



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 (Chair)
District 3
Robert Burns (Vice-Chair)
District 4
Teresa Walter
District 5
Greg Myhre

HOUSTON COUNTY BOARD OF COMMISSIONERS BOARD MEETING AGENDA

9:30, June 9, 2020, County Board Room, Historic Courthouse

*******The meeting will be accessible to public participants via our conference call line at 312-626-6799 and entering meeting ID: 95697403315 and password 992222. Public attendees are requested to mute their line until addressed.*******

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE PREVIOUS MINUTES

- May 26 - Board Meeting
- June 2 –Workgroup Session

PUBLIC COMMENT

COVID-19 Update from Public Health

Southern Minnesota Initiative Foundation – Houston County 2020 Updates video

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 Claims, Human Service & License Center disbursements.
- 2) Affirm the following personnel actions:
 - i. TBD
 1. TBD
 2. TBD
 - ii. TBD
 1. TBD

ACTION ITEMS

- 1) Consider approval of a letter of support for the Twin Cities-Milwaukee-Chicago Intercity Passenger Rail Project. (Babinski)

- 2) Consider approval of an Interim Use Permit for Mathy Construction to operate a temporary Bituminous Plant in an Ag District in La Crescent Township. (Lacher)
- 3) Consider approval of a Conditional Use Permit for George Kittleson to build a dwelling on less than 40 acres in an Ag District in Sheldon Township. (Lacher)
- 4) Consider approval of a Conditional Use Permit for Joe Macejik to build a cabin in an Ag District in Houston Township. (Lacher)
- 5) Consider approval of a Conditional Use Permit for Mark Frickson to operate a custom meat processing and fresh met market in an Ag District in Money Creek Township. (Lacher)
- 6) Consider accepting the low bid offer for SAP 028-635-022 Paving. (Pogodzinski)
- 7) Consider approval of Resolution 20-29 County State Aid Highway Funds Advance. (Pogodzinski)
- 8) Consider approval of Property Tax Abatements. (Cresswell)
- 9) Consider approval of Resolution 20-40 Authorization to Accept Next Generation E-911 Grant Funds. (Cresswell)
- 10) Consider approval of a contract with Brothers Up North LLC to complete work on the Root River Japanese Hops project. (Meiners)

DISCUSSION ITEMS

- 1) Administrator Updates
- 2) Commissioner Reports & Comments

CLOSING PUBLIC COMMENT

ADJOURN

From: [Krom, Daniel \(DOT\)](#)
To: [mellberg@umn.edu](#); [anortham@winona.edu](#); [candrews@smumn.edu](#); [dnahrgan@smumn.edu](#); [lklein@uwlax.edu](#); [dhill@newportmn.com](#); [kwalsh@stpaulpark.org](#); [jelevitt@cottagegrovemn.gov](#); [lstoffel@hastingsmn.gov](#); [laura.blair@ci.red-wing.mn.us](#); [cityadmin@wabasha.org](#); [cespinosa@ci.winona.mn.us](#); [ssarvi@ci.winona.mn.us](#); [andrea.benck@co.goodhue.mn.us](#); [Jeff Babinski](#); [Jim Wolter](#); [patty@redwingchamber.com](#); [dschmidt@winonachamber.com](#); [president@smumn.edu](#); [solson@winona.edu](#)
Cc: [Clarksen, Robert \(DOT\)](#); [Rudeen, Erik \(DOT\)](#); [Hatt, Kathryn \(DOT\)](#); [McFarland-Brooks, Mary \(DOT\)](#)
Subject: Passenger rail CRISI application support request
Date: Wednesday, June 3, 2020 4:30:58 PM
Attachments: [TCMC CRISI Support Letter Template.docx](#)

***** HOUSTON COUNTY SECURITY NOTICE *****

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact HelpDesk.



Office of Freight and Commercial Vehicles

395 John Ireland Boulevard

St. Paul, MN 55115

Greetings,

As you may be aware, the Twin Cities-Milwaukee-Chicago (TCMC) Project is a multi-partner effort with support across several states to implement additional passenger rail transportation service in the corridor between the Twin Cities and Chicago. Previous phases of the project have enjoyed the participation of various public agencies, including the Minnesota and Wisconsin Departments of Transportation, the Ramsey County Regional Railroad Authority, and the La Crosse Area Planning Commission, among others.

The TCMC Project fills regional transportation system gaps, provides an alternative that is cost-effective to implement, operate and maintain, responds to increases in population and economic growth, integrates with existing Hiawatha service between Milwaukee and Chicago, and avoids travel time delays sometimes experienced by the eastbound Empire Builder as it travels from the West Coast.

The project was recently awarded an Federal Railroad Administration (FRA) Restoration & Enhancement Grant to fund operations for the first three years of service, and the project partners are now excited to advance the project from the planning to implementation phase. In order to fund the construction in the TCMC corridor, additional federal support is being requested from the FRA through the Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program. The additional funds provided by this grant will enable the infrastructure construction to proceed, which is the critical remaining element of the project.

