27 Nov	<i>Thanksgiving Day (Emp. Holiday)</i>
<b>26 May</b>	<b>09:30 Full Board Meeting</b>	30 Nov	Truth in Taxation Meeting 6:00pm
2 Jun	09:00 Workgroup Session	<b>1 Dec</b>	<b>09:30 Full Board Meeting</b>
<b>9 Jun</b>	<b>09:30 Full Board Meeting</b>	8 Dec	No Meeting-AMC Conf. (TBD)
16 Jun	09:00 Workgroup Session	<b>15 Dec</b>	<b>09:30 Full Board Meeting</b>
<b>23 Jun</b>	<b>09:30 Full Board Meeting</b>	22 Dec	No Meeting
30 Jun	Strategic Planning Session (TBD)	24-25 Dec	<i>Christmas Eve/Day (Emp. Holiday)</i>
		29 Dec	No Meeting

Full Board Meetings occur in the County Board Meeting Room, 2<sup>nd</sup> floor, Historic Courthouse Building, Caledonia, MN. Agenda, board packets, and minutes are stored in the Administrator's office and shared on the Houston County website, as are video recordings, when available.

The County Board conducts workgroup sessions to receive information from staff or outside agencies regarding current or upcoming issues or projects in advance of requests to take formal action. The County Board does not take formal action during workgroup meetings. The County Board will normally hold workgroup sessions at 09:00 in Rm. 219 of the Historic Courthouse Building, Caledonia, MN, but may move to other locations and times, as appropriate. If changed, the Administrator will announce the changed time and location during the preceding full board meeting and reflect the change in the published agenda for said meeting. These meetings are not video recorded, but agenda and minutes will be available via the county website.

# **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: Tuesday, December 17, 2019

9:31 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Teresa Walter (Chair), Jack Miller, Eric Johnson, Bob Burns

Others Present: Administrator Jeff Babinski; Reporter Moorhead; Deputy Auditor/Treasurer Larissa Erickson, Engineer Brian Pogodzinski, Finance Director Carol Lapham, HR Director Theresa Arrick-Kruger, Environmental Services Director Aaron Lacher, Assessor Cindy Cresswell, Auditor/ Treasurer Donna Trehus, Public Health and Human Services Director John Pogleasa

Presiding: Teresa Walter, Chairperson

Call to order. All said pledge of Allegiance.

Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve the agenda as amended.

Commissioner Johnson moved, Commissioner Miller seconded, unanimously carried to approve the minutes of the 26 November and 3 December Board meetings.

Public Comment: None

File No. 3 – Chair Walter presented Employee Recognition Awards honoring 12 employees for 10-40 years of service to Houston County.

File No. 4 - Marissa Streifel, Entomologist and DoA Gypsy Moth Treatment Coordinator, provided an overview of the invasive Gypsy Moth and planned local treatment in the spring of 2020. Gypsy Moths were detected in an area north of Hokah, which the DoA plans to treat in May 2020. They intend to hold a town hall prior to spraying and will provide updated information to local residents prior to treatments. The area will be sprayed with an organic product targeting the Gypsy Moth specifically. More information can be found at [www.mda.state.mn.us/gmtreatments](http://www.mda.state.mn.us/gmtreatments).

File No. 5 - Chris Nickelson, Municipal Advisor- Ehlers, presented the Board an opportunity to refinance bond series 2009C and 2010A with a net reduction in dept service expenses of \$82,154 over the next 5 years.

File No. 5 - Commissioner Johnson moved, Commissioner Miller seconded, unanimously adopted Resolution 19-51, Authorization to Sell Refunding Bonds, Series 2020A. The Board will meet Jan 14, 2020 to consider proposals and award the sale of the bonds if a favorable offer is received.

## **RESOLUTION NO. 19-51**

## AUTHORIZATION TO SELL REFUNDING BONDS, SERIES 2020A

WHEREAS, the Houston County Board of Commissioners has determined that it is necessary and expedient to issue the County's \$3,160,000 General Obligation Refunding Bonds, Series 2020A (the "Bonds"), to current refund the County's outstanding General Obligation Jail Bonds, Series 2009C and General Obligation Capital Improvement Plan Bonds, Series 2010A for an interest cost savings; and

WHEREAS, the County has retained Ehlers & Associates, Inc., in Roseville Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, as follows:

1. Authorization: The County Board hereby authorizes Ehlers to assist the County for the sale of the Bonds.
2. Meeting; Proposal Opening. The County Board shall meet at 9:30 a.m. on January 14, 2020 for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the County are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the County upon its completion.

File No. 1 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously carried to approve payment of the Auditor's disbursements and the following claims:

County Revenue Fund	\$250,275.92
Road & Bridge Fund	\$72,365.17
	-----
Total	\$322,641.09
	=====

File No. 6 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved Resolution 19-46, County Veteran's Service Office Operational Enhancement Grant Program.

### **RESOLUTION NO. 19-46**

#### 2019-2020 County Veterans Service Office Operational Enhancement Grant Acceptance

BE IT RESOLVED, the Houston County Board of Commissioners authorizes the County to enter into the 2019-2020 Grant Contract with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following program: County Veterans Service Office Operational Enhancement Grant Program. The grant must be used to provide outreach to the County's

Veterans; to assist in the reintegration of combat Veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to Veterans; to reduce homelessness among Veterans; and to enhance the operations of the County Veterans Service Office; as specified in Minnesota Laws 2019, Chapter 10, Article 1, Section 73, Subdivision 2. This grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED, the Houston County Board of Commissioners authorizes Robert Thoen, the County Veterans Service Officer, to execute the 2019-2020 VSO Operational Enhancement Grant on behalf of the County.

File No. 7 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved Resolution 19-47, Emergency Management Program Grant.

### **RESOLUTION NO. 19-47**

#### **2019 Emergency Management Program Grant Acceptance**

BE IT RESOLVED, the Houston County Board of Commissioners authorizes the County to enter into the 2019-2020 Grant Contract with the Minnesota Homeland Services Emergency Management (HSEM) to conduct the following program: Emergency Management Program Grant.

BE IT FURTHER RESOLVED, the Houston County Board of Commissioners authorizes the Board Chair and Administrator to sign the grant agreement on behalf of the County.

File No. 8 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved accepting the donation of \$3000 from the Houston County K9 Foundation to cover the Canine Lease for 2019.

File No. 9 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved the 2020-2021 Region 10 Interagency Agreement for Public Health and Human Services Contracting Services.

File No. 10 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved Approve the 2020 Tobacco Licenses for River Valley Convenience Store (Houston), Houston Food-Mart-BP (Houston) and Dollar General (Houston).

File No. 11 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved the EDA Board of Directors recommendation to appoint Dayna Burtness Nguyen to the EDA Board of Directors.

File No. 12 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved the 2019 Understanding of Audit Services with the Office of the State Auditor for the year ended December 31, 2019.

File No. 13 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved the 2020 Board of Commissioners Schedule.

File No. 2 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously affirmed the following personnel actions:

- i. Assessor's Office
  - 1. Re-assign Kelly Peterson as a probationary Technical Clerk I (B21) at Step 5, effective January 2, 2020.
  - 2. Change the classification of Leilani Powell from Appraiser Trainee (B22) to Certified MN Appraiser (B23) Step 1, retroactive to November 12, 2019.
- ii. Auditor/Treasurer
  - 1. Hire Beverly Bauer as a 67-day Technical Clerk II (B21) at Step 1, effective January 8, 2020.
- iii. Extension Office
  - 1. Initiate a competitive search for a Technical Clerk I (B21) for U of M Extension (also assists Veterans Services).
- iv. Public Health & Human Services
  - 1. Accept the resignation of Mallory Van Lin, Agency Social Worker, Children's Mental Health, effective January 3, 2020 and thank Mallory for her service to the residents of Houston County.
  - 2. Initiate a competitive search for an Agency Social Worker for Children's Mental Health (C41).
- v. Sheriff's Office
  - 1. Hire Brady Auger as a probationary Jailer/Dispatcher, (B23-2), Step 1, tentatively effective January 8, 2020, conditioned upon a successful background check.

File No. 14 – Commissioner Johnson moved, Commissioner Walter seconded, unanimously approved providing the Houston County Agricultural Society (Fair Board) the additional 2019 allotment of \$4000 which was contingent upon receipt of their Financial Statement.

File No. 15 – Commissioner Burns moved, Commissioner Miller seconded, unanimously approved write-off of uncollectable, delinquent accounts totaling \$63,235.07.

Human Services Director John Pugleasa spoke briefly on the delinquent accounts, last time the county did this was about a year and a half ago at an approximate number of \$70,000. The current number is based on 64 individual accounts.

File No. 16 - Johnson moved, Miller seconded, unanimously approved to table the decision of an additional allocation of \$14,400 to Root River Soil and Water until next Board meeting. This additional allocation could receive matching state funds, but the board would like more information from RRSW before making a decision.

File No. 17 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously approved 2019 budget amendments presented by Finance Director Lapham to prepare closure of 2019 financial records.

File No. 18 – Commissioner Miller moved, Commissioner Burns seconded, unanimously adopted Resolution 19-48 Adoption of 2020 Budget.

### **RESOLUTION NO. 19-48**

#### **ADOPTION OF 2020 OPERATING BUDGET**

BE IT RESOLVED, the Houston County Board of Commissioners adopts the budget for 2020 Revenue and Expenditures within the following funds:

	Revenue	Expenditures	Revenues Over (Under) Expenditures
	-----	-----	-----
County Revenue	\$11,643,845	\$11,643,845	\$ 0
Road & Bridge	9,813,742	9,813,742	0
Human Services	7,093,807	7,093,807	0
Debt Service	1,444,627	1,444,627	0
	-----	-----	-----
Grand Total	\$29,996,021	\$29,996,021	\$ 0
	=====	=====	=====

File No. 19 – Commissioner Miller moved, Commissioner Burns seconded, unanimously approved approval of Resolution 19-49 Certification of Final Levy for 2020. The approved levy represents a 3% increase from 2019, down from the preliminary projected 5% increase. The final levy amount was reached after application of the anticipated 22 acre property sale and use of fund balance to reduce the levy requirement.

### **RESOLUTION NO. 19-49**

#### **ADOPTION OF 2020 LEVY**

BE IT RESOLVED, the Houston County Board of Commissioners authorizes the certified levy after the deduction of County Program Aid (CPA), in the amount of \$12,697,944 be made on all taxable property in the County of Houston for taxes payable in 2020 in the following amounts by County Fund:

County Revenue	\$ 7,980,696
Road & Bridge	2,252,432
Human Services	1,850,243
Bond Fund – 2009C Jail Bonds	634,830
Bond Fund – 2010A Jail Bonds	463,664
Bond Fund – 2017A Jail Bonds	346,133



Total	----- \$13,527,998
Less CPA	(1,092,734) -----
Total Levy	\$12,435,264 =====

File No. 20 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously adopted a federal procurement policy to comply with provisions of Title 2-US Code of Federal Regulations 200.318, 200.319 and 200.320.

Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved designation of 2020 funds into the major funds categories of General Fund, Highway Fund, and Human Services and the non-major fund categories of Debt service Fund and Capital Projects Funds.

File No. 21 – Commissioner Burns moved, Commissioner Miller seconded, unanimously approved approval of Resolution 19-50 which de-commits wheelage tax funds following the completion of County Road 249.

Administrator Babinski spoke about the AMC conference, specifically the discussion concerning the Refugee Resettlement Executive Order. Administrator Babinski commended the IT department for developing the new County website in-house. He also shared that the District 5 Election would require a Special Primary Election on February 11<sup>th</sup> and a Special General Election on April 14<sup>th</sup> due to Auditor/Treasurer receiving four applications of candidacy. The four candidates for the District 5 vacancy are: Greg Myhre, Char Meiners, David Pieper and Scott Onstad.

Commissioner Burns spoke about the finance meeting and at this time has nothing more to add.

Commissioner Johnson spoke about the AMC convention being a good meeting. He also shared information from the Bluff Country HRA meeting and a pilot project in Rushford providing home loans for home refurbishment.

Commissioner Miller spoke about the SE MN Emergency Services and discussion of the grant received for enhanced E-911 support. He also felt the AMC Conference was good.

Commissioner Walter spoke about the AMC conference being good. The solid waste meeting was a great meeting. Extension Committee is looking for one more new member that will be added in January.

CLOSING PUBLIC COMMENT: None

There being no further business and the time being 11:21 a.m., Commissioner Miller moved, Commissioner Johnson seconded, and unanimously carried to adjourn the meeting, the next advertised meetings being a regular Board Meeting on Tuesday, January 7<sup>th</sup>, 2020.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Teresa Walter, Chairperson

Attest: \_\_\_\_\_  
Jeffrey Babinski, County Administrator

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
January 7, 2020**

**Date Submitted:** 12.31.19

**By:** Tess Kruger, HRD/Facilities Mgr.

**ACTION REQUEST**

**Facilities/Building Maintenance**

- Consider approving the acceptance of a \$10,000 MN Historic Society grant for the Houston County Historic Jail exterior construction documents. Approval includes the following acknowledgment. See also attached Grant Agreement.

*A condition of the grant is the County to acknowledge the grant support using the language set forth in Section 6 of the grant agreement and display the official Legacy logo.*



**CONSENT (HR requests)**

**Recorder's Office**

- Change the status of Michelle Werner from probationary to regular effective 01/09/2020

**Veterans Service Office**

- Reappoint Robert Thoen to a four-year term as VSO, beginning January 25, 2020 through January 24, 2024
- Change the FTE of the vacant Tech Clerk (Extension support) from 1.0 FTE to .75 FTE
- Change the FTE of Theresa Gavin-Kubitz from .50 to .75, effective January 20, 2020

**Auditor/Treasurer**

- Hire Diane Imhoff as a 67 day Technical Clerk I (B21) at Step 1, effective 01/13/2020 to assist with elections

## Department of Corrections

- Temporarily change the Nancy Welsh's FTE from .7 to 1.0 effective 01/08/2020 until one week after the Technical Clerk I is hired. (This should have no adverse impact on the staffing budget as it is only partially replacing the FTE of employee –Sherburne who retires 01/07/2020. This will mitigate the DOC falling behind and provide a brief time to train)

<b><u>Reviewed by:</u></b>	<input checked="" type="checkbox"/> County Administrator	<input type="checkbox"/> County Attorney	<input type="checkbox"/> Zoning Administrator
	<input checked="" type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	<input checked="" type="checkbox"/> Environmental Services
	<input type="checkbox"/> IS Director	<input type="checkbox"/> Other (indicate dept)	<input type="checkbox"/> Recorder VSO
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

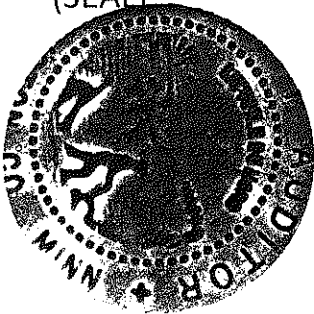
**ESTABLISHMENT OF ABSENTEE BALLOT BOARD  
AND  
UOCAVA BALLOT BOARD**

I, Donna Trehus, Houston County Auditor-Treasurer, do hereby certify that on this 19th day of December, 2019 I appointed the following individuals to both the Houston County Absentee Ballot Board and the Houston County UOCAVA Ballot Board:

Beverly Bauer  
Larissa Erickson  
Mary Gulbranson  
Polly Heberlein  
Diane Imhoff  
Darlene Peter  
Julie Schleich  
Donna Trehus

Witness my hand and the seal of my office this 19th day of December, 2019.

(SEAL)



*Donna Trehus*

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Donna Trehus  
Houston County Auditor-Treasurer

# Houston County Agenda Request Form

This form is not intended for the general public. It is intended for use by county department heads, representatives of other governmental units or vendors/agencies who contract with Houston County. Members of the public may address the Board during the Public Comment Period. (See Policy for Public Comment Period).

Date Submitted: 1/2/2020

**Person requesting appointment with County Board:** John Pogleasa, Director Public Health & Human Services

Will you be doing a power point or video presentation: \_\_\_\_\_ Yes    \_\_\_ X NO

Issue:

Approve Children's Mental Health Screening Grant. This grant offsets county costs associated with mental health screening for eligible children in the child welfare or juvenile justice systems. Grant funds may also be used to offset mental health services not reimbursable by Minnesota Healthcare programs.

**Attachments/Documentation for the Board's Review:**

Two copies of grant agreement for signature

**Justification:**

Action Requested:

Approve grant and sign documents as presented

For County Use Only			
<b><u>Reviewed by:</u></b>	<div style="display: flex; justify-content: space-between;"> <div>_____ County Auditor</div> <div>_____ County Attorney</div> <div>_____ Zoning/Environmental Service</div> </div> <div style="display: flex; justify-content: space-between;"> <div>_____ Finance Director</div> <div>_____ County Engineer</div> <div>_____ HR/Personnel</div> </div> <div style="display: flex; justify-content: space-between;"> <div>_____ IS Director</div> <div>_____ Other (indicate dept)</div> <div>_____</div> </div>		
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and schedule appointments as appropriate.

# State of Minnesota Department of Human Services County Grant Contract

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## **RECITALS**

THIS GRANT, and amendments and supplements thereto, is between State of Minnesota, acting through its Department of Human Services Behavioral Health Division (hereinafter STATE) and the county of Houston, MN, an independent contractor, not an employee of the State of Minnesota, address 304 South Marshall Street #104, Caledonia, MN 55921-0310 (hereinafter GRANTEE) witnesseth that:

WHEREAS, the STATE, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6) is empowered to enter into contracts for the following services: mental health screenings, assessments, and referrals for diagnostic assessment and/or treatment for children within the child welfare and juvenile justice populations (prioritizing funds for uninsured and underinsured children) and,

WHEREAS STATE is in need of the following services: mental health screenings for children within the child welfare and juvenile justice populations, and referrals for follow up assessment and treatment for those children with a positive screen (prioritizing funds for uninsured and underinsured children), and,

WHEREAS STATE is permitted to share information with the GRANTEE in accordance with Minnesota Statute, section 13.46, and,

WHEREAS, GRANTEE represents that it is duly qualified and willing to perform the services set forth herein,

NOW, THEREFORE, it is agreed:

## **1. GRANTEE'S DUTIES.** GRANTEE shall:

1. Provide mental health screenings to eligible children/youth in the child welfare and juvenile justice systems as described in Minnesota Statutes, § 245.4874, subd.i 1(12); § 260B.157, subd. 1; § 260B.176, subd. 2(e); and § 260B.235, subd. 6.
2. Utilize mental health screening instruments which have been approved for use with the child welfare and juvenile justice populations by the Commissioner of Human Services.
3. Utilize eligible screeners (child welfare and juvenile justice professionals and/or mental health practitioners) and ensure all screeners are trained and demonstrate competency on the use of the DHS approved screening instruments.
4. For those children/youth who are subsequently identified through screening as at-risk of needing or who need mental health services, GRANTEE must inform the child/youth and parents or primary caregivers of the implications of a positive screen, and assist families with making a referral to a mental health professional for any necessary follow up mental health assessment or treatment.

5. For those children/youth who are subsequently identified through a positive screening as at-risk of needing or who need mental health services, GRANTEE may choose to utilize grant funds for short term clinical, ancillary or supportive services such as diagnostic assessment, psychotherapy, skills and support groups, and other necessary mental health services not reimbursable by MHCP or other insurance.

6. Collect required screening data and submit data to STATE'S authorized representative by March 15, 2021 in a format approved by DHS. Data shall be summarized and include: screening tool used count, client demographics, screening scores, diagnosis, number of children screened, number of children exempt from screening and reason for exemption, number of children referred for additional assessment, and number of children referred for and received additional assessment.

## **2. CONSIDERATION AND TERMS OF PAYMENT.**

**2.1 Consideration.** Consideration for all services performed and goods or materials supplied by GRANTEE pursuant to this grant shall be paid by the STATE as follows:

**(a.) Compensation.** GRANTEE will be paid as follows:

Quarterly expenditure reports will be submitted using DHS-2895 reports in accordance with Attachment A, a line item budget, which is attached and incorporated into this contract. Each quarter, GRANTEE must submit a completed BRASS (DHS-2895) electronically via the web based application to the DHS Financial Operations Division.

The breakdown of the total allocation is as follows: Child Welfare, zero dollars (\$0.00) and Juvenile Justice, one thousand one hundred three dollars (\$1,103.00).

Reimbursement for child welfare/juvenile justice screening expenditures cannot exceed the annual contract allocation stated above. Funds that are underspent cannot be carried forward and are not eligible for reimbursement in the following STATE FISCAL YEAR of this contract.

**(b.) Reimbursement.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by GRANTEE'S performance of this grant contract shall be no greater amount than provided in the current Commissioner's Plan (which is incorporated by reference) promulgated by the Commissioner of Minnesota Management and Budget. GRANTEE shall not be reimbursed for travel and subsistence expense incurred outside the State of Minnesota unless it has received prior written approval for such out of state travel from the STATE.

**(c.) Total obligation.** The total obligation of the STATE for all compensation and reimbursements to GRANTEE shall not exceed **one thousand one hundred three dollars (\$1,103.00).**

d. (If applicable.) For compensation payable under this grant contract, which is subject to withholding under state or federal law, appropriate amounts will be deducted and withheld by the State as required.



## 2.2. Terms of Payment

Payments shall be made by the STATE promptly after GRANTEE'S presentation of invoices for services performed and acceptance of such services by the STATE'S authorized agent pursuant to Clause 7.

Invoices shall be submitted in a form prescribed by the STATE and according to the following schedule:

REPORTING PERIOD	INVOICE DUE
January 1, 2020 – March 31, 2020	April 30, 2020
April 1, 2020 – June 30, 2020	July 30, 2020
July 1, 2020 – September 30, 2020	October 30, 2020
October 1, 2020 – December 31, 2020	January 30, 2021

(a.) (Where applicable. If blank this section does not apply.) Payments are to be made from federal funds obtained by the STATE through Title \_\_\_ N/A \_\_\_ of the \_\_\_ N/A \_\_\_ Act of \_\_\_ N/A \_\_\_ (Public law \_\_\_ N/A \_\_\_ and amendments thereto) Catalog of Federal Domestic Assistance (CFDA) No. \_\_\_ N/A \_\_\_ federal award name and number \_\_\_ N/A \_\_\_ - \_\_\_\_\_. If at any time such funds become unavailable, this grant shall be terminated immediately upon written notice of such fact by the STATE to the GRANTEE. In the event of such termination, GRANTEE shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

**3. CONDITIONS OF PAYMENT.** All services provided by GRANTEE pursuant to this grant contract shall be performed to the satisfaction of the STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. GRANTEE shall not receive payment for work found by the STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

**4. PAYMENT RECOUPMENT.** The GRANTEE must reimburse the STATE upon demand or the STATE may deduct from future payments under this grant any amounts paid by the STATE, under this or any previous grant, for which invoices and progress reports have not been received, or for which the GRANTEE'S books, records or other documents are not sufficient to clearly substantiate that those amounts were used by the GRANTEE to perform grant services.

**5. TERMS OF CONTRACT.** This grant shall be effective on **January 1, 2020** or upon the date that the final required signature is obtained by the STATE, pursuant to Minnesota Statutes, section 16C.05, subdivision 2, whichever occurs later, and shall remain in effect through **December 31, 2020**, or until all obligations set forth in this grant contract have been satisfactorily fulfilled, whichever occurs first. GRANTEE understands that NO work should begin under this grant contract until ALL required signatures have been obtained, and GRANTEE is notified to begin work by the STATE's Authorized Representative. The GRANTEE shall have a continuing obligation, after said grant period, to comply with the following provisions of grant clauses: 10. Liability; 11. State Audits; 12. Information Privacy and Security; 13. Intellectual Property Rights; and 19. Jurisdiction and Venue.

## **6. CANCELLATION.**

**6.1. For Cause or Convenience.** This grant contract may be canceled by the STATE or GRANTEE at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, GRANTEE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed. The STATE has the right to suspend or terminate this grant contract immediately when the STATE deems the health or welfare of the service recipients is endangered, when the STATE has reasonable cause to believe that the GRANTEE has breached a material term of the grant contract, or when GRANTEE'S non-compliance with the terms of the grant contract may jeopardize federal financial participation.

**6.2. Insufficient Funds.** The STATE may immediately terminate this grant contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination will be by written or fax notice to the GRANTEE. The STATE is not obligated to pay for any services that are provided after notice and effective date of termination. However, the GRANTEE will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The STATE will not be assessed any penalty if the grant contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The STATE must provide the GRANTEE notice of the lack of funding within a reasonable time of the STATE's receiving that notice.

**6.3. Breach.** Notwithstanding clause 6.1., upon STATE's knowledge of a curable material breach of the grant contract by GRANTEE, STATE shall provide GRANTEE written notice of the breach and ten (10) days to cure the breach. If GRANTEE does not cure the breach within the time allowed, GRANTEE will be in default of this grant contract and STATE may cancel the grant contract immediately thereafter. If GRANTEE has breached a material term of this grant contract and cure is not possible, STATE may immediately terminate this grant contract.

## **7. AUTHORIZED REPRESENTATIVES, RESPONSIBLE AUTHORITY, and PROJECT MANAGER.**

**7.1. State.** The STATE'S authorized representative for the purposes of administration of this grant contract is Nancy Just or her successor. Such representative shall have final authority for acceptance of GRANTEE'S services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 2.2.

**7.2. Grantee.** The GRANTEE's Authorized Representative is John Pugleasa, email john.pugleasa@co.houston.mn.us, or his successor. If the GRANTEE's Authorized Representative changes at any time during this grant contract, the GRANTEE must immediately notify the STATE.

**7.3. Project Manager.** The STATE'S project manager for this grant contract is Nancy Just, phone number: 651-431-2247 or her successor.

**8. ASSIGNMENT.** GRANTEE shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the STATE.

**9. AMENDMENTS.** Any amendments to this grant contract shall be in writing, and shall be executed by the same parties who executed the original grant contract, or their successors in office.

**10. LIABILITY.** To the extent provided for in Minnesota Statutes, section 466.01 to 466.15, the GRANTEE agrees to be responsible for any and all claims or causes of action arising from the performance of this grant by GRANTEE or GRANTEE'S agents or employees. This clause shall not be construed to bar any legal remedies GRANTEE may have for the STATE'S failure to fulfill its obligations pursuant to this grant.

**11. STATE AUDITS.** Under Minnesota Statutes, section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices of the GRANTEE and its employees, agents, or subcontractors relevant to this grant contract shall be made available and subject to examination by the STATE, including the contracting Agency/Division, Legislative Auditor, and State Auditor for a minimum of six years from the end of this grant contract.

## **12. INFORMATION PRIVACY AND SECURITY.**

- A. It is expressly agreed that STATE will not be disclosing or providing information protected under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, (the "Data Practices Act") as "not public data" on individuals to GRANTEE under this Contract. "Not public data" means any data that is classified as confidential, private, nonpublic, or protected nonpublic by statute, federal law or temporary classification. Minn. Stat. § 13.02, subd. 8a.
- B. It is expressly agreed that GRANTEE will not create, receive, maintain, or transmit "protected health information", as defined in the Health Insurance Portability Accountability Act ("HIPAA"), 45 C.F.R. § 160.103, on behalf of STATE for a function or activity regulated by 45 C.F.R. 160 or 164. Accordingly, GRANTEE is not a "business associate" of STATE, as defined in HIPAA, 45 C.F.R. § 160.103 as a result of, or in connection with, this grant contract. Therefore, GRANTEE is not required to comply with the privacy provisions of HIPAA as a result of, or for purposes of, performing under this grant contract. If GRANTEE has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this grant contract, GRANTEE will be responsible for its own compliance.

## **13. Intellectual Property Rights**

**Definitions.** Works means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or

originated by the GRANTEE, its employees, agents, and subcontractors, either individually or jointly with others in the performance of the grant contract. Works includes "Documents." Documents are the originals of any data bases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the GRANTEE, its employees, agents, or subcontractors, in the performance of this grant contract.

**Ownership.** The STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this grant contract. The Works and Documents will be the exclusive property of the STATE and all such Works and Documents must be immediately returned to the STATE by the GRANTEE upon completion or cancellation of this grant contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." If using STATE data, GRANTEE must cite the data, or make clear by referencing that STATE is the source.

### **Responsibilities.**

**Notification.** Whenever any Works or Documents (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by the GRANTEE, including its employees and subcontractors, and are created and paid for under this grant contract, the GRANTEE will immediately give the STATE'S Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon. The GRANTEE will assign all right, title, and interest it may have in the Works and the Documents to the STATE.

**Filing and recording of ownership interests.** The GRANTEE must, at the request of the STATE, execute all papers and perform all other acts necessary to transfer or record the STATE'S ownership interest in the Works and Documents created and paid for under this grant contract. The GRANTEE must perform all acts, and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of the STATE, and that neither GRANTEE nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.

**Duty not to Infringe on intellectual property rights of others.** The GRANTEE represents and warrants that the Works and Documents created and paid for under this grant contract do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 10, the GRANTEE will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the STATE, at the GRANTEE'S expense, from any action or claim brought against the STATE to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. The GRANTEE will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the GRANTEE'S or the STATE'S opinion is likely to arise, the GRANTEE must, at the STATE'S discretion, either procure for the STATE the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as

necessary and appropriate to obviate the infringement claim. This remedy of the STATE will be in addition to and not exclusive of other remedies provided by law.

## **14. AFFIRMATIVE ACTION and NON-DISCRIMINATION**

**Affirmative Action.** GRANTEE is encouraged to prepare and implement an Affirmative Action plan for the employment of qualified minority persons, women and persons with disabilities, and to submit the plan to the Commissioner of Human Rights, in accordance with Minnesota Statutes, section 363A.36.

### **Non-Discrimination.**

14.1. The GRANTEE agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. Minnesota Statutes, section 363A.02. GRANTEE agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

14.2. The GRANTEE must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The GRANTEE agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part 5000.3550

14.3. GRANTEE agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Notification to employees and other affected parties. The GRANTEE agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices will state the rights of applicants and employees, and GRANTEE's obligation under the law to take affirmative action to employ and advance in employment qualified minority persons, women, and persons with disabilities.

The GRANTEE will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the GRANTEE is bound by the terms of Minnesota Statutes, section 363A.36 of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment minority persons, women, and persons with physical and mental disabilities.

**Compliance with Department of Human Rights Statutes.** In the event of GRANTEE's noncompliance with the provisions of this clause, actions for noncompliance may be taken in

accordance with Minnesota Statutes, section 363A.36, and the rules and relevant orders issued pursuant to the Minnesota Human Rights Act.

**15. WORKERS' COMPENSATION.** The GRANTEE certifies that it is in compliance with Minnesota Statute, section 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The GRANTEE'S employees and agents will not be considered employees of the STATE. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way the STATE'S obligation or responsibility.

**16. VOTER REGISTRATION REQUIREMENT.** GRANTEE certifies that it will comply with Minnesota Statutes, section 201.162 by providing voter registration services for its employees and for the public served by the GRANTEE.

**17. OWNERSHIP OF EQUIPMENT.** The STATE shall have the right to require transfer of all equipment purchased with grant funds (including title) to STATE or to an eligible non-STATE party named by the STATE. If federal funds are granted by the STATE, then disposition of all equipment purchased under this grant contract shall be in accordance with OMB Uniform Grant Guidance, [2 C.F.R. § 200.313](#). For all equipment having a current per unit fair market value of \$5,000 or more, STATE shall have the right to require transfer of the equipment (including title) to the Federal Government. These rights will normally be exercised by STATE only if the project or program for which the equipment was acquired is transferred from one grantee to another.

## **18. FEDERAL AUDIT REQUIREMENTS AND GRANTEE DEBARMENT INFORMATION.**

FEDERAL AUDIT REQUIREMENTS AND GRANTEE DEBARMENT INFORMATION. GRANTEE certifies it will comply with the Single Audit Act, and Code of Federal Regulations, title 2, subtitle A, chapter II, part 200, as applicable. All sub-recipients receiving \$750,000 or more of federal assistance in a fiscal year will obtain a financial and compliance audit made in accordance with the Single Audit Act, or Code of Federal Regulations, title 2, subtitle A, chapter II, part 200, as applicable. Failure to comply with these requirements could result in forfeiture of federal funds.

### **DEBARMENT BY STATE, ITS DEPARTMENTS, COMMISSIONS, AGENCIES OR POLITICAL SUBDIVISIONS**

GRANTEE certifies that neither it nor its principles is presently debarred or suspended by the STATE, or any of its departments, commissions, agencies, or political subdivisions. GRANTEE'S certification is a material representation upon which the grant contract award was based. GRANTEE shall provide immediate written notice to the STATE'S authorized representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

**19. JURISDICTION AND VENUE.** This grant contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this grant contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**20. WAIVER.** If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the STATE's right to enforce it.

**21. CONTRACT COMPLETE.** This grant contract contains all negotiations and agreements between the STATE and the GRANTEE. No other understanding regarding this grant contract, whether written or oral may be used to bind either party.

## **22. OTHER PROVISIONS.**

22.1. GRANTEE agrees that no religious based counseling shall take place under the auspices of this grant contract.

22.2. If the GRANTEE has an independent audit, a copy of the audit shall be submitted to the STATE.

**22.3. Payment to Subcontractors.** (If applicable) As required by Minnesota Statutes, section 471.425, the prime GRANTEE must pay all subcontractors, according to the terms of the contract or, if no contract terms apply, within the standard payment period unless the GRANTEE in good faith disputes the obligation. Standard payment period is defined in Minnesota Statutes, section 471.425, subdivision 2.

IN WITNESS WHEREOF, the parties have caused this grant contract to be duly executed intending to be bound thereby.

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

*Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05.*

By: \_\_\_\_\_

Date: \_\_\_\_\_

Grant No: \_\_\_\_\_

2. GRANTEE

*Signatory is authorized by applicable articles, by-laws, resolutions, or ordinances to sign on behalf of the Grantee.*

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*I certify that the signatories for the Grantee have lawful authority, by virtue of the corporate by-laws or a corporate resolution, to bind the Grantee to the terms of this grant contract.*

(Attorney for Grantee)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

3. STATE AGENCY

By (with delegated authority): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution:

Agency - Original (fully executed) contract

Grantee

State Authorized Representative



## Attachment A

<b>CMH Screening Grant Budget</b>
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Calendar Year: 2020  
Child Welfare \_\_\_\_\_

County: Houston  
Juvenile Justice \_\_\_\_\_

Grant Allocation: \$1,103.00  
Combined: \_\_\_\_\_

<b>Administration and Operating Expenses (up to 25% of the grant award) (staff time in administering screens and entering screening data, and costs of screening tools and related screening supplies.)</b>	<b>TOTAL</b>	<b>Grant Funds</b>
Staff time and supplies		
		\$275.75.00
<b>Data Collection and Reporting (up to 10% of the grant award) (staff time spent collecting and reporting data to DHS)</b>		
Staff time		
		\$110.30.00
<b>Clinical Services (Unlimited) (Diagnostic Assessments, psychotherapy, and other documented mental health treatment related costs not reimbursable through MHCP or other insurance)</b>		
Mental Health costs benefitting children but not covered by insurance for underinsured families		
		\$248.17.00
<b>Ancillary or Supportive Services (Unlimited) (respite care, skills/support groups, parent coaching/training, and other similar costs not reimbursable through MHCP or other insurance.)</b>		
Respite care for children and families		
		\$248.17.00
<b>Clinical Supervision (up to 10% of the grant award) (clinical supervision for staff completing screenings.)</b>		
Clinical supervision costs		
		\$110.30.00
<b>Training for Child Welfare and Probation Officers (up to 10% of the grant award) (trainings on screenings, interpretation of results, and other similar mental health focused trainings)</b>		
Children's Mental Health trainings		
		\$110.30.00
	<b>Total:</b>	<b>\$1,102.99</b>

**MINNESOTA HISTORICAL SOCIETY**

**GRANTS OFFICE  
345 KELLOGG BOULEVARD WEST  
SAINT PAUL, MINNESOTA 55102**

**MINNESOTA HISTORICAL AND CULTURAL HERITAGE GRANT AGREEMENT**

Houston County (hereafter called the Grantee) hereby signifies its acceptance of a state grant in the amount of **\$10,000** from the Arts and Cultural Heritage Fund through the Minnesota Historical Society (hereafter called the Society), in accordance with the guidelines for the Society's Historical and Cultural Heritage Grants Program. The grant is limited to the following project: **Houston County Historic Jail Construction Planning Study** (MNHS Grant Number: **1910-23861**) as described in the Grantee's grant application. Grantee may provide matching funds in the amount of \$1000 as specified in the application.

All grant activities must occur between the project start date and completion date. The start date will be **1/1/2020**. This grant will conclude **1/1/2021**. This Project Completion Date is the date by which all project work must be completed.

The Grantee agrees to administer the grant in compliance with the following provisions:

**1. ASSURANCES**

- a. The Grantee agrees that this project will be administered and conducted in accordance with Minn. Stat. 16B.98 for Grants Management.
- b. The Grantee must follow Minn. Stat. Chap. 177.41-44 regarding prevailing wage rates and contracts and corresponding Rules 5200.1000 to 5200.1120.
- c. The Grantee agrees that this project will be administered and conducted in accordance with the Secretary of the Interior's Standards for Archeology and Historic Preservation (as published in the Federal Register of September 29, 1983), the Historic and Architectural Survey Manual (June 2017), and the SHPO Manual for Archaeological Projects in Minnesota (July 2005).
- d. The Grantee agrees that work will be carried out by project personnel who meet the Secretary of the Interior's Professional Qualifications Standards (as published in the Federal Register of September 29, 1983).
- e. Pursuant to 2013 Minnesota Laws, Chapter 137, Article 4, Section 2, Subdivision 5, the Grantee must give consideration to Conservation Corps Minnesota and Northern Bedrock Historic Preservation Corps, or an organization carrying out similar work.

- f. The Grantee will acknowledge the support of the Society in materials produced and in programs or presentations financially supported by the Society. If intellectual property is created, the parties will discuss the allocation of ownership and use rights.
- g. Copyright to copyrightable materials, including computer software, shall vest in the Grantee with a non-transferable royalty-free license to the Society for its non-commercial use. The Grantee shall grant the Society an option to license any such material(s) it wishes to develop for commercial purposes on terms and conditions, including a royalty, as the parties hereto agree in a subsequent writing.
- h. Except for (a) the above limitation, (b) the Grantee's right to control publication of its own research results, (c) patented and patent-pending property and (d) the Grantee's confidential information, the Society will have the free, irrevocable, non-exclusive unlimited right to use any research results collected by the Grantee for any purpose.
- i. The Grantee agrees that this project will be administered and conducted in accordance with Minn. Stat. 129D.17 for the Arts and Cultural Heritage Fund.

## 2. FINAL REPORTS AND PROJECT PRODUCTS

- a. The final report and project products are due within 30 days after the project completion date.
- b. The final report must be completed electronically in the Minnesota Historical Society's Grants Portal (<https://mnhs.fluxx.io>).
- c. The Final Product(s) to be uploaded with the final report are: Digital PDF copy of the final drawings, specifications, and completed Grants Office Scope of Work Form.

## 3. COST PRINCIPLES AND LIMITATIONS

- a. Only the items set forth in the Approved Project Budget (**see Attachment A**) may be charged against the grant project.
- b. Any project expense not specifically approved in the Approved Project Budget will not be allowed except upon written request by the Grantee and written approval by the Society.

- c. Changes in the Approved Project Budget may not exceed twenty (20) percent of the Approved Project Budget. Changes that occur after the project begins which exceed twenty (20) percent will not be allowed except upon written request by the Grantee and written approval by the Society.
- d. Changes in the Project Completion Date will not be allowed except upon written request by the Grantee and written approval by the Society.
- e. All work will conform to the Secretary of the Interior's Standards as outlined in the approved Scope of Work Form. Any change to the Scope of Work Form after it is approved must be requested in writing and approved by the Grants Office.
- f. No grant funds may be used to pay indirect costs, commonly referred to as overhead.

4. PROCEDURES FOR CONTRACTING SERVICES AND MATERIALS

- a. Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process.
- b. Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.
- c. Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- d. Support documentation of the procurement process utilized to contract services and/or materials must be maintained by the grantee and are subject to examination by Minnesota Historical Society, its designated representatives, or any applicable agency of the State of Minnesota for a minimum of six (6) years from approval date of the Final Report.

5. MAINTAINING GRANT RECORDS FOR AUDIT

- a. The Grantee must maintain records and accounts consistent with generally accepted accounting principles, and to provide for such fiscal control as is necessary to assure the proper disbursing of and accounting for grant funds. The Grantee must maintain records and accounts (including documentation of the procurement process) for this project on file for a minimum of six (6) years after approval of the Final Report.

- b. The Grantee agrees to maintain records to document any matching funds claimed as part of the project. The Grantee further agrees to secure reasonable written proof of the value of Staff or Volunteer Labor, and for Donated Materials contributed to the project.
- c. The Grantee agrees that accounts and supporting documents relating to project expenditures will be adequate to permit an accurate and expeditious audit. An audit may be made at any time by the Society, its designated representatives, or any applicable agency of the State of Minnesota.

6. ACKNOWLEDGEMENT OF SUPPORT

- a. For restoration/preservation grant projects, the Grantee agrees to post a sign during project work stating: *This project has been financed in part with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society.*
- b. All publicity releases, informational brochures, and public reports relating to an approved grant project shall contain an acknowledgment as follows: *This publication was made possible in part by the people of Minnesota through a grant funded by an appropriation to the Minnesota Historical Society from the Minnesota Arts and Cultural Heritage Fund. Any views, findings, opinions, conclusions or recommendations expressed in this publication are those of the authors and do not necessarily represent those of the State of Minnesota, the Minnesota Historical Society, or the Minnesota Historic Resources Advisory Committee.*

7. HOLD HARMLESS

- a. The Grantee agrees to hold the Society harmless from any loss, damage, or expense—including reasonable attorneys' fees and other costs of defense—arising as the result of any claim, action, complaint, or discrimination proceeding, or litigation of any kind whatsoever, directly or indirectly brought about as a result of the funded project; or,
- b. Each party will be responsible for its own acts and behavior and the results thereof. The State's liability is governed by the Minnesota Tort Claims Act, Minn.Stat.Sec.3.736 and other applicable law.

8. MODIFICATION

No person or body other than the Society is authorized to modify any of the terms of this agreement, including the scope of performance and cost limitations herein established. The Society shall not be liable for any costs incurred by the Grantee, which are not in conformance with the terms of this agreement.

9. NONDISCRIMINATION

- a. The Grantee agrees that in hiring of common or skilled labor for the performance of any work on the grant project that no contractor, material supplier or vendor shall, by reason of race, creed, color religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age , discriminate against any person or persons who are citizens of the United States, or resident aliens, who are qualified and available to perform the work to which the employment relates.
- b. The Grantee agrees no contractor, material supplier or vendor shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in the preceding paragraph, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, color, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

#### 10. DISALLOWANCES

Any cost paid for with grant funds which is subsequently found to be disallowable under audit shall be refunded to the Society by the Grantee.

#### 11. CANCELLATION

The Society may withhold, cancel, or revoke in whole or in part the grant amount if it determines that the Grantee has materially breached any term or condition of this agreement. Grantees will be given a 30-day notice. In lieu of cancellation, Grantees may be given proposed remedies to ensure successful completion of the project.

In addition, both parties may mutually agree to cancel the agreement if they determine that the project will not produce beneficial results commensurate with further expenditure of funds or because of circumstances beyond the control of either party. In the event of cancellation, the Society may withhold proceeds of the Grant; demand that the Grantee return any already disbursed proceeds to the Finance Commissioner; and seek any additional legal or equitable remedy(ies).

Finally, the Grantee hereby acknowledges that the proceeds of the Grant are being financed in part with funds provided by the State of Minnesota and administered through the Society, and that, per 2013 Minnesota Laws, Chapter 137, Article 4, Section 2, Subdivision 5, the funding will be canceled to the extent a court determines that the appropriation, or portion thereof, unconstitutionally substitutes for a traditional source of funding.

#### 12. SPECIAL CONDITIONS

The Society may require special conditions to ensure that the project meets applicable standards. Conditions must be worked sequentially as listed below.

- a. Grantee will submit: 1) Clarification as to whether roof evaluation is included in project; and 2) Detailed work plan and a schedule showing the sequence and duration of each task in your project. Attach dates of anticipated completion of each task so that reviewers can see that the project is well planned and will be completed on time. (Upload to Milestone/Condition 1 report in the SOCIETY'S grants portal, <https://mnhs.fluxx.io>. Reviews may take up to 30 working days. Incomplete materials, or revisions to already submitted requests, restart the review clock.)

- b. Grantee must submit architectural drawings for review and comment at 30% completion. (Upload to Milestone/Condition 2 report in the SOCIETY'S grants portal, <https://mnhs.fluxx.io>. Reviews may take up to 30 working days. Incomplete materials, or revisions to already submitted requests, restart the review clock.)
- c. Grantee must submit architectural drawings for review and comment at 60% completion. (Upload to Milestone/Condition 3 report in the SOCIETY'S grants portal, <https://mnhs.fluxx.io>. Reviews may take up to 30 working days. Incomplete materials, or revisions to already submitted requests, restart the review clock.)
- d. Grantee must submit architectural drawings at 90% completion, specifications, and draft grant program Scope of Work form for review, comment, and potential edits prior to finalization of the document. (Upload to Milestone/Condition 4 report in the SOCIETY'S grants portal, <https://mnhs.fluxx.io>. Reviews may take up to 30 working days. Incomplete materials, or revisions to already submitted requests, restart the review clock.)

**Certification:**

We have read the above agreement and agree to abide by all of its provisions. Upon execution, this Agreement controls all activities during the project period.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed on the date(s) indicated below intending to be bound thereby.

**Signatures:**

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Officer

\_\_\_\_\_  
Date



**MINNESOTA HISTORICAL SOCIETY**  
**Heritage Preservation Department**  
**Minnesota Historical & Cultural Heritage Grants**

**Approved Project Budget**

**Grantee:** Houston County  
**MHS Grant #:** 1910-23861  
**Project:** Houston County Historic Jail Construction Planning Study

**Budget Item(s):**

Budget Item	Amount Requested	Grant Amount	Match
1. Houston County Jail Construction Planning Study	\$10,000.00	\$10,000.00	\$1,000.00
	<b>Total: \$10,000.00</b>	<b>Total: \$10,000.00</b>	<b>Total: \$1,000.00</b>

RESOLUTION NO. 20-01

**AUTHORIZATION TO USE ALTERNATE METHOD TO DISSEMINATE BIDS AND  
REQUEST**

January 7, 2020

WHEREAS, Minn. Statute § 331A.03 Subd. 3(b), allows a county to use its website or recognized industry trade journals as an alternative to disseminate solicitations of bids, requests for information and requests for proposals;

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, that the County of Houston will continue to use the Houston County website, [www.co.houston.mn.us](http://www.co.houston.mn.us) as an alternative means to disseminate solicitations of bids, requests for information, and requests for proposals for transportation related construction and maintenance projects.

BE IT FURTHER RESOLVED, that any dissemination by alternative means must be in substantially the same format and for the same period of time as a publication would otherwise be required under Minn. Statute § 331A.03 Subd. 3.

\*\*\*\*\*CERTIFICATION\*\*\*\*\*

STATE OF MINNESOTA  
COUNTY OF HOUSTON

I, Jeff Babinski, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated January 7, 2020.

WITNESS my hand and the seal of my office this 7<sup>th</sup> day of January 2020.

RESOLUTION NO. 20-02

**AUTHORIZATION TO PARTICIPATE IN STATE ASSOCIATIONS**

January 7, 2020

BE IT RESOLVED, by the Houston County Board of Commissioners, that under the provisions of Chapter 714, Laws of 1961, duly designated representatives of Houston County shall be authorized to participate in the meetings and activities of their respective State Association by membership therein and attendance at meetings thereof, as contemplated by Statute, and by the provisions of Chapter 529, Laws of 1963; and

BE IT FURTHER RESOLVED, that money be appropriated from the County Revenue Fund to defray expenses of such officials in connection therewith, said expenses to be paid upon presentation and allowance of properly itemized claims in an amount not to exceed statute limitations.

\*\*\*CERTIFICATION\*\*\*\*\*

STATE OF MINNESOTA  
COUNTY OF HOUSTON

I, Jeff Babinski, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated January 7, 2020.

WITNESS my hand and the seal of my office this 7<sup>th</sup> day of January 2020.

RESOLUTION NO. 20-03

**MINIMUM SALARY FOR OFFICIALS ELECTED IN 2020**

January 7, 2020

WHEREAS, The Houston County Board of Commissioners must set a minimum salary for any newly elected officials on a yearly basis;

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, the following minimum salaries exist for any officials elected in 2020:

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

\*\*\*CERTIFICATION\*\*\*\*\*

STATE OF MINNESOTA  
COUNTY OF HOUSTON

I, Jeff Babinski, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated January 7, 2020.

WITNESS my hand and the seal of my office this 7<sup>th</sup> day of January 2020.

# Houston County Agenda Request Form

**Date Submitted:** December 20, 2019

BOARD DATE: January 7, 2020

**Person requesting appointment with County Board:**

Brian Pogodzinski

**Issue:**

Approve various equipment purchases

**Attachments/Documentation for the Board's Review:**

## Summary sheets and quotes

**Justification:**

Purchases are needed to maintain reliable equipment and maximize trade-in values.

**Action Requested:**

Approve various equipment purchases

For County Use Only			
<b><u>Reviewed by:</u></b>	_____ County Auditor	_____ County Attorney	_____ Zoning Administrator
	_____ Finance Director	_____ County Engineer	_____ Environmental Services
	_____ IS Director	_____ Other (indicate dept)	_____
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.

## Houston County Highway Equipment

Unit #	Agenda Item	State Bid
#2211	<b>Plow Truck</b>	
	Nuss Truck & Equipment	\$ 125,751.00
	Vehicle use Tax	\$ 8,173.82
	<b>Truck Box</b>	
	Towmaster Truck & Equipment	\$ 144,334.00
<b>Grand Total for Unit #2211</b>		<b>\$ 278,258.82</b>

Payable 2021 Budget Year

Unit #	Agenda Item	Quote
Misc	<b>Catwalk - Extendable Working Platform</b>	
	Rice Lake Fabricating	\$ 23,400.00
<b>Grand Total for Catwalk</b>		<b>\$ 23,400.00</b>

Payable 2020 Budget Year

Unit #	Agenda Item	Quote
#6201/#6202	<b>Vermeer 3 pt Disc Mowers</b>	
	Hammell Equipment for (2)	\$ 18,500.00
2012/2016	Trade price for (2)	\$ (4,000.00)
<b>Grand Total for Mower</b>		<b>\$ 14,500.00</b>

Payable 2020 Budget Year

## Houston County Highway Equipment

Unit #	Agenda Item	State Bid		State Bid Cat
		RDO Equipment Co.	John Deere	
	<b>Motorgrader / Blade</b>			
#1201	Motorgrader / Blade	\$	294,868.88	334,390.00
#1082	Trade price	\$	(95,000.00)	(95,790.00)
<b>Grand Total for Motorgrader</b>		<b>\$</b>	<b>199,868.88</b>	<b>\$ 238,600.00</b>
Payable 2020 Budget Year			*****	

Unit #	Agenda Item	Quote	
	<b>Pickups (1) 1500 and (2) 2500</b>		
	<b>Lease Agreements</b>		
#3201	Enterprise Fleet Management (1500)	\$	33,235.60
#3202	Enterprise Fleet Management (2500)	\$	28,668.85
#3203	Enterprise Fleet Management (2500)	\$	28,668.85
<b>Grand Total for Pickups</b>		<b>\$</b>	<b>90,573.30</b>
Payable 2020 Budget Year			Over 5 year period

# Houston County Agenda Request Form

Date Submitted: December 20, 2019

BOARD DATE: January 6, 2020

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

To approve the purchase of plow truck with box and tarp for budget year 2021.

These purchases are using Nuss Truck and Equipment for the chassis and Towmaster Truck and Equipment for the box. Both are off the State Bid prices.

**Attachments/Documentation for the Board's Review:**

Summary of State bids

**Justification:**

These purchases are needed to keep up the proper life cycle of our equipment and to maximize sale and trade-in values.

Also, due to the long lead times for manufacturing and delivery it is necessary to place our order this early.

**Action Requested:**

Approve purchases as requested.

For County Use Only			
<b><u>Reviewed by:</u></b>	_____ County Auditor	_____ County Attorney	_____ Zoning Administrator
	_____ Finance Director	_____ County Engineer	_____ Environmental Services
	_____ IS Director	_____ Other (indicate dept)	
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.



# PLOW TRUCK CHASSIS

**VENDOR INSTRUCTIONS**

Print Date &amp; Time 11/25/2019 15:15

**Tandem Axle Cab & Chassis****VENDOR NAME** NUSS TRUCK & EQUIPMENT**YEAR, MAKE AND MODEL** 2019 MACK AF GRANITE 64FR (T) TA

This section for use when ordering

WB	224"	Grand Total \$ 125,751.00
CA	137"	
AF	62"	
ear Ratio	4.63	
ab Color	ORANGE	
Color	WHITE	
Note	HOUSTON COUNTY	

Spec #	Description	Qty	Price	Subtotal
1.0	Price for Base Unit:	1	\$ 86,875.00	\$ 86,875.00

<b>2.0</b>	<b>FRAME OPTIONS</b>			
2.1	Front frame extension	1	\$ 886.00	\$ 886.00
2.2	Custom hole punching in frame		\$ 100.00	\$ -
2.3	Deduct for no front bumper			\$ -
2.4	Frame fastener option (bolt or huck spun)	1	STD	
2.5	Frame, R.B.M., S.M., PSI, CT			
2.6	2,120,000 17.7 120,000 87 - 112 CA		\$ (64.00)	\$ -
2.7	2,120,000 17.7 120,000 113 - 133 CA		STD	
2.8	2,120,000 17.7 120,000 134 - 152 CA		\$ 107.00	\$ -
2.9	2,120,000 17.7 120,000 153 - 199 CA		\$ 406.00	\$ -
2.10	2,120,000 17.7 120,000 200 - 236 CA		\$ 482.00	\$ -
2.11	2,470,000 20.6 120,000 87 - 112 CA		\$ 176.00	\$ -
2.12	2,470,000 20.6 120,000 113 - 133 CA		\$ 240.00	\$ -
2.13	2,470,000 20.6 120,000 134 - 152 CA		\$ 347.00	\$ -
2.14	2,470,000 20.6 120,000 153 - 199 CA		\$ 646.00	\$ -
2.15	2,470,000 20.6 120,000 200 - 236 CA		\$ 722.00	\$ -
2.16	2,820,000 23.5 120,000 87 - 112 CA		\$ 521.00	\$ -
2.17	2,820,000 23.5 120,000 113 - 133 CA		\$ 585.00	\$ -
2.18	2,820,000 23.5 120,000 134 - 152 CA	1	\$ 692.00	\$ 692.00
2.19	2,820,000 23.5 120,000 153 - 199 CA		\$ 991.00	\$ -
2.20	2,820,000 23.5 120,000 200 - 236 CA		\$ 1,067.00	\$ -
2.21	3,160,000 26.3 120,000 87 - 112 CA		\$ 744.00	\$ -
2.22	3,160,000 26.3 120,000 113 - 133 CA		\$ 808.00	\$ -
2.23	3,160,000 26.3 120,000 134 - 152 CA		\$ 915.00	\$ -
2.24	3,160,000 26.3 120,000 153 - 199 CA		\$ 1,214.00	\$ -
2.25	3,160,000 26.3 120,000 200 - 236 CA		\$ 1,290.00	\$ -
2.26	<b>DOUBLE FRAME - PARTIAL IC REINFORCEMENT</b>			
2.27	3,230,000 26.9 120,000 87 - 112 CA		\$ 801.00	\$ -
2.28	3,230,000 26.9 120,000 113 - 133 CA		\$ 865.00	\$ -
2.29	3,230,000 26.9 120,000 134 - 152 CA		\$ 972.00	\$ -
2.30	3,230,000 26.9 120,000 153 - 199 CA		\$ 1,214.00	\$ -
2.31	3,230,000 26.9 120,000 200 - 236 CA		\$ 1,290.00	\$ -
2.32	3,580,000 29.8 120,000 87 - 112 CA		\$ 1,041.00	\$ -
2.33	3,580,000 29.8 120,000 113 - 133 CA		\$ 1,105.00	\$ -
2.34	3,580,000 29.8 120,000 134 - 152 CA		\$ 1,212.00	\$ -
2.35	3,580,000 29.8 120,000 153 - 199 CA		\$ 1,511.00	\$ -
2.36	3,580,000 29.8 120,000 200 - 236 CA		\$ 1,587.00	\$ -

APPENDIX #1 FOR 2019 MODELS TA

## VENDOR INSTRUCTIONS

Spec #	Description	Qty	Price	Subtotal
2.37	3,920,000 32.7 120,000 87 - 112 CA		\$ 1,376.00	\$ -
2.38	3,920,000 32.7 120,000 113 - 133 CA		\$ 1,450.00	\$ -
2.39	3,920,000 32.7 120,000 134 - 152 CA		\$ 1,657.00	\$ -
2.40	3,920,000 32.7 120,000 153 - 199 CA		\$ 1,856.00	\$ -
2.41	3,920,000 32.7 120,000 200 - 236 CA		\$ 1,932.00	\$ -
2.42	4,260,000 35.5 120,000 87 - 112 CA		\$ 1,832.00	\$ -
2.43	4,260,000 35.5 120,000 113 - 133 CA		\$ 1,673.00	\$ -
2.44	4,260,000 35.5 120,000 134 - 152 CA		\$ 2,003.00	\$ -
2.45	4,260,000 35.5 120,000 154 - 199 CA		\$ 2,301.00	\$ -
2.46	4,260,000 35.5 120,000 200 - 236 CA		\$ 2,384.00	\$ -
2.47	<b>DOUBLE FRAME - FULL IC REINFORCEMENT</b>			
2.48	3,230,000 26.9 120,000 87 - 112 CA		\$ 1,001.00	\$ -
2.49	3,230,000 26.9 120,000 113 - 133 CA		\$ 1,065.00	\$ -
2.50	3,230,000 26.9 120,000 134 - 152 CA		\$ 1,172.00	\$ -
2.51	3,230,000 26.9 120,000 153 - 199 CA		\$ 1,414.00	\$ -
2.52	3,230,000 26.9 120,000 200 - 236 CA		\$ 1,490.00	\$ -
2.53	3,580,000 29.8 120,000 87 - 112 CA		\$ 1,241.00	\$ -
2.54	3,580,000 29.8 120,000 113 - 133 CA		\$ 1,305.00	\$ -
2.55	3,580,000 29.8 120,000 134 - 152 CA		\$ 1,412.00	\$ -
2.56	3,580,000 29.8 120,000 153 - 199 CA		\$ 1,711.00	\$ -
2.57	3,580,000 29.8 120,000 200 - 236 CA		\$ 1,787.00	\$ -
2.58	3,580,000 29.8 120,000 87 - 112 CA		\$ 1,576.00	\$ -
2.59	3,580,000 29.8 120,000 113 - 133 CA		\$ 1,650.00	\$ -
2.60	3,580,000 29.8 120,000 134 - 152 CA		\$ 1,857.00	\$ -
2.61	3,580,000 29.8 120,000 153 - 199 CA		\$ 2,056.00	\$ -
2.62	3,580,000 29.8 120,000 200 - 236 CA		\$ 1,787.00	\$ -
2.63	3,920,000 32.7 120,000 87 - 112 CA		\$ 1,576.00	\$ -
2.64	3,920,000 32.7 120,000 113 - 133 CA		\$ 1,650.00	\$ -
2.65	3,920,000 32.7 120,000 134 - 152 CA		\$ 1,857.00	\$ -
2.66	3,920,000 32.7 120,000 153 - 199 CA		\$ 2,056.00	\$ -
2.67	3,920,000 32.7 120,000 200 - 236 CA		\$ 2,132.00	\$ -
2.68	4,260,000 35.5 120,000 87 - 112 CA		\$ 2,032.00	\$ -
2.69	4,260,000 35.5 120,000 113 - 133 CA		\$ 1,873.00	\$ -
2.70	4,260,000 35.5 120,000 134 - 152 CA		\$ 2,203.00	\$ -
2.71	4,260,000 35.5 120,000 153 - 199 CA		\$ 2,501.00	\$ -
2.72	4,260,000 35.5 120,000 200 - 236 CA		\$ 2,584.00	\$ -
2.73	<b>TRIPLE FRAME - FULL IC REINFORCEMENT</b>			
2.74	5,688,000 47.4 120,000 87 - 112 CA		\$ 4,960.00	\$ -
2.75	5,688,000 47.4 120,000 113 - 133 CA		\$ 5,024.00	\$ -
2.76	5,688,000 47.4 120,000 134 - 152 CA		\$ 5,131.00	\$ -
2.77	5,688,000 47.4 120,000 153 - 199 CA		\$ 5,430.00	\$ -
2.78	5,688,000 47.4 120,000 200 - 236 CA		\$ 5,506.00	\$ -
2.79	Flush bright finish channel steel		\$ 113.00	\$ -
2.80	Extended stylized-silver-bright finish steel w/stone guard		\$ 1,495.00	\$ -
2.81	Extended - swept back steel, bright finish with stone guard - includes center tow pin		\$ 1,139.00	\$ -
2.82	Mill finish, flush mounted, unpainted aluminum		\$ 68.00	\$ -
2.83	Extended swept back channel steel (includes center tow pin) w/stone guard		\$ 805.00	\$ -
2.84	Extended swept back channel steel with bright finish w/painted center tow pin		\$ 620.00	\$ -
2.85	Extended swept back steel channel w/bright finish		\$ 258.00	\$ -
2.86	Extended swept back painted steel	1	STD	
2.87	Flush painted steel		AMENDMENT #1 FOR 2019 MODELS TA (15.00)	\$ -

**VENDOR INSTRUCTIONS**

Spec #	Description	Qty	Price	Subtotal
2.88	Flush stainless clad aluminum		\$ 143.00	\$ -
2.89	Plate type radiator guard		\$ 105.00	\$ -
2.90	Bright finish plate type radiator guard		\$ 258.00	\$ -
2.91	Tectyl 185 GW pigmented compound between frame rails		\$ 110.00	\$ -
2.92	BOC crossmember, steel HD back to back channel intermediate		\$ 66.00	\$ -
2.93	BOC & intermediate crossmember, HD I-Beam		\$ 332.00	\$ -
2.94	Frame rail clearance		\$ 62.00	\$ -

<b>3.0</b>	<b>FRONT AXLE/SUSPENSION/BRAKE/OPTION</b>			
3.1	Set forward front axle option	1	STD	
3.2	12,000 front axle & matching suspension - Mack FXL12		STD	
3.3	14,600 front axle & matching suspension - Mack FXL14.6		\$ 771.00	\$ -
3.4	16,000 front axle and matching suspension			\$ -
3.5	18,000 front axle and matching suspension - Mack FXL18	1	\$ 1,361.00	\$ 1,361.00
3.6	20,000 front axle and matching suspension - Mack FXL20		\$ 2,147.00	\$ -
3.7	23,000 front axle and matching suspension - Mack FXL23		\$ 2,448.00	\$ -
3.8	Heavy duty front axle shocks	1	STD	
3.9	Front stabilizer bar			\$ -
3.10	Right hand air bag suspension per Spec 3.6, Driver controlled			\$ -
3.11	Left air bag suspension per Spec 3.6, Driver controlled			\$ -
3.12	Front axle lubrication cap with slotted venthole			
3.13	Front brake dust shields	1	\$ 18.00	\$ 18.00
3.14	Dual front auxiliary steering gear		\$ 569.00	\$ -
3.15	RH spring build up for wing plow application		\$ 30.00	\$ -
3.16	LH spring build up for wing plow application		\$ 30.00	\$ -
3.17	All wheel drive front axle		\$ 43,000.00	\$ -
3.18	Twin Steer Front Axle		\$ 12,612.00	\$ -
3.19	Aluminum front hubs		\$ 53.00	\$ -
3.20	Centerfuse outboard mounted brake drums		\$ 217.00	\$ -
3.21	Multileaf front spring ILO taperleaf (2 leaf spring)		\$ 35.00	\$ -
3.22	HD multileaf front spring ILO taperleaf (2 leaf spring)		\$ 65.00	\$ -
3.23	HD taperleaf (3 leaf spring) ILO of taperleaf (2 leaf spring)	1	\$ 65.00	\$ 65.00
3.24	Meritor EX+ Air Disc Brakes requires Meritor rear brakes		\$ 653.00	\$ -
3.25	Meritor front slack adjustors - Need same slack on rear axle		\$ 1.00	\$ -
3.26	Meritor front slack with stainless steel pins	1	\$ 58.00	\$ 58.00
3.27	Haldex front slack adjustors - Need same slack adjustor on rear axle		STD	
3.28	Haldex front slack with stainless steel pins		\$ 57.00	\$ -
3.29	Meritor front brakes ILO of Bendix - requires Meritor rear brakes		\$ 131.00	\$ -
3.30	Power steering reservoir with visible sight glass		\$ 30.00	\$ -

<b>4.0</b>	<b>4.0 TANDEM REAR AXLE/SUSPENSION/BRAKE/OPTIONS</b>			
4.1	46,000# rear axle & matching suspension Make & Model - Mack SS462 Mack Camelback Suspension		\$ 2,240.00	\$ -
4.2	40,000# walking beam rear suspension and axle Make & Model - Meritor MT-40-14X4D with Hendrickson HMX400		\$ 1,558.00	\$ -
4.3	46,000# walking beam rear suspension and axle Make & Model Meritor RT-46-160 with Hendrickson HMX460		\$ 3,362.00	\$ -
4.4	40,000# air suspension and axle Make & Model Meritor MT-40-14X4D with Mack AL461 46,000 lbs. air suspension		\$ 1,578.00	\$ -
4.5	46,000# air suspension and axle Make & Model Meritor RT-46-160 with Mack AL461 46,000 lbs. air suspension		\$ 2,976.00	\$ -
4.6	Dash mounted air dump system - With air ride suspension		STD	

## VENDOR INSTRUCTIONS

7 of 20

Spec #	Description	Qty	Price	Subtotal
4.7	Driver activated differential lock on one rear axle (front axle rear axle, check one)		\$ 484.00	\$ -
4.8	Driver activated differential lock on both front and rear axles		\$ 968.00	\$ -
4.9	Driver activated differential lock on both front and rear axles, and lubrication pump and filter system		\$ 1,210.00	\$ -
4.10	Meritor MT-40-14X4DP, both axles driver differential lock and pump, HMX400 40,000 # walking beam suspension		\$ 2,768.00	\$ -
4.11	Meritor RT-46-160P, both axles driver differential lock and pump, HMX460 46,000 # walking beam suspension	1	\$ 4,572.00	\$ 4,572.00
4.12	1/2 round universal joints	1	STD	
4.13	Spicer 1810 HD drive line with half round universal joints		\$ 126.00	\$ -
4.14	Rear Dust Shields	1	\$ 34.00	\$ 34.00
4.15	Driver activated differential lock on both front and rear axles with individual switches		\$ 1,102.00	\$ -
4.16	Meritor 18 MXL extended lube	1	\$ 31.00	\$ 31.00
4.17	Meritor 176 MXL extended lube		\$ 32.00	\$ -
4.18	Dana-spicer SPL170XL extended lube series		\$ 453.00	\$ -
4.19	Dana-spicer SPL250XL extended lube series		\$ 493.00	\$ -
4.20	Dana-spicer SPL250HDXL extended lube series		\$ 502.00	\$ -
4.21	Dana-spicer SPL350HDXL extended lube series		\$ 776.00	\$ -
4.22	Mack S38R fabricated steel housing		STD	
4.23	Mack SB38 fabricated steel housing -40,000 # recertification		\$ 450.00	\$ -
4.24	Mack S40 40,000 # rear axle		\$ 450.00	\$ -
4.25	Mack S402 40,000 # cast iron housing		\$ 450.00	\$ -
4.26	Mack S440 44,000# fabricated steel housing		\$ 1,350.00	\$ -
4.27	Mack S440-46 fabricated steel housing - recertification		\$ 1,350.00	\$ -
4.28	Mack S462 46,000# cast ductile iron housing		\$ 1,800.00	\$ -
4.29	Mack S462R 46,000# cast ductile iron housing		\$ 1,800.00	\$ -
4.30	Meritor 40,000# MT-40-14X4C Amboid (High Entry)		\$ 765.00	\$ -
4.31	Meritor 40,000# MT-40-14X4C Hypoid (Low Entry)		\$ 765.00	\$ -
4.32	Meritor 46,000# RT-46-160		\$ 2,163.00	\$ -
4.33	Meritor 46,000# Rt-46-164EH		\$ 2,163.00	\$ -
4.34	Spicer 46,000# DS405		\$ 2,628.00	\$ -
4.35	Spicer 46,000# D46-170H		\$ 4,305.00	\$ -
4.36	Mack SS38 Mack multileaf camelback spring without anti-sway springs		\$ (80.00)	\$ -
4.37	Mack SS38 multileaf camelback spring with anti-sway springs		STD	
4.38	Mack SSB 38 multileaf camelback spring (boost-a-load)		\$ (40.00)	\$ -
4.39	Mack SSB 38 multileaf camelback spring 40,000# recertification		\$ 273.00	\$ -
4.40	Mack SS40 44,000# multileaf camelback suspension without anti sway		\$ 226.00	\$ -
4.41	Mack SS40 44,000# multileaf camelback suspension with anti sway		\$ 330.00	\$ -
4.42	Mack SS40 44,000# multileaf camelback suspension 46,000# - recertification		\$ 228.00	\$ -
4.43	Mack SS462 44,000# multileaf camelback suspension without anti sway		\$ 336.00	\$ -
4.44	Mack SS462 44,000# multileaf camelback suspension with anti sway		\$ 440.00	\$ -
4.45	Mack AL-461 46,000# air ride		\$ 813.00	\$ -
4.46	Mack M-Ride 40 parabolic 2-leaf, 40,000# front and rear stiffeners		\$ 959.00	\$ -

AMENDMENT #1 FOR 2019 MODELS TA

**VENDOR INSTRUCTIONS**

Spec #	Description	Qty	Price	Subtotal
4.47	Mack M-Ride 40 parabolic 3-leaf, 40,000# stiffer than normal		\$ 959.00	\$ -
4.48	Mack M-Ride 46 parabolic 3-leaf 46,000#		\$ 1,289.00	\$ -
4.49	HMX 400 Hendrickson Haulmax rubber suspension 40,000#		\$ 803.00	\$ -
4.50	HMX 460 Hendrickson Haulmax rubber suspension 46,000#		\$ 1,199.00	\$ -
4.51	Chambers 46,000# L high stability W#29 can		\$ 3,798.00	\$ -
4.52	PAX 460 High Stability Hendrickson Primaxx Air Suspension		\$ 1,319.00	\$ -
4.53	PAX 462 High Stability Hendrickson Primaxx Air Suspension		\$ 1,319.00	\$ -
4.54	Neway AD-246 air ride suspension		\$ 1,825.00	\$ -
4.55	Neway AD-252 air ride suspension		\$ 2,287.00	\$ -
4.56	Delete power divider lockout		\$ (153.00)	\$ -
4.57	Urethane bushing on Mack camelback suspension		\$ (58.00)	\$ -
4.58	55" axle spacing		\$ 122.00	\$ -
4.59	60" axle spacing		\$ 317.00	\$ -
4.60	Dual leveling valve air suspension height control		\$ 149.00	\$ -
4.61	Mack CRDP1501/1511 with interwheel power divider - both axles		\$ 2,735.00	\$ -
4.62	Outboard centrifuse rear brake drums		\$ 206.00	\$ -
4.63	Haldex automatic rear slack adjustor		STD	
4.64	Haldex automatic rear slack adjustor with stainless steel pins		\$ 96.00	\$ -
4.65	Meritor automatic rear slack adjustor		\$ 1.00	\$ -
4.66	Meritor automatic rear slack adjustor with stainless steel pins	1	\$ 231.00	\$ 231.00
4.67	Haldex S-ABA slack adjustors		\$ 50.00	\$ -
4.68	30/36 rear brake chamber		\$ 156.00	\$ -
4.69	Comet aluminum hubs w/preset bearings & seals		\$ 385.00	\$ -
4.70	Aluminum preset rear hubs with integrated spindle nut		\$ 37.00	\$ -
4.71	Chicago Rawhide (Scotseal Longlife) oil seal		\$ 59.00	\$ -
4.72	National/Federal Mogul		\$ 23.00	\$ -
4.73	Stemco-Grit Guard oil seals		\$ 63.00	\$ -
4.74	Stemco - Guardian oil seal		\$ 31.00	\$ -
4.75	Stemco (Voyager) oil seals		\$ (5.00)	\$ -
4.76	Scotseal longlife rear oil seals		\$ 59.00	\$ -
4.77	Air Disc Brake (17") H-Type - Require Air Disc Front Brakes & M-Ride 3 leaf suspension		\$ 2,430.00	\$ -
4.78	Bendix ES165-08D, 16.5" x 8 5/8" Cast Spider - Require M-Ride suspension. N/A with dust shields		\$ 272.00	\$ -
4.79	Meritor rear brakes - 16.5"7" Q+		\$ 115.00	\$ -
4.80	Meritor rear brakes - 16.5" x 8 5/8" Q+ - N/A with dust shields		\$ 291.00	\$ -
4.81	Meritor rear brakes - 16.5" x 8" Q+ - N/A with dust shields		\$ 213.00	\$ -
4.82	13,500 lbs. Hendrickson steerable composite HLUC-2 pusher axle - includes tires and rims		\$ 9,791.00	\$ -
4.83	10,000 lbs. Hendrickson steerable composite HLUC-2 pusher axle - includes tires and rims		\$ 9,791.00	\$ -
4.84	20,000 lbs. Watson-Chalin steerable SL-2089 Thu Track Series pusher axle - includes tire and rims		\$ 12,381.00	\$ -
4.85	13,200 lbs. Watson-Chalin steerable SL-1187 Thu Track Series pusher axle - includes tire and rims		\$ 10,173.00	\$ -
4.86	20,000 lbs. Watson-Chalin non-steerable AL-2200 Atlas Series pusher axle - includes tire and rims		\$ 9,198.00	\$ -
4.87	20,000 lbs. Hendrickson non - steerable composite HLM pusher axle - includes tires and rims		\$ 9,091.00	\$ -

AMENDMENT #1 FOR 2019 MODELS TA

**VENDOR INSTRUCTIONS**

Spec #	Description	Qty	Price	Subtotal
4.88	13,200 lbs. Hendrickson steerable HLUS2Z pusher axle - includes tires and rims		\$ 9,791.00	\$ -
4.89	20,000 lbs. Hendrickson Paralift HLP20 steerable pusher axle - includes tires and rims		\$ 11,192.00	\$ -
4.90	13,500 lbs. Hendrickson steerable composite HLUC-2 tag axle - includes tires and rims		\$ 9,791.00	\$ -
4.91	10,000 lbs. Hendrickson steerable composite HLUC-2 tag axle - includes tires and rims		\$ 9,791.00	\$ -
4.92	20,000 lbs. Watson-Chalin steerable SL-2089 Thu Track Series tag axle - includes tire and rims		\$ 12,381.00	\$ -
4.93	13,200 lbs. Watson-Chalin steerable SL-1187 Thu Track Series tag axle - includes tire and rims		\$ 10,173.00	\$ -
4.94	20,000 lbs. Watson-Chalin non-steerable AL-2200 Atlas Series tag axle - includes tire and rims		\$ 9,198.00	\$ -
4.95	20,000 lbs. Hendrickson non - steerable composite HLM tag axle - includes tires and rims		\$ 9,091.00	\$ -
4.96	13,200 lbs. Hendrickson steerable HLUS2Z tag axle - includes tires and rims		\$ 9,791.00	\$ -
4.97	20,000 lbs. Hendrickson Paralift HLP20 steerable tag axle - includes tires and rims		\$ 11,192.00	\$ -
4.98	6S/6M systems sensing both rear axle wheel end sensors		\$ 440.00	\$ -
4.99	Furnish Meritor wide track axle option - Need for Super Singles		\$ 1,032.00	\$ -

**5.0 Fifth Wheel options**

5.1	Frame end tapered and open			\$ -
5.2	Frame end tapered and closed		\$ 30.00	\$ -
5.3	Fixed fifth wheel - Holland FW-35		\$ 684.00	\$ -
5.4	Mechanical slide fifth wheel - Holland FW35 Travel - 24" slide		\$ 562.00	\$ -
5.5	Air operated slide fifth wheel - Holland FW35 Travel 24" slide		\$ 986.00	\$ -
5.6	Stainless 1/4 fenders, mounted front of tandems		\$ 109.00	\$ -
5.7	Plastic 1/4 fenders, mounted front of tandems		\$ 110.00	\$ -
5.8	Tractor package hookup		\$ 297.00	\$ -
5.9	Behind cab deck plate		\$ 681.00	\$ -
5.10	Holland fixed with non-tilt 5th wheel		\$ 1,385.00	\$ -
5.11	Holland manual slide 5th wheel		\$ 537.00	\$ -
5.12	Mack mud flaps with brackets		\$ 98.00	\$ -
5.13	Betts B60 stainless steel angled mud flap brackets		\$ 161.00	\$ -
5.14	Hose tender & towel bar assembly		\$ 48.00	\$ -
5.15	Coiled trailer air hose		\$ 28.00	\$ -
5.16	Coiled trailer electrical hose		\$ 44.00	\$ -
5.17	Air Weight AW5800 onboard scales		\$ 963.00	\$ -
5.18	Medium height 5th wheel ramp guide		\$ 192.00	\$ -
5.19	Trailer hook up light		\$ 37.00	\$ -

**6.0 TIRES/RIMS OPTIONS:**

6.1	Nylon wafers or wheel guards on all wheels (10 ea.)	1	\$ 44.00	\$ 44.00
6.2	Heavier 7500 lb. 22.5 x 8.25 Steel rims in lieu of standard 7300# rims (10 ea.)		STD	
6.3	Heavier 7500 lb. 22.5 x 8.25 Steel rims in lieu of standard 7300# rims (8 ea.) in rear only	1	\$ 16.00	\$ 16.00
6.4	11R 22.5 H front tires		\$ 39.00	\$ -