The TCMC project is expected to improve existing freight operations, and provide economic development opportunities along the entire corridor, including significant beneficial impacts to the community in which your agency operates. To assist us in this effort, please consider using the attached template to provide a letter of support for this next step as the grant application is

developed.

Please send the letter directly to the FRA Administrator Ronald Batory and if possible, a copy of your letter to Robert.Clarksen@state.mn.us by **6/12/2020** to be included with the application.

Your support is sincerely appreciated,

Dan Krom
Freight and Rail Planning Section Manager
Office of Freight and Commercial Vehicle Operations (MS 460)
Minnesota Department of Transportation
395 John Ireland Blvd.
St. Paul, MN 55155

Equal Opportunity Employer

The Honorable Ronald L. Batory
Administrator of the Federal Railroad Administration
U.S. Department of Transportation
1200 New Jersey Avenue SE
Washington, DC 20590

Dear Administrator Batory,

I am writing you in support of the Wisconsin Department of Transportation and Minnesota Department of Transportation joint application to the Federal Railroad Administration's Consolidated Rail Infrastructure and Safety Improvements (CRISI) program for funds to support the capital improvements for the Twin Cities-Milwaukee-Chicago Intercity Passenger Rail (TCMC) Project.

For those not traveling by personal vehicle, there are a lack of transportation options for travel to and from smaller cities within the TCMC corridor. Amtrak's Empire Builder, which provides long-distance service between Chicago and Seattle/Portland, is the only existing passenger rail service that operates between the Twin Cities and Chicago. This once daily round trip service provides limited passenger schedule options between Chicago Union Station and Union Depot in St. Paul and several smaller communities along the route in Minnesota and Wisconsin. While commercial bus and airline services are available, these do not fully serve the travel demand between these smaller cities and the larger cities.

The TCMC Project fills regional transportation system gaps, provides an alternative that is cost-effective to implement, operate and maintain, responds to increases in population and economic growth, integrates with Hiawatha service, and avoids travel time delays sometimes experienced by the eastbound Empire Builder as it travels from the West Coast. The new round-trip within the TCMC Project corridor complements the existing Empire Builder long-distance service with a schedule providing an intercity frequency that is approximately 4 to 6 hours apart from the existing Empire Builder schedule, to provide flexibility and convenience oriented towards passenger rail travel within the TCMC corridor.

In addition to improving regional mobility, the TCMC Project has important economic benefits. The TCMC Project will create engineering and construction jobs to design and build approximately \$72 million in track and signal improvements. Additionally, the Project will support tourism spending all along the 411-mile route, it will support businesses that sell goods and services to Amtrak and it will connect students to educational opportunities at colleges and universities throughout the TCMC Corridor. Ultimately, it will help rural and urban communities along the corridor attract and retain businesses, employees, residents, and visitors by improving connections to the economic epicenters of the region.

The TCMC Project is a multi-partner effort with support across several states. Existing and past project phases have included significant participation from various public entities including WisDOT, MnDOT, La Crosse Area Planning Commission and the Ramsey County Regional Railroad Authority. Recently, the project was awarded an FRA Restoration & Enhancement Grant to fund operations and project partners are excited to advance the project from planning to implementation.

If awarded, Federal funding would be utilized to implement critical infrastructure improvements throughout the TCMC Corridor, allow for TCMC operations to commence, improve existing freight operations, and provide economic value along the entire corridor. Federal funding would greatly reduce the barriers to successful implementation of the TCMC Project and I support the application for the CRISI Grant Program.

Thank you for your consideration,

Name

Position Title

Organization

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-Jun-20

Person requesting appointment with County Board: Aaron Lacher

Issue:

Approve 1 IUP and 3 CUPs: 1) Mathy Construction - IUP to operate a temporary Bituminous Plant in an Ag District in La Crescent Twp 2) George Kittleson - CUP to build a dwelling on less than 40 acres in an Ag District in Sheldon Twp. 3) Joe Macejik - CUP to build a cabin in an Ag District in Houston Twp. 4) Mark Frickson - CUP to operate a custom meat processing and fresh meat market in an Ag District in Money Creek Twp. (All were approved by the PC on 5-28-2020.)

Justification:

Action Requested:

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

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

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

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

5/15/2020

Application Date: 4/21/2020
 Hearing Date: 5/28/2020
 Petitioner: Mathy Construction
 Reviewer: Aaron Lacher
 Zoning: Ag Protection
 Address: 1485 Evans Hill Rd
 Township: La Crescent
 Parcel Number: 080229000
 Submitted Materials: IUP application, Supplemental information sheet.

OVERVIEW

REQUEST

The Petitioner requests an Interim Use Permit to set up and operate a bituminous plant in an existing quarry (Abnet Quarry, La Crescent Township permit #228) in La Crescent Township.

SUMMARY OF NOTEWORTHY TOPICS

The asphalt plant is proposed to be located within the floor of the Abnet Quarry, located off of Evans Hill Rd. The plant will support paving of CSAH 6 from the Winona County line to La Crescent city limits, a distance of 6.67 miles. Additional projects may be supported by the plant as well.

Haul routes are identified in the application, and were reviewed by the County Engineer. Some inbound routes are proposed through the City of La Crescent, and the City was given opportunity to provide comment.