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## VENDOR INSTRUCTIONS

Spec #	Description	Qty	Price	Subtotal
6.5	12R 22.5 H front tires		\$ 198.00	\$ -
6.6	9000 lb. 22.5 9" front steel rims, 315/80R 22.5 J front tires		\$ 187.00	\$ -
6.7	10,000 lb. 22.5 9" front steel rims, 315/80R 22.5 J front tires		\$ 407.00	\$ -
6.8	10,500 lb. 22.5 x 12.25 front steel rims, 385/65R 22.5 J front tires	1	\$ 609.00	\$ 609.00
6.9	10,500 lb. 22.5 x 12.25 front steel rims, 425/65R 22.5 J front tires		\$ 669.00	\$ -
6.10	11R 22.5 H rear tires		\$ 656.00	\$ -
6.11	7,300 lb. 24.5" x 8.25" steel front rims		\$ 5.00	\$ -
6.12	7300 lb. 24.5" x 8.25" rear steel rims		\$ 44.00	\$ -
6.13	8,000 lb. 24.5" x 8.25" steel front rims		\$ 10.00	\$ -
6.14	8,000 lb. 24.5" x 8.25" steel rear rims		\$ 164.00	\$ -
6.15	11R 24.5 G front tires		\$ 63.00	\$ -
6.16	11R 24.5 H front tires		\$ 105.00	\$ -
6.17	11R 24.5 G rear tires		\$ 164.00	\$ -
6.18	11R 24.5 H rear tires		\$ 480.00	\$ -
6.19	Steel spare rim, size 22.5 x 8.25		\$ 125.00	\$ -
6.20	Steel spare rim, size 24.5 x 8.25		\$ 148.00	\$ -
6.21	Steel spare rim, size 22.5 x 9.0		\$ 380.00	\$ -
6.22	Steel spare rim, size 22.5 x 12.25		\$ 430.00	\$ -
6.23	12R22.5 H front tires		\$ 439.00	\$ -
6.24	12R 22.5 H rear tires		\$ 1,752.00	\$ -
6.25	Wheel lug wrench - includes handle		\$ 48.00	\$ -
6.26	Aluminum front wheel - 22.5 x 8.25		\$ 141.00	\$ -
6.27	Aluminum front wheel - 24.5 x 8.25		\$ 156.00	\$ -
6.28	Aluminum front wheel - 22.5 x 9.0		\$ 329.00	\$ -
6.29	Aluminum front wheel - 22.5 x 12.25		\$ 387.00	\$ -
6.30	Polished aluminum front wheel		\$ 48.00	\$ -
6.31	Dura-bright bright finish front wheels		\$ 204.00	\$ -
6.32	Wheel finishing with extra polished front wheels		\$ 76.00	\$ -
6.33	Aluminum rear wheels - 22.5 x 8.25		\$ 492.00	\$ -
6.34	Aluminum rear wheels - 24.5 x 8.25		\$ 600.00	\$ -
6.35	Polished aluminum rear wheel four outboard of dual wheels		\$ 132.00	\$ -
6.36	Polished aluminum rear wheel all eight (8) wheels		\$ 265.00	\$ -
6.37	Dura-bright bright finish on all eight (8) rear wheels		\$ 1,334.00	\$ -
6.38	Dura-bright bright finish on all four (4) outboard rear wheels		\$ 667.00	\$ -
6.39	11R22.5 G Bridgestone M843 front tires		\$ 223.00	\$ -
6.40	11R22.5 G Michelin XZE2 front tires		\$ 296.00	\$ -
6.41	315/80R22.5 L Michelin XZA1 front tires		\$ 532.00	\$ -
6.42	385/65R22.5 J Michelin XZY3 front tires		\$ 712.00	\$ -
6.43	425/65R22.5 L Michelin XZY3 front tires		\$ 959.00	\$ -
6.44	11R22.5 G Bridgestone M843 rear tires		\$ 892.00	\$ -
6.45	11R22.5 G Michelin XDN2 rear tires		\$ 1,892.00	\$ -
6.46	11R22.5 H Michelin XDN2 rear tires		\$ 1,964.00	\$ -
6.47	11R22.5 G Goodyear G622RSD rear tires		\$ 2,504.00	\$ -
6.48	11R22.5 H Goodyear G622RSD rear tires		\$ 2,672.00	\$ -

## 7.0 BRAKE SYSTEM OPTIONS:

7.1	Wabco System Saver 1200 E heated air dryer	1	STD	
7.2	Manual cable drain valves on air tanks with lanyard on all tanks		\$ 24.00	\$ -

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**VENDOR INSTRUCTIONS**

Spec #	Description	Qty	Price	Subtotal
7.3	Heated air tank			
7.4	Auto drain valves on air tanks	1	\$ 31.00	\$ 31.00
7.5	MGM type TR-T rear brake chambers		\$ 50.00	\$ -
7.6	S.S. pins on slack adjuster yoke (2 ea. per yoke) For all air brake chambers			\$ -
7.7	Inverted rear brake chamber mounting in lieu of regular mounting			\$ -
7.8	Relocate air dryer		\$ 49.00	\$ -
7.9	Bendix AD9 heated air dryer		\$ 118.00	\$ -
7.10	Bendix AD-IP heated air dryer		\$ 164.00	\$ -
7.11	Meritor/Wabco system twin heated air dryer		\$ 539.00	\$ -
7.12	Auto heated drain valve- heated supply tank, manual petcock		\$ 42.00	\$ -
7.13	Auto heated drain valve- heated supply tank, with lanyard on all other tanks		\$ 72.00	\$ -
7.14	Aluminum air reservoirs	1	\$ 192.00	\$ 192.00
7.15	Polished aluminum air reservoirs		\$ 252.00	\$ -
7.16	Increase air capacity for installation of extra axles		\$ 289.00	\$ -
7.17	MACK Road Stability Adv. Bendix ABS/ATC/RSA w/YAW control with mud/snow switch		\$ 1,873.00	\$ -
7.18	Meritor/Wabco ABS system w/o automatic traction control		\$ 142.00	\$ -
7.19	Bendix ABS system with traction control	1	\$ 270.00	\$ 270.00
7.20	Meritor/Wabco ABS system w/auto traction control		\$ 357.00	\$ -
7.21	Furnish automatic traction control (ATC full disable switch)		\$ 105.00	\$ -
7.22	Lanyard control on supply wet tank		\$ 16.00	\$ -
7.23	Haldex "Gold Seal" brake chamber		\$ 1.00	\$ -
7.24	Haldex "Life Seal" brake chamber	1	STD	
7.25	MGM TR 30/30 LP3 (3" Stroke) brake chamber		\$ 105.00	\$ -
7.26	MGM LTR (3" Stroke) brake chamber		\$ 285.00	\$ -
7.27	MGM TR3030LP3THD		\$ 133.00	\$ -
7.28	MGM TR-T (Tamper Resistant brake chamber) reclock inlet ports for optimum ground clearance		\$ 68.00	\$ -
7.29	Haldex "Gold Seal" 3.0" stroke brake chamber		\$ 399.00	\$ -
7.30	Electric horn sound when driver door open with park brake released		\$ 67.00	\$ -
7.31	Alarm to sound when driver door open & parking brake not on		\$ 43.00	\$ -
7.32	Schreader valve located in supply tank		\$ 47.00	\$ -
7.33	Schreader valve, secondary		\$ 47.00	\$ -
7.34	Two (2) valve dual brake system-trailer supply and tractor-trailer park		\$ 42.00	\$ -
7.35	Relocate all air reservoir in frame		\$ 48.00	\$ -
7.36	Air reservoir in frame, one reservoir on the RH rail behind Cleartech		\$ 48.00	\$ -
7.37	Never-seize to brake shoes pins & cam rollers	1	\$ 33.00	\$ 33.00

**8.0 ENGINE/EXHAUST AND FUEL TANKS OPTIONS:**  
**(List Make & Model, H.P., torque of engine and exhaust and fuel tank options)**

8.1	Mack MP7-325M 325HP@1400-1900 RPM (Peak) 2100 RPM Gov 1250 LB-FT Torque		STD	
8.2	Mack MP7-355A 355HP@1500-1800 RPM (Peak) 2100 RPM Gov 1250 LB-FT Torque		\$ 481.00	\$ -

## VENDOR INSTRUCTIONS

Spec #	Description	Qty	Price	Subtotal
8.3	Mack MP7-375M 375HP@1500-1900 RPM (Peak) 2100 RPM Gov 1360 LB-FT Torque		\$ 813.00	\$ -
8.4	Mack MP7-425M 425HP@1500-1800 RPM (Peak) 2100 RPM Gov 1560 LB-FT Torque		\$ 1,508.00	\$ -
8.5	Mack MP7-345C 345HP@1450-1700 RPM (Peak) 1950 RPM Gov 1360 LB-FT Torque		\$ 300.00	\$ -
8.6	Mack MP7-365C 365HP@1400-1700 RPM (Peak) 1950 RPM Gov 1460 LB-FT Torque		\$ 651.00	\$ -
8.7	Mack MP7-395A 395HP@1450-1700 RPM (Peak) 1950 RPM Gov 1560 LB-FT Torque		\$ 1,112.00	\$ -
8.8	Mack MP7-395C 395HP@1450-1700 RPM (Peak) 1950 RPM Gov 1560 LB-FT Torque		\$ 1,112.00	\$ -
8.9	Mack MP8-415C 415HP@1400-1700 RPM (Peak) 1950 RPM Gov 1660 LB-FT Torque		\$ 2,064.00	\$ -
8.10	Mack MP8-445C 445HP@1300-1700 RPM (Peak) 1950 RPM Gov 1860 LB-FT Torque		\$ 2,589.00	\$ -
8.11	Mack MP8-505C 505HP@1500-1700 RPM (Peak) 1950 RPM Gov 1860 LB-FT Torque		\$ 3,311.00	\$ -
8.12	Mack MP8-425M 425HP@1500-1900 RPM (Peak) 21000 RPM Gov 1560 LB-FT Torque		\$ 2,247.00	\$ -
8.13	Mack MP8-455M 455HP@1500-1900 RPM (Peak) 21000 RPM Gov 1760 LB-FT Torque	1	\$ 2,635.00	\$ 2,635.00
8.14	Mack MP8-505M 505HP@1500-1900 RPM (Peak) 21000 RPM Gov 1860 LB-FT Torque		\$ 3,759.00	\$ -
8.15	Clear Back of Cab - DPF & SCR Frame Mounted , RH Side under Cab	1	\$ 114.00	\$ 114.00
8.16	PK7-17C2 93 gallon sleeved fuel tank, 20" clearance for outrigger/wing plow		\$ 317.00	\$ -
8.17	Cleartech, DPF RH side under cab w/SCR vertical RH side of cab		\$ 601.00	\$ -
8.18	Cleartech with DPF vertical RH side BOC, w/SCR vertical LH side BOC		\$ 3,308.00	\$ -
8.19	No Muffler, Single (R/S) Vertical Exhaust Cab Mounted, Lower Ventura Diffuser, Turned End	1	\$ 318.00	\$ 318.00
8.20	No Muffler, Single (R/S) Vertical Exhaust Cab Mounted, Lower Ventura Diffuser, Plain End		\$ 318.00	\$ -
8.21	Single (R/S) Vertical Straight Exhaust Stack Plain End		\$ (16.00)	\$ -
8.22	Single (R/S) Vertical Straight Exhaust Stack Turned Out	1	STD	
8.23	Single (R/S) Vertical Straight Exhaust Stack Plain End Perf Stack Diffuser		\$ 32.00	\$ -
8.24	Single (R/S) Vertical Straight Exhaust Stack Plain End Side Outlet Diffuser		\$ 126.00	\$ -
8.25	Single (R/S) Vertical Straight Exhaust Stack Plain Top Outlet Diffuser		\$ 126.00	\$ -
8.26	Dual Vertical Straight Exhaust Stack Plain End - N/A with Allison Transmission		\$ 1,065.00	\$ -
8.27	Dual Vertical Straight Exhaust Stack Turned Out End - N/A with Allison Transmission		\$ 1,091.00	\$ -
8.28	Dual Vertical Straight Exhaust Stack Plain Side Outlet Diffuser - N/A with Allison Transmission		\$ 1,507.00	\$ -
8.29	Dual Vertical Straight Exhaust Stack Plain Top Outlet Diffuser - N/A with Allison Transmission		\$ 1,507.00	\$ -
8.30	Single, Bright finish heat shield & stack		\$ 65.00	\$ -
8.31	Dual, Bright finish heat shield & stack		\$ 130.00	\$ -
8.32	Single, Bright finish heat shield, stack & elbow		\$ 162.00	\$ -
8.33	Dual, Bright finish heat shield, stack & elbow		\$ 344.00	\$ -

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Spec #	Description	Qty	Price	Subtotal
8.34	Single, Bright finish stack only		\$ 50.00	\$ -
8.35	Dual, Bright finish stack only		\$ 99.00	\$ -
8.36	Single, Bright finish lower elbow & stack		\$ 148.00	\$ -
8.37	Dual, Bright finish lower elbow & stack		\$ 294.00	\$ -
8.38	Single, Bright finish heat shield only		\$ 16.00	\$ -
8.39	Dual, Bright finish heat shield only		\$ 31.00	\$ -
8.40	Bright finish stainless steel heat shield for frame mounted Mack Cap DPF		\$ 171.00	\$ -
8.41	50 Gallon LH steel 22" Dia fuel tank		\$ (118.00)	\$ -
8.42	66 Gallon LH steel 22" Dia fuel tank		\$ (96.00)	\$ -
8.43	72 Gallon LH steel 26" Dia fuel tank		\$ (62.00)	\$ -
8.44	88 Gallon LH steel 22" Dia fuel tank		\$ 164.00	\$ -
8.45	93 Gallon LH steel 26" Dia fuel tank		\$ 267.00	\$ -
8.46	116 Gallon LH steel 22" Dia fuel tank		\$ 222.00	\$ -
8.47	50 Gallon LH aluminum 22" Dia fuel tank		\$ (64.00)	\$ -
8.48	66 Gallon LH aluminum 22" Dia fuel tank		\$ (45.00)	\$ -
8.49	72 Gallon LH aluminum 26" Dia fuel tank		\$ 24.00	\$ -
8.50	88 Gallon LH aluminum 22" Dia fuel tank		\$ 231.00	\$ -
8.51	93 Gallon LH aluminum 26" Dia fuel tank		\$ 272.00	\$ -
8.52	116 Gallon LH aluminum 22" Dia fuel tank		\$ 292.00	\$ -
8.53	50 Gallon LH Steel D-Shape		\$ (118.00)	\$ -
8.54	66 Gallon LH Steel D-Shape		\$ (68.00)	\$ -
8.55	88 Gallon LH Steel D-Shape		\$ 101.00	\$ -
8.56	116 Gallon LH Steel D-Shape		\$ 300.00	\$ -
8.57	50 Gallon LH Aluminum D-Shape		\$ (118.00)	\$ -
8.58	66 Gallon LH Aluminum D-Shape		\$ (27.00)	\$ -
8.59	88 Gallon LH Aluminum D-Shape		\$ 173.00	\$ -
8.60	93 Gallon LH Aluminum D-Shape		\$ 195.00	\$ -
8.61	116 Gallon LH Aluminum D-Shape		\$ 367.00	\$ -
8.62	66 Gallon LH Steel D-Shape with Integral DEF Tank		\$ (47.00)	\$ -
8.63	88 Gallon LH Steel D-Shape with Integral DEF Tank		\$ 213.00	\$ -
8.64	111 Gallon LH Steel D-Shape with Integral DEF Tank		\$ 325.00	\$ -
8.65	66 Gallon LH Aluminum D-Shape with Integral DEF Tank		STD	
8.66	72 Gallon LH Aluminum D-Shape 26" Dia. with Integral DEF Tank		\$ 171.00	\$ -
8.67	88 Gallon LH Aluminum D-Shape with Integral DEF Tank	1	\$ 240.00	\$ 240.00
8.68	93 Gallon LH Aluminum D-Shape 26" Dia. with Integral DEF Tank		\$ 304.00	\$ -
8.69	111 Gallon LH Aluminum D-Shape with Integral DEF Tank		\$ 378.00	\$ -
8.70	111 & 66 Gallon Aluminum D-Shape tanks, 66 Gallon isolated for Hyd oil		\$ 839.00	\$ -
8.71	50 Gallon RH steel 22" Dia fuel tank		\$ 503.00	\$ -
8.72	66 Gallon RH steel 22" Dia fuel tank		\$ 529.00	\$ -
8.73	88 Gallon RH steel 22" Dia fuel tank		\$ 814.00	\$ -
8.74	116 Gallon RH steel 22" Dia fuel tank		\$ 871.00	\$ -
8.75	50 Gallon RH aluminum 22" Dia fuel tank		\$ 570.00	\$ -
8.76	66 Gallon RH aluminum 22" Dia fuel tank		\$ 593.00	\$ -
8.77	88 Gallon RH aluminum 22" Dia fuel tank		\$ 879.00	\$ -
8.78	116 Gallon RH aluminum 22" Dia fuel tank		\$ 849.00	\$ -
8.79	50 Gallon RH Steel D-Shape		\$ 503.00	\$ -
8.80	66 Gallon RH Steel D-Shape		\$ 566.00	\$ -
8.81	88 Gallon RH Steel D-Shape		\$ 751.00	\$ -

Spec #	Description	Qty	Price	Subtotal
8.82	116 Gallon RH Steel D-Shape		\$ 950.00	\$ -
8.83	50 Gallon RH Aluminum D-Shape		\$ 569.00	\$ -
8.84	66 Gallon RH Aluminum D-Shape		\$ 617.00	\$ -
8.85	88 Gallon RH Aluminum D-Shape		\$ 822.00	\$ -
8.86	116 Gallon RH Aluminum D-Shape		\$ 1,016.00	\$ -
8.87	Single polished aluminum fuel tank		\$ 197.00	\$ -
8.88	Dual polished aluminum fuel tank		\$ 393.00	\$ -
8.89	Isolate RH fuel tank from fuel system for hyd oil		\$ 30.00	\$ -
8.90	Dual draw & return fuel system		\$ 82.00	\$ -
8.91	Filter neck screen for fuel tank		\$ 71.00	\$ -
8.92	Lockable fuel tank cap		\$ 31.00	\$ -
8.93	Bright finish DPF tank cover - Requires with bright finish tanks		\$ 171.00	\$ -
8.94	Bright finish DEF tank cover		\$ 29.00	\$ -
8.95	Bright Finish Aluminum steps & stainless steel bright finish straps		\$ 189.00	\$ -
8.96	Bright Finish Fuel Tank Straps - Single Tank	1	\$ 32.00	\$ 32.00
8.97	Flocs oil change system w/disconnecting fittings		\$ 114.00	\$ -
8.98	Engine oil drain kit, Flocs, SAE 100R2 hose	1	\$ 136.00	\$ 136.00

**9.0 ENGINE RELATED OPTIONS:**

9.1	Oil fill and dipstick EZ access			\$ -
9.2	Delco 35 SI Brushless Alternator, 135 AMP		\$ 102.00	\$ -
9.3	Delco 24 SI Alternator, 130 AMP		STD	
9.4	Delco 24 SI Alternator, 145 AMP		\$ 18.00	\$ -
9.5	Leece-Neville Alternator, 145 AMP		\$ 70.00	\$ -
9.6	Dual element air cleaner			
9.7	Donaldson Single Stage Air cleaner per spec 12.1	1	\$ 278.00	\$ 278.00
9.8	Thumb screws for Donaldson. Single stage Air Cleaner			\$ -
9.9	Fuel/water separator/heated/ Thermostatically controlled, ____ (Brand)			\$ -
9.10	Davco 382 fuel/water separator, non heated			\$ -
9.11	Non-heated fuel/water separator, Mack w/manual drain valve (integral w/primary fuel filter)	1	STD	
9.12	Coolant spin on filter/conditioner	1	\$ 47.00	\$ 47.00
9.13	Front engine powered take off adapter and radiator cut out	1	\$ 103.00	\$ 103.00
9.14	Air applied fan drive, Kysor two speed K32 Duro speed fan		\$ 135.00	\$ -
9.15	Air applied fan drive, ____ (Brand)			\$ -
9.16	Viscous fan drive - Behr Electronically modulated	1	STD	
9.17	Radiator hose package (Silicone) per Spec 12.2	1	\$ 240.00	\$ 240.00
9.18	Curved exhaust pipe end	1	STD	
9.19	Fuel tank per specification 12.7			\$ -
9.20	Engine block heater	1	\$ 65.00	\$ 65.00
9.21	In line fuel heater		\$ 407.00	\$ -
9.22	In tank fuel heater		\$ 351.00	\$ -
9.23	Fuel cooler			\$ -
9.24	Radiator bug screen	1	STD	
9.25	Engine brake system	1	\$ 604.00	\$ 604.00
9.26	Relocate air dryer		\$ 66.00	\$ -
9.27	Extended life anti-freeze	1	\$ 20.00	\$ 20.00
9.28	Starter motor options			\$ -
9.29	Starter motor options - Delco 39MT-MXT	1	STD	

Spec #	Description	Qty	Price	Subtotal
9.30	Mitsubishi electric 105P planetary gear reduction		\$ 46.00	\$ -
9.31	Relocate fuel filter		\$ 38.00	\$ -
9.32	Non-heated fuel/water separator, Racor 1000 FH		\$ 349.00	\$ -
9.33	Silicone radiator & heater hose with gate valve on each heater hose		\$ 201.00	\$ -
9.34	Silicone radiator, spring clamps on radiator & heater, 1/4 turn ball valve heater hose		\$ 212.00	\$ -
9.35	Mack brand EPDM radiator & heater hoses with 1/4 turn ball valve		\$ 79.00	\$ -
9.36	Mack brand EPDM radiator & heater hoses with constant torque clamps on all coolant lines		\$ 22.00	\$ -
9.37	Leece-Neville Alternator, 200 AMP		\$ 464.00	\$ -
9.38	Leece-Neville Alternator, 270 AMP		\$ 659.00	\$ -
9.39	Leece-Neville Alternator, 160 AMP Brushless	1	\$ 106.00	\$ 106.00
9.40	Delco 24 SI Alternator, 160 AMP		\$ 54.00	\$ -
9.41	Delco 36SI Alternator, 165A Amp Brushless		\$ 178.00	\$ -
9.42	Delco 36SI Alternator, 165A Amp Brushless, w/remote voltage sensing		\$ 166.00	\$ -
9.43	Leece-Neville Alternator, 140 Amp		\$ 49.00	\$ -
9.44	Leece-Neville Alternator, 160 AMP Brush		\$ 103.00	\$ -
9.45	Meritor/Wabco 636 (37.4 CFM) air compressor		\$ 783.00	\$ -
9.46	Without bug screen		\$ (22.00)	\$ -
9.47	Winterfront over radiator mtg bug screen		\$ 97.00	\$ -
9.48	Winter front cover only		\$ 52.00	\$ -
9.49	Corrosion resistant oil pan - Recommended for snow plow trucks	1	\$ 126.00	\$ 126.00
9.50	Stainless steel oil pan		\$ 1,950.00	\$ -
9.51	Davco 382 heated fuel-water separator		\$ 387.00	\$ -
9.52	Racor fuel filter 1000 FH, 12V electrical heater with Mack integral fuel-water separator		\$ 374.00	\$ -
9.53	120V, 1500W block heater with 150W oil pan heater wired to same receptacle		\$ 137.00	\$ -
9.54	Electric preheater	1	\$ 53.00	\$ 53.00
9.55	Tether device -furnish cap retainer for oil fill, radiator overflow tank, battery box & tool box when furnish		\$ 23.00	\$ -
9.56	Electric primer pump (Mack engine) with momentary switch located LH rail BOC		\$ 96.00	\$ -
9.57	Rear engine PTO (Repto)		\$ 1,817.00	\$ -
9.58	Furnish transmission thru shaft for local installation of RMPTO for Fuller transmission (lower left)		\$ 28.00	\$ -
9.59	Provision for local installation of rear mounted PTO (lower center) includes dash mounted indicator light		\$ 159.00	\$ -
9.60	Air operated PTO control - includes in cab control (RMPTO only)		\$ 118.00	\$ -
9.61	PTO switch and light with wiring and piping		\$ 156.00	\$ -
9.62	PTO switch and light with wiring and piping - M-Drive transmission		\$ 156.00	\$ -

**TRANSMISSION OPTIONS:**

10.0 (After the first Six listed options, list manual and automatic transmission options. List make and model, # of speeds, type of shifting and whether or not transmission includes PTO gear(s) or not). Example: Allison 3000 HS, 5 speed, push button, no PTO.

10.1	2 plate 14" ceramic clutch option for manual transmission		\$ -
10.2	2 plate 15½" ceramic clutch option for manual transmission		\$ -

**VENDOR INSTRUCTIONS**

Spec #	Description	Qty	Price	Subtotal
10.3	External grease fitting for throw out bearing		\$ 7.00	\$ -
10.4	Adjustment free option for 2 plate clutches		\$ 47.00	\$ -
10.5	Synthetic (TranSynd) lubrication for Automatic Transmission	1	\$ 301.00	\$ 301.00
10.6	Synthetic lubrication for manual transmission		STD	
10.7	Factory option lube - transmission		\$ (56.00)	\$ -
10.8	Allison 3000-RDS 5/6 speed push button, PTO		\$ 6,147.00	\$ -
10.9	Allison 3000-RDS 5/6 speed push button, PTO, w/output retarder		\$ 8,178.00	\$ -
10.10	Allison 3000-EVS 6 speed push button, PTO		\$ 8,108.00	\$ -
10.11	Allison 4000-RDS 5 speed push button, PTO		\$ 14,280.00	\$ -
10.12	Allison 4000-RDS 5/6 speed push button, PTO		\$ 13,776.00	\$ -
10.13	Allison 4000-RDS 6 speed push button, PTO, w/output retarder		\$ 13,536.00	\$ -
10.14	Allison 4000-EVS 6 speed push button, PTO		\$ 14,972.00	\$ -
10.15	Allison 4500-RDS 6 speed push button, PTO	1	\$ 13,776.00	\$ 13,776.00
10.16	Allison 4500-RDS-R 6 speed, with retarder, push button, PTO		\$ 16,776.00	\$ -
10.17	Allison 4500-EVS 6 speed push button, PTO		\$ 14,972.00	\$ -
10.18	Mack TMD12AFD-HD automated 12 speed transmission (direct drive)		\$ 3,718.00	\$ -
10.19	Mack TMD12AFD-HD automated 12 speed transmission (over drive)		\$ 3,718.00	\$ -
10.20	Mack TMD13AFD-HD automated 13 speed. Transmission, creeper/multi-speed reverse (direct drive)		\$ 7,438.00	\$ -
10.21	Mack TMD13AFD-HD automated 13 speed. Transmission, creeper/multi-speed reverse (over drive)		\$ 7,438.00	\$ -
10.22	Mack TMD13AFD-HD automated 14 speed. Transmission, ultra-low creeper/multi-speed reverse (over drive)		\$ 7,839.00	\$ -
10.23	Mack T309, 9 speed transmission, PTO		STD	
10.24	Mack T309LR, 9 speed transmission, PTO		\$ 142.00	\$ -
10.25	Mack T310, 10 speed manual transmission, PTO		\$ (516.00)	\$ -
10.26	Mack T310M, 10 speed manual transmission, PTO		\$ 1,029.00	\$ -
10.27	Mack T310ME, 10 speed manual transmission, PTO		\$ 1,193.00	\$ -
10.28	Mack T310MLR, 10 speed manual transmission, PTO		\$ 1,250.00	\$ -
10.29	Fuller FRO-14210C, 10 speed manual transmission, PTO		\$ 377.00	\$ -
10.30	Fuller RTO-14908LL, 10 speed manual transmission, PTO		\$ 855.00	\$ -
10.31	Fuller FRO-15210C, 10 speed manual transmission, PTO		\$ 1,639.00	\$ -
10.32	Fuller FRO-16210C, 10 speed manual transmission, PTO		\$ 1,298.00	\$ -
10.33	Fuller RTO-16908LL, 10 speed manual transmission, PTO		\$ 1,585.00	\$ -
10.34	Fuller FRO-18210C, 10 speed manual transmission, PTO		\$ 1,614.00	\$ -
10.35	Fuller RTO-14909ALL, 11 speed manual transmission, PTO		\$ 1,390.00	\$ -
10.36	Fuller RTO-16908ALL, 11 speed manual transmission, PTO		\$ 2,102.00	\$ -
10.37	Mack T313LR, 13 speed manual transmission, PTO		\$ 1,128.00	\$ -
0.38	Mack T313, 13 speed manual transmission, PTO		\$ 1,089.00	\$ -
0.39	Fuller RTLO-16913A, 13 speed manual transmission, PTO		\$ 2,111.00	\$ -
0.40	Fuller RTLO-18913A, 13 speed manual transmission, PTO		\$ 2,848.00	\$ -
0.41	Fuller RTO-16915, 15 speed manual transmission, PTO		\$ 2,220.00	\$ -
0.42	Mack T318LR21, 18 speed manual transmission, PTO		\$ 1,561.00	\$ -
0.43	Mack T318LR, 18 speed manual transmission, PTO		\$ 1,277.00	\$ -
0.44	Mack T318, 18 speed manual transmission, PTO		\$ 1,306.00	\$ -
0.45	Fuller RTLO-16918B, 18 speed manual transmission, PTO		\$ 2,725.00	\$ -
0.46	Fuller RTLO-18918B, 18 speed manual transmission, PTO		\$ 3,407.00	\$ -
0.47	Air assist clutch		\$ 359.00	\$ -
0.48	Mechanical clutch cable		\$ 160.00	\$ -

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**VENDOR INSTRUCTIONS**

Spec #	Description	Qty	Price	Subtotal
10.49	Open grated clutch pedal		\$ 14.00	\$ -
10.50	Transmission oil cooler	1	STD	
10.51	Driveshaft guard for center bearing		\$ 27.00	\$ -
10.52	Transmission dust proofing		\$ 15.00	\$ -
10.53	T-Handle shift lever for Allison - Floor mounted		\$ 203.00	\$ -
10.54	Allison shift to neutral when park brake engaged	1	STD	
10.55	3rd or 4th gear hold for Allison transmission		\$ 300.00	\$ -
10.56	Stainless steel transmission coolant pipes	1	\$ 175.00	\$ 175.00
10.57	Allison fill tune and dip stick under hood		\$ 138.00	\$ -
10.58	Remote lube fittings: clutch release, brg & both cross-shaft; mounted under LH door		\$ 50.00	\$ -
10.59	GP1-23 Parker gear pump - requires M-Drive transmission and RMPO		\$ 425.00	\$ -
10.60	GP1-41 Parker gear pump - requires M-Drive transmission and RMPO		\$ 434.00	\$ -
10.61	GP1-60 Parker gear pump - requires M-Drive transmission and RMPO		\$ 548.00	\$ -
10.62	GP1-80 Parker gear pump - requires M-Drive transmission and RMPO		\$ 588.00	\$ -
10.63	F1-61R Parker gear pump - requires M-Drive transmission and RMPO		\$ 637.00	\$ -
10.64	F1-81R Parker gear pump - requires M-Drive transmission and RMPO		\$ 710.00	\$ -
10.65	F1-101R Parker gear pump - requires M-Drive transmission and RMPO		\$ 857.00	\$ -

**11.0 ELECTRICAL OPTIONS:**

11.1	Resettable circuit breaker electrical protection			\$ -
11.2	Automatic reset circuit breakers			\$ -
11.3	Solid state circuit protection			\$ -
11.4	Circuit box under hood or end of frame, each			\$ -
11.5	Battery disconnect off negative side in cab control	1	\$ 97.00	\$ 97.00
11.6	Remote jump start terminals		\$ 111.00	\$ -
11.7	Back up alarm (Preco Factory Model)			\$ -
11.8	OEM daytime running lights	1	STD	
11.9	3000 CCA batteries in lieu of 1950CCA	1	\$ 66.00	\$ 66.00
11.10	3 each 650/1950 CCA batteries in lieu of 2 each batteries		STD	
11.11	Battery box aft of cab			\$ -
11.12	Grote 44710 flasher			\$ -
11.13	Signal Stat 935 turn signal per Spec 12.6			\$ -
11.14	Auxiliary customer access circuits			\$ -
11.15	Switch for snowplow lights mounted on instrumental panel. Includes wiring terminated near headlights, for customer mounted auxiliary snowplow lights.	1	\$ 80.00	\$ 80.00
11.16	Power source terminal-2 stud type-mounted on firewall or inside cab with ground to frame rail and to starter, with 6 gauge wire.			\$ -
11.17	10-position switch panel mounted on instrument panel. Includes 10 lighted switches, ignition control; switches will control relays which will feed stud type junction block mounted inside cab.			\$ -
11.18	Vehicle speed sensor with speed signal at fuse panel for sander ground speed control system.	1	\$ 20.00	\$ 20.00
11.19	Battery box left hand rail back of fuel tank		\$ 48.00	\$ -

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**VENDOR INSTRUCTIONS**

Spec #	Description	Qty	Price	Subtotal
11.20	Battery terminal cable with tall battery terminal nuts		\$ 8.00	\$ -
11.21	Dash mounted indicator body/hoist up body builder lamp		\$ 71.00	\$ -
11.22	RH/LH led work light on both side of truck		\$ 113.00	\$ -
11.23	Polished aluminum battery box cover		\$ 52.00	\$ -
11.24	Molded plastic with splash guard		\$ 29.00	\$ -
11.25	Painted steel battery box		\$ 23.00	\$ -
11.26	Lockable steel battery box		\$ 69.00	\$ -
11.27	Battery shock pad		\$ 4.00	\$ -
11.28	Body Link w/cab floor pass thru hole/rubber boot		\$ 1.00	\$ -
11.29	Body Link w/o cab floor pass thru hole/rubber boot	1	STD	
11.30	2 Extra dash mounted illuminated toggle switches		\$ 16.00	\$ -
11.31	One extra dash mounted rocker switch thru battery for local installed items		\$ 10.00	\$ -
11.32	One extra dash mounted rocker switch thru ignition for local installed items		\$ 10.00	\$ -
11.33	Six extra switches 2-15A ignition, 1-20A ignition, 1-10A ignition, 1-5A battery, & 1-20A battery		\$ 111.00	\$ -
11.34	Eight switches - front strobe, rear strobes, wing light, wing strobe, sander light, tail gate lock, and vibrator	1	\$ 237.00	\$ 237.00
11.35	Back up alarm with intermittent feature (Ambient noise sensitive)		\$ 98.00	\$ -
11.36	Ecco back-up alarm 575 constant sound level	1	\$ 74.00	\$ 74.00
11.37	Ecco back-up alarm SA917 ambient noise sensitive		\$ 98.00	\$ -
11.38	Pollak 41-722 constant audible (mounted on rear crossmember)		\$ 80.00	\$ -
11.39	Fog lights		\$ 93.00	\$ -
11.40	Fog lights provisions - includes dash control & wiring for local installation of fog lights		\$ 13.00	\$ -
11.41	Omit rear tail lights		\$ (38.00)	\$ -
11.42	Incandescent tail light module		\$ 91.00	\$ -
11.43	Brake lighting on with engine brake		\$ 84.00	\$ -
11.44	LED type tail lights	1	\$ 199.00	\$ 199.00
11.45	Two Mack M/F 925/1850 CCA batteries		\$ 56.00	\$ -
11.46	Three Mack 730/2190 CCA batteries		\$ 5.00	\$ -
11.47	Three Mack 800 CCA AGM Long Life Batteries		\$ 263.00	\$ -
11.48	Four Mack 1000/4000 CCA		\$ 182.00	\$ -
11.49	Switch in dash with wiring to cab roof, above LH & RH doors for local installation of strobe lights		\$ 32.00	\$ -
11.50	LED strobe beacon lights mounted on top of cab with switch on D-panel		\$ 196.00	\$ -
1.51	LH roof mounted spot light		\$ 71.00	\$ -
1.52	Trucklite LED side marker light		\$ 102.00	\$ -

**12.0 CAB EXTERIOR OPTIONS:**

12.1	Dual electric horns		\$ 6.00	\$ -
12.2	Air horns, dual, round, with snow shields		\$ 95.00	\$ -
12.3	Dual rectangular air horns		\$ 72.00	\$ -
12.4	Fender mirrors per Spec 12.4	1	\$ 133.00	\$ 133.00
12.5	Heated mirrors per Spec 12.5 -West Coast		\$ 104.00	\$ -
12.6	Remote control for R.H. mirror & heated -Bulldog stylized mirrors		\$ 378.00	\$ -
12.7	Remote control for dual mirrors & heated - Bulldog stylized mirrors with integral convex mirror		\$ 474.00	\$ -
2.8	Upcharge for cab extension or larger cab			\$ -
2.9	Severe duty aluminum cab option			\$ -

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## VENDOR INSTRUCTIONS

Spec #	Description	Qty	Price	Subtotal
12.10	Dupont Highway orange paint or equal	1	\$ 31.00	\$ 31.00
12.11	Premium paint color option		\$ 233.00	\$ -
12.12	Imron paint option		STD	
12.13	Imron and clear coat paint option	1	STD	
12.14	Top of hood painted flat black		\$ 607.00	\$ -
12.15	Cab Air Ride Suspension	1	STD	
12.16	Tilting hood per Spec 12.8	1	STD	
12.17	Butterfly option on hood		\$ 413.00	\$ -
12.18	Transverse hood opening w/setback axle			\$ -
12.19	Front fender mounted turn signals			\$ -
12.20	Cab visor, external, painted to match cab color		\$ 184.00	\$ -
12.21	Front fender extensions	1	\$ 105.00	\$ 105.00
12.22	Front fender mud flaps	1	STD	
12.23	Arctic winter wiper blades	1	\$ 19.00	\$ 19.00
12.24	Optional windshield washer tank	1	\$ 26.00	\$ 26.00
12.25	Per truck charge for all trucks, key identical		\$ 20.00	\$ -
12.26	RH observation prism window in door		\$ 28.00	\$ -
12.27	Spotlight LH, RH, or roof mounted each		\$ 71.00	\$ -
12.28	Front tow hooks	1	STD	
12.29	Rear tow hooks		\$ 22.00	\$ -
12.30	Per truck charge for all trucks, key identical - 4 keys		\$ 39.00	\$ -
12.31	Heated mirrors per Spec 12.5 -West Coast heated & illuminated		\$ 123.00	\$ -
12.32	Heated mirrors per Spec 12.5 -Bulldog Stylized mirrors w/integral convex mirrors		\$ 272.00	\$ -
12.33	Heated mirrors per Spec 12.5 -Body color aero mirror with integrated convex mirror		\$ (49.00)	\$ -
12.34	Remote control for R.H. mirror & heated -Aerodynamic		\$ 344.00	\$ -
12.35	Hadley/Kam 4-way mirrors with chrome steel - RH motorized & heated		\$ 214.00	\$ -
12.36	Remote control for dual mirrors & heated - Bulldog stylized mirrors illuminated with integral convex mirror		\$ 502.00	\$ -
12.37	Remote control for dual mirrors & heated - Aerodynamic	1	\$ 444.00	\$ 444.00
12.38	Remote control for dual mirrors & heated - Aerodynamic body color		\$ 134.00	\$ -
12.39	Hadley/Kam 4-way mirrors with chrome steel - RH/LH both motorized & heated		\$ 252.00	\$ -
12.40	RH observation prism window in door		\$ 28.00	\$ -
12.41	Heated electric wiper blades		\$ 118.00	\$ -
12.42	Heated windshield	1	\$ 425.00	\$ 425.00
12.43	One piece windshield		\$ 83.00	\$ -
12.44	Tinted windshield and sides w/50% transmittance gray, tinted rear window		\$ 50.00	\$ -
12.45	Bright finish hood intake		\$ 16.00	\$ -
12.46	Bright finish bars with surround grille		\$ 240.00	\$ -
12.47	Bright finish grille	1	\$ 32.00	\$ 32.00
12.48	Bullet type chrome marker & clearance lights		\$ 75.00	\$ -
12.49	Led type marker & clearance lights	1	\$ 75.00	\$ 75.00
12.50	RH tool box mounted on frame rail		\$ 221.00	\$ -
12.51	Heated convex mirrors	1	\$ 34.00	\$ 34.00
12.52	Electronic keyless entry		\$ 130.00	\$ -
12.53	Bright finish RH fender mirror		\$ 67.00	\$ -

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## VENDOR INSTRUCTIONS

Spec #	Description	Qty	Price	Subtotal
12.54	Bus style 1/4 round black finish fender mirrors		\$ 191.00	\$ -
12.55	Stainless steel exterior sun visor		\$ 247.00	\$ -
12.56	Bright Finish hood latches		\$ 89.00	\$ -
12.57	10" round bright finish heated fender mirrors		\$ 234.00	\$ -
12.58	Rect convex mirror above RH driver door window		\$ 23.00	\$ -

## 13.0 CAB INTERIOR OPTIONS:

13.1	<b>Medium grade interior trim package</b>			\$ -
13.2	Sandstone Color with woodgrain instrument panel		\$ 292.00	\$ -
13.3	Sandstone Color with brushed metallic instrument panel		\$ 292.00	\$ -
13.4	Slate Gray Color with woodgrain instrument panel		\$ 292.00	\$ -
13.5	Slate Gray Color with brushed metallic instrument panel		\$ 292.00	\$ -
13.6	<b>Premium grade interior trim package includes power window and locks in package</b>			
13.7	Sandstone Color with woodgrain instrument panel		\$ 1,087.00	\$ -
13.8	Sandstone Color with brushed metallic instrument panel		\$ 1,087.00	\$ -
13.9	Slate Gray Color with woodgrain instrument panel		\$ 1,087.00	\$ -
13.10	Slate Gray Color with brushed metallic instrument panel	1	\$ 1,087.00	\$ 1,087.00
13.11	Round universal gauge package	1	STD	
13.12	Power window, passenger side		\$ 158.00	\$ -
13.13	Power window/both passenger and driver window		\$ 325.00	\$ -
13.14	O.E.M factory installed, AM/FM Premium stereo, CD-Player, Weatherboard, Handfree interface, Bluetooth	1	STD	
13.15	O.E.M factory installed, AM/FM Premium stereo, CD-Player, Weatherband, Handfree interface, Bluetooth, Sirius/XM Satellite		\$ 157.00	\$ -
13.16	Radio accommodation package includes antenna, power supply and two speakers (No radio)		\$ (175.00)	\$ -
13.17	O.E.M factory installed, AM/FM stereo, MP3, Weatherband, Handfree interface, Bluetooth		\$ (45.00)	\$ -
13.18	O.E.M factory installed, air conditioning	1	STD	
13.19	Cab mounted non-resettable hour meter			\$ -
13.20	Dash mounted air cleaner air restriction gauge - (Display in Co-Pilot only)	1	STD	
13.21	Transmission temp gauges	1	STD	
13.22	Windshield defroster fan w/switch dash mounted		\$ 87.00	\$ -
13.23	Between seats mounted console		\$ 308.00	\$ -
13.24	Transmission oil sensor (check & fill)	1	STD	
13.25	CB hot jacks dash mounted		\$ 13.00	\$ -
13.26	Tilt & telescope steering wheel	1	STD	
13.27	Tilt steering wheel			\$ -
13.28	Self canceling turn signals	1	STD	

List seating options for driver and passenger seats. Use as many options as you need to offer seat variations customers have been buying.

3.29	Bostrom Talladega 915 Hi-Back air driver seat		\$ 26.00	\$ -
3.30	Bostrom Talladega 915 wide ride Hi-Back air driver with 4 chamber air lumbar		\$ 181.00	\$ -
3.31	Bostrom Talladega 915 Hi-Back air driver seat and air lumbar support		\$ 137.00	\$ -
3.32	Air-Sears Atlas 70 hi-back driver seat		\$ 246.00	\$ -
3.33	Air-Sears Atlas 70 hi-back driver seat "Premium comfort with height adj. Air lumbar		\$ 301.00	\$ -

## VENDOR INSTRUCTIONS

Spec #	Description	Qty	Price	Subtotal
13.34	Air-Sears Atlas 80 hi-back driver seat 4 chamber air lumbar	1	\$ 374.00	\$ 374.00
13.35	National 2000 hi-back air driver seat - single chamber air lumbar, 2 position front cushion adjustable		\$ 104.00	\$ -
13.36	National 2000 hi-back air driver seat - three chamber air lumbar, 2 position front cushion adjustable front cushion with adjustable rear cushion		\$ 199.00	\$ -
13.37	Mack fixed rider seat mid-back with integral storage compartment		\$ 82.00	\$ -
13.38	Mack fixed rider seat hi-back with integral storage compartment		\$ 106.00	\$ -
13.39	Extended non suspension rider seat with seat belts (2)		\$ 101.00	\$ -
13.40	Mack fixed hi-back rider seat	1	\$ 44.00	\$ 44.00
13.41	Bostrom Talladega 900R mid-back non suspension rider seat		\$ 74.00	\$ -
13.42	Bostrom Talladega 900R hi-back non suspension rider seat		\$ 95.00	\$ -
13.43	Bostrom Talladega 915 mid back air rider seat		\$ 200.00	\$ -
13.44	Bostrom Talladega 915 hi-back air rider seat		\$ 297.00	\$ -
13.45	Bostrom Talladega 915 hi-back air rider seat with air lumbar		\$ 297.00	\$ -
13.46	National 2000 mid-back air rider seat		\$ 214.00	\$ -
13.47	National 2000 hi-back air rider seat		\$ 250.00	\$ -
13.48	Omit rider seat		\$ (40.00)	\$ -
13.49	Inboard mounted driver arm rest	1	\$ -	\$ -
13.50	Inboard mounted rider arm rest - Air Ride Seat Only		\$ -	\$ -
13.51	Cloth with vinyl driver & rider seat	1	\$ -	\$ -
13.52	Driver seat dust cover	1	\$ -	\$ -
13.53	Passenger seat dust cover - Not Available with fix passenger seat		\$ -	\$ -
13.54	All ultra leather drive and ride set		\$ 95.00	\$ -
13.55	Orange driver & rider seat belt		\$ 76.00	\$ -
13.56	Light & buzzer for seat belt		\$ 35.00	\$ -
13.57	Push button type starter		\$ 13.00	\$ -
13.58	Diagonal grab handle on inside of driver door	1	\$ 35.00	\$ 35.00
13.59	Co-pilot driver display (enhanced 4.5" diagonal graphic LCD display w/4-button stalk control - includes guard dog routine maintenance monitoring	1	STD	
13.60	Roadwatch ambient air temp gauge for outside and road temps - requires aero-dynamic mirrors		\$ 648.00	\$ -
13.61	Roadwatch ambient air temp gauge for outside and road temps without display - includes cable to D panel with 6" extra wire		\$ 967.00	\$ -
13.62	Roadwatch ambient air temp gauge for outside and road temps with display on dash panel	1	\$ 1,081.00	\$ 1,081.00
13.63	5lb fire extinguisher between LH seat base and door with valve aimed rearward	1	\$ 66.00	\$ 66.00
13.64	Reflector kit parallel to inside of rider base seat	1	\$ 27.00	\$ 27.00
13.65	Air conditioning blend air HVAC with ATC temp regulation		\$ 81.00	\$ -
13.66	Air conditioning blend air HVAC with ATC temp regulation & APADS		\$ 226.00	\$ -
13.67	Air conditioning with air conditioning protection & diagnostic system (APADS)		\$ 132.00	\$ -
13.68	Cab cleanout - includes in cab pneumatic line		\$ 46.00	\$ -
13.69	40 Channel CB Radio, 10 channel weather		\$ 205.00	\$ -
13.70	48" Radio antenna right side mirror mounted	1	\$ 4.00	\$ 4.00
13.71	48"CB Antenna left side mirror mounted	1	\$ 38.00	\$ 38.00
13.72	CB hot jacks mounted on the dash and in header console		\$ 17.00	\$ -
13.73	CB mounting in console & external speakers		\$ 107.00	\$ -
13.74	Auto shutoff for radio when truck is in reverse		\$ 47.00	\$ -
13.75	Exhaust pyrometer & transmission oil temperature gauges		STD	

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Spec #	Description	Qty	Price	Subtotal
13.76	Exhaust pyrometer, transmission oil temperature, manifold pressure and air application gauges	1	\$ 75.00	\$ 75.00
13.77	Exhaust pyrometer, transmission oil temperature, manifold pressure and air application gauges, Air Suspension		\$ 100.00	\$ -
13.78	Rear Axle temperature gauge		\$ 91.00	\$ -
13.79	Red floor lighting w/switch plus (4) door lamps w/switches		\$ 103.00	\$ -
13.80	Interior storage console mounted on floor between seats w/12 volt power outlet		\$ 308.00	\$ -
13.81	Bodybuilder interior console mounted to floor between seats		\$ 209.00	\$ -

14.0	<b>MN/DOT OPTIONS:</b>			
14.10	Additional warranty coverage per spec 12.9		\$	-
14.20	Engine Plan 1 60 months 250,000 miles		\$ 1,200.00	\$ -
14.30	Engine Plan 1 72 months 250,000 miles		\$ 2,200.00	\$ -
14.40	Engine Plan 1 84 months 250,000 miles		\$ 2,520.00	\$ -
14.50	Engine Plan 1 60 months 250,000 miles - HP over 460 horses		\$ 2,000.00	\$ -
14.60	Engine Plan 1 72 months 250,000 miles - HP over 460 horses		\$ 3,300.00	\$ -
14.70	Engine Plan 1 84 months 250,000 miles - HP over 460 horses		\$ 3,800.00	\$ -
14.80	Engine Plan 2 60 months 250,000 miles		\$ 1,900.00	\$ -
14.90	Engine Plan 2 72 months 250,000 miles		\$ 3,800.00	\$ -
14.10	Engine Plan 2 84 months 250,000 miles		\$ 4,300.00	\$ -
14.11	Engine Plan 2 60 months 250,000 miles - HP over 460 horses		\$ 2,950.00	\$ -
14.12	Engine Plan 2 72 months 250,000 miles - HP over 460 horses		\$ 5,675.00	\$ -
14.13	Engine Plan 2 84 months 250,000 miles - HP over 460 horses		\$ 6,450.00	\$ -
14.14	Engine after-treatment systems (EATS) 60 months 250,000 miles		\$ 675.00	\$ -
14.15	Engine after-treatment systems (EATS) 72 months 250,000 miles		\$ 825.00	\$ -
14.16	Engine after-treatment systems (EATS) 84 months 250,000 miles		\$ 950.00	\$ -
14.17	M-Drive Transmission 48 months 500,000 miles		\$ 971.00	\$ -
14.18	M-Drive Transmission 60 months 500,000 miles		\$ 2,067.00	\$ -
14.19	M-Drive HD Transmission 48 months 250,000 miles		\$ 775.00	\$ -
14.20	M-Drive HD Transmission 60 months 250,000 miles		\$ 1,150.00	\$ -
14.21	M-Drive Clutch 48 months 250,000		\$ 395.00	\$ -
14.22	M-Drive Clutch 60 months 250,000		\$ 695.00	\$ -
14.23	HVAC (Air Conditioning) 60 months		\$ 600.00	\$ -
14.24	Starter 60 months 300,000 miles		\$ 203.00	\$ -
14.25	Alternator 60 months 300,000 miles		\$ 231.00	\$ -
14.26	Starter & Alternator 60 months 300,000 miles		\$ 315.00	\$ -

**For Prebuild and Pilot meets See RFP special Terms and conditions**

14.27	Prebuild specification meeting (per person) to be held in St. Paul/Minneapolis area.	\$ 1.00	\$ -
14.28	Pilot inspection meeting (per person).	\$ 900.00	\$ -

15.0	<b>TRAILER TOW OPTIONS:</b>			
15.1	Trailer tow package extended to rear of frame	1	\$ 317.00	\$ 317.00
15.2	Trailer package extend to rear of frame per Spec 12.12		\$ 417.00	\$ -
15.3	Single 7 pin SAE type, end of frame	1	\$ 117.00	\$ 117.00

Spec #	Description	Qty	Price	Subtotal
15.4	Dual 7 pins standard SAE type, end of frame (1) for trailer with electric brakes, (1) for trailer with air brakes		\$ 158.00	\$ -
15.5	Hand control valve for trailer brakes	1	\$ 47.00	\$ 47.00
16.0	<b>MANUALS / TRADE-IN INTEREST FEE:</b>			
16.1	Percent interest per month (non-compounding) on unpaid cab & chassis balance. Applies only to CPV Members. (Payable after trade-in is delivered to vendor). Percentage/per month.			
			\$ 1.50	\$ -
	<b>SEE Special Terms and Conditions re interest to State agencies.</b>			
16.2	Manuals in print form, parts repair and service, per set		\$ 900.00	\$ -
16.3	Manuals in CD form, parts repair and service, per set		\$ 500.00	\$ -
16.4	Premium Tech Tool		\$ 3,200.00	\$ -
17.0	<b>Delivery Charges:</b>			
17.1	Price per loaded mile Starting Point Roseville, MN 55113			
			\$ 2.00	\$ -
18.0	<b>Maintence/ Body Shop Labor Rates Per Hour</b>			
18.1	Rate for Initial Inspection/Diagnostoce		\$ 148.00	\$ -
18.2	Rate for Mechanical Work		\$ 148.00	\$ -
18.3	Rate for Body Work		\$ 148.00	\$ -
19.0	<b>Quantity Discounts:</b>			
	Enter the number of units that must be purchased and the corresponding discount offered to the purchaser. More than one quantity discount may be entered.			
19.1	Materral surcharge	1	\$ 1,500.00	\$ 1,500.00
19.2	2.25% 2020 model year increase	1	\$ 1,955.00	\$ 1,955.00
19.3	2021 model year increase	1	\$ 1,500.00	\$ 1,500.00

**Total Cost: \$ 125,751.00**

**PLOW TRUCK BOX**



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355  
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517  
TOWMASTERTRUCK.COM

Reference No.

QT 46298

**\*\* QUOTATION \*\***

Ship To:	Cust:	3091	Phone:	Bill To:	Phone:
HOUSTON COUNTY HIGHWAY DEPT				HOUSTON COUNTY HIGHWAY DEPT	
1124 E WASHINGTON ST				1124 E WASHINGTON ST	
CALEDONIA	MN 55921	USA		CALEDONIA	MN 55921 USA

ATTN: PAT BURNS 507-450-5498

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	TIM ERICKSON	NET 30 DAYS	11/18/19	11/18/19	11/06/18

Serial No.

Build Instructions F.O.B. LITCHFIELD, MN -OR- CUSTOMER LOCATION W/FUEL CHARGES ONLY

Other Instructions \*\*STATE OF MN CONTRACT #167105 - - VALID THRU 3/31/21\*\*

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9906250	- Body APB 15'-46-56 FD PRIMED All Purpose body 15- 46/56 manufactured from 7 ga Stainless Steel 1/4" floor, Double acting plain tailgate, (no chutes) 34" wide conveyor, dual direct drive motors Direct drive cross auger, telescopic hoist, NO CAB SHIELD, front sliding feedgate, standard spinner assembly NO LIGHTS, NO OVALS in RCP, 409 stainless steel corner post, air trip tailgate release, Board pockets, 1 body prop, NO CONVEYOR COVER, High Temp belt over chain, slat on every link.	\$47,378.00	\$47,378.00
1	CUSTOM	- Custom Equipment Pkg consisting of: CENTER (TALL) BOARD SUPPORTS, INTERIOR STEPS ADDED TO BODY, AND D-RING ADDED TO INSIDE TOP OF TAILGATE	\$465.00	\$465.00
1	9903156	- Body Option Swenson APB Right Prop NOTE: ADDITIONAL PROP FOR TOTAL OF (2)	\$206.00	\$206.00
1	9903157	- Body Option Swenson APB Double Acting Cylinder in Lieu of Std Single Acting **NOTE: NO CABLE PULL-OFF VALVE WANTED - - SEE NOTE AT END OF ORDER	\$1,331.00	\$1,331.00
1	9903159	- Body Option Swenson APB Air Operated Tailgate Control with Air Switch	\$342.00	\$342.00
1	9901701	- Installation of Dump Body to hoist	\$1,358.00	\$1,358.00
1	9901702	- Installation of air operated tailgate latch kit, with solenoid valve in hydraulic valve enclosure.	\$279.00	\$279.00
1	9900147	- Body acc Box Vibrator - Cougar model DC3200	\$641.00	\$641.00

\*--- Continued ---\*

Accepted by

Date

Price:

Total Discounts:

Net Cost:

Freight

Total:



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355  
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517  
TOWMASTERTRUCK.COM

Reference No.

QT 46298

**\*\* QUOTATION \*\***

<b>Ship To:</b>	<b>Cust:</b>	<b>3091</b>	<b>Phone:</b>	<b>Bill To:</b>	<b>Phone:</b>
HOUSTON COUNTY HIGHWAY DEPT				HOUSTON COUNTY HIGHWAY DEPT	
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				MN 55921	USA

ATTN: PAT BURNS 507-450-5498

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	TIM ERICKSON	NET 30 DAYS	11/18/19	11/18/19	11/06/18

Serial No.

1 9901703 - Installation of Box Vibrator, with solenoid located in hydraulic valve enclosure.	\$326.00	\$326.00
1 9900148 - Body acc'y License plate light at rear (for weld on cabshields) installed	\$223.00	\$223.00
1 9900149 - Body acc'y MUDFLAPS, FRONT (of driver wheels) w/ brkts installed	\$335.00	\$335.00
1 9900150 - Body acc'y Grab Handle, un-plated, weld-on installed (ea) SPECIFY LOCATION HERE:	\$43.00	\$43.00
1 9901225 - Cabshield, 1/2 type weld-on style, Stainless Steel, attached to body	\$1,782.00	\$1,782.00
1 9900207 - Ladder Flip-A-Way Access ladder (STAINLESS STEEL) Including Grab Handle above, and Interior Step, ea, Installed SPECIFY LOCATION HERE: LH FRONT AREA	\$468.00	\$468.00
1 9900209 - Body acc'y Shovel Holder, Vertical fork/ring style (ea)	\$72.00	\$72.00
1 9900211 - Body acc'y Dual "split" sander manifolds	\$370.00	\$370.00
1 9900215 - Light Dbl Face Turn Lights w/steel protectors (cabshield sides)	\$367.00	\$367.00
1 9904246 - Light Warning TMTELSS-3 PKG: (2) STAINLESS STEEL 23H 3-light LED Micro-Edge, (2) 5M-400 Super-LED, (2) Side TIR3 LED, (2) 400 Max B-T-T LED, & (2) 400 LED BU Lights, in Stainless M Housings, (1) TIR3 LED Wing light, and (2) 4" LED work lights Installed	\$4,033.00	\$4,033.00

---- Continued ----

Accepted by

Date

Price:

Total Discounts:

Net Cost:

Freight

Total:





TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355  
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517  
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Reference No.

QT 46298

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ATTN: PAT BURNS 507-450-5498

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	TIM ERICKSON	NET 30 DAYS	11/18/19	11/18/19	11/06/18

Serial No.

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9900244	- Light Mirror mt HOH plow light pkg INSTALLED	\$780.00	\$780.00
1	9905778	- ABL 3800 LED HEAD LAMP PLOW LIGHTS W/ICE MELTING TECHNOLOGY IN LIEU OF STANDARD	\$1,076.00	\$1,076.00
1	9900259	- Light acc'y LED work light with disconnect Installed **NOTE: BOX CARGO LIGHT - - MOUNTED ON CABSHIELD TO SHINE INSIDE OF DUMP BODY. SEE PREVIOUS EXAMPLES	\$396.00	\$396.00
1	1965280	- Minimizer FKMACK2B Floor Mat Set for TDM and SGL	\$142.00	\$142.00
1	9905144	- Tarp Shur-Co Arm-Matic electric tarp SGL & TDM w/ tarp, STD motor,Front Roller, Rear Air Lock Kit, Installed	\$3,429.00	\$3,429.00
1	9900279	- Body Acc'y Side Boards (SGL or TDM) 2" OAK (rough sawn) 2-pc, Installed.	\$498.00	\$498.00
1	9901711	- Installation of Telescopic DOUBLE acting hoist	\$835.00	\$835.00
1	9902920	- Scraper FALLS IB-11A 1" MB, w/single lift cylinder, LESS CUTTING EDGES	\$6,185.00	\$6,185.00
1	9902822	- VBL Vallite Curved Double Bevel 3/4" x 6" x 5' w/5/8" dia holes, cutting edge	\$90.00	\$90.00
1	9902830	- VBL Vallite Curved Double Bevel 3/4" x 6" x 6' w/5/8" dia holes, cutting edge	\$108.00	\$108.00
1	9901705	- Installation of underbody fixed angle scraper w/single lift cylinder	\$2,562.00	\$2,562.00
1	9904232	- Scraper FORCE Up Charge Electric pressure transmitter to read on LCD screen installed	\$428.00	\$428.00

\*\*\* Continued \*\*\*

Accepted by

Date

Price:

Total Discounts:

Net Cost:

Freight

Total:



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355  
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517  
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Reference No.

QT 46298

**\*\* QUOTATION \*\***

<b>Ship To:</b>	<b>Cust:</b>	<b>3091</b>	<b>Phone:</b>	<b>Bill To:</b>	<b>Phone:</b>
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ATTN: PAT BURNS 507-450-5498

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	TIM ERICKSON	NET 30 DAYS	11/18/19	11/18/19	11/06/18

Serial No.	
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1 9900351 - Scraper FORCE reverse/Auto-Lift system, ADD-A-FOLD valve, installed	\$467.00	\$467.00
1 9902941 - Wing Falls RHSDL9A-HYDPB Primed LESS CUTTING EDGES	\$9,960.00	\$9,960.00
1 9902855 - VBL 3/4" x 6" - 9' Carbon Steel Snow Blade	\$162.00	\$162.00
1 9900388 - Installation Falls SDL Series Wing - w/Bulkhead Couplers	\$4,117.00	\$4,117.00
1 9900477 - Wing Falls Hwy Orange - Paint Moldboard	\$309.00	\$309.00
1 9900557 - Plow Hitch Falls 44XB2/STD/STD/DA-HITCH	\$2,898.00	\$2,898.00
1 9900590 - Installation Falls Plow Hitch - 40 Series 4Line/STDBLKHD	\$1,899.00	\$1,899.00
1 9903091 - Plow Falls RH312R/SPR-TRP/NOSHU/PRI-E1/7GA LESS CUTTING EDGES	\$7,031.00	\$7,031.00
1 9900625 - Plow Push Unit Falls 24/44 Series Std	\$882.00	\$882.00
1 SPECIAL REQUEST - Special Request Charges for: REINFORCEMENT OF FALLS PLOW MOLDBOARD AS PER PREVIOUS EXAMPLES	\$600.00	\$600.00
1 9900639 - Plow Falls Rubber Belt Deflector Kit - Installed	\$336.00	\$336.00
1 9900679 - Plow Falls Hwy Orange Paint, Rev Plow, w/installation	\$410.00	\$410.00
1 9900730 - Plow Falls SCR-ADJ/SOE/REV-PLW/STD	\$635.00	\$635.00
1 9902858 - VBL 3/4" x 6" - 12' Carbon Steel Snow Blade	\$216.00	\$216.00
1 9900758 - Hitch TMTE Heavy Duty plate ass'y w/light holes in plate,	\$490.00	\$490.00

\*--- Continued ---\*

Accepted by

Date

Price:

Total Discounts:

Net Cost:

Freight

Total:



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355  
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517  
TOWMASTERTRUCK.COM

Reference No.

QT 46298

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1124 E WASHINGTON ST				1124 E WASHINGTON ST	
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ATTN: PAT BURNS 507-450-5498

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	TIM ERICKSON	NET 30 DAYS	11/18/19	11/18/19	11/06/18

Serial No.	
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1 9901716 - Hitch Installation of Pup Hitch (weld in style)	\$744.00	\$744.00
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**\*\*NOTE: HITCH PLATE FACE TO BE LOCATED:**

**IN REFERENCE TO REAR TIRE FACE.**

1 9900764 - Hitch PREMIER 2300 Air Cushion Pintle, installed	\$786.00	\$786.00
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1 9902493 - Hitch 7 contact Standard Round Pin Std socket installed	\$103.00	\$103.00
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1 9900769 - Hitch TMTE Pup hyd line w/std Coupler & pup trip switch pkg, installed	\$500.00	\$500.00
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1 9901733 - Sander Install & configure sander components as rigid frame mount on chassis	\$1,467.00	\$1,467.00
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1 9900852 - Valve System, Force Add-A-Fold MCV-ISO Valve 10 Functions , INSTALLED	\$12,545.00	\$12,545.00
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NOTE: BOX HOIST, PLOW LIFT, PLOW ANGLE, WING TOE, WING HEEL, WING  
PUSHBAR, SCRAPER LIFT, CONVEYOR, CROSS AUGER, & SPINNER. SEE ALSO  
ADDITIONAL LINE ITEMS BELOW

1 9900998 - Valve Force PUP HOIST Section ADD-A-FOLD, Includes extra section & harness provision	\$1,061.00	\$1,061.00
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1 9902500 - Control System Force ULTRA-5-5100EX-3F Commander control, Installed	\$11,573.00	\$11,573.00
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1 9900874 - Filter Force IN-TANK mounted filter installed	\$459.00	\$459.00
-----------------------------------------------------------	----------	----------

1 9904959 - Slim-Line (space saver) 30 gal reservoir w/intank filter provision, INSTALLED (STAINLESS STEEL)	\$3,440.00	\$3,440.00
----------------------------------------------------------------------------------------------------------------	------------	------------

1 9900888 - Pump Force FASD45L LS (6 ci) installed	\$4,286.00	\$4,286.00
----------------------------------------------------	------------	------------

\*--- Continued ---\*

Accepted by

Date

Price:

Total Discounts:

Net Cost:

Freight

Total:



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355  
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517  
TOWMASTERTRUCK.COM

Reference No.

QT 46298

**\*\* QUOTATION \*\***

<b>Ship To:</b>	<b>Cust:</b>	<b>3091</b>	<b>Phone:</b>	<b>Bill To:</b>	<b>Phone:</b>
HOUSTON COUNTY HIGHWAY DEPT				HOUSTON COUNTY HIGHWAY DEPT	
1124 E WASHINGTON ST				1124 E WASHINGTON ST	
CALEDONIA		MN 55921	USA	CALEDONIA	
				MN 55921	USA

ATTN: PAT BURNS 507-450-5498

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	TIM ERICKSON	NET 30 DAYS	11/18/19	11/18/19	11/06/18

Serial No.

1 9900871 - Switch TMTE BODY UP Installed (electric controls only)	\$175.00	\$175.00
1 9900884 - Sensor Force Low oil indicator system, SLIM-LINE AND CABSHIELD MOUNTED w/light mounted in cab, installed	\$235.00	\$235.00
1 SPECIAL NOTE - Special Note: CONVEYOR COVER & CABLE PULL-OFF VALVE DELETED FROM CONFIGURATION AS PER CUSTOMERREQUEST 11/19/19		
1 WARRANTY - TOWMASTER EXCLUSIVE WARRANTY: 5 yr Steel/Stainless Steel Body Structure; 5 yr Whelen LED Light Systems; 3 yr Palfinger Hoists; 4 yr SwapLoader Hoists; 2 yr Hyd, Snow Equip, Tele Hoists, and all other items.		

Accepted by

Date

Price: \$144,334.00

Total Discounts:

Net Cost: \$144,334.00

Freight

Total: \$144,334.00

# Houston County Agenda Request Form

Date Submitted: December 20, 2019

BOARD DATE: January 6, 2020

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

To approve the purchase of 2020 John Deere motorgrader from RDO Equipment Co. This purchase is off the State Bid price and includes a trade in of our 2008 John Deere motorgrader.

**Attachments/Documentation for the Board's Review:**

Summary of State bids. Both the John Deere bid and the Caterpillar bid are listed.

**Justification:**

These purchases are needed to keep up the proper life cycle of our equipment and to maximize sale and trade-in values.

**Action Requested:**

Approve purchases as requested.

For County Use Only			
<b><u>Reviewed by:</u></b>	_____ County Auditor	_____ County Attorney	_____ Zoning Administrator
	_____ Finance Director	_____ County Engineer	_____ Environmental Services
	_____ IS Director	_____ Other (indicate dept)	
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.



**JOHN DEERE**

## Retail Purchase Order

RDO Equipment Co.  
1236 60th Avenue NW Office A  
Rochester MN, 55901  
Phone: (507) 282-8888 - Fax: (507) 282-9079

**Bill To:**  
HOUSTON COUNTY HWY DEPT  
1124 E WASHINGTON ST  
CALEDONIA, MN, 559211623  
HOUSTON ()  
(507) 725-3925

**Ship To:**  
HOUSTON COUNTY HWY DEPT  
1124 E WASHINGTON ST  
CALEDONIA, MN, 559211623  
(507) 725-3925

**Purchase Order Date:** 11/20/2019  
**Purchase Order #:** 1259280  
**Purchaser Account #:** 3925008  
**Customer Sales Tax Exempt #:** Exempt

**Customer Purchaser Type:** Governmental - County  
**Customer Market Use:** Earth Moving - Land Improvement  
**Location of First Working Use:** CALEDONIA, MN, 559211623  
**Dealer Account Number:** 178712  
**Sales Professional:** John Keefe  
**Phone:**  
**Fax:**  
**Email:** JKeefe@rdoequipment.com

### Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD TBD	0	New 2020 JOHN DEERE W 672G  Warranty - John Deere Comprehensive-84 Months, 4000 Hours, Deductible: 200, Exp Date: 2/2/2025	\$278,248.88
1	TBD TBD	0	New 2020 LITTLE FALLS MACHINE 12WING	\$16,620.00
<b>Equipment Subtotal:</b>				<b>\$294,868.88</b>

### Trade Information

Serial Number	Year / Make / Model	Payoff Information	Trade In Hours	Trade In Value
DW770DX618582	2008 JOHN DEERE 770D	\$0.00	4486	(\$95,000.00)
<b>Total Trade In Value:</b>				<b>(\$95,000.00)</b>
<b>Trade Balance Owed:</b>				<b>\$0.00</b>
<b>Net Difference:</b>				<b>(\$95,000.00)</b>

### Purchase Order Totals

**Balance:** \$199,868.88  
**Tax Rate 3: (MNEG 0%)** \$0.00  
**Sales Tax Total:** \$0.00  
**Sub Total:** \$199,868.88  
**Cash with Order:** \$0.00  
**Balance Due:** \$199,868.88

## Legal Information

### For the Construction Product(s)

**ACKNOWLEDGMENTS** - Purchaser offers to sell, transfer, and convey the item(s) listed as "Trade In" to the Dealer at or prior to the time of delivery of the above Product(s), as a "trade-in" to be applied against the cash price. Purchaser represents that each "trade-in" item shall be free and clear of all security interests, liens, and encumbrances at the time of transfer to the Dealer except to the extent shown below. The price to be allowed for each "trade-in" item is listed on this document. The Purchaser promises to pay the balance due shown hereon in cash, or to execute a Time Sale Agreement (Retail Installment Contract), or a Loan Agreement for the purchase price of the Product(s), plus additional charges shown thereon, or to execute a Lease Agreement, on or before delivery of the Product(s) ordered herein. Despite delivery of the Product(s) to the Purchaser, title shall remain with the Seller until one of the foregoing is accomplished. Except as provided herein and as necessary to protect RDO Equipment from the claims of a bankruptcy trustee or a buyer in the ordinary course of business, the Purchaser and the Dealer agree that this Purchase Order is not a security agreement and that delivery of the Product(s) to the Purchaser pursuant to this Purchase Order will not constitute possession of the Product(s) by the Purchaser, as a debtor, for the purposes of the purchase money security provisions in any statutes relating to personal property security or its equivalent. Purchaser understands that its rights in connection with this purchase are limited as set forth in this Purchase Order. I (we) hereby grant a security interest to RDO Equipment in the Product.

**DISCLOSURE OF REGULATION APPLICABILITY** - When operated in California, any off-road diesel vehicle may be subject to the California Air Resources Board In-Use Off-Road Diesel Vehicle Regulation. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants. More information is available on the California Air Resources Board website at <http://www.arb.ca.gov/msprog/offroad/diesel.htm>.

**IMPORTANT WARRANTY NOTICE** - The Standard Warranty for new John Deere construction and forestry products is set forth in a separate document provided by the dealer. Please read the Standard Warranty carefully before signing. No express warranty is made unless specified in the Warranty Statement. PURCHASER'S RIGHTS AND REMEDIES PERTAINING TO THIS PURCHASE ARE LIMITED AS INDICATED IN THE STANDARD WARRANTY AND PURCHASE ORDER. WHERE PERMITTED BY LAW, NO IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS IS MADE.

**TERMS & CONDITIONS VERIFICATION STATEMENT** Use of John Deere Data Services ("Services"), if applicable, and all rights and obligations of John Deere and the Purchaser (or "Customer" as identified in the applicable agreement), are governed by the terms and conditions outlined in the Warranty Statement and the applicable John Deere Construction & Forestry Company Subscriptions & Data Services Dealer Agreement and/or Customer Data Services agreements available at [www.JohnDeere.com/Agreements](http://www.JohnDeere.com/Agreements). Purchaser agrees to be bound by these terms and conditions if Purchaser activates or otherwise uses any of the Data Services. If Purchaser does not agree to these terms and conditions, Purchaser must not activate or otherwise use the Data Services.

The undersigned purchaser(s) (the "Purchaser") hereby orders the product (the "Product") described above from the Dealer. The Dealer shall not be liable for failure to provide the Product or for any delay in delivery if such failure or delay is due to the Dealer's inability to obtain such Product from the manufacturer or supplier or other cause beyond the Dealer's control. The cash price shown above is subject to the Dealer receiving the Product from the manufacturer or supplier prior to any change in price by the manufacturer or supplier and is also subject to any new or increased taxes being imposed upon the sale of the Product after the date of this Purchase Order.

Upon signature of delivery acknowledgment, customer is accepting the equipment, including attachments, in "AS IS" condition, agreeing to notify RDO Equipment Co. within 24 hours of any damages or discrepancies found upon receipt of equipment.

## Signature Area

### Purchase Order Accepted By:

\_\_\_\_\_  
(Customer's Signature)

\_\_\_\_\_  
(Date Accepted)

  
\_\_\_\_\_  
(Authorized Signature of Dealer)

11-27-19  
\_\_\_\_\_  
(Date Accepted)

### Delivery of Equipment Acknowledgement:

\_\_\_\_\_  
(Customer's Signature)

\_\_\_\_\_  
Date Accepted

### Standard Warranty Acknowledgement:

\_\_\_\_\_  
(Delivered On)

\_\_\_\_\_  
(Warranty Begins)

### Extended Warranty Oil Sampling Acknowledgement:

\_\_\_\_\_  
(Customer's Initials)

\_\_\_\_\_  
(Ideal owner's title's Initials)

# Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	TBD	2020 JOHN DEERE W 672G	8450T 672G MOTOR GRADER with 6WD  1140 John Deere PowerTech PSS 9.0L meets EPA FT4 Emissions 1830 Engine Exhaust with Flat Black Stack (EPA FT4 only) 1410 Standard Fuel & Water Filtration 1310 Quick Service Group 1030 Dual Joystick Controls 5060 Grade Pro Low Cab w/ Lower Front and Side Opening Windows 8810 Rear Camera 8220 Heated Exterior Mounted Rearview Mirrors 8310 Lower Front Intermittent Wiper & Washer 6010 Powered Cab Air Precleaner 6140 Grade Pro Premium Heated, Leather/Fabric, High-Wide Back Air Suspension Seat 8730 No Sound Absorption Package 6590 Grade Pro Controls w/1 Front Auxilliary Function AND 3 Rear Auxilliary Functions 6650 Grade Pro Controls - Left Side 8510 Air Conditioner Refrigerant Charged 5815 Hydrau 1610 Hydraulic Pump Disconnect 170C JDLINK Ultimate Cellular - 5 Years 2820 Single Input Gearbox with Slip Clutch 2080 14 Ft. x 27 In. x 1 In. (4.27M x 686mm x 25mm) w/ 8 In. x 3/4 In. (203 x 19mm) Cutting Edge & 3/4 in. (19mm) Hardware 1910 Blade Impact Absorption System 7180 Premium Grading Lights (18 LED Lights) 8110 24-to-12 Volt Converter (15 amps peak / 10 amps continuous) 1240 Dual 100 Amp Alternators (200 Amp total) 6750 Less Front Attachment 5510 Autoshift Transmission 5710 Transmission Solenoid Valve Guard 4426 Michelin SnoPlus 7810 Front Fenders 2605 English Labels and Decals 2575 No Grade Control Base Kit Installed 2775 No Topcon 3D GPS Grade Control System installed 9130 Rear Retractable Sun Shade 9273 Right Side Engine Compartment Work Light 9299 Beacon with Flip Down Cab Beacon Bracket (LH) 9220 5.0 lbs. multi purpose (ABC) Dry Chemical Fire Extinguisher 9280 Slow Moving Vehicle (SMV) Sign 9005 Rear Wheel Fenders 8415 RADIO AM/FM/WB BLUETOOTH 2012ASP FALLS MODEL 2012ASP SHORT POST SNOW WING INSTALLED (STATE BID #G2012ASP) REAR POST OPTIONAL HYD REAR POST (STATE BID #GWHRs) PAINT JD EDGE STD CUTTING EDGE RELIEF 4 PORT RELIEF
1	TBD	2020 LITTLE FALLS MACHINE 12WING	



# Houston County Agenda Request Form

Date Submitted: December 20, 2019

BOARD DATE: January 6, 2020

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

To approve the purchase of a catwalk for the highway sign truck.

**Attachments/Documentation for the Board's Review:**

Quote from Rice Lake Fabricating

**Justification:**

This purchase will provide additional safety when installing signs, especially while working alone.

**Action Requested:**

Approve purchases as requested.

For County Use Only			
<b>Reviewed by:</b>	<u>          </u> County Auditor	<u>          </u> County Attorney	<u>          </u> Zoning Administrator
	<u>          </u> Finance Director	<u>          </u> County Engineer	<u>          </u> Environmental Services
	<u>          </u> IS Director	<u>          </u> Other (indicate dept)	<u>          </u>
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.



10735 Dodd Road  
Kilkenny, MN 56052  
(507) 332-7823

# Estimate

Date	Estimate #
11/14/2019	387

<b>Name / Address</b>
Houston County

			Project
Description	Qty	Rate	Total
Hyd. Extendable Working Platform: - Radio Controlled (4-way) - 96" x 18" or 24" Main Platform (Depending on truck configuration) - (2) 80" x 1-1/2" Extension Cylinders - (1) Tilt Cylinder - (1) Downrigger Support Cylinder with Foot - Non-slip Walkway Grating - 42" H Safety Rail - 24" Tool Box with Controller Mount - Additional 42" fold down extension on end of platform - All Equipment Primed & Painted - Installation on truck included	1	22,600.00	22,600.00
Additional Sign Equipment Installed		800.00	800.00
Thank you for your business.			
Fax #	(507) 332-7823	www.ricelakefab.com	
Total			\$23,400.00

Payable as follows:  
50% of estimate due at start of work. Balance plus any extras not included in estimate due upon completion of work.

Signature \_\_\_\_\_

# Houston County Agenda Request Form

Date Submitted: December 20, 2019

BOARD DATE: January 6, 2020

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

To approve the purchase (2) new Vermeer 3pt disc mowers.

**Attachments/Documentation for the Board's Review:**

Quote from Hammell Equipment.

**Justification:**

These purchases are needed to keep up the proper life cycle of our equipment and to maximize sale and trade-in values.