Test results for the proposed plant were provided. The test found Plant 52 emitted 0.0053 grains per dry standard cubic foot (GR/DSCF) of particulate matter; the regulatory maximum is 0.039 GR/DSCF.

TOWNSHIP AND NEIGHBORHOOD COMMENTS



La Crescent Township, the City of La Crescent, and the ten nearest property owners were notified. Comments were received from County DOT, MPCA, and City of La Crescent. No comments were received from the public.

SITE CHARACTERISTICS

The plant is proposed in an existing quarry. Drainage is contained within the quarry in which two retention ponds are located.

The quarry floor is at an elevation of approximately 1060. Nearby wells located approximately ½ mile to the south indicated a ground water level of 723' and 713' for the Wonewoc Sandstone Aquifer. A sealed well is located in the NW corner of the quarry floor.

In addition to the retention ponds within the quarry, an intermittent stream is mapped on the western edge of the parcel, and runs in the ditch on the eastern side of Evans Hill Rd before entering Pine Creek.



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:

NA: #13, #14.

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

Staff Analysis: The Comprehensive Plan, section 0100.0510 Subd. 2, Policy 4 states: “Encourage the development of a transportation system which properly balances considerations of safety, accessibility, environmental protection and cost.” The application is within the parameters of this policy.

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

Staff Analysis: The scheduled reconstruction of roadways in the County creates a need.

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

Staff Analysis: Standard precautions required by State and Federal Law will be followed. The applicant has provided information the Spill Prevention Control Countermeasure plan in place, and outlined steps to protect water quality should a spill occur.

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

Staff Analysis: Runoff is contained within the existing quarry site.

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

Staff Analysis: The plant will be located on the quarry floor. The soil has been previously removed. The rock floor is a suitable surface for asphalt plant operations.

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

Staff Analysis: Applicable Federal and State standards are met, including plant emissions and storm water quality. A Spill Prevention Control Countermeasure Plan is in place and employees are provided training regarding it. The applicant indicates there will be 3-5 portable toilets on site.

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

Staff Analysis: The County Engineer is aware of the proposed haul routes and indicates they are acceptable. Routes also go through the City of La Crescent, which did not indicate concerns over the proposed routes. The applicant indicates there will be 3-5 portable toilets on site, as well as a dumpster.

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 existing quarry has adequate parking for the employees needed to operate the plant.

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

Staff Analysis: The haul routes identified make use of the most robust roadways available.

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 properties in the immediate vicinity are woodland and cropland. The nearest dwellings are approximately 3,000' to the north. Impacts are anticipated to be marginal and temporary relative to the baseline quarry operation and the proposed resurfacing of CSAH 6. An IUP was previously issued for a multi-use agri-tourism facility south of the quarry. The permit holders were provided notice of this application and did not provide comment.

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: Adjacent properties are woodland and cropland. The County is not aware of any proposed development of the surrounding land during the proposed permit term.

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 measures proposed mitigate potential nuisances to the extent practical and are adequate given the relatively isolated location of the site. This includes efforts to reduce asphalt odor and dust suppression.

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: NA

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: NA

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


Staff Analysis: The proposal includes adequate measures to protect the public's health, safety, morals, and general welfare, including compliance with state and federal, and planning for an unforeseen spill. Additionally, the applicant's previous work in the county has been conducted as presented and without incident.

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. Permit expiration shall be October 31, 2020.

Proposed Motion: Recommend approval of an IUP for Mathy Construction to operate a bituminous plant as proposed, subject to the two conditions discussed.

Number 2020- IUP- 57853	Patrick Paulino 080299000 Interim Use Request Submitted by Mathy Construction on 4/8/2020	
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INTERIM USE INTRO [Edit] Last updated: 4/8/2020 10:41:13 AM and saved by: Mathy Construction

An Interim 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 7.7 of the ordinance. Interim use permits must specify a termination event or date, and are nontransferable.

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.

Interim Use Application Fee **\$700.00**

Recording Fee **\$46.00**

Application Type:
Interim Use

APPLICANT INFORMATION

Construction

[Edit] Last updated: 4/8/2020 10:46:10 AM and saved by: Mathy

Applicant Name	Patrick Paulino
Telephone Number	608-779-6348
Address	920 10TH AVENUE NORTH, P O BOX 189
City	Onalaska
Zip	54650
Parcel Tax ID	080299000
Legal Description	Sect-02 Twp-104 Range-005 80.00 AC E1/2 SW1/4 DOC 261833; DOC 269688; DOC 292784
Section-Township-Range	02-104-005
Do you own additional adjacent parcels	No

Township of:	La Crescent
--------------	--------------------

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**INTERIM USE REQUEST**

Construction

[Edit] Last updated: 4/9/2020 8:49:50 AM and saved by: Mathy

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

Describe in detail your request.

Mathy Construction would like to place a temporary portable asphalt plant in Abnet Quarry to make asphalt for local infrastructure projects. We would like to start mid June and operate for a few weeks.

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

Unknown

Requested Dimension:

Typically a plant footprint with stock piles is around 4 acres.

**Please upload any
supporting documents:**

[Houston County Application.pdf \(download\)](#)

INTERIM USE FINDING OF FACTS [Edit] Last updated: 4/9/2020 9:10:44 AM and saved by:
Mathy Construction

[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:

See attached.

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

Yes

Comments:

The proposed use would provide hot mix asphalt to local infrastructure projects.

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

Yes

Comments:

See attached.

**4. That the proposed
use will not adversely**

Yes

increase the quantity of water runoff.

Comments: **See attached.**

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

N/A

Comments: **N/A**

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

Yes

Comments: **See attached.**

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

Yes

Comments: **See attached.**

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

Yes

Comments: **All plant parking and loading will be within the quarry foot print.**

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

Yes

Comments: **See attached.**

10. That the conditional use will not be injurious

Yes

to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

Comments:

See attached.

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:

See attached.

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:

Mathy Construction uses odor suppressant in it's asphalt mix. Mathy Construction also uses water to prevent any fugitive dust from leaving the site.

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:

See attached.

SITE PLAN INFORMATION [Edit]

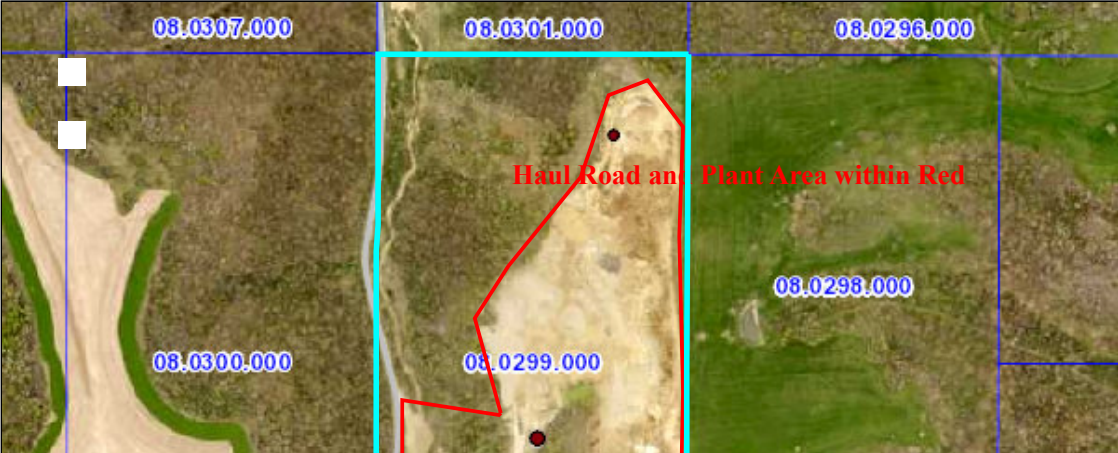
Last updated: 4/9/2020 9:19:50 AM and saved by: Mathy Construction

A site plan MUST accompany all Applications. You can either hand draw your site plan and submit it via scanning and attaching the document, or by using the interactive map below.

Upload Site Plan

There are no attached documents.

Use Interactive Map to Create Site Plan



Layer List:

☒ NG911 Address Points

☒ Wells_MWI_Jan_2018

☐ Contours

☒ Septic Permit

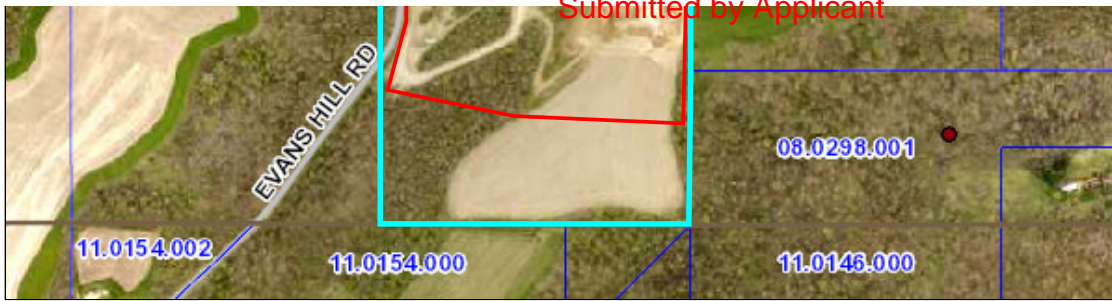
☒ Septic Permits

☒ Corporate Limits

☒ Political Townships

☐ Subdivisions

Submitted by Applicant



12

- ☐ Blocks
- ☐ Lot Boundaries
- ☒ Parcels
- ☐ Roads
- ☐ Streams
- ☐ Floodplain (Effective 12/7/2018)

APPLICATION SUBMITTAL [Edit] Last updated: 4/9/2020 9:21:47 AM and saved by: Mathy Construction

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

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

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

Signature

Date Signed:
04/09/2020

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

APP SUBMITTED/PAYMENT SELECTION Last updated: 4/21/2020 4:47:09 PM and saved by: Holly Felten

Fee amount paid: **\$746**

LA CRESCENT TOWNSHIP REVIEW [Edit] Last updated: 4/21/2020 4:47:40 PM and saved by: Holly Felten