**Action Requested:**

Approve purchases as requested.

For County Use Only						
<b><u>Reviewed by:</u></b>	<input type="checkbox"/>	County Auditor	<input type="checkbox"/>	County Attorney	<input type="checkbox"/>	Zoning Administrator
	<input type="checkbox"/>	Finance Director	<input type="checkbox"/>	County Engineer	<input type="checkbox"/>	Environmental Services
	<input type="checkbox"/>	IS Director	<input type="checkbox"/>	Other (indicate dept)	<input type="checkbox"/>	
<b><u>Recommendation:</u></b>						
<b><u>Decision:</u></b>						

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.

# SALES QUOTATION HAMMELL EQUIPMENT

713 Main Street NW  
Chatfield, MN 55923  
507-867-4910

300 Iowa Avenue  
Eitzen, MN 55931  
507-495-3326

330 Main Avenue N  
Harmony, MN 55939  
507-886-2255

415 State Road 16  
Rushford, MN 55971  
507-864-2845

CUSTOMER NAME HOUSTON County DOT DATE DEC 3, 2019 QUOTE VALID FOR \_\_\_\_\_ DAYS.  
ADDRESS PAT BURNS 507 450-5498  
CITY STATE ZIP 507 450-5498 CUSTOMER PHONE NO. 507 450-5498  
SALESMAN Richard MEINERS

DESCRIPTION	PRICE
2 - NEW 2020 * (NEW MODEL - PARTS SAME AS CURRENT M5040) *	
VERMEER M5050 3PT DISC MOWERS	
6.8 FT CUTTING WIDTH	
5 DISC - 2 BLADE PER DISC - QUICK CLIP BLADE SYSTEM	
LOW PROFILE - HEX DRIVE CUTTERBAR, INDIVIDUAL CUTTER UNITS	
H.D. CURTIN, SD SKID SHOES	
V-BELT TO GEAR BOX DRIVE	
* NEW STYLE Quick hitch 3PT Hook up	
FACTORY FREIGHT	
PROP SET-UP	
DELIVERY	
RETAIL	\$24,650.00
MAX DISC	
BEST PRICE	\$18,500.00

TRADE-IN	TRADE ALLOWANCE
2012 VERMEER M5040 3PT mOWER	
IN NEED OF REPAIR + RECONDITIONING	
2016 VERMEER M5040 3PT mOWER	
IN NEED OF REPAIR + RECONDITIONING	
TRADE PRICE	\$14,500.00
TOTAL	

# Houston County Agenda Request Form

Date Submitted: December 20, 2019

BOARD DATE: January 6, 2020

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

To approve (3) Lease agreements for pickups. One lease is for a 2020 Chevrolet Silverado 1500 and two leases are for 2020 Chevrolet 2500 HD

**Attachments/Documentation for the Board's Review:**

Lease Rate Quotes from Enterprise Fleet Management.

**Justification:**

These purchases are needed to keep up the proper life cycle of our equipment and to maximize sale and trade-in values.

**Action Requested:**

Approve purchases as requested.

For County Use Only			
<b>Reviewed by:</b>	<input type="checkbox"/> County Auditor	<input type="checkbox"/> County Attorney	<input type="checkbox"/> Zoning Administrator
	<input type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	<input type="checkbox"/> Environmental Services
	<input type="checkbox"/> IS Director	<input type="checkbox"/> Other (indicate dept)	
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.

**Prepared For:** Houston County  
Babinski, Jeff

**Date** 11/22/2019  
**AE/AM** QDN/AWW

**Unit #**

**Year** 2020 **Make** Chevrolet **Model** Silverado 1500

**Series** LT 4x4 Crew Cab 5.75 ft. box 147.4 in. WB

**Vehicle Order Type** Ordered **Term** 60 **State** MN **Customer#** 589048

\$ 33,035.60	Capitalized Price of Vehicle <sup>1</sup>
\$ 2,461.55 *	Sales Tax <u>6.8750%</u> <b>State</b> <u>MN</u>
\$ 352.75 *	Initial License Fee
\$ 0.00	Registration Fee
\$ 200.00	Other: Courtesy Delivery Fee
\$ 0.00	Capitalized Price Reduction
\$ 0.00	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive( Taxable Incentive Total : \$0.00 )

**All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.**

**Order Information**

<b>Driver Name</b>	Highway
<b>Exterior Color</b>	(0 P) Silver Ice Metallic
<b>Interior Color</b>	(0 I) Jet Black w/Cloth Seat Trim
<b>Lic. Plate Type</b>	Government
<b>GVWR</b>	0

\$ 33,235.60	Total Capitalized Amount (Delivered Price)
\$ 448.68	Depreciation Reserve @ <u>1.3500%</u>
\$ 141.05	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) <sup>2</sup>
<b>\$ 589.73</b>	<b>Total Monthly Rental Excluding Additional Services</b>

**Additional Fleet Management**

**Master Policy Enrollment Fees**

\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 0.00	Physical Damage Management
---------	----------------------------

\$ 40.52	Full Maintenance Program <sup>3</sup> Contract Miles <u>75,000</u>
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>

Comp/Coll Deductible 0 / 0

OverMileage Charge \$ 0.0500 Per Mile

# Tires 0

Loaner Vehicle Not Included

<b>\$ 40.52</b>	<b>Additional Services SubTotal</b>
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\$ 0.00	Sales Tax <u>6.8750%</u>
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**State** MN

<b>\$ 630.25</b>	<b>Total Monthly Rental Including Additional Services</b>
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\$ 6,314.80	Reduced Book Value at <u>60</u> Months
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\$ 350.00	Service Charge Due at Lease Termination
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Quote based on estimated annual mileage of 15,000

Current market and vehicle conditions may also affect value of vehicle)

Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

**ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.**

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

**LESSEE** Houston County

**BY**

**TITLE**

**DATE**

INDICATES ITEMS TO BE BILLED ON DELIVERY.

Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable in the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

**VEHICLE INFORMATION:**

2020 Chevrolet Silverado 1500 LT 4x4 Crew Cab 5.75 ft. box 147.4 in. WB - US  
Series ID: CK10543

**Pricing Summary:**

	INVOICE	MSRP
Base Vehicle	\$ 40,001.40	\$ 42,600.00
Total Options	\$ 3,335.15	\$ 3,665.00
Destination Charge	\$ 1,595.00	\$ 1,595.00
<b>Total Price</b>	<b>\$ 44,931.55</b>	<b>\$ 47,860.00</b>

**SELECTED COLOR:**

Exterior: GAN - (0 P) Silver Ice Metallic  
Interior: H0U - (0 I) Jet Black w/Cloth Seat Trim

**SELECTED OPTIONS:**

CODE	DESCRIPTION	INVOICE	MSRP
1LT	Preferred Equipment Group 1LT	NC	NC
A2X	10-Way Power Driver Seat w/Lumbar	Included	Included
A68	Rear 60/40 Folding Bench Seat (Folds Up)	Included	Included
ACCESS	Chevrolet Connected Access Capable	Included	Included
AED	Power Front Windows w/Passenger Express Down	Included	Included
AEQ	Power Rear Windows w/Express Down	Included	Included
AKO	Deep-Tinted Glass	Included	Included
AU3	Power Door Locks	Included	Included
AVJ	Keyless Open & Start	Included	Included
AXG	Power Front Windows w/Driver Express Up/Down	Included	Included
AZ3	40/20/40 Front Split-Bench Seat	Included	Included
B30	Color-Keyed Carpeting Floor Covering	Included	Included
B32	Front Rubberized Vinyl Floor Mats	Included	Included
B33	Rear Rubberized-Vinyl Floor Mats	Included	Included
BLUE	Bluetooth For Phone	Included	Included
BTV	Remote Vehicle Starter System	Included	Included
C49	Electric Rear-Window Defogger	Included	Included
C5Y	GVWR: 7,100 lbs (3,221 kgs)	Included	Included
CJ2	Dual-Zone Automatic Climate Control	Included	Included
COMP	Compass	Included	Included
CTT	Hitch Guidance	Included	Included
DP9	Chrome Mirror Caps	Included	Included
FE9	Federal Emissions Requirements	NC	NC
G80	Heavy-Duty Rear Locking Differential	Included	Included
GAN_02	(0 P) Silver Ice Metallic	NC	NC
GRILL	Chrome Grille	Included	Included
GU5	3.23 Rear Axle Ratio	Included	Included
H0U_01	(0 I) Jet Black w/Cloth Seat Trim	NC	NC
IOR	Radio: Chevrolet Infotainment 3 System	Included	Included
K34	Electronic Cruise Control	Included	Included
KA1	Heated Driver & Front Outboard Passenger Seats	Included	Included
KC4	External Engine Oil Cooler	Included	Included
KI3	Heated Steering Wheel	Included	Included
KNP	Auxiliary External Transmission Oil Cooler	Included	Included
KPA	12-Volt Rear Auxiliary Power Outlet	Included	Included
KW7	170 Amp Alternator	Included	Included
L84	Engine: 5.3L EcoTec3 V8	\$ 1,269.45	\$ 1,395.00
MCZ	2 USB Ports (First Row)	Included	Included

MQE	Transmission: 8-Speed Automatic	STD	STD
N06	Electrical Lock Control Steering Column	Included	Included
N37	Manual Tilt/Telescoping Steering Column	Included	Included
NP0	Single-Speed Transfer Case	Included	Included
NP5	Leather Wrapped Steering Wheel	Included	Included
PAINT	Solid Paint	STD	STD
PCL	Convenience Package	Included	Included
PDU	All-Star Edition	\$ 2,106.65	\$ 2,315.00
Q5U	Wheels: 17" x 8" Bright Silver Painted Aluminum	Included	Included
QBN	Tires: 255/70R17 AS BW	Included	Included
QBR	255/70R17 AS BW Spare Tire	Included	Included
QT5	EZ Lift Power Lock & Release Tailgate	Included	Included
R9Y	Fleet Free Maintenance Credit	\$ -40.95	\$ -45.00
STDSU	Heavy Duty Suspension	STD	STD
STDTM	Cloth Seat Trim	Included	Included
UDD	4.2" Diagonal Color Display Driver Info Center	Included	Included
UE1	OnStar & Chevrolet Connected Services Capable	Included	Included
UF2	LED Cargo Area Lighting	Included	Included
UK3	Steering Wheel Audio Controls	Included	Included
USS	Rear Dual USB Charging-Only Ports	Included	Included
UTJ	Theft Deterrent System (Unauthorized Entry)	Included	Included
UVC	Rear Vision Camera	Included	Included
V76	Front Frame-Mounted Black Recovery Hooks	Included	Included
VK3	Front License Plate Kit	NC	NC
VV4	4G LTE Wi-Fi Hot Spot Capable	Included	Included
Z82	Trailer Package	Included	Included



## **CONFIGURED FEATURES:**

### **Body Exterior Features:**

Number Of Doors: 4  
Rear Cargo Door Type: tailgate  
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors  
Convex Driver Mirror: convex driver and passenger mirror  
Door Handles: body-coloured  
Front And Rear Bumpers: chrome front and rear bumpers with black rub strip  
Rear Step Bumper: rear step bumper  
Front Tow Hooks: 2 front tow hooks  
Front License Plate Bracket: front license plate bracket  
Box Style: regular  
Body Material: galvanized steel/aluminum body material  
: class IV trailering with harness, hitch  
Grille: black w/chrome surround grille

### **Convenience Features:**

Air Conditioning: automatic dual-zone front air conditioning  
Console Ducts: console ducts  
Cruise Control: cruise control with steering wheel controls  
Power Windows: power windows with front and rear 1-touch down  
Remote Keyless Entry: keyfob (all doors) remote keyless entry  
Illuminated Entry: illuminated entry  
Auto Locking: auto-locking doors  
Passive Entry: Keyless Open/Keyless Start proximity key  
Trunk FOB Controls: keyfob trunk/hatch/door release  
Remote Engine Start: remote engine start  
Steering Wheel: heated steering wheel with manual tilting, manual telescoping  
Day-Night Rearview Mirror: day-night rearview mirror  
Driver and Passenger Vanity Mirror: illuminated driver and passenger-side visor mirrors  
Front Cupholder: front cupholder  
Overhead Console: mini overhead console with storage  
Glove Box: locking glove box  
Driver Door Bin: driver and passenger door bins  
Rear Door Bins: rear door bins  
Seatback Storage Pockets: 2 seatback storage pockets  
Dashboard Storage: dashboard storage  
IP Storage: covered bin instrument-panel storage  
Front Underseat Storage Tray: locking front underseat storage tray  
Driver Footrest: driver's footrest  
Retained Accessory Power: retained accessory power  
Power Accessory Outlet: 2 12V DC power outlets

### **Entertainment Features:**

radio: AM/FM stereo with seek-scan  
Radio Data System: radio data system  
Steering Wheel Radio Controls: steering-wheel mounted audio controls  
Speakers: 6 speakers  
Internet Access: 4G LTE Wi-Fi Hotspot capable internet access  
1st Row LCD: 2 1st row LCD monitor  
Wireless Connectivity: wireless phone connectivity  
Antenna: fixed antenna

### **Lighting, Visibility and Instrumentation Features:**

Headlamp Type: delay-off aero-composite LED low/high beam headlamps  
Auto-levelling Headlights: auto-leveling headlights  
Cab Clearance Lights: cargo bed light  
Front Wipers: variable intermittent wipers  
Rear Window Defroster: rear window defroster  
Tinted Windows: deep-tinted windows  
Dome Light: dome light with fade  
Front Reading Lights: front and rear reading lights  
Variable IP Lighting: variable instrument panel lighting  
Display Type: analog display

<sup>ES</sup> Tachometer: tachometer  
Voltmeter: voltmeter  
Compass: compass  
Exterior Temp: outside-temperature display  
Low Tire Pressure Warning: tire specific low-tire-pressure warning  
Trip Computer: trip computer  
Trip Odometer: trip odometer  
Oil Pressure Gauge: oil pressure gauge  
Water Temp Gauge: water temp. gauge  
Engine Hour Meter: engine hour meter  
Clock: in-radio display clock  
Systems Monitor: systems monitor  
Check Control: redundant digital speedometer  
Rear Vision Camera: rear vision camera  
Oil Pressure Warning: oil-pressure warning  
Water Temp Warning: water-temp. warning  
Battery Warning: battery warning  
Low Oil Level Warning: low-oil-level warning  
Low Coolant Warning: low-coolant warning  
Lights On Warning: lights-on warning  
Key in Ignition Warning: key-in-ignition warning  
Low Fuel Warning: low-fuel warning  
Low Washer Fluid Warning: low-washer-fluid warning  
Door Ajar Warning: door-ajar warning  
Brake Fluid Warning: brake-fluid warning  
Turn Signal On Warning: turn-signal-on warning  
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning  
Brake Pad Wear: brake pad wear

**Safety And Security:**

ABS four-wheel ABS brakes  
Number of ABS Channels: 4 ABS channels  
Brake Assistance: brake assist  
Brake Type: four-wheel disc brakes  
Vented Disc Brakes: front and rear ventilated disc brakes  
Daytime Running Lights: daytime running lights  
Spare Tire Type: full-size spare tire  
Spare Tire Mount: underbody mounted spare tire w/crankdown  
Driver Front Impact Airbag: driver and passenger front-impact airbags  
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
Overhead Airbag: curtain 1st and 2nd row overhead airbag  
Occupancy Sensor: front passenger airbag occupancy sensor  
Seatbelt Pretensioners: front seatbelt pre-tensioners  
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt  
Side Impact Bars: side-impact bars  
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights  
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks  
Rear Child Safety Locks: rear child safety locks  
Ignition Disable: immobilizer  
Security System: security system  
Panic Alarm: panic alarm  
Electronic Stability: StabiliTrak w/Proactive Roll Avoidance electronic stability stability control with anti-roll  
Traction Control: ABS and driveline traction control  
Front and Rear Headrests: manual adjustable front head restraints  
Rear Headrest Control: 2 rear head restraints

**Seats And Trim:**

Seating Capacity max. seating capacity of 6  
Front Bucket Seats: front split-bench 40-20-40 seats  
Front Heated Cushion: driver and passenger heated-cushions  
Front Heated Seatback: driver and passenger heated-seatbacks  
Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments  
Reclining Driver Seat: power reclining driver and manual reclining passenger seats  
Driver Lumbar: power 2-way driver and passenger lumbar support

Driver Height Adjustment: power height-adjustable driver and passenger seats

Driver Fore/Aft: power driver and passenger fore/aft adjustment

Driver Cushion Tilt: power driver and passenger cushion tilt

Front Centre Armrest Storage: front centre armrest with storage

Rear Seat Type: rear 60-40 split-bench seat

Rear Folding Position: rear seat fold-up cushion

Leather Upholstery: cloth front and rear seat upholstery

Door Trim Insert: vinyl door panel trim

Headliner Material: full cloth headliner

Floor Covering: full carpet floor covering

Cabback Insulator: cabback insulator

Dashboard Console Insert, Door Panel Insert Combination: metal-look instrument panel insert, door panel insert, console insert

Shift Knob Trim: urethane shift knob

LeatherSteeringWheel: leather/metal-look steering wheel

Floor Mats: rubber front and rear floor mats

Interior Accents: chrome interior accents

**Standard Engine:**

Engine 355-hp, 5.3-liter V-8 (regular gas)

**Standard Transmission:**

Transmission 8-speed automatic w/ OD and auto-manual

Prepared For: Houston County  
Babinski, JeffDate 11/18/2019  
AE/AM QDN/AWW

## Unit #

Year 2020 Make Chevrolet Model Silverado 2500HD

Series Work Truck 4x4 Regular Cab 8 ft. box 141.6 in. WB

Vehicle Order Type Ordered Term 60 State MN Customer# 589048

\$ 28,468.85	Capitalized Price of Vehicle <sup>1</sup>
\$ 2,121.35 *	Sales Tax <u>6.8750%</u> State <u>MN</u>
\$ 352.75 *	Initial License Fee
\$ 0.00	Registration Fee
\$ 200.00	Other: Courtesy Delivery Fee
\$ 0.00	Capitalized Price Reduction
\$ 0.00	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive( Taxable Incentive Total : \$0.00 )

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

## Order Information

Driver Name	Highway x2
Exterior Color	(0 P) Silver Ice Metallic / Black Front Grill
Interior Color	(0 I) Jet Black w/Cloth Seat Trim
Lic. Plate Type	Government
GVWR	0

\$ 28,668.85	Total Capitalized Amount (Delivered Price)
\$ 387.03	Depreciation Reserve @ <u>1.3500%</u>
\$ 120.40	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) <sup>2</sup>
<b>\$ 507.43</b>	<b>Total Monthly Rental Excluding Additional Services</b>

## Additional Fleet Management

## Master Policy Enrollment Fees

\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 0.00	Physical Damage Management
---------	----------------------------

\$ 26.61	Full Maintenance Program <sup>3</sup> Contract Miles <u>50,000</u>
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>

Comp/Coll Deductible 0 / 0OverMileage Charge \$ 0.0500 Per Mile# Tires 0 Loaner Vehicle Not Included

<b>\$ 26.61</b>	<b>Additional Services SubTotal</b>
-----------------	-------------------------------------

\$ 0.00	Sales Tax <u>6.8750%</u>
---------	--------------------------

State MN

<b>\$ 534.04</b>	<b>Total Monthly Rental Including Additional Services</b>
------------------	-----------------------------------------------------------

\$ 5,447.05	Reduced Book Value at 60 Months
-------------	---------------------------------

\$ 350.00	Service Charge Due at Lease Termination
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Quote based on estimated annual mileage of 10,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

## Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

## ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and

agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle.

Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE Houston County

BY

TITLE

DATE

INDICATES ITEMS TO BE BILLED ON DELIVERY.

Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable to the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

**VEHICLE INFORMATION:**

2020 Chevrolet Silverado 2500HD Work Truck 4x4 Regular Cab 8 ft. box 141.6 in. WB - US

Series ID: CK20903

**Pricing Summary:**

	INVOICE	MSRP
Base Vehicle	\$ 34,833.60	\$ 36,900.00
Total Options	\$ 1,524.25	\$ 1,675.00
Destination Charge	\$ 1,595.00	\$ 1,595.00
<b>Total Price</b>	<b>\$ 37,952.85</b>	<b>\$ 40,170.00</b>

**SELECTED COLOR:**

Exterior: GAN / GRIL - (0 P) Silver Ice Metallic / Black Front Grille

Interior: H1T - (0 I) Jet Black w/Cloth Seat Trim

**SELECTED OPTIONS:**

CODE	DESCRIPTION	INVOICE	MSRP
1WT	Preferred Equipment Group 1WT	NC	NC
A52	Front 40/20/40 Split-Bench Seat w/No Storage	Included	Included
AED	Power Front Windows w/Passenger Express Down	Included	Included
AKP	Solar Absorbing Tinted Glass	Included	Included
AQQ	Remote Keyless Entry	Included	Included
AU3	Power Door Locks	Included	Included
AXG	Power Front Windows w/Driver Express Up/Down	Included	Included
BG9	Rubberized-Vinyl Floor Covering	Included	Included
BLUE	Bluetooth For Phone	Included	Included
CLOTH	Cloth Seat Trim	NC	NC
DBG	Heated Vertical Trailing Mirrors	Included	Included
GAN_02	(0 P) Silver Ice Metallic	NC	NC
GRIL	Black Front Grille	Included	Included
GT4	3.73 Rear Axle Ratio	STD	STD
H1T_01	(0 I) Jet Black w/Cloth Seat Trim	NC	NC
IOR	Radio: Chevrolet Infotainment 3 System	STD	STD
JGB	GVWR: 10,250 lbs (4,649 kg)	STD	STD
JL1_	Integrated Trailer Brake Controller (Fleet)	\$ 250.25	\$ 275.00
K34	Electronic Cruise Control w/Set & Resume Speed	Included	Included
KW7	170 Amp Alternator	Included	Included
L8T	Engine: 6.6L Gas V8 w/Direct Injection & VVT	STD	STD
L8TBAT	720 Cold-Cranking Amps Heavy-Duty Battery	Included	Included
MCAP	Black Mirror Caps	Included	Included
MYD	Transmission: HD 6-Speed Automatic	STD	STD
N33	Manual Tilt-Wheel Steering Column	Included	Included
NQF	2-Speed Electronic Shift Transfer Case	Included	Included
PYN	Wheels: 17" Silver Painted Steel	Included	Included
QHQ	Tires: LT245/75R17E AS BW	Included	Included
QT5	Manual Tailgate Function w/EZ Lift	Included	Included
U95	2-Speaker Audio System Feature	Included	Included
UDC	3.5" Diagonal Monochromatic Display DIC	Included	Included
VH6	Black Front Bumper	Included	Included
VJG	Black Rear Bumper	Included	Included
VK3	Front License Plate Kit	NC	NC
WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC
Z85	Suspension Package	STD	STD
ZLQ	WT Fleet Convenience Package	\$ 1,274.00	\$ 1,400.00
ZY1	Solid Paint	STD	STD

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## **CONFIGURED FEATURES:**

### **Body Exterior Features:**

Number Of Doors: 2  
Rear Cargo Door Type: tailgate  
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors with turn signal indicator  
Convex Driver Mirror: convex driver and passenger mirror  
Mirror Type: manual extendable trailer mirrors  
Door Handles: black  
Front And Rear Bumpers: black front and rear bumpers with black rub strip  
Rear Step Bumper: rear step bumper  
Front Tow Hooks: 2 front tow hooks  
Front License Plate Bracket: front license plate bracket  
Box Style: regular  
Body Material: galvanized steel/aluminum body material  
: class IV trailering with harness, hitch, brake controller  
Fender Flares: black fender flares  
Grille: black grille

### **Convenience Features:**

Air Conditioning: manual air conditioning  
Cruise Control: cruise control with steering wheel controls  
Power Windows: power windows with driver and passenger 1-touch down  
Remote Keyless Entry: keyfob (all doors) remote keyless entry  
Illuminated Entry: illuminated entry  
Steering Wheel: steering wheel with manual tilting  
Day-Night Rearview Mirror: day-night rearview mirror  
Front Cupholder: front cupholder  
Overhead Console: mini overhead console  
Glove Box: locking glove box  
Driver Door Bin: driver and passenger door bins  
Dashboard Storage: dashboard storage  
IP Storage: covered bin instrument-panel storage  
Driver Footrest: driver's footrest  
Retained Accessory Power: retained accessory power  
Power Accessory Outlet: 1 12V DC power outlet

### **Entertainment Features:**

radio: AM/FM/Satellite-prep with seek-scan  
Speakers: 4 speakers  
1st Row LCD: 1 1st row LCD monitor  
Wireless Connectivity: wireless phone connectivity  
Antenna: fixed antenna

### **Lighting, Visibility and Instrumentation Features:**

Headlamp Type: delay-off aero-composite halogen headlamps  
Cab Clearance Lights: cargo bed light  
Front Wipers: variable intermittent wipers  
Tinted Windows: light-tinted windows  
Dome Light: dome light with fade  
Front Reading Lights: front reading lights  
Variable IP Lighting: variable instrument panel lighting  
Display Type: analog display  
Tachometer: tachometer  
Voltmeter: voltmeter  
Exterior Temp: outside-temperature display  
Low Tire Pressure Warning: tire specific low-tire-pressure warning  
Trip Computer: trip computer  
Trip Odometer: trip odometer  
Oil Pressure Gauge: oil pressure gauge  
Water Temp Gauge: water temp. gauge  
Engine Hour Meter: engine hour meter  
Clock: in-radio display clock  
Systems Monitor: systems monitor  
Check Control: redundant digital speedometer

Rear Vision Camera: rear vision camera  
Oil Pressure Warning: oil-pressure warning  
Water Temp Warning: water-temp. warning  
Battery Warning: battery warning  
Low Oil Level Warning: low-oil-level warning  
Low Coolant Warning: low-coolant warning  
Lights On Warning: lights-on warning  
Key in Ignition Warning: key-in-ignition warning  
Low Fuel Warning: low-fuel warning  
Low Washer Fluid Warning: low-washer-fluid warning  
Door Ajar Warning: door-ajar warning  
Brake Fluid Warning: brake-fluid warning  
Turn Signal On Warning: turn-signal-on warning  
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning  
Brake Pad Wear: brake pad wear

#### Safety And Security:

ABS four-wheel ABS brakes  
Number of ABS Channels: 4 ABS channels  
Brake Assistance: brake assist  
Brake Type: DuraLife four-wheel disc brakes  
Vented Disc Brakes: front and rear ventilated disc brakes  
Daytime Running Lights: daytime running lights  
Spare Tire Type: full-size spare tire  
Spare Tire Mount: underbody mounted spare tire w/crankdown  
Driver Front Impact Airbag: driver and passenger front-impact airbags  
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
Overhead Airbag: curtain 1st row overhead airbag  
Occupancy Sensor: front passenger airbag occupancy sensor  
Height Adjustable Seatbelts: height adjustable front seatbelts  
Seatbelt Pretensioners: front seatbelt pre-tensioners  
Side Impact Bars: side-impact bars  
Tailgate/Rear Door Lock Type: manual tailgate/rear door lock  
Ignition Disable: immobilizer  
Panic Alarm: panic alarm  
Electronic Stability: StabiliTrak w/Proactive Roll Avoidance electronic stability stability control with anti-roll  
Traction Control: ABS and driveline traction control  
Front and Rear Headrests: manual adjustable front head restraints

#### Seats And Trim:

Seating Capacity max. seating capacity of 3  
Front Bucket Seats: front split-bench 40-20-40 seats  
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments  
Reclining Driver Seat: manual reclining driver and passenger seats  
Driver Fore/Aft: manual driver and passenger fore/aft adjustment  
Front Centre Armrest Storage: front centre armrest  
Leather Upholstery: cloth front and rear seat upholstery  
Headliner Material: full cloth headliner  
Floor Covering: full vinyl/rubber floor covering  
Cabback Insulator: cabback insulator  
Shift Knob Trim: urethane shift knob

#### Standard Engine:

Engine 401-hp, 6.6-liter V-8 (regular gas)

#### Standard Transmission:

Transmission 6-speed automatic w/ OD and auto-manual



# Houston County Agenda Request Form

Date Submitted: December 23, 2019

BOARD DATE: January 7, 2020

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

Project #s SAP 028-599-085 and SAP 028-604-036 with Minowa Construction which provided bridge replacements on Old Indian Trail Road and CSAH 4 are complete and ready to be finalized.

**Attachments/Documentation for the Board's Review:**

Final Contract Voucher (5 need to be signed)  
(1-County Claim, 1 Contractor, 1-Auditor's office, and 2-Highway Dept)

**Justification:**

**Action Requested:**

Resolution for Final Acceptance needed for contract.

For County Use Only			
<b><u>Reviewed by:</u></b>	<input type="checkbox"/> County Auditor	<input type="checkbox"/> County Attorney	<input type="checkbox"/> Zoning Administrator
	<input type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	<input type="checkbox"/> Environmental Services
	<input type="checkbox"/> IS Director	<input type="checkbox"/> Other (indicate dept)	
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.

# HOUSTON COUNTY DEPARTMENT OF TRANSPORTATION



1124 East Washington St.  
Caledonia, MN 55921

Project SAP 028-599-085 [SAP 28-599-085] - SAP 028-599-085/SAP 028-604-036

Final Payment No. 4

Contractor: Minnowa Construction  
850 Wickett Drive NW  
Harmony, MN 55939

Contract No. 290  
Vendor No. 9652  
For Period: 9/5/2019 - 12/13/2019  
Warrant # \_\_\_\_\_ Date \_\_\_\_\_

## Contract Amounts

Original Contract	\$604,321.61
Contract Changes	\$0.00
Revised Contract	\$604,321.61

## Work Certified To Date

Base Bid Items	\$631,280.02
Backsheet	\$0.00
Change Order	\$0.00
Supplemental Agreement	\$0.00
Work Order	\$0.00
Material On Hand	\$0.00
<b>Total</b>	<b>\$631,280.02</b>

## Funds Encumbered

Original	\$604,321.61
Additional	N/A
<b>Total</b>	<b>\$604,321.61</b>


	Work Certified This Payment	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Payment	Total Amount Paid To Date
SAP 028-599-085 [SAP 28-599-085]	\$0.00	\$631,280.02	\$0.00	\$599,716.02	\$31,564.00	\$631,280.02
Percent Retained: 0.0000%						
<b>Amount Paid This Final Payment</b>					<b>\$31,564.00</b>	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

Approved By Minnowa Construction

  
County/City/Project Engineer

  
Contractor

12/23/19  
Date

12/18/19  
Date

**HOUSTON COUNTY DEPARTMENT OF TRANSPORTATION**

1124 East Washington St.

Caledonia, MN 55921

Project No. SAP 028-599-085 [SAP 28-599-085]

Final Payment No. 4

**Houston County DOT  
Certificate of Final Contract Acceptance**

**Low S.P. No.: SAP 028-599-085 [SAP  
28-599-085]**

**Final Voucher No.: 4**

**Contract No.: 290**

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of Minnesota as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 12/23/19 Signature [Signature] County/City/Project  
Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$631,280.02 and agrees to the amount of \$31,564.00 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor Minnowa Construction

By [Signature]

And \_\_\_\_\_ And \_\_\_\_\_

State of Minnesota, Houston County DOT

On This 18<sup>th</sup> Day December, 2019, Before me appeared \_\_\_\_\_ To me  
known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as  
\_\_\_\_\_ free to act and deed

(Corporate Acknowledgment)

[Signature] And \_\_\_\_\_, to me personally known, who, being each  
by me duly sworn

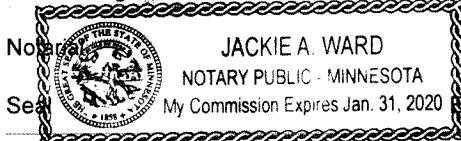
each did say that they are respectively the Controller and \_\_\_\_\_ of the

MINNOWA CONST Corporation named in the foregoing instrument, and that the seal affixed to said instrument  
is the

Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority  
of its

Board of Directors and said \_\_\_\_\_ and

acknowledged said instrument to be the free act and deed of said Corporation.



My Commission as Notary Public in Kellmore County  
Signature [Signature]  
Expires 1-31-20

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated \_\_\_\_\_ Signature \_\_\_\_\_ District Engineer

**HOUSTON COUNTY DEPARTMENT OF TRANSPORTATION**

1124 East Washington St.

Caledonia, MN 55921

Project No. SAP 028-599-085 [SAP 28-599-085]

Final Payment No. 4

**Houston County DOT  
Certificate of Final Acceptance  
County Board Acknowledgment**

Contract Number: 290  
Contractor: 9652 - Minnowa Construction  
Date Certified: 12/13/2019  
Payment Number: 4

Whereas; Contract No. 290 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the Houston County DOT and authorize final payment as specified herein.

Houston County DOT  
State of Minnesota

I, \_\_\_\_\_, County \_\_\_\_\_ within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

At \_\_\_\_\_, Minnesota

Signed By \_\_\_\_\_  
County \_\_\_\_\_

(SEAL)

**HOUSTON COUNTY DEPARTMENT OF TRANSPORTATION**

1124 East Washington St.

Caledonia, MN 55921

Project No. SAP 028-599-085 [SAP 28-599-085]

Final Payment No. 4

**SAP 028-599-085 [SAP 28-599-085] Payment Summary**

No.	From Date	To Date	Work Certified Per Payment	Amount Retained Per Payment	Amount Paid Per Payment
1	01/14/2019	06/12/2019	\$217,130.33	\$10,856.52	\$206,273.81
2	06/13/2019	07/25/2019	\$397,202.11	\$19,860.10	\$377,342.01
3	07/26/2019	09/04/2019	\$16,947.58	\$847.38	\$16,100.20
4	09/05/2019	12/13/2019	\$0.00	(\$31,564.00)	\$31,564.00
<b>Totals:</b>			<b>\$631,280.02</b>	<b>\$0.00</b>	<b>\$631,280.02</b>

**SAP 028-599-085 [SAP 28-599-085] Funding Category Report**

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Payment	Total Amount Paid To Date
000	169,432.50	0.00	160,960.87	8,471.63	169,432.50
000	61,629.98	0.00	58,548.48	3,081.50	61,629.98
000	270,090.50	0.00	256,585.97	13,504.53	270,090.50
000	130,127.04	0.00	123,620.69	6,506.35	130,127.04
<b>Totals:</b>		<b>\$631,280.02</b>	<b>\$0.00</b>	<b>\$599,716.01</b>	<b>\$31,564.01</b>
					<b>\$631,280.02</b>

**SAP 028-599-085 [SAP 28-599-085] Funding Source Report**

Accounting No.	Funding Source	Amount Paid This Payment	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date
5070	Town Bridge	11,053.12	214,399.00	214,399.00	221,062.48
5071	Local	500.00	10,000.00	10,000.00	10,000.00
5120	Regular (CSAH)	13,508.88	249,882.61	249,882.61	270,177.54
5121	LBRR General Funds - Acct#285	6,502.00	130,040.00	130,040.00	130,040.00
<b>Totals:</b>		<b>\$31,564.00</b>	<b>\$604,321.61</b>	<b>\$604,321.61</b>	<b>\$631,280.02</b>

**HOUSTON COUNTY DEPARTMENT OF TRANSPORTATION**

1124 East Washington St.

Caledonia, MN 55921

Project No. SAP 028-599-085 [SAP 28-599-085]

Final Payment No. 4

**SAP 028-599-085 [SAP 28-599-085] Project Item Status**

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Payment	Amount This Payment	Quantity To Date	Amount To Date
<b>SAP 28-599-085 Non Par</b>									
8	2021.501	MOBILIZATION	LS	\$12,000.00	0.29	0	\$0.00	0.29	\$3,480.00
9	2105.507	COMMON EXCAVATION (P)	C Y	\$4.50	1004	0	\$0.00	1004	\$4,518.00
11	2105.507	SUBGRADE EXCAVATION	C Y	\$2.95	100	0	\$0.00	0	\$0.00
10	2105.507	COMMON BORROW (EV)	C Y	\$7.95	958	0	\$0.00	958	\$7,616.10
12	2211.509	AGGREGATE BASE CLASS 5	TON	\$13.50	785	0	\$0.00	841.94	\$11,366.19
13	2211.509	AGGREGATE BASE CLASS 5Q	TON	\$13.50	820	0	\$0.00	854.44	\$11,534.94
14	2442.501	REMOVE EXISTING BRIDGE	LS	\$3,500.00	1	0	\$0.00	1	\$3,500.00
15	2501.502	18" GS PIPE APRON	EACH	\$200.00	4	0	\$0.00	4	\$800.00
16	2501.503	18" CS PIPE CULVERT	L F	\$23.95	68	0	\$0.00	68	\$1,628.60
17	2563.601	TRAFFIC CONTROL	LS	\$1,600.00	0.29	0	\$0.00	0.29	\$464.00
19	2573.503	SILT FENCE; TYPE HI	L F	\$4.00	60	0	\$0.00	30	\$120.00
18	2573.503	SILT FENCE; TYPE MS	L F	\$3.00	192	0	\$0.00	190	\$570.00
20	2575.501	TURF ESTABLISHMENT	LS	\$4,200.00	1	0	\$0.00	1	\$4,200.00
21	2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	S Y	\$3.55	3246	0	\$0.00	3333	\$11,832.15
<b>Totals For Section SAP 28-599-085 Non Par:</b>							<b>\$0.00</b>		<b>\$61,629.98</b>
<b>SAP 28-599-085 Par</b>									
1	2021.501	MOBILIZATION	LS	\$6,500.00	0.71	0	\$0.00	0.71	\$4,615.00
2	2412.502	12X5 PRECAST CONCRETE BOX CULV END SECT	EACH	\$17,000.00	4	0	\$0.00	4	\$68,000.00
3	2412.503	12X5 PRECAST CONCRETE BOX CULVERT	L F	\$700.00	92	0	\$0.00	92	\$64,400.00
4	2451.507	GRANULAR BACKFILL (CV) (P)	C Y	\$22.50	343	0	\$0.00	343	\$7,717.50
5	2451.507	COARSE AGGREGATE BEDDING (CV)	C Y	\$30.00	236	0	\$0.00	263	\$7,890.00
6	2511.507	RANDOM RIPRAP CLASS IV	C Y	\$40.00	270	0	\$0.00	388.3	\$15,532.00
7	2563.601	TRAFFIC CONTROL	LS	\$1,800.00	0.71	0	\$0.00	0.71	\$1,278.00
<b>Totals For Section SAP 28-599-085 Par:</b>							<b>\$0.00</b>		<b>\$169,432.50</b>
<b>SAP 28-604-036 Non Par</b>									
29	2021.501	MOBILIZATION	LS	\$10,000.00	0.3	0	\$0.00	0.3	\$3,000.00
		SAWING BIT							

## HOUSTON COUNTY DEPARTMENT OF TRANSPORTATION

1124 East Washington St.

Caledonia, MN 55921

Project No. SAP 028-599-085 [SAP 28-599-085]

Final Payment No. 4

**SAP 028-599-085 [SAP 28-599-085] Project Item Status**

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Payment	Amount This Payment	Quantity To Date	Amount To Date
30	2104.503	PAVEMENT (FULL DEPTH)	L F	\$10.00	52	0	\$0.00	52	\$520.00
31	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$5.00	1630	0	\$0.00	1630	\$8,150.00
32	2105.507	COMMON EXCAVATION (P)	C Y	\$4.50	1447	0	\$0.00	1447	\$6,511.50
33	2105.507	SUBGRADE EXCAVATION	C Y	\$2.95	100	0	\$0.00	0	\$0.00
34	2211.509	AGGREGATE BASE CLASS 5	TON	\$13.50	1221	0	\$0.00	1259.82	\$17,007.57
35	2211.509	AGGREGATE BASE CLASS 5Q	TON	\$13.50	928	0	\$0.00	1119.26	\$15,110.01
36	2221.509	SHOULDER BASE AGGREGATE CLASS 2	TON	\$20.00	106	0	\$0.00	149.59	\$2,991.80
37	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3;B)	TON	\$113.95	336	0	\$0.00	356.62	\$40,636.85
38	2442.501	REMOVE EXISTING BRIDGE	LS	\$6,900.00	1	0	\$0.00	1	\$6,900.00
39	2501.502	18" GS PIPE APRON	EACH	\$200.00	4	0	\$0.00	4	\$800.00
40	2501.503	18" CS PIPE CULVERT	L F	\$23.50	80	0	\$0.00	80	\$1,880.00
41	2563.601	TRAFFIC CONTROL	LS	\$1,900.00	0.3	0	\$0.00	0.3	\$570.00
43	2573.503	SILT FENCE; TYPE HI	L F	\$4.00	100	0	\$0.00	100	\$400.00
42	2573.503	SILT FENCE; TYPE MS	L F	\$3.00	195	0	\$0.00	187	\$561.00
44	2575.501	TURF ESTABLISHMENT	LS	\$6,666.66	1	0	\$0.00	1	\$6,666.66
45	2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	S Y	\$3.55	2725	0	\$0.00	3835	\$13,614.25
46	2582.503	6" SOLID LINE PAINT	L F	\$4.30	950	0	\$0.00	998	\$4,291.40
47	2582.503	4" BROKEN LINE PAINT	L F	\$4.30	90	0	\$0.00	120	\$516.00
<b>Totals For Section SAP 28-604-036 Non Par:</b>							<b>\$0.00</b>		<b>\$130,127.04</b>
<b>SAP 28-604-036 Par</b>									
22	2021.501	MOBILIZATION	LS	\$13,500.00	0.7	0	\$0.00	0.7	\$9,450.00
23	2412.502	12X7 PRECAST CONCRETE BOX CULV END SECT	EACH	\$21,000.00	4	0	\$0.00	4	\$84,000.00
24	2412.503	12X7 PRECAST CONCRETE BOX CULVERT	L F	\$810.00	148	0	\$0.00	148	\$119,880.00
25	2451.507	GRANULAR BACKFILL (CV) (P)	C Y	\$23.00	670	0	\$0.00	670	\$15,410.00
		COARSE							

**HOUSTON COUNTY DEPARTMENT OF TRANSPORTATION**

1124 East Washington St.

Caledonia, MN 55921

Project No. SAP 028-599-085 [SAP 28-599-085]

Final Payment No. 4

**SAP 028-599-085 [SAP 28-599-085] Project Item Status**

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Payment	Amount This Payment	Quantity To Date	Amount To Date
26	2451.507	AGGREGATE BEDDING (CV) (P)	C Y	\$30.00	326	0	\$0.00	506.63	\$15,198.90
27	2511.507	RANDOM RIPRAP CLASS IV	C Y	\$40.00	511	0	\$0.00	625.79	\$25,031.60
28	2563.601	TRAFFIC CONTROL	LS	\$1,600.00	0.7	0	\$0.00	0.7	\$1,120.00
<b>Totals For SAP 28-604-036 Par:</b>							<b>\$0.00</b>		<b>\$270,090.50</b>
<b>Project Totals:</b>							<b>\$0.00</b>		<b>\$631,280.02</b>





## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 2-037-324-832  
Submitted Date and Time: 27-Nov-2019 1:43:27 PM  
Legal Name: MINNOWA CONSTRUCTION INC  
Federal Employer ID: 41-1479487  
User Who Submitted: minnowa  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 1697275904  
Minnesota ID: 4962954  
Project Owner: HOUSTON COUNTY  
Project Number: SAP 028-599-085 & 028-604-036  
Project Begin Date: 28-May-2019  
Project End Date: 19-Jul-2019  
Project Location: HOUSTON CO CSAH 33 & CSAH 4  
Project Amount: \$604,321.61

### Subcontractor Summary

Name	ID	Affidavit Number
AAA STRIPING SERVICE CO	6290097	53075968
MATHY CONSTRUCTION CO	8749839	917102592
NORTHERN EROSION LLC	9917969	1819271168
SKYLINE CONSTRUCTION INC	1244585	753623040
SUPERIOR TRAFFIC CONTROL LLC	4396051	68280320

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

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## Web Confirmation

Welcome, Ann Elsenpeter

[Settings](#)

[Log Out](#)

[AAA STRIPING SERVICE CO](#)

[I Want To](#)

[Contractor Affidavit](#)

[Web Confirmation](#)

### Contractor Affidavit Submitted

Enter Information

Review and Submit

**Complete**

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 2-093-131-808  
Submitted Date and Time: 26-Aug-2019 4:13:39 PM  
Legal Name: AAA STRIPING SERVICE CO  
Federal Employer ID: 41-0997871  
User Who Submitted: Ann Elsenpeter  
Type of Request Submitted: Contractor Affidavit

#### Affidavit Summary

Affidavit Number: 53075968  
Minnesota ID: 6290097  
Project Owner: HOUSTON COUNTY  
Project Number: SAP 28-559-85 TTC  
Project Begin Date: 16-Jul-2019  
Project End Date: 16-Jul-2019  
Project Location: CSAH 4 HOUSTON COUNTY  
Project Amount: \$4,391.50  
Subcontractors: No Subcontractors

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#### How to View and Print this Request

You can see copies of your requests by going to your history, or by clicking the link below. To Print or email a copy of this confirmation page, click one of the buttons below.