Date email sent:
04/21/2020

DATES [Edit] Last updated: 5/11/2020 12:44:27 PM and saved by: Holly Felten

Application Date **4/21/2020**

Advertising Date **5/13/2020**

Planning Commission Meeting Date **5/28/2020**

Meeting Time **6:00 PM**

Comments

Houston County Application – Supplemental Information

1. Map of Proposed Plant Location in Alden Quarry.



2. The maximum time for operation would be June through September of 2020.
3. The plant would operate Monday through Saturday from 5:00 A.M. to 9:00 P.M.
4. The plant would provide product for the following Houston County projects: MN CSAH 6. The plant may also provide product to additional projects within the area if more jobs are accepted throughout the coming months.
5. Project Haul Routes Maps: See Attachment 1.
6. All our asphalt plants have air emission testing. See Attachment 2 for emission testing of plant 52. In the event a different plant is mobilized for the project, a plant specific emission test can be provided upon request.
7. Materials and quantities may vary but will approximately match the following:
 - Asphalt Cement = 30,000 gallons,
 - Diesel Fuel = 9,200 gallons,

- Liquid Propane = 18,000 gallons,
- Tack = 7,000 gallons,
- Petroleum Lubricants = 55-150 gallons.
- Aggregate Material

8. All Mathy Construction's asphalt plants have a Spill Prevention Control Countermeasure (SPCC) plan in place. Prevention and reaction to spills are implemented and followed in accordance with the requirements of 40 CFR Part 112, Subparts A and B (February 6th, 2018). Mathy Construction ensures that the contents of the SPCC plans are implemented and maintained by well trained, educated and competent employees.

Example of Preventative Measures:

- Inspections of equipment and site are performed to prevent possible spills.
- Best management practices, such as a berm, are implemented to ensure any possible spills stay on site and away from water sources.

Summary of Spill Response:

In the event of a spill, the following emergency response is followed:

1. Take immediate action to isolate and control the release, as long as response action does not jeopardize the health and/or safety of responders or the public. Mobilize accessible resources and stabilize the situation. Barriers, aggregate/earthen materials and/or adsorbent materials should be used, if necessary, to prevent discharge from reaching storm water conveyance systems or off-site areas.
2. Consult Safety Data Sheets (SDS), when necessary, to evaluate health hazards and fire potential. Contact local fire responders if potential for ignition is a concern.
3. Report any spill to authorized Company officials. Company officials will notify the County Emergency Management, Department of Natural Resources (DNR) personnel, and EPA National Response Center for reportable spills.
4. Continue spill mitigation procedures. Isolate and contain petroleum products through berming, application of absorbent aggregate, petroleum adsorbent padding, or diversion to containment area. Confirm possible control of leak or spill source as soon as practicable.
5. Notify Company officials as soon as the situation is stabilized. Upon approval of the Company or DNR officials, begin excavation/cleaning process.