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[Privacy & Security](#)

[Use of Information](#)

[Link Policy](#)



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 0-274-413-600  
Submitted Date and Time: 17-Sep-2019 8:23:27 AM  
Legal Name: MATHY CONSTRUCTION CO  
Federal Employer ID: 39-0752519  
User Who Submitted: mathy1  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 917102592  
Minnesota ID: 8749839  
Project Owner: HOUSTON COUNTY  
Project Number: SAP 028-599-085 & 028-604-036  
Project Begin Date: 15-Jul-2019  
Project End Date: 15-Jul-2019  
Project Location: HOUSTON COUNTY 4  
Project Amount: \$39,874.51  
Subcontractors: No Subcontractors

### Important Messages

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## Contractor Affidavit Completed

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 1-423-174-688  
Submitted Date and Time: 27-Nov-2019 11:43:03 AM  
Legal Name: NORTHERN EROSION LLC  
Federal Employer ID: 30-0549217  
User Who Submitted: andywein  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 1819271168  
Minnesota ID: 9917969  
Project Owner: HOUSTON COUNTY  
Project Number: SAP 028-599-085 ETC  
Project Begin Date: 11-Jun-2019  
Project End Date: 16-Jul-2019  
Project Location: HOUSTON COUNTY  
Project Amount: \$14,043.45  
Subcontractors: No Subcontractors



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 1-402-406-844  
Submitted Date and Time: 23-Aug-2019 4:27:58 PM  
Legal Name: SKYLINE CONSTRUCTION INC  
Federal Employer ID: 42-1281814  
User Who Submitted: CPCSKYLINE  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 789623040  
Minnesota ID: 1244586  
Project Owner: HOUSTON COUNTY ENGINEER  
Project Number: SAP 028-589-085  
Project Begin Date: 21-May-2019  
Project End Date: 17-Jul-2019  
Project Location: HOUSTON COUNTY  
Project Amount: \$204,674.46  
Subcontractors: No Subcontractors

### Important Messages

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Please [print this page](#) for your records using the print or save functionality built into your browser.

#1901



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 1-376-741-408  
Submitted Date and Time: 3-Sep-2019 2:23:47 PM  
Legal Name: SUPERIOR TRAFFIC CONTROL LLC  
Federal Employer ID: 81-1433702  
User Who Submitted: Superiortraffichh  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 68280320  
Minnesota ID: 4396051  
Project Owner: HOUSTON COUNTY  
Project Number: SAP 028-599-085  
Project Begin Date: 21-May-2019  
Project End Date: 25-Jul-2019  
Project Location: HOUSTON COUNTY  
Project Amount: \$3,300.00  
Subcontractors: No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

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# Houston County Agenda Request Form

This form is not intended for the general public. It is intended for use by county department heads, representatives of other governmental units or vendors/agencies who contract with Houston County. Members of the public may address the Board during the Public Comment Period. (See Policy for Public Comment Period).

Date Submitted: 27-Dec-19

Person requesting appointment with County Board: Aaron Lacher

Issue:

Approve 2 Conditional Use Permits: Caledonia Sno-Gophers - CUP to construct and operate a snowmobile trail groomer shed in an ag district in Caledonia Township. James and Samantha Cunningham - CUP to operate a horse stable in an ag district in Black Hammer Township. (CUPs were approved by the Planning Commission on December 19, 2019.)

**Justification:**

Action Requested:

**Final Approval by the County Board. (Agenda, Hearing Notices, Findings and Staff Reports are attached.)**

For County Use Only			
<b><u>Reviewed by:</u></b>	_____ County Auditor	_____ County Attorney	_____ Zoning Administrator
	_____ Finance Director	_____ County Engineer	_____ Environmental Services
	_____ IS Director	_____ Other (indicate dept)	_____
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all rerequests and determine if the request will be heard at a County Board meeting.



# 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

12/10/2019

Application Date: 11/26/2019  
Hearing Date: 12/19/2019  
Petitioner: James and Samantha Cunningham, Black Hammer Stables  
Reviewer: Amelia Meiners  
Zoning: Ag Protection  
Address: 20232 Norgard Dr  
Township: Black Hammer  
Parcel Number: 10098000  
Submitted Materials: CUP Application, Business Plan, Site Map

### OVERVIEW

#### REQUEST

The petitioner is seeking a Conditional Use Permit (CUP) to operate an equestrian facility in the agricultural district to include: boarding, training, lessons, clinics, therapy and small special events such as birthday parties (HCZO 14.3 subdivision 1(15)).

#### SUMMARY OF NOTEWORTHY TOPICS

The site is located approximately a quarter mile off County 11 on Norgard Drive on a 35-acre parcel. The parcel consists of a dwelling, horse barn, and accessory sheds on a mixture of woodland and tillable ground.

Facility components include an outdoor arena, obstacle course, round pen, pasture, a trail system and the horse barn, with future hopes of putting up an indoor arena. The petitioner has identified that no more than 15-20 horses will be living on-site at any one time. The barn has capacity for seven horses so the remainder will be confined on pasture. Pastures will be rotated to maintain adequate growth for forage and leveled on a monthly basis to increase decomposition of manure and reduce odor. At 20 horses, this site is not required to register as a feedlot as required by MN Chapter 7020. However, all feedlot regulations still apply. The primary concern is in terms of manure management. When temporarily stockpiling, manure must be removed at least once per year and spread at agronomic rates. Those sites should then maintain vegetation during a growing season before being used again. The applicant stated that they plan to have a temporary compost site for barn manure behind the barn with plans to relocate each year. It is stated that no runoff will occur that could potentially contaminate groundwater. The dry lot will be scraped each spring and transferred to local producers for fertilizer.

Norgard Drive is a short, gravel township road connecting County 11 to a system of other township roads and this is the only residence on the road. No concerns have been expressed by Black Hammer Township.



The petitioner estimates that there will be an average of 20 trips per week with an increase to 50 for special occasions.

There are many equestrian recreational opportunities in the area and the petitioner feels a facility to complement those is in high demand. They plan to offer lessons, clinics, boarding, training and eventually become certified for mental health and PTSD therapy through an independent organization, Eagala. At that time they will work closely with mental health professionals within Houston and surrounding Counties to provide an accessible and affordable therapy option. The facility will be open for boarders between 6AM and 10PM with lessons offered at designated times on Tuesdays and Wednesdays or by appointment. All training activities will be done by appointment. Overall, they hope to offer lessons to 10-12 clients a week, therapy on an as needed basis, and host 6-8 producers.

The applicant lives on-site so should be available should an emergency arise and has provided information regarding fire code and accessibility in their business plan.



Figure 1. Site map of Black Hammer Stables. Note that many of the components have been added since the last flyover and therefore do not appear on the aerial.

## TOWNSHIP AND NEIGHBORHOOD COMMENTS

Black Hammer Township and the ten closest neighbors were notified. No comments have been received by the Zoning Office.

## SITE CHARACTERISTICS

The site is an existing homestead. The dwelling was constructed in 1900 and two existing outbuildings in 1936. No permit was found for the horse barn, but assessor's reports indicate it was built in 1991. At that time, it would have been exempt from requiring a permit.

Slopes around the facility range from 8-12%. The head of an intermittent stream begins at the north edge of the parcel, approximately 350 feet from the horse barn. This leads to an unnamed creek that eventually flows into Riceford Creek, approximately 2.4 miles away.

The closest neighbor appears to be a cabin approximately a quarter mile to the northwest, and then there are three dwellings at approximately 2,760 feet, 2,060 feet and 3,760 feet to the south and east, as shown below. Much of the land surrounding this site is row crop with some forestland to the north.

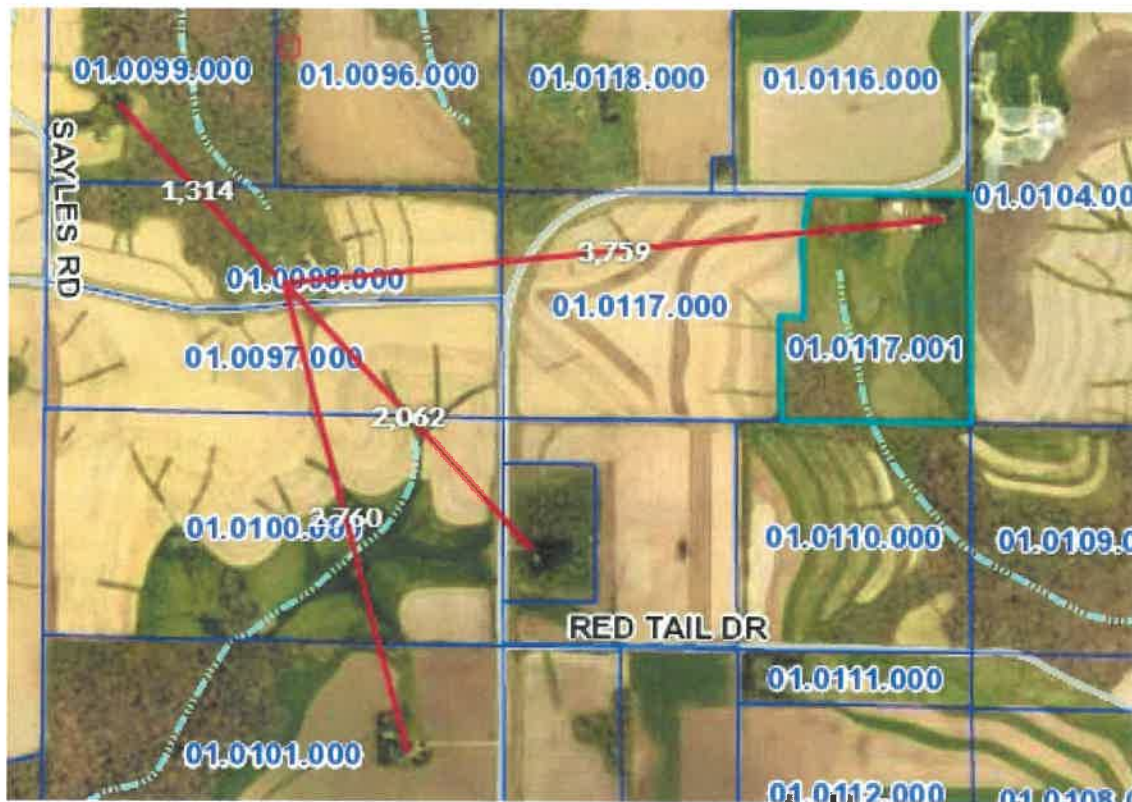


Figure 1. Proximity to neighbors.

## 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: The proposal conforms with many parts of the Land Use Plan. The Plan calls for support of commercial agriculture throughout, but Section 0100.0502, Subd. 2, states “Policy 2. Promote agriculture as a significant economic activity and land use” and the economic development section promotes “Goal 1. Diversified economic development” (0100.0505, sub. 1).

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

Staff Analysis: Houston County and the surrounding area offers many equestrian opportunities, but the applicant states that many boarding facilities in the area are full and have waiting lists. The

location, among row crops and timber, keeps the operation within an agricultural/recreational community. With 20 plus years of equestrian experience and a background in education, the applicants wish to offer the opportunity for horse owners to not only board, but also expand their natural horsemanship knowledge and challenge their abilities. In addition, the petitioner has discovered a need for mental health and PTSD therapy in the area and is working to become certified as an equine therapy facility.

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

Staff Analysis: This proposal should not degrade the water quality of the County. The facility will be managed in accordance with Minnesota Chapter 7020, regarding feedlot regulations, and portable restrooms will be available to the public.

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

Staff Analysis: The proposed use will not increase the quantity of water runoff. While creating arenas and other riding areas has replaced vegetation with screenings, if constructed properly it should not affect the quantity of water runoff.

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

Staff Analysis: The soils are better suited to forage crops and pasture rather than prime ag land.

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

Staff Analysis: Portable bathroom facilities will be provided to the public. At least one will be available 24/7 and if needed for larger events, additional restrooms will be brought in. The applicant has been made aware of state feedlot regulations regarding manure stockpiling and is responsible for maintaining compliance.

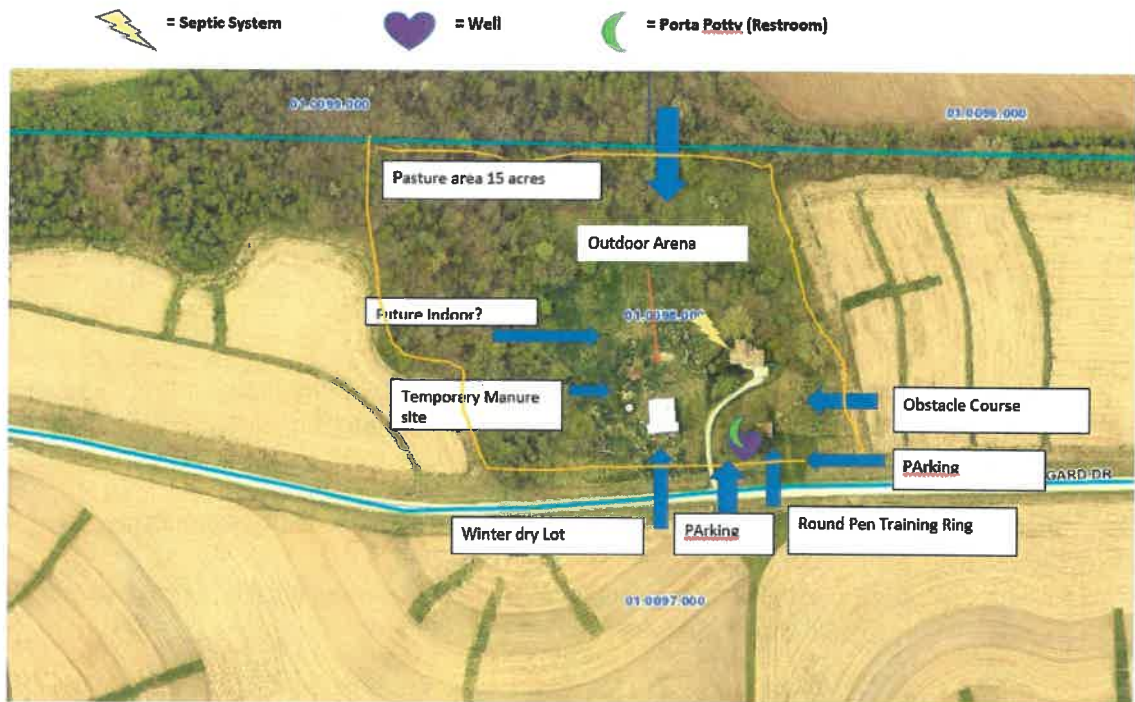
7. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Staff Analysis: This is an existing residential acreage and so all necessary utilities are present.

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 petitioners have identified parking space off Norgard Drive between the training ring and the township road and between the shed and driveway. The applicants believe this provides parking for up to 15 vehicles with trailers. In addition, a large loading area and turnaround for truck/trailer traffic will improve flow. If necessary, additional parking will be available between the training ring and obstacle course. Preferred/handicap parking is available close to the barn and arena if needed.





**Figure 2. Site map for Black Hammer Stables.**

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

Staff Analysis: The petitioners anticipate the traffic to average 20 trips per week with peak traffic up to 50 trips per week. The applicants believe they have sufficient parking to accommodate clients/patrons so as not to create a hazard on Norgard Drive. No concerns were received from Black Hammer Township.

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 predominant uses in this area are agriculture and recreation so this is a consistent use. Neighbors are setback at least a quarter mile from the facility and no components of the operation create an obvious nuisance. Many current neighbors allow them to utilize trail systems around their properties.

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 predominant uses in this area are agriculture and recreation, which are consistent with the proposal.

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 applicants have restricted times of operation for boarders and will set lessons and training by appointment so traffic should be limited to reasonable times. Noise is not a concern and

neighbors have not brought concerns about additional existing outdoor lighting (i.e. arena). The applicant plans to remove manure stockpiles every year as well as relocate them to allow vegetative growth. The pastures are managed in such a way to aid in decomposition and reduce odor. All appropriate state feedlot regulations must be followed. The barn and arena ground consist of screenings rather than sand to keep dust to a minimum.

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 proposal is a low intensity use that is compatible with the area.

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: This project should not affect the public's health, safety, morals, and general welfare. The applicant identifies soft arena ground, safe and quality fencing and equipment as important components of their operation. Overall, they strive to provide an equestrian experience in both a safe and fun environment.

## 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.

Staff recommends approving this proposal with no additional conditions.

Number <b>2019- CUP- 53437</b>	<b>CUNNINGHAM,JAMES &amp; SAMANTHA  </b> <b>010098000  </b> <b>Conditional Use Request</b> Submitted by <b>Black Hammer Stables</b> on 10/28/2019	
-------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

## CONDITIONAL USE INTRO [\[Edit\]](#) Last updated: 10/28/2019 9:26:19 AM and saved by: Black Hammer Stables

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A Conditional Use is a land use or development that would not be appropriate generally but may be allowed with appropriate restrictions as provided by official controls upon a finding that specific criteria are met, as outlined in Section 6.5 of the ordinance.

When submitting an application, the information requested in this form is required. You may be asked to provide additional information as deemed necessary by the Zoning Office, the Planning Commission, or the County Board.

A non-refundable application fee and recording fee are required before an application is considered complete.

**Prior to completing this form, a pre-application meeting with County Zoning is strongly recommended.**

Conditional Use Application Fee **\$500.00**

Recording Fee **\$46.00**

Application Type:  
Conditional Use

## APPLICANT INFORMATION [\[Edit\]](#) Last updated: 10/28/2019 9:27:01 AM and saved by: Black Hammer Stables

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Applicant Name	<b>CUNNINGHAM,JAMES &amp; SAMANTHA</b>
Telephone Number	<b>5074506775</b>
Address	<b>20232 Norgard Dr</b>
City	<b>spring Grove</b>
Zip	<b>55974</b>
Parcel Tax ID	<b>010098000</b>
Legal Description	<b>Sect-10 Twp-102 Range-007 35.00 AC PT S1/2 NE1/4 LY N OF N'LY R/W CSAH #11 TOWN ROAD T-180 - B 419 P 73 VACATING TOWN ROAD--B 431 P 75 DOC 238441; DOC 290270</b>
Section-Township-Range	<b>10-102-007</b>
Do you own additional adjacent parcels	<b>No</b>

---

Township of:	<b>Black Hammer</b>
--------------	---------------------

**Applicants are  
required to inform  
township boards of  
their application.**

Please reference the  
table below and  
contact the official  
for your township.

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

**Township Contacts**

**CONDITIONAL USE REQUEST** [Edit] Last updated: 10/28/2019 9:42:52 AM and saved by: Black Hammer Stables

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**[Click here to view the  
Houston County Zoning  
Ordinance](#)**

Describe in detail your request.

**This business will look to provide boarding and home to no more than 15-18 horses through boarding, and offer birthday pony rides, lessons, clinics, and training opportunities. Traffic to this location will increase by 50 trips maximum a week but average 20 on a more regular basis. In the future the facility hopes to offer equine therapy for PTSD and mental health issues. The addition of an indoor arena in 3-6 years for the purpose of training, lessons, and therapy through winter is projected. The facility will utilize a temporary manure site that will be depleted each fall and situate itself on flat ground with no run off or contamination.**

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

**14.3 sub. 1 (15) Horse Stables and Riding academy**

Requested Dimension:

**55x100**

**Please upload any  
supporting documents:**

[Black Hammer Stables.docx \(download\)](#)

**CONDITIONAL USE FINDING OF FACTS** [Edit] Last updated: 10/28/2019 10:04:18 AM  
and saved by: Black Hammer Stables

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[Click here to view the  
Houston County Zoning  
Ordinance](#)

## Findings Required:

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

**Yes**

Comments:

**The land will be used for the training of horse and rider,  
pasture, and will utilize a temporary manure site.**

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

**Yes**

Comments:

**Black Hammer Stables LLC would like to utilize the 15 acres  
surrounding the house to explore an equine facility.**

**3. That the proposed  
use will not degrade the**

**Yes**



**water quality of the County.**

Comments: **There is no rough off off materials to degrade the water quality.**

**Yes**

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

Comments: **The quantity of water run off will not change as the landscape has not changed. The addition of a future arena will be placed in a location behind the barn where the ground is already flat so no additional runoff will occur.**

**Yes**

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

Comments: **The soil conditions are good and simply need to maintain grass growth for pasture. Pastures will be rotated in order to keep the grass and soil healthy and not over used.**

**N/A**

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

Comments: **No pollution going into the environment**

**Yes**

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

Comments: **Clients are offered restrooms, and tack room storage within the barn.**

**Yes**

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

Comments:

**Off street parking in front of the barn and round pen training ring are offered. Also, drop off area for horses has been enlarged and will include a turn around to the driveway.**

**N/A**

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

Comments:

**N/A**

**Yes**

**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.**

Comments:

**Other properties in the immediate vicinity are used for crop and hunting. This business will not be injurious to use or enjoyment. Many neighbors have given permission for horses to ride around perimeter of the properties as horse trails often promote deer traffic.**

**Yes**

**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.**

Comments:

**The property is a self contained small business and seeks to improve the surroundings.**

**Yes**

**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.**

Comments:

**Manure has been and will continue to be taken off site and used for neighborhood gardens and fertilizer. Manure left in the pasture gets leveled and dispersed each month to help with decomposition so the odor is minimal. Screenings instead of sand have been used in the arena and barn in order to keep dust at a minimum.**

**N/A**

**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**

Comments:

**N/A**

**N/A**

**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.**

Comments:

**N/A**

**Yes**

**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.**

Comments:

**Site specific conditions include quality training arenas with soft footing and new fencing, riding helmets, Cation signs, and functional mechanisms on all gates, pumps, and doorways. We seek to improve the general population of houston county by offering equestrian services in a safe and fun environment.**

**SITE PLAN INFORMATION** [Edit] Last updated: 10/28/2019 10:07:00 AM and saved by: Black Hammer Stables

A site plan **MUST** accompany all Applications. You may either upload a drawing or use the interactive map below.

### Upload Site Plan

[Black Hammer Stables Map.docx \(download\)](#)

### Use Interactive Map to Create Site Plan



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

**APPLICATION SUBMITTAL** [Edit] Last updated: 10/28/2019 10:07:42 AM and saved by: Black Hammer Stables

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

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

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**

Date Signed:  
10/28/2019

Check this box if Staff  
Signature on behalf of  
Applicant.

**No**

**APP SUBMITTED/PAYMENT SELECTION** Last updated: 11/26/2019 1:32:16 PM and saved  
by: Holly Felten

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Fee amount paid: **\$546**

**BLACK HAMMER TOWNSHIP REVIEW** [Edit] Last updated: 11/26/2019 1:32:27 PM and  
saved by: Holly Felten

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**Notice to Township**

Date email sent:  
11/26/2019

**DATES** [Edit] Last updated: 11/26/2019 1:33:38 PM and saved by: Holly Felten

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Application Date (Complete  
Application) **11/26/2019**

Advertising Date **12/4/2019**

Planning Commission  
Meeting Date **12/19/2019**

Meeting Time **6:30 PM**

## **Black Hammer Stables**

### **Equestrian Boarding, lessons, Training, and PTSD/Mental Health Equine therapy**

#### **Executive Summary:**

This business will look to provide boarding and home to no more than 15-20 horses, boarding, birthday pony rides, lessons, clinics, and training opportunities. Traffic to this location will increase by 50 trips maximum a week but average 20 on a more regular basis. In the future the facility hopes to offer equine therapy for PTSD and mental health issues. The addition of an indoor arena in 3-6 years for the purpose of training, lessons, and therapy through winter is projected. The facility will utilize a temporary manure site that will be depleted each fall and situate itself on flat ground with no run off or contamination.

#### **Equine Business Overview:**

The equine industry is currently worth an estimated \$2 billion (IBISWORLD). South eastern Minnesota and South western Wisconsin are home to many different horse recreations and sports. In Minnesota, there are over 1000 miles of horse-riding trails, most of which are located in the southern part of the state. This region of Wisconsin is home to the WWHSA or Western Wisconsin Horse show association for showing in dressage and hunter. There are also local 4-h chapters that emphasize horses in both local regions. The need for horse facilities and training is in high demand in the area. As well as the need for horse therapy for PTSD and mental health. One of the representatives from the Houston county offices noted, "we live in a black hole for mental health in this part of the state".

I am going to use my 20 + years experiences in riding, training, and teaching horses and horse owners to open a boarding facility at 20232 Norgard Dr. Spring Grove, MN. The location is conveniently located 10 minutes from three towns, 30 minutes from 4 towns, and 45- 50 minutes from Rochester and Lacrosse. My justification for opening a facility is that most boarding facilities in the area are full with a waiting list. The need for facilities with a highly trained professional is increasing in our area do to the draw of our rich equestrian outlets.

The boarding facility will host 10-12 horses for pasture and/or stall board with amenities including on site tack storage, large outdoor arena with great footing, a 60 ft training ring, cross ties, electricity, proper nutrition with alfalfa and timothy hay blend, on-site clinics, lessons, and professional training assistance. No more than 15-20 horses will be housed on property at any given time.

The business will look to expand into mental health and PTSD therapy with equine rehabilitation in the next 3-5 years. It is the hopes of Black Hammer stables to work closely with Houston county professionals and psychiatrists in the area to make equine therapy in the area an affordable and available resource for treatment. The certification for therapy will be acquired through Eaqala within 3-5 years.

The business will be an LLC with a focus on boarding horses for owners that are seeking more training and knowledge.

Should the market for a boarding facility change or decrease, I am prepared to take on training horses to turn a profit with every other year. I will be using my experience and knowledge to educate my boarders in lessons once a week and in the training of young horses. I seek to offer lessons to 10-12 clients a week, offer therapy sessions on an as needed basis in years to come, and host 6-8 boarders. My business will be backed by Mike Cunningham who will act as financial consultant, co-owner, and support. The day to day procedures of cleaning, feed, and general maintained will be conducted by my husband and myself.

#### **Products and Services-**

- Sale of Hay (included in Board)
- Horse Sales
- Board
- Horse Therapy
- Lessons
- Special events
- Consultancy and advisory services
- Horsemanship training
- Competition Opportunities

#### **Vision Statement-**

Our vision is to be the preferred small horse boarding facility in Houston and Lacrosse counties due to our beautiful setting, quality services, and genuine care for both our equestrian and human clients. We also seek to help victims of PTSD and mental health use equine therapy to overcome and improve their lives.

#### **Mission Statement-**

Our mission is to run a clean, safe, and educational facility that focuses on Natural horsemanship training methods that enhance the partnership, communication, and technique between a horse and their owner/rider so both animals and humans may excel mentally, emotionally, and physically.

#### **Market Strategies:**

Our facility will focus on the training of natural horsemanship which will draw clients to board with us in order to acquire horsemanship knowledge. Boarding at our stable will come with a lesson package and be a requirement as we wish all of our clientele to be growing and developing their technique and horses training level. Private, group, and trainer lessons will be available for horses and owners from myself, and guest clinicians such as Ryan Rose Horsemanship and grand champion Mary know will provide ongoing demonstrations and goals.

Providing equine therapy opportunities will be promoted from within therapeutic treatment centers to offer private and confidential awareness.

Black Hammer stables will be advertised in the bluff country and county guides and promoted through community education and advertisements in the local paper.

#### **Manure Plan: Temporary**

Most of the manure is dispersed in the pasture; however, there will be a temporary compost site behind the barn on flat ground that will be distributed to family and friends for gardens each season. The site will change each year as well to over by the round pen, near the obstacle course, and other side of the barn. There will be no need for a permanent site due to low live stock numbers. The site does not have access to run off or contaminate water. The barn manure is the only manure that will be collected. The stock yard will be scrapped each spring and the product will be distributed to local farmers for fertilizer and family for gardening and fill. (my brother plants corn in Houston and enjoys the use of the spring manure for soil enrichment. )

#### **Facility Logistics:**

##### **Hours of Operation:**

Open to boarders: 6:00 am – 10:00 pm S-Saturday ( 10 clients only)

Open for lessons: Tuesday and Wednesday 7:00- 1:00 , and 3:00-7:00 by appointment

Open for training: By appointment

##### **Restrooms:**

Rest rooms are available onsite via port potty located near the training ring. One bathroom will be available 24/7 with additional added for clinics and busy weekend events such as open house.

##### **Customer Parking:**

Is located off Norgard RD, in front of the training ring and beside the drive way and shed. Parking for up to 15 vehicles and horse trailers has been measured out. Additional parking can be made available in between the training ring and obstacle course for larger events. Most of the clients will simply park off the side of the drive way near the training ring.

##### **Applicability of Fire Codes:**

The Barn has a horse compacity of 8 and a human compacity of 20. There are 8 exits with 3 being large 12 X 14 foot doors and five being standard 36 inch doors. The building contains it own up to code electrical box and breakers. Running water is located in the barn and 100 ft from the front door via a well and pump.

##### **Applicability of Accessibility Requirements:**

The barn and tack room are accessible with a 2 inch ledge for the tack room and 36 inch wide door way. The barn is a open walk through concept with no alteration in flooring levels. All liability forms, lesson contracts, and boarding contract are posted



digitally to the website and the software designed for easy download and viewing. The website contains contact information and communications in various digital forms for access from multiple digital components. Hard copies of forms and barn information is available for pick up by appointment. Preferred parking close to the barn and arena are given to those in need.

James and Samantha Cunningham .507-450-6775. 20232 Norgard Drive Spring Grove, MN 55974

Thank you for your time!!!



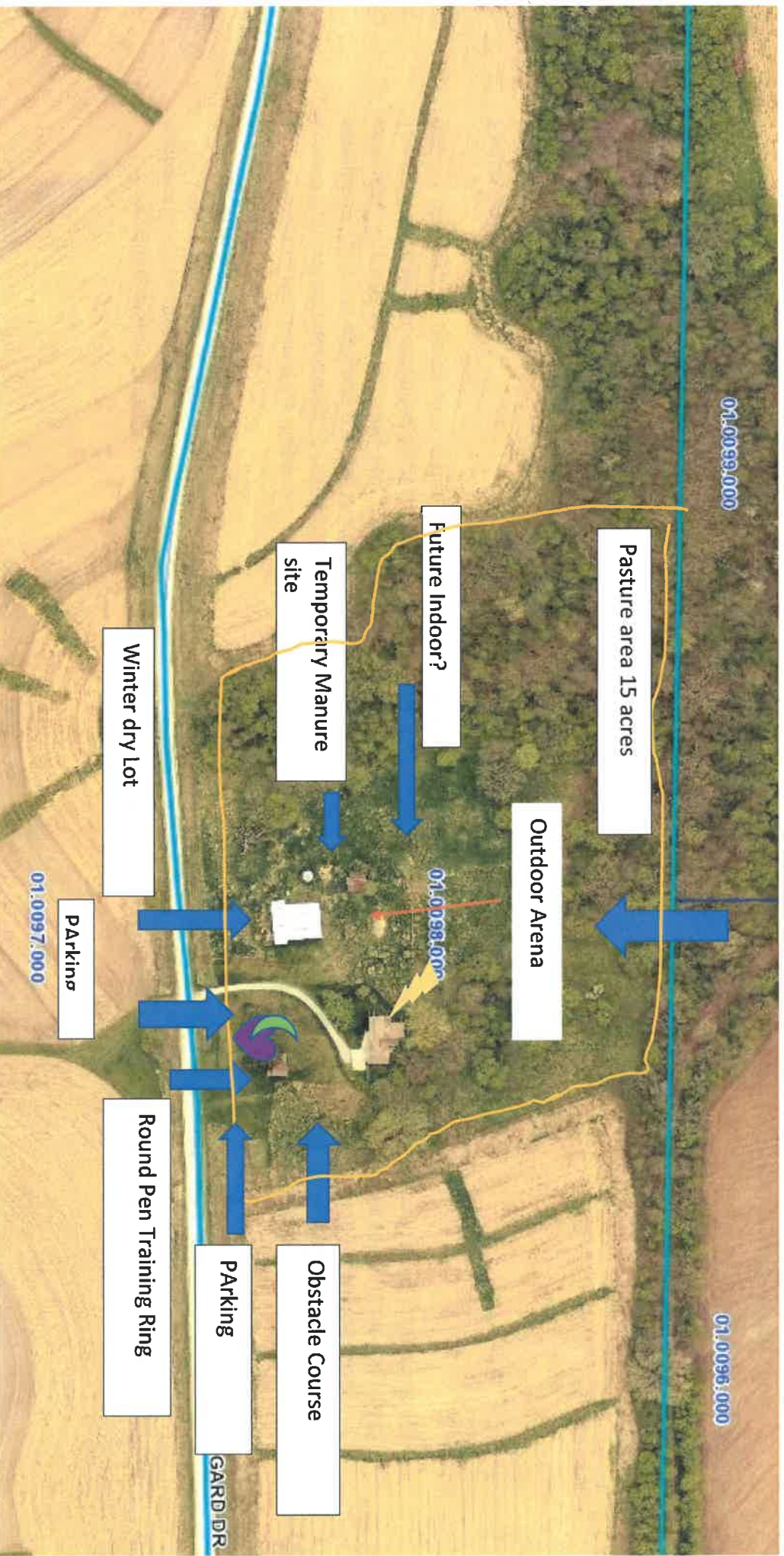
= Septic System



= Well



= Porta Potty (Restroom)



## CRITERIA FOR GRANTING CONDITIONAL USE PERMITS

NAME OF APPLICANT: James and Samantha Cunningham DATE: December 19, 2019

C.U.P. REQUESTED: Operate a horse stable in an agricultural district.

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

### FINDINGS OF FACT

Section 11.5 of the Houston County Zoning Ordinance requires the following:

**(SA = Staff Analysis)**

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: The proposal conforms with many parts of the Land Use Plan. The Plan calls for support of commercial agriculture throughout, but Section 0100.0502, Subd. 2, states “Policy 2. Promote agriculture as a significant economic activity and land use” and the economic development section promotes “Goal 1. Diversified economic development” (0100.0505, sub. 1).

Bob Burns – Yes, Agrees with SA, and Land Use Plan findings.

Bob Conway – Yes

Daniel Griffin – Yes, Good activity.

Larry Hafner – Yes

Edward Hammell – Yes

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

Staff Analysis: Houston County and the surrounding area offers many equestrian opportunities, but the applicant states that many boarding facilities in the area are full and have waiting lists. The location, among row crops and timber, keeps the operation within an agricultural/recreational community. With 20 plus years of equestrian experience and a background in education, the applicants wish to offer the opportunity for horse owners to not only board, but also expand their natural horsemanship knowledge and challenge their abilities. In addition, the petitioner has discovered a need for mental health and PTSD therapy in the area and is working to become certified as an equine therapy facility.

Bob Burns – Yes

Bob Conway – Yes

Daniel Griffin – Yes, Agrees with SA.

Larry Hafner – Yes, It’s an activity that should be supported.

Edward Hammell – Yes, Useful proposal.

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

Staff Analysis: This proposal should not degrade the water quality of the County. The facility will be managed in accordance with Minnesota Chapter 7020, regarding feedlot regulations, and portable restrooms will be available to the public.

Bob Burns – Yes, Agrees with SA.

Bob Conway – Yes

Daniel Griffin – Yes

Larry Hafner – Yes, Agrees with SA.  
Edward Hammell – Yes

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

Staff Analysis: The proposed use will not increase the quantity of water runoff. While creating arenas and other riding areas has replaced vegetation with screenings, if constructed properly it should not affect the quantity of water runoff.

Bob Burns – Yes  
Bob Conway – Yes  
Daniel Griffin – Yes  
Larry Hafner – Yes, Agrees with SA.  
Edward Hammell – Yes, Well planned area.

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

Staff Analysis: The soils are better suited to forage crops and pasture rather than prime ag land.

Bob Burns – Yes  
Bob Conway – Yes  
Daniel Griffin – Yes, Agrees with SA.  
Larry Hafner – Yes  
Edward Hammell – Yes

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

Staff Analysis: Portable bathroom facilities will be provided to the public. At least one will be available 24/7 and if needed for larger events, additional restrooms will be brought in. The applicant has been made aware of state feedlot regulations regarding manure stockpiling and is responsible for maintaining compliance.

Bob Burns – Yes, Agrees with SA and applicant's explanation on manure management.  
Bob Conway – Yes, Good idea to find out how many toilets are necessary for expected attendance.  
Daniel Griffin – Yes  
Larry Hafner – Yes  
Edward Hammell – Yes

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

Staff Analysis: This is an existing residential acreage and so all necessary utilities are present.

Bob Burns – Yes, Agrees with SA.  
Bob Conway – Yes  
Daniel Griffin – Yes  
Larry Hafner – Yes  
Edward Hammell – Yes

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 petitioners have identified parking space off Norgard Drive between the training ring and the township road and between the shed and driveway. The applicants believe

this provides parking for up to 15 vehicles with trailers. In addition, a large loading area and turnaround for truck/trailer traffic will improve flow. If necessary, additional parking will be available between the training ring and obstacle course. Preferred/handicap parking is available close to the barn and arena if needed.

Bob Burns – Yes

Bob Conway – Yes, Sounds like the neighbors are willing to help also.

Daniel Griffin – Yes, Adequate measures have been taken.

Larry Hafner – Yes

Edward Hammell – Yes

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

Staff Analysis: The petitioners anticipate the traffic to average 20 trips per week with peak traffic up to 50 trips per week. The applicants believe they have sufficient parking to accommodate clients/patrons so as not to create a hazard on Norgard Drive. No concerns were received from Black Hammer Township.

Bob Burns – Yes

Bob Conway – Yes, Horse owners are pretty safe drivers.

Daniel Griffin – Yes, Agrees with SA.

Larry Hafner – Yes, Agrees with SA.

Edward Hammell – Yes, Shouldn't be a problem.

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 predominant uses in this area are agriculture and recreation so this is a consistent use. Neighbors are setback at least a quarter mile from the facility and no components of the operation create an obvious nuisance. Many current neighbors allow them to utilize trail systems around their properties.

Bob Burns – Yes, Agrees with SA and Ed.

Bob Conway – Yes

Daniel Griffin – Yes

Larry Hafner – Yes, Agrees with SA.

Edward Hammell – Yes, Applicant has implemented a good neighbor policy.

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 predominant uses in this area are agriculture and recreation, which are consistent with the proposal.

Bob Burns – Yes

Bob Conway – Yes

Daniel Griffin – Yes

Larry Hafner – Yes, Agrees with SA.

Edward Hammell – Yes

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 applicants have restricted times of operation for boarders and will set lessons and training by appointment so traffic should be limited to reasonable times. Noise is not a concern and neighbors have not brought concerns about additional existing outdoor lighting (i.e. arena). The applicant plans to remove manure stockpiles every year as well as relocate them to allow vegetative growth. The pastures are managed in such a way to aid in decomposition and reduce odor. All appropriate state feedlot regulations must be followed. The barn and arena ground consist of screenings rather than sand to keep dust to a minimum.

Bob Burns – Yes, Agrees with SA.

Bob Conway – Yes

Daniel Griffin – Yes, In Ag district, will have minimal impact.

Larry Hafner – Yes

Edward Hammell – Yes

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 proposal is a low intensity use that is compatible with the area.

Bob Burns – Yes, Agrees with SA.

Bob Conway – Yes

Daniel Griffin – Yes

Larry Hafner – Yes, Is a lot quieter than most farming operations.

Edward Hammell – Yes

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: This project should not affect the public's health, safety, morals, and general welfare. The applicant identifies soft arena ground, safe and quality fencing and equipment as important components of their operation. Overall, they strive to provide an equestrian experience in both a safe and fun environment.

Bob Burns – Yes, Agrees with SA and applicant will only accept certain animals.

Bob Conway – Yes

Daniel Griffin – Yes

Larry Hafner – Yes, Agrees with SA.

Edward Hammell – Yes

**Larry Hafner made the motion to recommend the Houston County Board approve the Conditional Use application to operate a horse stable in an agricultural district with 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. The Permittee shall provide documentation that any new buildings, and change of use of existing buildings, complies with all applicable building codes.

**Ed Hammell seconded. Motion carried. The Findings will be submitted to the Houston County Board of Commissioners for their review.**



# 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

12/11/2019

Application Date: 11/19/2019  
Hearing Date: 12/19/2019  
Petitioner: Caledonia Sno Gophers Snowmobile Club  
Reviewer: Aaron Lacher  
Zoning: Ag Protection  
Address: 15939 State 76  
Township: Caledonia  
Parcel Number: 30264000  
Submitted Materials: CUP Application, Site Map, Letter of Consent from Ma Cal Grove

## OVERVIEW

### REQUEST

The applicants seek a conditional use permit (CUP) (14.3, subd. 1 (25), Other Uses) to operate a snowmobile trail groomers and storage shed for a nonprofit (Caledonia Sno Gophers Snowmobile Club). They may also hold periodic Board meetings in the building, which are limited to 4-8 members and not open to the public.

### SUMMARY OF NOTEWORTHY TOPICS

The Caledonia Sno Gophers have submitted this application with the consent and support of Ma Cal Grove County Club. The Sno Gophers propose to purchase approximately 2 acres from the Ma Cal Grove to construct a storage shed (Figure 1). A CUP is required because sheds for non-agricultural uses are not a permitted use in the Agricultural Protection District.

The decision to apply for a CUP is based on the following: Neither snowmobile clubs nor nonprofits are a codified as a CUP or interim use (IUP) in the Ag District. Because the use is not listed, staff considered the “Other Uses” section provided for both CUPs and IUPs with the Applicant. The Sno Gophers are proposing a capital investment to build a shed, and would prefer that this asset be transferable. CUPs “run with the land” and are transferable; IUPs are applicant specific and are not transferable. Based on this, an application for a CUP was submitted. Under a CUP, the parcel and building could be sold to another snowmobile club, who could continue to use the property with no additional approvals from the County. Transitioning the building to a different use, other than agriculture, would require amendment of the CUP.



Section 14.3, subd. 1 (25) reads as follows: “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 to with other use already permitted in the district.” The “uses listed above” phrase refers to the CUPs enumerated in the Ordinance. Enumerated CUPs that might be operated by nonprofits, and as such, be similar in organization, include gun clubs and horse stables.

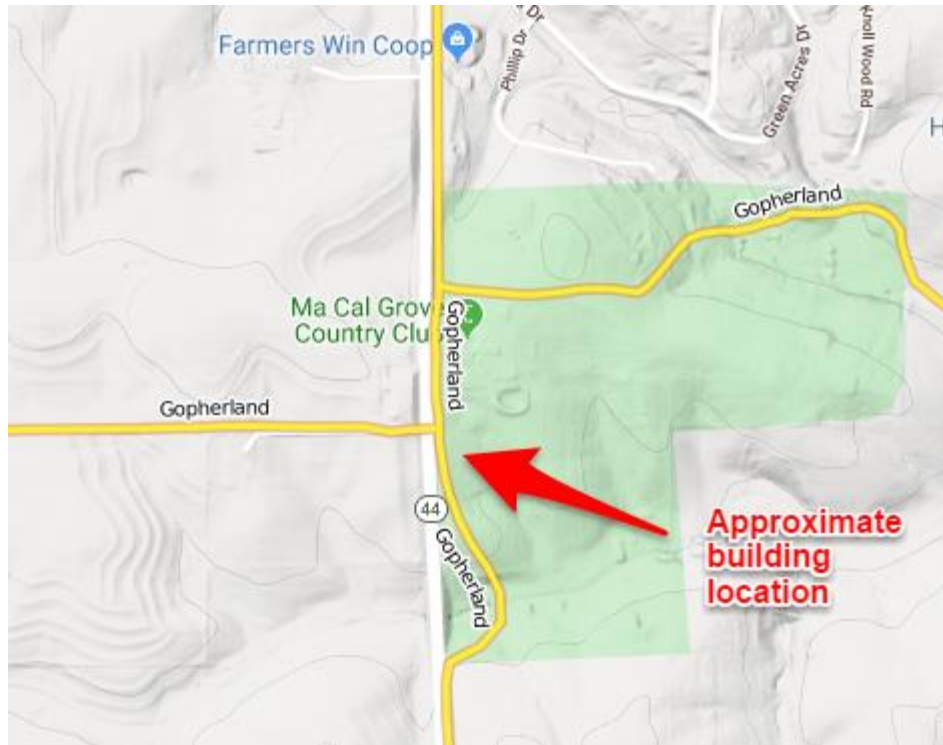


**Figure 1 Proposed Parcel and Building.**

Addressing the issue of compatibility, the proposed uses of the building are limited to equipment and document storage, equipment maintenance, and monthly board member meetings (4-8 members). These activities are thought to be compatible with the existing uses in the area including the golf course, the motel, single family residences, and agriculture. In addition, several existing snowmobile trails converge near this location (Figure 2), making this an ideal site from a trail-maintenance perspective. A list of the proposed uses of the building has been provided, and indicates, as one might expect, seasonal variation with higher usage in the winter.

The Ordinance provides standards for parking spaces, requiring 300 s.f. per space. The method of calculating the required number of spaces for the proposed use is not specifically addressed in Ordinance. In this circumstance, the Planning Commission and County Board are directed to determine the appropriate amount of space needed for parking. Staff recommends eight spaces, for a total of 2,400 s.f.





**Figure 2 Existing Snowmobile Trails**

The proposed building is approximately 48' x 80'; if the CUP is granted, the Applicant has indicated the specific building footprint may vary slightly from this before they finalize plans and submit a zoning application. Should the CUP be granted, the proposed building would be considered a principal building. A preliminary survey, and an application and design for a holding tank have been provided to the County. Access from State 44 is being sought, and the Applicant is working with MNDOT on an application.

#### TOWNSHIP AND NEIGHBORHOOD COMMENTS

Caledonia Township, the City of Caledonia, property owners within ¼ mile, and various federal, state, and local agencies were notified. No comments were received.

#### SITE CHARACTERISTICS

The site is located south of the City of Caledonia, with access proposed from State 44/76. The location is surrounded by the golf course, which is zoning Agricultural Protection District. An intermittent stream is located to the south, and flows across the golf course into the Crooked Creek South Fork (Figure 3). Slopes are predominately 2-18%, with a smattering of steeper slopes along the intermittent stream banks.



**Figure 3 Mapped Water Features & Wetlands**

## 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: Section 0100.05080, subd. 1, states as a goal the provision of "...open space to meet the recreation needs of the citizens of the County." The request is to provide the infrastructure necessary to support the recreational use of open space (i.e. snowmobile trail).

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

Staff Analysis: The applicant has indicated that their existing building does not have adequate space for the current needs, and that economic considerations have led them to seek unincorporated land. The proposed location is ideal because it is located at the confluence of three trails.

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

Staff Analysis: Wastewater is a potential threat to water quality. Wastewater generation is estimated to be minimal, and the applicant indicates a holding tank will be utilized to collect wastewater so that it can be properly treated.

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

Staff Analysis: The building and associated driveway and parking area will reduce water infiltration on the site. Assuming these impervious features total approximately 7,000 s.f., and the parcel is approximately 80,000 s.f., the percentage of the lot that would be impervious is approximately 8%. The impact of this is estimated to be negligible, with no adverse effect.

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

Staff Analysis: The applicant has indicated that septic and building officials have reviewed the soils on site and found them to be acceptable for the proposed use.

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

Staff Analysis: Wastewater is the only identified potential pollution hazard for which County standards exist that was identified, and is addressed in Finding #3 above.

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

Staff Analysis: Needed utilities are presumed to be available. The applicant is seeking a permit to construct a new driveway access from State 44; access from the existing golf course driveway via easement is another option. Drainage is sufficient, and no changes to existing drainage are proposed.

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: A minimum parking lot area will be determined by the Planning Commission.

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

Staff Analysis: Use of the driveway is estimated to be minimal. The Applicant is working with MNDOT to permit a driveway. MNDOT is best suited to determine if a driveway is appropriate, and what is needed additionally to prevent traffic congestion and hazards.

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: Due to the limited use of the building, any impacts are estimate to be negligible. Ma Cal Golf Course will arguably experience the most impacts from proposal, and appears to support the application. No comments in opposition were received.

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: Snowmobile trails exist in the area, and no changes or increases to them have been presented. The existing use of the proposed location is as a golf course, a recreational use. The

proposed use is also in the service of a recreational use. A change from one recreational use to another is not anticipated to impact development in the surrounding area.

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: No lighted signs are proposed. No impacts are anticipated.

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: N/A

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: No impacts to public health, safety, morals, or welfare are anticipated. The proposal will enhance the available recreational opportunities within the County.

## 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. A minimum of 2,400 s.f. of parking space is required.

Number <b>2019- CUP- 54185</b>	<b>MAY-CAL GROVE COUNTRY CLUB INC</b> <b>  030264000  </b> <b>Conditional Use Request</b> Submitted by <b>Gary Becker</b> on 11/19/2019	
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## **CONDITIONAL USE INTRO** [Edit] Last updated: 11/19/2019 12:01:26 PM and saved by: Gary Becker

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A Conditional Use is a land use or development that would not be appropriate generally but may be allowed with appropriate restrictions as provided by official controls upon a finding that specific criteria are met, as outlined in Section 6.5 of the ordinance.

When submitting an application, the information requested in this form is required. You may be asked to provide additional information as deemed necessary by the Zoning Office, the Planning Commission, or the County Board.

A non-refundable application fee and recording fee are required before an application is considered complete.

**Prior to completing this form, a pre-application**

**meeting with County  
Zoning is strongly  
recommended.**

Conditional Use Application Fee **\$700.00**

Recording Fee **\$46.00**

Application Type:  
Conditional Use

## **APPLICANT INFORMATION** [\[Edit\]](#) Last updated: 11/19/2019 12:03:02 PM and saved by: Gary Becker

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Applicant Name	<b>MAY-CAL GROVE COUNTRY CLUB INC</b>
Telephone Number	<b>6127190139</b>
Address	<b>136 Bissen Street</b>
City	<b>Caledonia</b>
Zip	<b>55921</b>
Parcel Tax ID	<b>030264000</b>
Legal Description	<b>Sect-25 Twp-102 Range-006 30.09 AC NE1/4 NW1/4 EX 9.78A TO CARLSON &amp; EX 0.13A TO STATE OF MN (263211)</b>
Section-Township-Range	<b>25-102-006</b>
Do you own additional adjacent parcels	<b>No</b>

---



Township of: **Caledonia**

**Applicants are required to inform township boards of their application.**

Please reference the table below and contact the official for your township.

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

**Township Contacts**

**CONDITIONAL USE REQUEST** [Edit] Last updated: 11/19/2019 12:15:33 PM and saved by: alacher

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**[Click here to view the Houston County Zoning Ordinance](#)**

Describe in detail your request.

**build building 48 by 80 for purpose of storing groomers and grooming equipment.also an area 24 by 24 for storage of records.**

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

**14.3 Conditional Uses - (25 Other Uses) - Groomer Shed**

Requested Dimension: **48 by 80 24 by 24**

**Please upload any  
supporting documents:**

[Snow Gophers Proposed Driveway.pdf \(download\)](#)

[Snow Gophers Statement of Use.pdf \(download\)](#)

## **CONDITIONAL USE FINDING OF FACTS** [\[Edit\]](#) Last updated: 11/19/2019 1:36:23 PM and saved by: Gary Becker

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[Click here to view the  
Houston County Zoning  
Ordinance](#)

### **Findings Required:**

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

**Yes**

Comments:

**Yes, it abuts the local golf course and will be a similar recreational use as the golf course. There's a motel nearby as well that should benefit from the snowmobile traffic.**

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

**Yes**

Comments:

**The current building has become too small and it's within the city limits of Caledonia. There are no affordable lots available within the city. The new location will be at the confluence of three trails.**

**3. That the proposed  
use will not degrade the**

**Yes**



**water quality of the  
County.**

Comments: **A professional septic designer/installer has been hired and has consulted with the County.**

**Yes**

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

Comments: **We don't intend on changing the flow and direction of runoff water.**

**Yes**

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

Comments: **Septic installers and building contractors have verified that it's acceptable for this use.**

**Yes**

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

Comments: **The septic installer has addressed any potential concerns and considered them in the design.**

**Yes**

**7. That adequate utilities, access roads, drainage and other necessary facilities have**

**been or are being provided.**

Comments:

**Utility and access easements are already in place in the purchase agreement. Drainage will not be modified.**

**Yes**

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

Comments:

**There will be parking area available around the building. Two to three vehicles at one time is the anticipated amount. This facility will only be active 3-4 months of year.**

**Yes**

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

Comments:

**There will be minimal vehicular traffic and snowmobile traffic is not anticipated to increase. The club will provide additional signage.**

**Yes**

**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.**

Comments:

**The golf course feels it will benefit them as well and the local motel might see an increase in business as well.**

**Yes**

**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.**

Comments:

**The nearby vacant property belongs to the golf course and they have been involved in the planning process.**

**Yes**

**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.**

Comments:

**This will be primarily a winter use. Activity at night will be limited. No lighted signs are planned. There is already snowmobile traffic in that area.**

**N/A**

**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**

Comments: **N/A**

**Yes**

**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.**

Comments: **This proposal will be less than both the golf course and the motel.**

**Yes**

**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.**

Comments: **It should enhance recreational availability. This location on the trail will be safer for the public as the groomer does not have to travel streets.**

**SITE PLAN INFORMATION** [Edit] Last updated: 11/19/2019 1:41:23 PM and saved by: Amelia M

**SKM\_C6591911912420.pdf (download)**

## Use Interactive Map to Create Site Plan



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

## **APPLICATION SUBMITTAL** [Edit] Last updated: 11/19/2019 1:42:28 PM and saved by: Amelia M

---

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

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

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

### **Signature**



Date Signed:  
11/19/2019

---

Check this box if Staff **No**  
Signature on behalf of  
Applicant.

**APP SUBMITTED/PAYMENT SELECTION** Last updated: 11/19/2019 3:15:29 PM and saved by: Holly Felten

---

Fee amount paid: **\$746**

**CALEDONIA TOWNSHIP REVIEW** [Edit] Last updated: 11/19/2019 3:15:39 PM and saved by: Holly Felten

---

**Notice to Township**

Date email sent:  
11/19/2019

**DATES** [Edit] Last updated: 11/25/2019 3:29:36 PM and saved by: Holly Felten

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Application Date (Complete Application) **11/19/2019**

Advertising Date **12/4/2019**

Planning Commission Meeting Date **12/19/2019**

Meeting Time **6:00 PM**

Comments



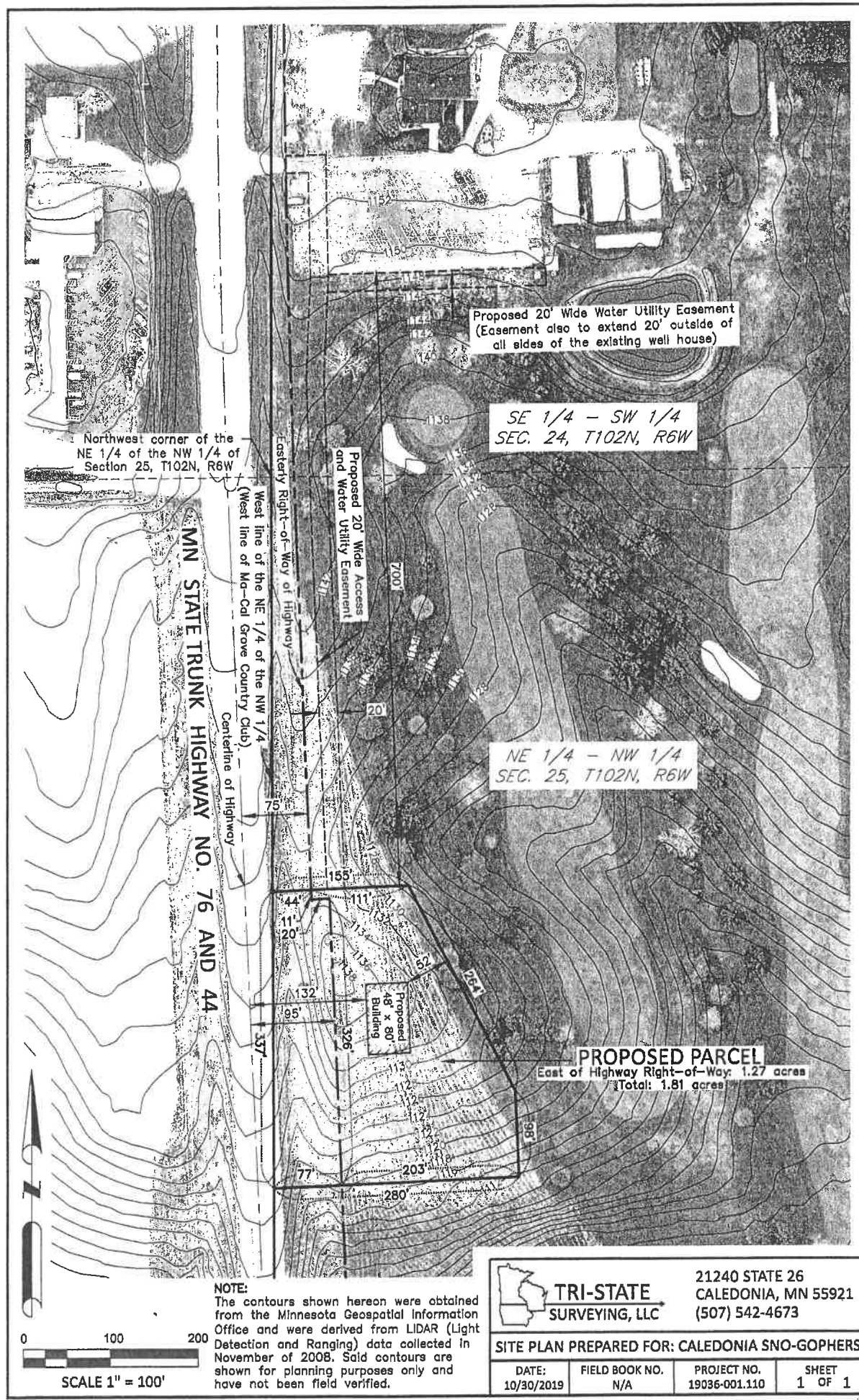
MA CAL GROVE  
COUNTRY CLUB  
CALEDONIA, MN

11-19-19

As President of the board of Ma Cal Grove Country Club. I hereby grant permission to the Sno Gophers Snowmobile club to apply for a conditional use permit for property owned by Ma Cal Grove Country Club. And to advertise said permit.


Bob Klug





0 100 200  
SCALE 1" = 100'

NOTE:  
The contours shown hereon were obtained from the Minnesota Geospatial Information Office and were derived from LIDAR (Light Detection and Ranging) data collected in November of 2008. Said contours are shown for planning purposes only and have not been field verified.



**TRI-STATE**  
SURVEYING, LLC

21240 STATE 26  
CALEDONIA, MN 55921  
(507) 542-4673

**SITE PLAN PREPARED FOR: CALEDONIA SNO-GOPHERS**

DATE: 10/30/2019	FIELD BOOK NO. N/A	PROJECT NO. 19036-001.110	SHEET 1 OF 1
---------------------	-----------------------	------------------------------	-----------------

## Caledonia Snowgopher Proposed Building 12/10/19

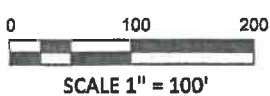
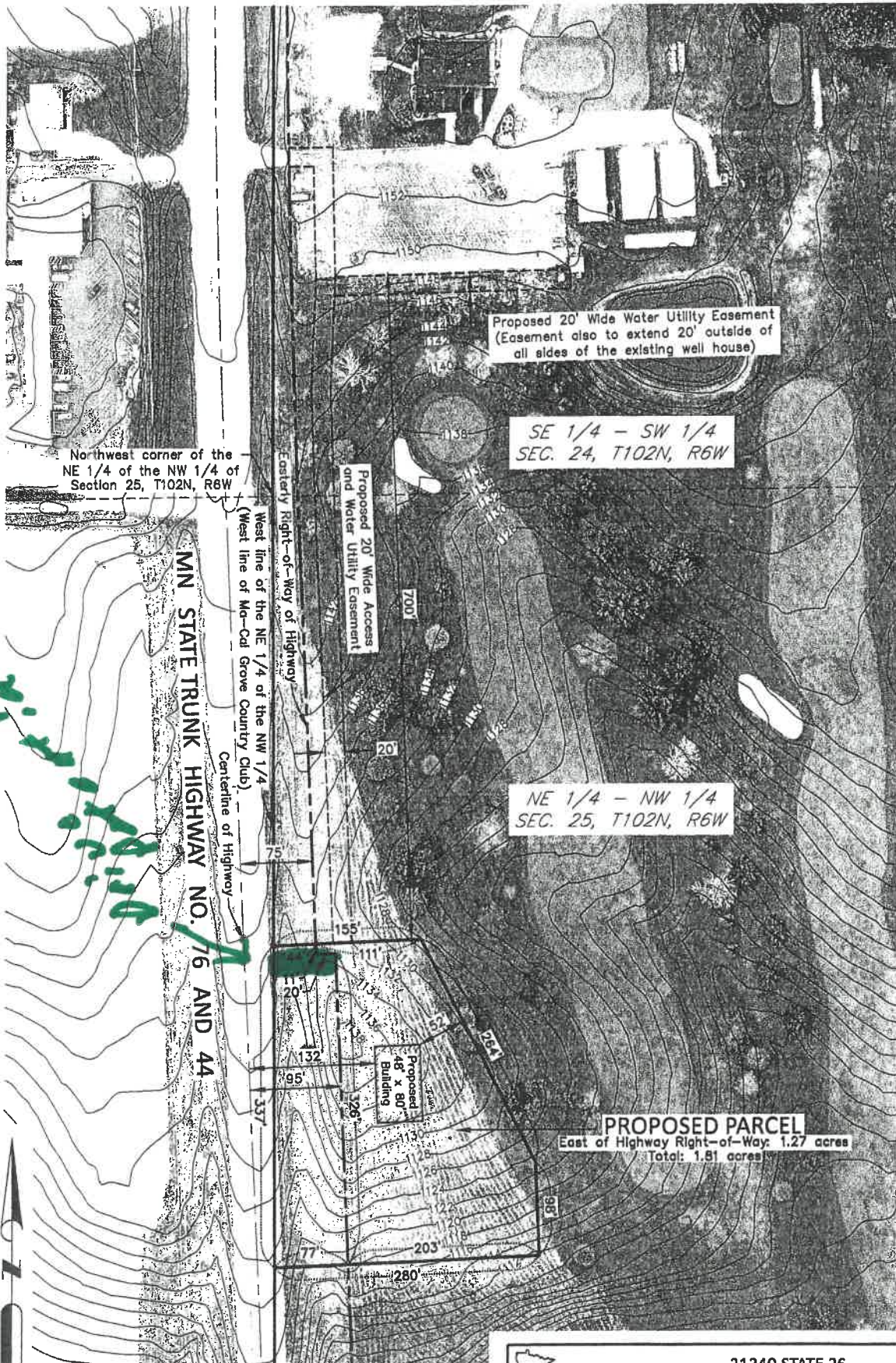
- Access easement on attached map (drawn in)
- However, the club preference is to apply for driveway easement from MN DOT for direct access from Highway 44.

### Primary use of building

- Storage of Snowgopher groomers
- Storage of maintenance equipment
- Snowgopher monthly board meetings April through November second Tuesday of month with 4-8 board members in attendance as required by the State of Minnesota. *Not open to public*
- December through March 4-8 board members meet for monthly on the second Tuesday of the month *Not open to general public*
- December into April 2-4 operators pick up the groomers for trail grooming. During times of little snow no one would be going to the building.

Gary Becker  
[gbecker1214@gmail.com](mailto:gbecker1214@gmail.com)  
612-719-0139





**NOTE:**  
The contours shown hereon were obtained from the Minnesota Geospatial Information Office and were derived from LIDAR (Light Detection and Ranging) data collected in November of 2008. Said contours are shown for planning purposes only and have not been field verified.



**TRI-STATE  
SURVEYING, LLC**

21240 STATE 26  
CALEDONIA, MN 55921  
(507) 542-4673

**SITE PLAN PREPARED FOR: CALEDONIA SNO-GOPHERS**

DATE:	FIELD BOOK NO.	PROJECT NO.	SHEET
10/30/2019	N/A	19036-001.110	1 OF 1

## CRITERIA FOR GRANTING CONDITIONAL USE PERMITS

NAME OF APPLICANT: Caledonia Sno Gophers DATE: December 19, 2019

C.U.P. REQUESTED: Construct and operate a snowmobile trail groomer shed in an agricultural district.

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

### FINDINGS OF FACT

Section 11.5 of the Houston County Zoning Ordinance requires the following:

#### (SA = Staff Analysis)

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: Section 0100.05080, subd. 1, states as a goal the provision of "...open space to meet the recreation needs of the citizens of the County." The request is to provide the infrastructure necessary to support the recreational use of open space (i.e. snowmobile trail).

Bob Burns – Yes, Agrees with SA.  
Bob Conway – Yes  
Daniel Griffin – Yes  
Larry Hafner – Yes, Agrees with SA.  
Edward Hammell – Yes

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

Staff Analysis: The applicant has indicated that their existing building does not have adequate space for the current needs, and that economic considerations have led them to seek unincorporated land. The proposed location is ideal because it is located at the confluence of three trails.

Bob Burns – Yes  
Bob Conway – Yes  
Daniel Griffin – Yes, They have a need.  
Larry Hafner – Yes, Agrees with SA.  
Edward Hammell – Yes, Good location for trails.

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

Staff Analysis: Wastewater is a potential threat to water quality. Wastewater generation is estimated to be minimal, and the applicant indicates a holding tank will be utilized to collect wastewater so that it can be properly treated.

Bob Burns – Yes, Agrees with SA, will not be a year round use.  
Bob Conway – Yes  
Daniel Griffin – Yes  
Larry Hafner – Yes, Agrees with Bob Burns, it is seasonal.  
Edward Hammell – Yes

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

Staff Analysis: The building and associated driveway and parking area will reduce water infiltration on the site. Assuming these impervious features total approximately 7,000 s.f., and the parcel is approximately 80,000 s.f., the percentage of the lot that would be impervious is approximately 8%. The impact of this is estimated to be negligible, with no adverse effect.

Bob Burns – Yes, Agrees with SA.  
Bob Conway – Yes  
Daniel Griffin – Yes  
Larry Hafner – Yes, Agrees with SA.  
Edward Hammell – Yes

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

Staff Analysis: The applicant has indicated that septic and building officials have reviewed the soils on site and found them to be acceptable for the proposed use.

Bob Burns – Yes  
Bob Conway – Yes, Agrees with SA.  
Daniel Griffin – Yes  
Larry Hafner – Yes, Agrees with SA.  
Edward Hammell – Yes

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

Staff Analysis: Wastewater is the only identified potential pollution hazard for which County standards exist that was identified, and is addressed in Finding #3 above.

Bob Burns – Yes, Agrees with SA.  
Bob Conway – Yes  
Daniel Griffin – Yes, Agrees with SA.  
Larry Hafner – Yes  
Edward Hammell – Yes

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

Staff Analysis: Needed utilities are presumed to be available. The applicant is seeking a permit to construct a new driveway access from State 44; access from the existing golf course driveway via easement is another option. Drainage is sufficient, and no changes to existing drainage are proposed.

Bob Burns – Yes  
Bob Conway – Yes  
Daniel Griffin – Yes, They have been addressed.  
Larry Hafner – Yes, Agrees with SA.  
Edward Hammell – Yes

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: A minimum parking lot area will be determined by the Planning Commission.

Bob Burns – Yes, 2,400 sq. ft. is more than adequate.  
Bob Conway – Yes, Agrees with SA.



Daniel Griffin – Yes, Is adequate.

Larry Hafner – Yes, Agrees with SA, have additional space available.

Edward Hammell – Yes, Agrees with SA.

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

Staff Analysis: Use of the driveway is estimated to be minimal. The Applicant is working with MNDOT to permit a driveway. MNDOT is best suited to determine if a driveway is appropriate, and what is needed additionally to prevent traffic congestion and hazards.

Bob Burns – Yes, Agrees with SA, will not be used as a gathering place, just equipment.

Bob Conway – Yes

Daniel Griffin – Yes, MNDOT has approved.

Larry Hafner – Yes

Edward Hammell – Yes

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: Due to the limited use of the building, any impacts are estimate to be negligible. Ma Cal Golf Course will arguably experience the most impacts from proposal, and appears to support the application. No comments in opposition were received.

Bob Burns – Yes, Agrees with SA.

Bob Conway – Yes, Agrees with SA.

Daniel Griffin – Yes, The busy seasons will counter each other.

Larry Hafner – Yes, Agrees with Dan.

Edward Hammell – Yes, Agrees with all.

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: Snowmobile trails exist in the area, and no changes or increases to them have been presented. The existing use of the proposed location is as a golf course, a recreational use. The proposed use is also in the service of a recreational use. A change from one recreational use to another is not anticipated to impact development in the surrounding area.

Bob Burns – Yes, Agrees with SA.

Bob Conway – Yes

Daniel Griffin – Yes, Agrees with SA.

Larry Hafner – Yes

Edward Hammell – Yes

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: No lighted signs are proposed. No impacts are anticipated.

Bob Burns – Yes, Agrees with SA.

Bob Conway – Yes

Daniel Griffin – Yes

Larry Hafner – Yes, Agrees with SA.

Edward Hammell – Yes, Agrees with proposal.

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: N/A

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: No impacts to public health, safety, morals, or welfare are anticipated. The proposal will enhance the available recreational opportunities within the County.

Bob Burns – Yes, Agrees with SA, supported by the comprehensive plan.

Bob Conway – Yes

Daniel Griffin – Yes

Larry Hafner – Yes, Increases recreational opportunities.

Edward Hammell – Yes

**Bob Conway made the motion to recommend the Houston County Board approve the Conditional Use application to construct and operate a snowmobile trail groomer shed in an agricultural district with 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. A minimum of 2,400 s.f. of parking space is required.
4. A zoning permit will be required for to the construction of the proposed building. Prior to the issuance of a zoning permit, the applicant shall demonstrate compliance with all applicable accessibility codes.
5. The proposed area is currently part of an area (PID 03.0264.000) covered by existing conditional use permit (410 CUP – 2019). All uses approved by Permit 410 CUP – 2019 will remain in effect on PID 03.0264.000, but will be extinguished on the new parcel proposed to be exempted from PID 03.0264.000.

**Bob Burns seconded. Motion carried. The Findings will be submitted to the Houston County Board of Commissioners for their review.**

**COMMITTEES  
HOUSTON COUNTY  
2019**

**Policy on Houston County Commissioner Per Diem Payments**

Per diems shall be paid to commissioners attending a meeting listed on the current year's formal list of committee's assignments, which is adopted at the first meeting in January of each year, or as amended throughout the year. In order for a Commissioner to receive a per diem for anything additional, they must receive board approval. Per Diems will be paid as per state statute.

Commissioners will not be reimbursed a per diem for attending the regularly scheduled Tuesday County Board meetings, however, they are eligible for a per diem for other county meetings held on Tuesdays.

County Commissioner Per Diem rates are as follows:

In county meetings	\$40.00
Out of county meetings	\$65.00
Planning Commission meetings	\$100.00
Planning Commission sessions for	
Updating the ordinance	\$50.00
Board of Adjustment (increased from \$85 on 4/24/18)	\$100.00
Site Visit	\$45.00
(Bd of Adj & Planning Comm per discretion of Zoning Admin)	

Commissioners may only be one per diem, per state statute, in instances of multiple meetings.