9. The haul routes for incoming this product can be found in Attachment 3.

ATTACHMENT 1

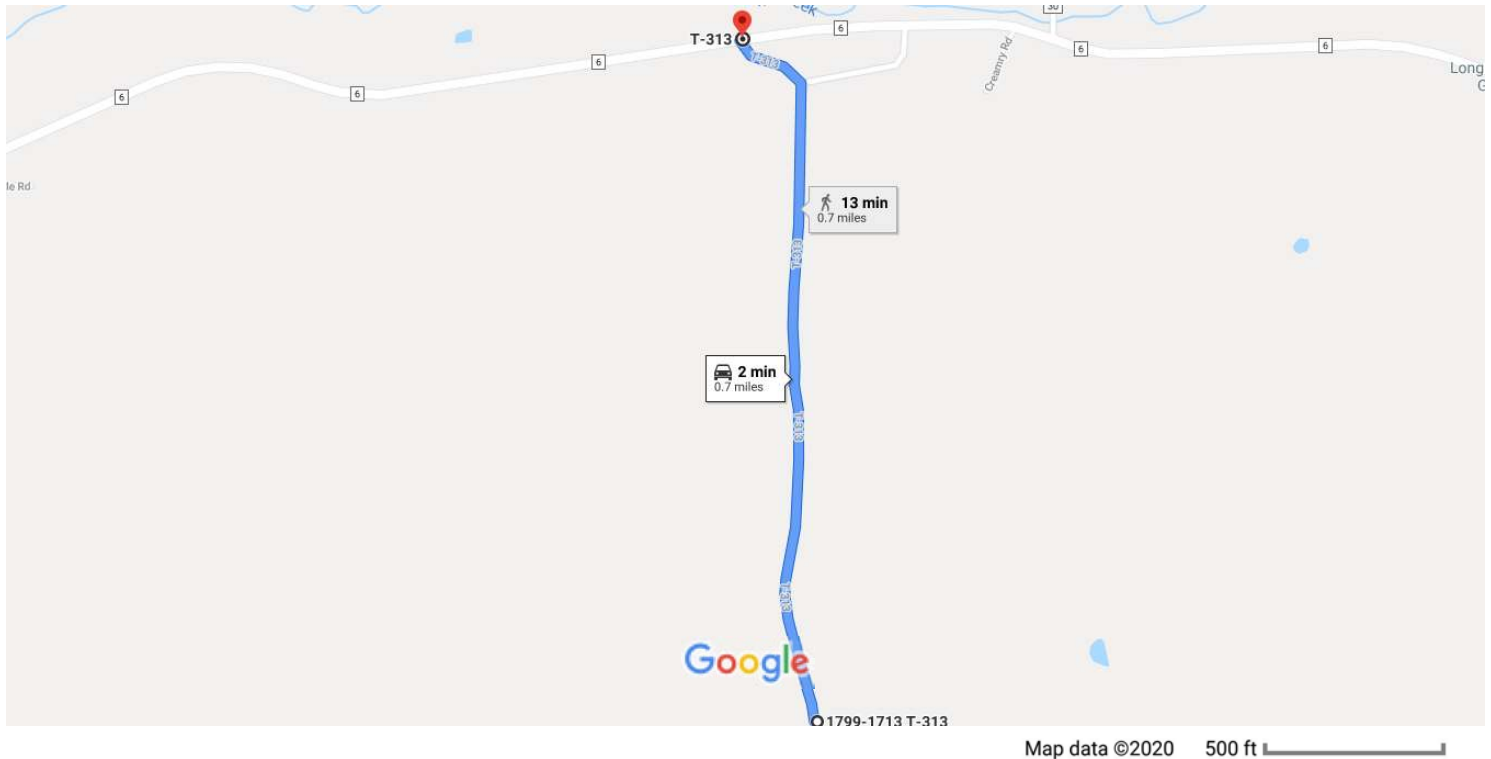
PROJECT HAUL ROUTES



1799-1713 T-313, La Crescent, MN 55947 to T-313, La Crescent, MN 55947

Drive 0.7 mile, 2 min

HMA Mix Haul from Abnet Quarry to CSAH 6: 28,200 Tons



1799-1713 T-313

La Crescent, MN 55947

1. Head north on T-313 toward County Rd 6
0.7 mi
2. Turn right onto County Rd 6
13 ft

T-313

La Crescent, MN 55947

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

ATTACHMENT 2

EMISSION TESTING

Interpoll Laboratories, Inc
4500 Ball Road N.E.
Circle Pines, Minnesota 55014-1819

TEL: (763) 786-6020
FAX: (763) 786-7854

**RESULTS OF THE SEPTEMBER 2-3, 2015
PARTICULATE EMISSION COMPLIANCE
TESTS ON THE MATHY CONSTRUCTION PLANT 52
NEAR INDEPENDENCE, WISCONSIN**

Submitted to:

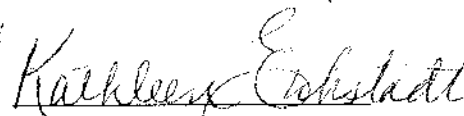
MATHY CONSTRUCTION COMPANY

4105 East River Road NE
Rochester, MN. 55906

Attention:

Samantha Kaster

Reviewed by:



Kathleen Eickstadt

Coordinator

Source Testing Department

Report Number 15-34577
September 29, 2015
DVH

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APPENDICES:

- A - Sampling Train Calibration Data
- B - Location of Test Ports
- C - Field Data Sheets
- D - Interpoll Laboratories Analytical Data
- E - Asphalt Plant Operating Data
- F - Procedures
- G - Calculation Equations
- H - Test Plan

ABBREVIATIONS

ACFM	actual cubic feet per minute
cc (ml)	cubic centimeter (milliliter)
DSCFM	dry standard cubic foot of dry gas per minute
DSML	dry standard milliliter
DEG-F (°F)	degrees Fahrenheit
DIA.	Diameter
FT/SEC	feet per second
g	gram
GPM	gallons per minute
GR/ACF	grains per actual cubic foot
GR/DSCF	grains per dry standard cubic foot
g/dscm	grams per dry standard meter
HP	horsepower
HRS	hours
IN.	inches
IN.HG.	inches of mercury
IN.WC.	inches of water
LB	pound
LB/DSCF	pounds per dry standard cubic foot
LB/HR	pounds per hour
LB/10 ⁶ BTU	pounds per million British Thermal Units heat input
LB/MMBTU	pounds per million British Thermal Units heat input
MW	megawatt
mg/dscm	milligrams per dry standard cubic meter
ug/dscm	micrograms per dry standard cubic meter
microns (um)	micrometer
MIN.	minutes
ng	nanograms
PM	particulate matter
PPH	pounds per hour
PPM	parts per million
ppmC	parts per million carbon
ppm,d	parts per million, dry
ppm,w	parts per million, wet
ppt	parts per trillion
PSI	pounds per square inch
SQ.FT.	square feet
TPD	tons per day
ug	micrograms
v/v	percent by volume
w/w	percent by weight

Standard conditions are defined as 68 °F (20 °C) and 29.92 IN. of mercury pressure

1 INTRODUCTION

On September 2-3, 2015 Interpoll Laboratories personnel conducted a particulate emission compliance test on the Mathy Construction Plant 52 located near Independence, Wisconsin. The compliance test was conducted by Steve Edson and Jaryd Marks. Visible emissions were performed by Samantha Kaster of Mathy Construction, a certified reader who also provided coordination between testing activities and plant operation. The test was not witnessed by a representative of the Wisconsin Department of Natural Resources.