## STANDING COMMITTEES

### HUMAN SERVICES STANDING COMMITTEE

(Meets 2nd Tuesday of each month at 8:30 a.m. Room 224)

Social Services Director  
Nursing Services Director  
Veteran Services Director  
County Attorney  
Court Administrator

Jack Miller	Exp. 12/31/2019 (started 2017)
Eric Johnson	Exp. 12/31/2019 (started 2019)

### LAND USE/PUBLIC WORKS STANDING COMMITTEE

(Meets 2nd Tuesday of each month at 8:30 a.m. Room 219)

Auditor/Treasurer  
Surveyor  
Recorder  
Assessor  
Environmental Services Director  
SWCD Director  
Engineer

Teresa Walter	Exp. 12/31/2019 (started 2017)
Bob Burns	Exp. 12/31/2019 (started 2019)

### FINANCE STANDING COMMITTEE

(Meets 4th Tuesday of each month at 8:30 a.m. in Room 210)

Finance Director  
Administrator  
Treasurer  
HS Accountant  
Hwy Accountant  
Pub Health Accountant

Bob Burns	Exp 12/31/2019 (started 2019)
Jack Miller	Exp.12/31/2019 (started 2017)

### NEGOTIATING COMMITTEE/PERSONNEL

<u>Name</u>	<u>Term</u>	<u>Per Diem</u>
Jack Miller	Exp 12/31/19	\$40.00
Eric Johnson	Exp 12/31/19	\$40.00

(Alternate)

## COUNTY COMMITTEES

### ADA Committee

(To deal with all ADA Compliance Issues)  
(Required for Highway Funding)

NEW in 2017 - Appoint Two Commissioners & County Attorney's Office (Do not list a certain individual for the County Attorney's Office, as they need this to remain flexible depending on court issues)

Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$40.00
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Jack Miller	758 Shore Acres Rd La Crescent, MN 55947 (507) 895-4363	No Set Term	\$40.00
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County Attorney's Office Representative

### AIRPORT COMMISSION

Bob Burns (District 3 Comm)	405 W. Adams St Caledonia, MN 55921 (507) 450-2257
--------------------------------	----------------------------------------------------------

Carol Lapham (Finance Director)	304 S. Marshall St Caledonia, MN 55921 (507) 725-5825
------------------------------------	-------------------------------------------------------------

Matt Schuldt (EDA Representative)	PO Box 188 Caledonia, MN 55921 (612) 801-0616
--------------------------------------	-----------------------------------------------------

Allen Schulze (Flyer)	617 N 2 <sup>nd</sup> Street Caledonia MN 55921 (507) 725-5919
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Howard Deters (Flyer/EDA)	21867 Deters Drive Spring Grove, MN 55974 (507) 498-3993
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### CANVASSING BOARD

Auditor/Treasurer	Courthouse Caledonia, MN 55921 (507) 725-5803	No Set Term	None
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Court Administrator	Courthouse Caledonia, MN 55921 (507) 725-5806	No Set Term	None
Mike Poellinger (Mayor-of the Largest City)	21 North Elm La Crescent, MN 55947 (507) 895-4356	No Set Term	\$30.00

Two Commissioners not up for election      Commissioners get no per diem for  
this Board as per MS 375.055 subd 5

### **CHILD MORTALITY REVIEW TEAM**

Jack Miller	758 Shore Acres Road La Crescent, MN 55947 (507) 895-4363	No Set Term	\$40.00
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### **CJC SAFETY COMMITTEE**

Bob Burns (District 3 Comm)	405 W. Adams St Caledonia, MN 55921 (507) 450-2257	No Set Term	\$40.00
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### **COMMITTEE FOR CLOSING COURTHOUSE IN EMERGENCY SITUATIONS**

Chairman of the Board  
Administrator  
Sheriff  
Emergency Manager

### **CJCC Committee**

Bob Burns (District 3 Comm)	405 W. Adams St Caledonia, MN 55921 (507) 450-2257	No Set Term	\$40.00
Teresa Walter	550 Skunk Hollow Road La Crescent MN 55947 (507) 895-2446	No Set Term	\$40.00

Sheriff Inglett  
Jail Administrator Schiltz  
County Attorney  
Finance Director

### **HIGHWAY BUILDING COMMITTEE**

Eric Jonson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$40.00
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Jack Miller	758 Shore Acres Rd La Crescent, MN 55947 (507) 895-4363	No Set Term	\$40.00
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### **PARKS COMMITTEE**

(Includes Wildcat & Botcher Parks)  
(meets as needed)

<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
Dick Walter (Member at Large)	550 Skunk Hollow Road La Crescent, MN 55947 (507) 895-2446	No Set Term	

Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$40.00
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Jack Miller	758 Shore Acres Road La Crescent, MN 55947 (507) 895-4363	No Set Term	\$40.00
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Highway Engineer	1124 E. Washington Caledonia, MN 55921 (507) 725-3925	No Set Term	
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Auditor	Courthouse Caledonia, MN 55921 (507) 725-5803	No Set Term	
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### **BOARD OF ADJUSTMENT**

*Site Visit \$45 Per Diem*

(3 Year Terms--Limit of 3 terms)

Larry Hafner	3610 County 25 La Crescent, MN 55947 (507) 895-4480	Exp.12/31/20 no set term – represents Planning Commission	\$100.00
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Dana Kjome	P.O. Box 15 Spring Grove, MN 55974 (507) 498-5767	Beg.1/1/2017 Exp.12/31/2019 (on 1 <sup>st</sup> term)	\$100.00
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<del>Ken Visger</del>	<del>4987 Tschumper Road</del> <del>La Crescent, MN 55947</del> <del>(507) 894 4715</del>	<del>Beg. 1/1/2017</del> <del>Exp. 12/31/2019</del> <del>(on 1st term)</del>	<del>\$100.00</del>
-----------------------	-------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------	---------------------

Ken Anderson	22042 Church Road Spring Grove MN 55974 (507) 498-5179	Beg. 3/6/18 Exp. 12/31/2020	\$100.00
Bryan Van Gorp	4382 Ferndale Road Houston, MN 55943	Began 5/8/18 Exp. 12/31/2020	\$100.00

**PLANNING COMMISSION**  
*Site Visit \$45 Per Diem*

**(meets 4<sup>th</sup> Thursday of each month at 7:00 p.m. in Comm. Room)**

(Limit of 3 - 3 Year Terms)

Rich Schild	2167 Doblar Road Houston, MN 55943 (507) 896-3515	Beg. 1/21/14 Exp. 12/31/2019 (on 2nd term)	\$100.00
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<del>Dan Griffin</del>	<del>17528 Four Corners Rd Spring Grove, MN 55974 (507) 498-3336</del>	<del>Beg. 1/1/2011 Exp. 12/31/2019 (on 3<sup>rd</sup> term)</del>	<del>\$100.00</del>
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Robert Conway	Caledonia, MN 55921	Beg. 5/14/2019 Exp. 12/31/2021 (Completing Bob Burns' term)	\$100.00
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Larry Hafner	3610 County 25 La Crescent, MN 55947 (507) 895-4480	Beg. 1/1/2015 Exp. 12/31/2020 (on 2nd term)	\$100.00
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Ed Hammell	3007 County 14 Caledonia, MN 55921 (507) 542-4651	Beg. 1/1/2015 Exp. 12/31/2020 (on 2nd term)	\$100.00
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James Wieser	7661 Wieser Road Hokah, MN 55941 (507) 894-4510	Beg. 1/1/2016 Exp. 12/31/2021 (on 2 <sup>nd</sup> term)	\$100.00
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Bob Burns (District 3 Comm)	405 W. Adams St Caledonia, MN 55921 (507) 450-2257	No Set Term	\$100.00
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Eric Johnson (alternate)

Holly Felten – Secretary

## **FEED LOT ADVISORY COMMITTEE**

As of the 9/20/16 board meeting motion the Planning Commission will serve as the Feed Lot Committee. This is being changed because it was discovered that the Zoning Ordinance requires that the terms of this committee be consistent with the terms of the Planning Commission. All of the members who have been serving on this committee have exceeded their term limits

## **SAFETY COMMITTEE**

Bob Burns	405 W. Adams St	No Set Term	\$40.00
(District 3 Comm)	Caledonia, MN 55921		
	(507) 450-2257		

## **EXTERNAL COMMITTEE REPRESENTATION**

### **AMC DISTRICT COMMITTEES**

#### **ENVIRONMENTAL & NATURAL RESOURCES COMMITTEE FOR AMC DISTRICT IX**

Eric Johnson	14212 Paradise Dr	No Set Term	\$65.00 out of county
	Houston, MN 55943		\$40.00 in county
	(507) 896-3927		

#### **TRANSPORTATION COMMITTEE FOR AMC DISTRICT IX**

Bob Burns	405 W. Adams St	No Set Term	\$65.00 out of county
	Caledonia, MN 55921		\$40.00 in county
	(507) 450-2257		

#### **HUMAN SERVICES COMMITTEE FOR AMC DISTRICT IX**

Jack Miller	758 Shore Acres Road	No Set Term	\$65.00 out of county
	La Crescent, MN 55947		\$40.00 in county
	(507) 895-4363		

#### **GENERAL GOVERNMENT COMMITTEE FOR AMC DISTRICT IX**

Jeff Babinski (temporary until Dist 5 elected)	No Set Term	<del>\$65.00 out of county</del>
		\$40.00 in county

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#### **PUBLIC SAFETY FOR AMC DISTRICT IX**

Teresa A. Walter	550 Skunk Hollow Road	No Set Term	\$65.00 out of county
	La Crescent, MN 55947		\$40.00 in county
	(507) 895-2446		

**AMC DELEGATE ASSEMBLY**  
**(limit of 8 members)**

<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
Jack Miller	758 Shore Acres Road La Crescent, MN 55947 (507) 895-4363	No Set Term	\$65.00
Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$65.00
Bob Burns	405 W. Adams St Caledonia, MN 55921 (507) 450-2257	No Set Term	\$65.00
Teresa A. Walter	550 Skunk Hollow Road La Crescent, MN 55947 (507) 895-2446	No Set Term	\$65.00
District #5		No Set Term	\$65.00
Jeff Babinski	Courthouse Caledonia, MN 55921 (507) 725-5838 x225	No Set Term	None
Carol Lapham	Courthouse Caledonia, MN 55921 (507) 725-5838 x225	No Set Term	None
Tess Arrick-Kruger	Courthouse Caledonia, MN 55921 (507) 725-5800	No Set Term	None



**ABC BOARD OF DIRECTORS**  
**(HOUSTON COUNTY REPRESENTATIVES)**  
**Representatives appointed by ABC**

(On 7/14/09 the Board voted to replace the \$40 per diem with mileage reimbursement  
On 7/6/10 the Board voted to discontinue both mileage and per diem for this Board)

(4 year terms-can serve max of three 4-year  
terms/then must be off a year before starting  
over)

<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
Dick Kerndt		Exp. May 2020	None

**BEAR CREEK WATERSHED**  
**(meets on an as-needed basis)**

Contact: Mark Oyloe, Decorah Service Center/NRCS, 2296 Oil Well Dr, Decorah, IA 52101

Bob Burns	405 W. Adams St Caledonia, MN 55921 (507) 450-2257	No Set Term	\$65.00 out of county
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**BLUFF COUNTRY MN MULTI-COUNTY HOUSING & REDEVELOPMENT AUTHORITY**

**Joint Powers Committee**  
**Quarterly meetings in Rushford**

<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
Bob Carlson	1824 Looney Valley Road Houston, MN 55943 (507) 896-3832	5 year Terms Expires 8/27/2021	\$30.00
Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$40.00 in county/ \$65.00 out-of county

Note – per the by-laws, Houston County has 2 reps and Fillmore County has 2 reps on this board.

**BOARD OF HEALTH**  
**(Joint Board with Fillmore County)**  
**Joint Powers Committee**

<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
Jack Miller	758 Shore Acres Road La Crescent, MN 55947 (507) 895-4363	No Set Term	\$40.00 in county/ \$65.00 out-of county
Eric Johnson	14212 Paradise Dr Houston, MN 55943	No Set Term	\$40.00 in county/ \$65.00 out-of county

(507) 896-3927

Bob Burns	405 W. Adams St Caledonia, MN 55921 (507) 450-2257	No Set Term	\$65.00 out of county \$40.00 in county
Teresa A. Walter	550 Skunk Hollow Road La Crescent, MN 55947 (507) 895-2446	No Set Term	\$40.00 in county/ \$65.00 out-of county

District #5	No Set Term	\$65.00
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### **CHS ADVISORY COMMITTEE/ALSO KNOWN AS NURSING TASK FORCE**

(No terms & No term limits)

<u>Name</u>	<u>Address</u>	<u>Per Diem</u>
Sharon Field Rohrer (District 4)	315 N. 2nd Brownsville, MN 55919 (507) 482-6617 <a href="mailto:sharon.rohrer@acegroup.cc">sharon.rohrer@acegroup.cc</a>	Mileage/No Per Diem
Myron Falken (District 4)	19099 Neumann Road Caledonia, MN 55921 507-542-4588 <a href="mailto:falke014@umn.edu">falke014@umn.edu</a>	
Sandy Graves (District 1)	703 S 11 <sup>th</sup> Street La Crescent, MN 55947 507-895-5155 <a href="mailto:sandy.graves@isd300.k12.mn.us">sandy.graves@isd300.k12.mn.us</a>	
Mary Thompson (District 2)	9723 Mound Prairie Dr Houston, MN 55943 (507) 894-4745 <a href="mailto:knut1@acegroup.cc">knut1@acegroup.cc</a>	
Jan Kraabel (District 5)	23464 Bangs Rd Spring Grove, MN 55974 (507) 498-5687 <a href="mailto:kraabel@springgrove.coop">kraabel@springgrove.coop</a>	
Jane Mrozek (District 1)	410 South 8 <sup>th</sup> Street La Crescent, MN 55947 (507) 895-6496 <a href="mailto:jemrozek@goacentek.net">jemrozek@goacentek.net</a>	
Elizabeth (Bets) Reedy (District 2)	21727 Randall Drive Houston, MN 55943 507-864-7585 <a href="mailto:bramble@acegroup.cc">bramble@acegroup.cc</a>	New member in 2015
Dr. Michelle Rein (Medical Advisor)	c/o Franciscan Skemp (started 11/27/07) 701 N Sprague. Caledonia, MN 55921	\$200.00 stipend (to cover MN License)

PHN Director                      Courthouse                      No Set Term  
(Ex Officio)                      Caledonia, MN 55921  
(507) 725-5810  
[mary.marchell@co.houston.mn.us](mailto:mary.marchell@co.houston.mn.us)

Public Health/Human Services Director  
(Ex Officio)

**COMMUNITY HEALTH SERVICES STATE DELEGATE (AKA SCHSAC)**

<u>Name</u>	<u>Address</u>	<u>Term Expires</u>	<u>Per Diem</u>
Mitch Lenz (Fillmore County)		12/31/2019	
Jack Miller (Alternate)		12/31/2019	\$30 state paid

(This committee is required in order for us to receive CHS funding. Our Joint CHS Agency has one representative, with an alternate who may attend only if the representative cannot. Houston and Fillmore Counties take turns alternating which county has the representative and which has the alternate each year.)

**Crooked Creek Watershed District**

(3 year terms)

Dan Goetzinger	6352 Whitetail Drive Caledonia, MN 55921 (507) 724-3930	Exp.11/30/2021	None
Paul Fruechte	10374 County 14 Caledonia, MN 55921 (507) 724-1027	Exp. 11/30/2022	None
Tim McCormick	8705 County 3 Caledonia, MN 55921 (507) 724-2471	Exp. 11/30/2021	None
Maynard Welscher	10008 County 14 Caledonia, MN 55921 (507) 724-2483	Exp. 11/30/2020	None
Arlyn Pohlman	7601 Stadtler Drive Caledonia, MN 55921 (507) 725-5656	Exp. 11/30/2020	None

**ECONOMIC DEVELOPMENT AUTHORITY BOARD**

<u>Name</u>	<u>Address</u>	<u>Term</u> (3 year terms)	<u>Per Diem *</u>
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Joe Thesing (District 1)	110 Crescent Avenue La Crescent, MN 55947	Appt. 2/17/2014 Expire 12/31/2020
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VACANCY  
(District 2)

Matt Schuldt (District 3)	PO Box 188 Caledonia, MN 55921	Started 1/2015 Exp. 12/31/2020
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VACANCY  
(District 4)

Tom Bjerke (District 5) (Chair for 2014)	238 Goodview Drive Spring Grove, MN 55974 (507) 458-5310	Exp.12/31/2019 1 <sup>st</sup> term
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Tony Schultz (Member at Large)	418 S Grant Street Houston, MN 55943 (507) 895-5472	Appt. 12/16/14 Expire 12/31/2022
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Ashley Dress (Member at Large)	11497 County 3 Caledonia, MN 55921 (317) 626-1560	Appt. 6/20/17 Expire 12/31/2020
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Dayna Burtness Nguyen		Appt. 12/5/2019
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Jack Miller	758 Shore Acres Road La Crescent, MN 55947 (507) 895-4363 (507) 498-3284	No Set Term	\$40.00
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District #5		No Set Term	\$65.00
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Non-member  
EDA Staff

### EXTENSION COMMITTEE

<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
(Maximum of 2 Three Year Terms)			

(M.S. 38.36 requires Extension Committees to have 9 members)

Ken Anderson (Chair)	22042 Church Road Spring Grove, MN 55974	Exp. 12/31/2019 (On 2nd Term)	\$30.00
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Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$40.00
Teresa A. Walter	550 Skunk Hollow Road La Crescent, MN 55947 (507) 895-2446	No Set Term	\$40.00
Erick Abnet	6206 County 6 La Crescent, MN 55947 (507) 896-3927	Exp. 12/31/2020 (On 2nd term)	\$30.00
Jody Krueger	6088 County 3 Caledonia, MN 55921 (507) 724-5501	Exp. 12/31/2020 (On 2nd term)	\$30.00
Millie Frie (auditor's designee)	2610 N. Pine Creek Road La Crescent, MN 55947 (507) 895-4399	No Set Term for Auditor's Designee	\$30.00
Francis Myhre	803 Pine St Caledonia, MN 55921 (507) 725-9942	Exp. 12/31/2021	\$30.00
Kari Alstad	19714 County 4 Spring Grove, MN 55974 (507) 498-3676	Exp. 12/31/2021	\$30.00
Matthew Feldmeier	6448 Chisholm Road Rushford, MN 55971 (507) 864-7846	Exp. 12/31/2019	\$30.00

Extension Youth Representatives: (ONE YEAR TERMS)  
VACANCY

### **FAMILY SERVICES COLLABORATIVE**

#### **Joint Powers Committee**

#### **GOVERNING COUNCIL (COUNTY MEMBERS ONLY)**

Bob Burns (District 3 Comm)	405 W. Adams St Caledonia, MN 55921 (507) 450-2257	No Set Term	\$40.00
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#### **MANAGEMENT COUNCIL (COUNTY MEMBERS ONLY)**

Human Services Director	Courthouse Caledonia, MN 55921 (507) 725-5811	No Set Term	None
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PHN Director	Courthouse Caledonia, MN 55921 (507) 725-5810	No Set Term	None
Jennifer Wurm	Courthouse Caledonia, MN 55921 (507) 725-5808	No Set Term	None
Loretta Lillegraven FSC Coordinator	Public Health Dept	No Set Term	None

### **HIAWATHA VALLEY MENTAL HEALTH CENTER**

LIMIT--3 - Three Year Terms

**By-law change effective 1/1/2008 – the County Board ONLY appoints the commissioner representative.**

Jack Miller	758 Shore Acres Road La Crescent, MN 55947 (507) 895-4363	No Set Term	\$65.00 Out of County
Bob Burns (Alternate)	405 W. Adams St Caledonia, MN 55921 (507) 450-2257	No Set Term	\$65.00 Out of County

### **HIAWATHA VALLEY RESOURCE, CONSERVATION & DEVELOPMENT AREA**

Address: 1485 Industrial Dr, Rm 104, Rochester, MN 55901

<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
Glenn Kinneberg (Citizen at Large)	14824 County 17 Spring Grove, MN 55974 (507) 498-5157	No Set Term	Paid by SWCD
Roger Stenhoff (S&W rep)	16301 Four Corners Dr Spring Grove, MN 55974 (507) 498-5425 5stens@springgrove.coop	No Set Term	Paid by SWCD
Dave Walter (County Board's rep.)	Soil & Water Cons. Service Caledonia, MN 55921 (507) 725-5261	No Set Term	Paid by SWCD

### **JUVENILE DETENTION FACILITY Olmsted Detention Center-Rochester (formerly known as Many Rivers)**

Sue Bublitz	Assistant County Attorney Courthouse Caledonia, MN 55921	No Set Term
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## **LA CROSSE COUNTY SOLID WASTE POLICY BOARD**

(Notify: Hank Koch at La Crosse County Solid Waste Dept. 6500 State Road 16 La Crosse , Wisconsin 54601 608-785-9572)

(3 year term)

Teresa A. Walter	550 Skunk Hollow Road La Crescent, MN 55947 (507) 895-2446	5/1/17 – 4/30/20	\$65.00 Out of County
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Jack Miller (Alternate)	758 Shore Acres Road La Crescent, MN 55947 (507) 895-4363	No Set Term	\$65.00 Out of County
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Aaron Lacher		No Set Term	None
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## **MCCC VOTING DELEGATE**

Carol Lapham	304 S Marshall St - Room 106 Caledonia, MN 55921 (507) 725-5809	No set term
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## **ONE WATERSHED, ONE PLAN**

Notify: [Donna.Rasmussen@fillmoreswcd.org](mailto:Donna.Rasmussen@fillmoreswcd.org)

District #5		No Set Term	\$65.00
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Eric Johnson (Alternate)	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$65.00 out of county
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## **SOUTHEASTERN MINNESOTA EMERGENCY MEDICAL JOINT POWERS BOARD**

### **Joint Powers Committee**

Teresa Walter	550 Skunk Hollow Rd La Crescent, MN 55947 (507) 895-2446	No Set Term	\$65.00 out of county
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## **SOUTHEAST MN WATER RESOURCES BOARD**

### **fka ZUMBRO/ROOT RIVER JOINT POWERS BOARD FOR WATER PLANNING**

(meets the second Monday of every other month)

### **Joint Powers Committee**

Contact: Linda Dahl, Executive Director, SE MN Water Resources Board, Winona State University,  
Winona, MN 55987 (no st address req)

ldahl@winona.edu

District #5	No Set Term	\$65.00
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Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$65.00 out of county
Aaron Lacher	Courthouse Caledonia, MN 55921 (507) 725-5800	No Set Term	None

As of 2/28/2019, website lists Bridgette Timm, Executive Director 507-328-7051  
2122 Campus Drive SE, Suite 200  
Rochester, MN 55904  
[Timm.bridgette@co.olmsted.mn.us](mailto:Timm.bridgette@co.olmsted.mn.us)  
<https://news.winona.edu/semnwrb/>

**SE MN Emergency Management Board**

**Joint Powers Committee**

Emergency Mgmt Personnel	304 S Marshall St Caledonia, MN 55921 (507) 725-5834
Sheriff (alternate)	306 S Marshall Street Caledonia, MN 55921

**Southeast Minnesota Regional Emergency Communications Board (or ECB)**

**Joint Powers Committee**

Judy Indrelie, Special Projects Coordinator, Olmsted Cty Sheriff's Office, 101 4<sup>th</sup> St SE, Rochester,  
MN 55904

Jack Miller	758 Shore Acres Road La Crescent, MN 55947 (507) 895-4363	No Set Term	\$65.00 out of county
Teresa Walter (alternate)	550 Skunk Hollow Rd La Crescent, MN 55947 (507) 895-2446	No Set Term	\$65.00 out of county

**SELCO BOARD OF DIRECTORS**

<https://www.selco.info/board-of-directors/>

LIMIT--3 - Three Year Terms



Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$65.00 out of county
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Bob Burns (Alternate)	405 W. Adams St Caledonia, MN 55921 (507) 450-2257	No Set Term	\$65.00 Out of County
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### **SEMCAC (APPOINTED BY COUNTY BOARD)**

Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$65.00 out of county
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Note - - Terry Erickson indicated that there is no set term for Semcac members. They serve indefinitely until they want to resign. Also, they do NOT have to be a county commissioner.

### **Southern MN Tourism Association (SMTA)**

Jack Miller	758 Shore Acres Road La Crescent, MN 55947 (507) 895-4363	No Set Term	\$65.00 out of county
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### **7 Rivers**

info@7riversalliance.com

[lisa@westerntc.ccsend.com](mailto:lisa@westerntc.ccsend.com) Notify her of changes on this committee  
<http://www.7riversalliance.org/>

Jack Miller	758 Shore Acres Road La Crescent, MN 55947 (507) 895-4363	No Set Term	\$65.00 out of county
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Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$65.00 out of county
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Bob Burns (Alternate)	405 W. Adams St Caledonia, MN 55921 (507) 450-2257	No Set Term	\$65.00 Out of County
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Teresa A. Walter	550 Skunk Hollow Road La Crescent, MN 55947 (507) 895-2446	No Set Term	\$65.00 out of county
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District #5		No Set Term	\$65.00
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EDA Director	Courthouse Caledonia, MN 55921 (507) 725-5836	No Set Term
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**SMART (TRAILS)**

(meets 6 times per year in Rochester)

Jack Miller	758 Shore Acres Road La Crescent, MN 55947 (507) 895-4363	No Set Term	\$65.00 out of county
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Bob Burns (Alternate)	405 W. Adams St Caledonia, MN 55921 (507) 450-2257	No Set Term	\$65.00 Out of County
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EDA Director	Courthouse Caledonia, MN 55921 (507) 725-5836	No Set Term
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(contact address for SMART is: T. “Grumpy” Sell; SMART President (507) 696-1028  
SMART; Box 421; Mantorville, MN 55955)

??Michael Wojcik, SMART Secretary at mwojcik@rochestermn.gov or

Suzie Nakasian, SMART President at suzienakasian@gmail.com

??

**Township Officers Association**

(to attend Twp meetings for informational purposes)

Teresa A. Walter	550 Skunk Hollow Road La Crescent, MN 55947 (507) 895-2446	No Set Term	\$40.00
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District #5		No Set Term	\$40.00
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**WATER PLANNING COMMITTEE**

No per diem for local meetings-One committee member is authorized to attend state/regional meetings and get a \$15 per diem

(Term limit was eliminated on 1/6/98)  
(Three Year Terms)

<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
Carlyn Kraabel	23464 Bangs Road Spring Grove, MN 55974 (507) 498-5687	Exp. 12/31/2020 (On 1 <sup>st</sup> full term) Stenhoff)	Mileage
Ervin Barth	17149 State 76 Caledonia, MN 55921 (507) 724-2532	Exp. 12/31/2020 (On 4th Term)	Mileage
Joanne Heim Welch	3653 Voshart Drive Brownsville, MN 55919 (507) 724-5133	Exp. 12/31/2021 (On 2nd Term)	Mileage
Al Jacob	20691 County 13 Houston, MN 55943 (507) 896-4620	Exp. 12/31/2021 (1 <sup>st</sup> full Term)	Mileage
Loren Lapham	21759 State 76 Caledonia MN 55921 507-495-3579	Exp. 12/31/2019 (On 1 <sup>st</sup> Term)	Mileage
Arlyn Pohlman (represents Twp. Officers Assn)	7601 Stadtler Dr Caledonia MN 55921 (507) 724-5656	No Term Limit for Twp. Officer Representative	Mileage
Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$40.00
Mary Thompson		No Set Term	None
Aaron Lacher	County Zoning Courthouse Caledonia, MN 55921 (507) 725-5800	No Set Term	None
Linda Dahl	SE MN Resources Board Winona State University P.O. Box 5838 Winona, MN 55987-5838 (507) 457-5223	No Set Term	None
Mark Hiles, Interim	BWSR 21371 State Hwy. 15 New Ulm, MN 56073 (507) 359-6077	No Set Term	None
Gary Larson	NRCS	No Set Term	None

Amelia Meiners	Houston County Feedlot Officer Courthouse Caledonia, MN 55921 (507) 725-5800	No Set Term	None
Brian Pogodzinski	County Engineer 1124 E Washington St Caledonia, MN 55921 (507) 725-3925	No Set Term	None
Dave Walter	District Manager Root River SWCD 805 N Hwy 44/76, Suite 1 Caledonia, MN 55921 (507) 725-5261 ext. 3	No Set Term	None

### **WORKFORCE DEVELOPMENT**

#### **Joint Powers Committee**

<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
Teresa Walter	550 Skunk Hollow Rd La Crescent, MN 55947 (507) 895-2446	No Set Term	\$65.00 out of county

## APPOINTED COUNTY OFFICES

County Assessor	Cynthia Cresswell-Hatleli	appointed 5/15/17 term expires 12/31/2020 *
County Engineer	Brian Pogodzinski 1124 E. Washington Caledonia, MN 55921 (507) 725-3925	term expires April 30, 2021 3rd 4-year term
Veteran Services Officer	Robert Thoen Courthouse Caledonia, MN 55921 (507) 725-5805	term expires 12/31/2019 *
Medical Examiner	Dr. R. Ross Reichard, M.D Southern MN Regional Medical Examiner's Office 200 1 <sup>st</sup> Street SW Rochester MN 55905 507-284-3040	term expires 12/31/22

\* 90 day notice required, should the Board decide not to re-appoint this individual

RESOLUTION NO. 20-04

**2020 ANNUAL APPROPRIATIONS**

January 7, 2020

WHEREAS, The Houston County Board of Commissioners approved the 2020 Annual Budget on December 17<sup>th</sup> 2019;

BE IT RESOLVED, by the Houston County Board of Commissioners, that the following appropriations will be made in 2020 from the appropriate County Revenue Fund:

<b>ORGANIZATION</b>	<b>2020 BUDGET</b>
SE Minnesota Initiative Fund	\$3,750
SEMAAA	\$2,000
SELCO	\$163,478
Emergency Medical Service	\$10,000
SEMCAC - Senior & Caregiver Advocacy	\$1,500
SEMCAC - Senior Nutrition	\$2,000
SEMCAC - Transportation Program (Donation Rides)	\$1,500
Historical Society	\$37,500
Historical Society - Matching Funds (Maximum)	\$5,000
Southern MN Tourism/Historic Bluff Country	\$952
Agricultural Society	\$20,000
Agricultural Society - Prior Year Financials Additional	\$4,000
Bluff Country HRA	\$-
RRSWCD	\$129,000
RRSWCD - Matching Funds	\$-
SE MN EMS	\$5,000
<b>TOTAL</b>	<b>\$385,680</b>

\*\*\*CERTIFICATION\*\*\*\*\*

STATE OF MINNESOTA  
COUNTY OF HOUSTON

I, Jeff Babinski, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated January 7, 2020.

WITNESS my hand and the seal of my office this 7<sup>th</sup> day of January 2020.

RESOLUTION NO. 20-04

**2020 OFFICIAL NEWSPAPER**

January 7, 2020

WHEREAS, Minn. Statute § 375.12 Subd. 1, requires a county to solicitations of bids annually at the first regular meeting for an official paper;

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, that the following publications have been designated as the Official Newspaper for publication of minutes, public notices, and other routine county business, with the accepted rates for publication expenses:

TBD

\*\*\*CERTIFICATION\*\*\*

STATE OF MINNESOTA  
COUNTY OF HOUSTON

I, Jeff Babinski, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated January 7, 2020.

WITNESS my hand and the seal of my office this 7<sup>th</sup> day of January 2020.

## **Houston County Planning Commission and Board of Adjustment Vacancies**

Notice is hereby given that applications are being accepted for vacancies on the Houston County Planning Commission and the Board of Adjustment. These are three-year terms beginning in January 2020 and ending on December 31, 2022. Both bodies meet as needed, generally on the evening of the 4th Thursday of each month, with additional and/or special meetings scheduled as may be required. Application packets are available at the Houston Co. Personnel Office, 304 S. Marshall St., Room 208, Caledonia, MN, by calling (507) 725-5822 or online at [www.co.houston.mn.us](http://www.co.houston.mn.us). ***Completed application materials must be received in the Personnel Office by 4:30 p.m., Thursday, January 16, 2020.***

By: Jeff Babinski,  
Houston County Administrator



**State of Minnesota**

County of Houston

**District Court**

Judicial District:

Third

Court File Number:

Case Type:

Other Civil

In Re: Appeal of the Decision of the  
Houston County Board of Adjustment  
Dated December 2, 2019 Related to the  
Schutz Quarry

Kruckow Companies, LLC and  
Bonanza Grain, Inc.  
d/b/a Kruckow Rock Products & Redi-Mix,

Plaintiffs-Appellants,

vs.

Houston County,

Defendant-Respondent.

**Civil Cover Sheet**  
**(Non-Family Case Type)**  
Minn. R. Gen. Prac. 104

Date Case Filed: December 30, 2019

This civil cover sheet must be filed by the initial filing lawyer or party, if unrepresented by legal counsel, unless the court orders all parties or their legal counsel to complete this form. Once the initial civil cover sheet is filed, opposing lawyers or unrepresented parties who have not already been ordered to complete this form may submit their own cover sheet within ten days after being served with the initial cover sheet. See Rule 104 of the General Rules of Practice for the District Courts.

**If information is not known to the filing party at the time of filing, it shall be provided to the Court Administrator in writing by the filing party within seven (7) days of learning the information.** Any party impleading additional parties shall provide the same information to the Court Administrator. The Court Administrator shall, upon receipt of the completed certificate, notify all parties or their lawyers, if represented by counsel, of the date of filing the action and the file number assigned.

ATTORNEYS FOR PLAINTIFFS

Ranelle Leier (#277587)  
Peter Stiteler (#0393085)  
FOX ROTHSCHILD LLP  
222 South Ninth Street  
Suite 2000  
Minneapolis, MN 55402  
Telephone: 612.607.7000  
Facsimile: 612.607.7100  
Email: rleier@foxrothschild.com  
pstiteler@foxrothschild.com

ATTORNEY FOR DEFENDANT

Samuel Jandt  
Houston County Attorney  
306 South Marshall Street  
Caledonia, MN 55921  
Telephone: 507.725.5802  
Email: samuel.jandt@co.houston.mn.us

(Attach addition sheet for additional attorneys / parties)

Note: If either Plaintiff or Defendant gets an attorney, the attorney's name, address, telephone number and attorney ID number must be given in writing to the Court Administrator immediately.

1. Provide a concise statement of the case including facts and legal basis:

Plaintiffs-Appellants are appealing the Houston County Board of Adjustment's December 2, 2019 decision to uphold the Houston County Zoning Administrator's decision that the rock quarry known as the "Schutz Quarry" lost its legal nonconforming use as a mine.

The Houston County Board of Adjustment's December 2, 2019 decision was improper and should be reversed on the following grounds: (1) Defendant deprived Appellants of due process by denying them the opportunity to be heard in a meaningful and impartial manner due to the conflicting dual roles of attorney Jay Squires in this matter, (2) the Board of Adjustment ignored notice requirements for Appellants' appeal by continuing its November 21, 2019 hearing on December 2, 2019, without providing notice to Appellants, (3) the Board of Adjustment applied the wrong standard of review to the Zoning Administrator's decision, (4) the December 2, 2019 decision is arbitrary, capricious, and unreasonable, (5) the December 2, 2019 decision is not supported by competent, substantial, and material evidence properly before the Board of Adjustment, (6) the December 2, 2019 decision contradicts prior decisions of Houston County Zoning that concluded the Schutz Quarry had not lost its legal nonconforming use as a mine, and (7) equitable estoppel bars the December 2, 2019 decision and the underlying decision by the

current Zoning Administrator due to prior decisions of Houston County Zoning and evidence of wrongful conduct by the prior Zoning Administrator.

2. Date Complaint was served: December 30, 2019

3. For Expedited Litigation Track (ELT) Pilot Courts only: N/A

a. ☐ the parties jointly and voluntarily agree that this case shall be governed by the Special Rules for ELT Pilot. Date of agreement: \_\_\_\_\_

b. ☐ The court is requested to consider excluding this case from ELT for the following reasons: \_\_\_\_\_

Note: ELT is mandatory in certain cases, and where mandatory, exclusion may also be sought by timely motion under the Special Rules for ELT Pilot.

c. Anticipated number of trial witnesses: \_\_\_\_\_

d. Amount of medical expenses to date: \_\_\_\_\_

e. Amount of lost wages to date: \_\_\_\_\_

f. Identify any known subrogation interests: \_\_\_\_\_

4. For Complex Cases (See Minn. Gen. Prac. 146):

a. Is this case a "complex case" as defined in Rule 146? ☐ Yes ☒ No

b. State briefly the reasons for complex case treatment for this case:

5. Estimated discovery completion within N/A months from the date of this form.

6. Disclosure / discovery of electronically stored information discussed with other party?

☒ No ☐ Yes, date of discussion: \_\_\_\_\_

If Yes, list agreements, plans, and disputes:

7. Proposed trial start date: N/A - This is a land use matter. Such matters are generally determined on motions for summary judgment rather than at trial.

8. Estimated trial time: N/A - See response to #6 above.

9. Jury trial is: N/A

☐ waived by consent of \_\_\_\_\_ pursuant to Minn. R. Civ. P. 38.02.  
(specify party)

☐ requested by \_\_\_\_\_ (NOTE: Applicable fee must be enclosed)  
(specify party)

10. Physical/mental/blood examination pursuant to Minn. R. Civ. P. 35 is requested:
- ☐ Yes      ☒ No
11. Identify any party or witness who will require interpreter services, and describe the services needed (specifying language, and if known, particular dialect): N/A
12. Issues in dispute: Whether the Houston County Board of Adjustment's December 2, 2019 decision should be overturned for the reasons listed in item 1. above.
13. Case Type / Category: 14, Other Civil (NOTE: select case type from Form 23, Subject Matter Index for Civil Cases, appended to the Minnesota Rules of Civil Procedure).
14. Recommended Alternative Dispute Resolution (ADR) mechanism: mediation  
(See list of ADR processes set forth in Minn. Gen. R. Prac. 114.02(a))  
Recommended ADR provider (known as a "neutral"): to be determine  
Recommended ADR completion date: to be determined  
If applicable, reasons why ADR not appropriate for this case: \_\_\_\_\_

By signing below, the attorney or party submitting this form certifies that the above information is true and correct.

Submitted by: /s/ Ranelle Leier

Attorney License: MN #277587

Firm: Fox Rothschild LLP

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Telephone: 612.607.7000

Date: December 30, 2019

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF HOUSTON

THIRD JUDICIAL DISTRICT  
Case Type: Other Civil

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In Re: Appeal of the Decision of the  
Houston County Board of Adjustment  
Dated December 2, 2019 Related to the  
Schutz Quarry

Court File No. \_\_\_\_\_

**NOTICE OF APPEAL**

Kruckow Companies, LLC and  
Bonanza Grain, Inc.  
d/b/a Kruckow Rock Products & Redi-Mix,

Plaintiffs-Appellants,

v.

Houston County,

Defendant-Respondent.

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Kruckow Companies, LLC and Bonanza Grain, Inc. *d/b/a* Kruckow Rock Products & Redi-Mix (collectively, “Appellants”) appeal the Houston County Board of Adjustment’s December 2, 2019 decision to uphold the Houston County Zoning Administrator’s decision that the rock quarry known as the “Schutz Quarry” lost its legal nonconforming use as a mine. Kruckow Companies has a legal and economic interest in the Schutz Quarry as the leaseholder of the property directly affected by the December 2, 2019 decision. Kruckow Companies assigned its rights under the lease to Bonanza Grain, which has a legal and economic interest in the Schutz Quarry as the quarry operator.

Appellants are aggrieved parties and appeal the December 2, 2019 decision pursuant to Houston County Zoning Ordinance Section 12.4, subdivision 2, and Minnesota Statutes Section 394.27, subdivision 9.

Appellants file this appeal on the following grounds: (1) Defendant deprived Appellants of due process by denying them the opportunity to be heard in a meaningful and impartial manner due to the conflicting dual roles of attorney Jay Squires in this matter, (2) the Board of Adjustment ignored notice requirements for Appellants' appeal by continuing its November 21, 2019 hearing on December 2, 2019, without providing notice to Appellants, (3) the Board of Adjustment applied the wrong standard of review to the Zoning Administrator's decision, (4) the December 2, 2019 decision is arbitrary, capricious, and unreasonable, (5) the December 2, 2019 decision is not supported by competent, substantial, and material evidence properly before the Board of Adjustment, (6) the December 2, 2019 decision contradicts prior decisions of Houston County Zoning that concluded the Schutz Quarry had not lost its legal nonconforming use as a mine, and (7) equitable estoppel bars the December 2, 2019 decision and the underlying decision by the current Zoning Administrator due to prior decisions of Houston County Zoning and evidence of wrongful conduct by the prior Zoning Administrator. The December 2, 2019 decision should therefore be reversed.

This appeal is taken upon the record of the proceedings of the Houston County Board of Adjustment, the hearings conducted in the matter, and upon all the files and records submitted by Houston County and Appellants to the Houston County Board of Adjustment.

Dated: December 30, 2019

**FOX ROTHSCCHILD LLP**

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**ATTORNEYS FOR PLAINTIFFS-  
APPELLANTS KRUCKOW  
COMPANIES, LLC AND BONANZA  
GRAIN, INC. D/B/A/ KRUCKOW ROCK  
PRODUCTS & REDI-MIX**

**MINN. STAT. § 549.211  
ACKNOWLEDGMENT**

The parties on whose behalf the attached document is served acknowledge through their undersigned counsel that sanctions may be imposed pursuant to Minn. Stat. § 549.211.

Dated: December 30, 2019

**FOX ROTHSCHILD LLP**

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