Evaluations were performed in accordance with EPA Methods 1-5, CFR Title 40, Part 60, Appendix A (revised July 1, 2015). A preliminary determination of the gas linear velocity profile was made before the first particulate determination to allow selection of the appropriate nozzle diameter required for isokinetic sample withdrawal. An Interpoll Labs sampling train, which meets or exceeds specifications in the above-cited reference was used to extract particulate samples by means of a heated glass-lined probe.

An integrated flue gas sample was extracted simultaneously with each particulate sample using a specially designed gas sampling system. Integrated flue gas samples were collected in 44-liter Tedlar bags housed in a protective aluminum container. After sampling was complete, the bags were sealed and returned to the laboratory for gas composition analysis. Prior to sampling, the Tedlar bags are leak checked at 15 IN.HG. vacuum with an in-line rotameter. Bags with any detectable inleakage are discarded.

Testing was conducted from two test ports oriented at 90 degrees on the stack. These ports are located 2.66 stack diameters downstream and 2.34 diameters upstream of the nearest flow disturbances. A 24-point traverse was used to collect representative particulate samples. Each traverse point was sampled 2.5 minutes to give a total sampling time of 60 minutes per run.

The important results of the test are summarized in Section 2. Air emission results are presented in Section 3. Fuel analysis results are presented in Section 4. Field data and all other supporting information are presented in the appendices.

2 SUMMARY AND DISCUSSION

The results of the particulate emission compliance tests are summarized in Table 1. An overview of the results is presented below:

1(a) Emission Unit Tested	1(b) Pollutant and Emission Limit	1(c) Test Result
Plant #52	PM 0.039 GR/DSCF	PM 0.004 GR/DSCF
	Opacity 20%	Opacity 0%

No difficulties were encountered in the field or in the laboratory evaluation of the samples. On the basis of this fact and a complete review of the entire data and results, it is our opinion that the results reported herein are accurate and closely reflect the actual values, which existed at the time the test was performed.

Test 1 **Summary of the September 2-3, 2015, Particulate Emission Compliance Test on the Mathy Construction Plant 52**
Located Near Independence, Wisconsin.

Item		Run 1	Run 2	Run 3	Average
Date of test		09-02-15	09-03-15	09-03-15	
Time (Start/Finish)	(Hrs)	1605 / 1706	0722 / 0823	1722 / 1823	
Volumetric Flow					
Actual	(ACFM)	77,737	77,148	78,523	77,803
Standard	(DSCFM)	38,031	38,520	38,748	38,433
Gas Temperature	(°F)	292	288	281	287
Moisture Content	(%v/v)	27.03	25.90	27.45	26.79
Gas Composition	(%v/v, dry)				
Carbon Dioxide		4.57	4.47	4.98	4.67
Oxygen		13.52	13.42	13.32	13.42
Nitrogen		81.91	82.11	81.70	81.91
Sample Volume	(dscf)	39.77	39.40	40.79	39.99
Isokinetic Variation	(%)	101.1	98.9	101.8	100.6
Particulate Results-EPA Method 5					
<i>Dry Catch Only</i>					
Sample Mass (Nozzle, PW, Filter)	(g)	0.0115	0.0099	0.0094	
Concentration - Actual	(GR/ACF)	0.00218	0.00194	0.00175	0.00196
Concentration - Standard	(GR/DSCF)	0.00446	0.00388	0.00356	0.00397
Emission Rate	(LB/HR)	1.454	1.280	1.181	1.305

3 AIR EMISSION RESULTS

The results of all air emission tests are presented in this section. Gas composition and moisture are presented first followed by the computer printout of the particulate and opacity determinations. Preliminary measurements including test port locations are given in the appendices.

The results have been calculated on a personal computer using Microsoft Excel spreadsheets specifically for source testing calculations. EPA-published equations have been used as the basis of the calculation techniques. The particulate emission rate has been calculated using the product of the concentration times flow method.

3.1 Results of Orsat & Moisture Determinations

Interpoll Laboratories Report Number 15-34577
 Mathy Plant 52
 Independence, WI

Test Number 1
 Asphalt Baghouse

Results of Gas Composition and Moisture Analyses --- Methods 3A and 4 (% v/v)

		Run 1	Run 2	Run 3
Date of Run		09-02-15	09-03-15	09-03-15
Dry basis				
Carbon Dioxide.....	(%)	4.57	4.47	4.98
Oxygen.....	(%)	13.52	13.42	13.32
Nitrogen.....	(%)	81.91	82.11	81.70
Wet basis				
Carbon Dioxide.....	(%)	3.33	3.31	3.61
Oxygen.....	(%)	9.87	9.94	9.66
Nitrogen.....	(%)	59.77	60.84	59.27
Water Vapor.....		27.03	25.90	27.45
Dry Molecular Weight.....	(g/gmole)	29.27	29.25	29.33
Wet Molecular Weight.....	(g/gmole)	26.23	26.34	26.22
Specific Gravity.....		0.906	0.910	0.906
Water Mass Flow.....	(lb/hr)	39527	37762	41116
Fo.....		1.615	1.673	1.522

3.2 Results of Particulate Loading Determinations

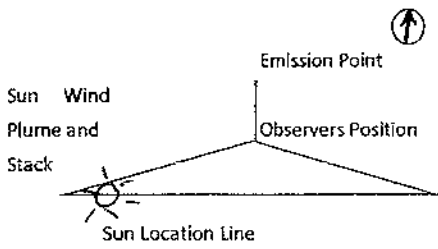
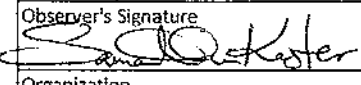
Interpol Laboratories Report Number 15-34577
 Mathy Plant 52
 Independence, WI

Test Number 1
Asphalt Baghouse

Results of EPA Method 5 Sampling Data

		Run 1	Run 2	Run 3
Date of Test		09-02-15	09-03-15	09-03-15
Time of Runs	(Hrs)	1605 / 1706	0722 / 0823	1722 / 1823
Static Pressure	(In. of WC)	-0.90	-0.90	-0.90
Cross Sectional Area	(Sq. ft)	15.32	15.32	15.32
Pitot Tube Coefficient		0.84	0.84	0.84
Water in Sample Gas				
Impingers	(g)	292.7	267.4	309.0
Desiccant	(g)	19.7	24.7	18.3
Total	(g)	312.4	292.1	327.3
Gas Meter Coefficient		1.0028	1.0028	1.0028
Barometric Pressure	(In. of Hg)	28.63	28.61	28.61
Avg. Orifice Pressure Drop	(In. of WC)	1.64	1.55	1.70
Avg. Gas Meter Temperature	(°F)	87.9	71.8	80.7
Volume Through Gas Meter				
Meter Conditions	(CF)	42.84	41.24	43.39
Standard Conditions	(DSCF)	39.77	39.40	40.79
Total Sampling Time	(Min.)	60.00	60.00	60.00
Nozzle Diameter	(In.)	0.220	0.220	0.220
Avg. Stack Gas Temperature	(°F)	292	288	281
Volumetric Flow Rate				
Actual	(ACFM)	77,737	77,148	78,523
Dry Standard	(DSCFM)	38,031	38,520	38,748
Isokinetic Variation	(%)	101.1	98.9	101.8

3.3 Results of Opacity Observations

Opacity Form														
Source Name Mathy Construction - Plant 52					Observation Date 9/3/2015		Start Time 17:28		Stop Time 17:47					
Address The Kraemer Company: Marsolek Quarry County Road Q and Peterson Road					Min	0	15	30	45	Min	0	15	30	45
City Independence					State WI		Zip 54747							
Phone 608-790-4317					Source ID Number									
Process Equipment Asphalt Plant					Operating Mode Continuous									
Control Equipment Baghouse					Operating Mode Continuous									
Describe Emission Point Start Baghouse Stack Stop Baghouse Stack														
Height Above Ground Level Start 33' Stop 33'					Height Relative To Observer Start 33' Stop 33'									
Distance From Observer Start 100' Stop 100'					Direction From Observer Start N Stop N									
Describe Emissions Start Clear Stop Clear														
Emission Color Start Clear Stop Clear					Plume Type: Continuous <input checked="" type="checkbox"/>									
					Attached <input type="checkbox"/> Detached <input type="checkbox"/>									
Water Droplets Present: No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>					If Water Droplet Plume: NA									
					Attached <input type="checkbox"/> Detached <input type="checkbox"/>									
Point In The Plume At Which Opacity Was Determined Start Top of Stack Stop Top of Stack														
Describe Background Start Blue Sky Stop Blue Sky														
Background Color Start light Blue Stop light Blue					Sky Conditions Start mostly Sunny Stop mostly Sunny									
Wind Speed Start 4 mph Stop 4 mph					Wind Direction Start ESE Stop ESE									
Ambient Temp. Start 85° Stop 85°					Wet Bulb Temp.		RH Percent			Average Opacity For Highest Period 0 # Of Readings Above 20 % Were 0				
Source Layout Sketch 					Range of Opacity Readings <input type="radio"/> Minimum <input type="radio"/> Maximum					Observer's Name (Print) Samantha Kaster				
Comments					Observer's Signature 					Date 9/3/2015				
I Have Received A Copy Of These Opacity Observations					Organization Mathy Construction Company					Certified By Aeromet Engineering				
Signature					Verified By Douglas Young					Date 3/25/2015				
Title														
Date														



Certification of Visible Opacity Reading

Samantha Kaster

qualified to conduct EPA Method 9 Tests for visible opacity in accordance with the methods established for such qualification in 40 CFR Part 60 Appendix A.

Certification Date: March 25, 2015

Expiration Date: September 25, 2015

Douglas Young

AeroMet Instructor: Douglas Young

ATTACHMENT 3

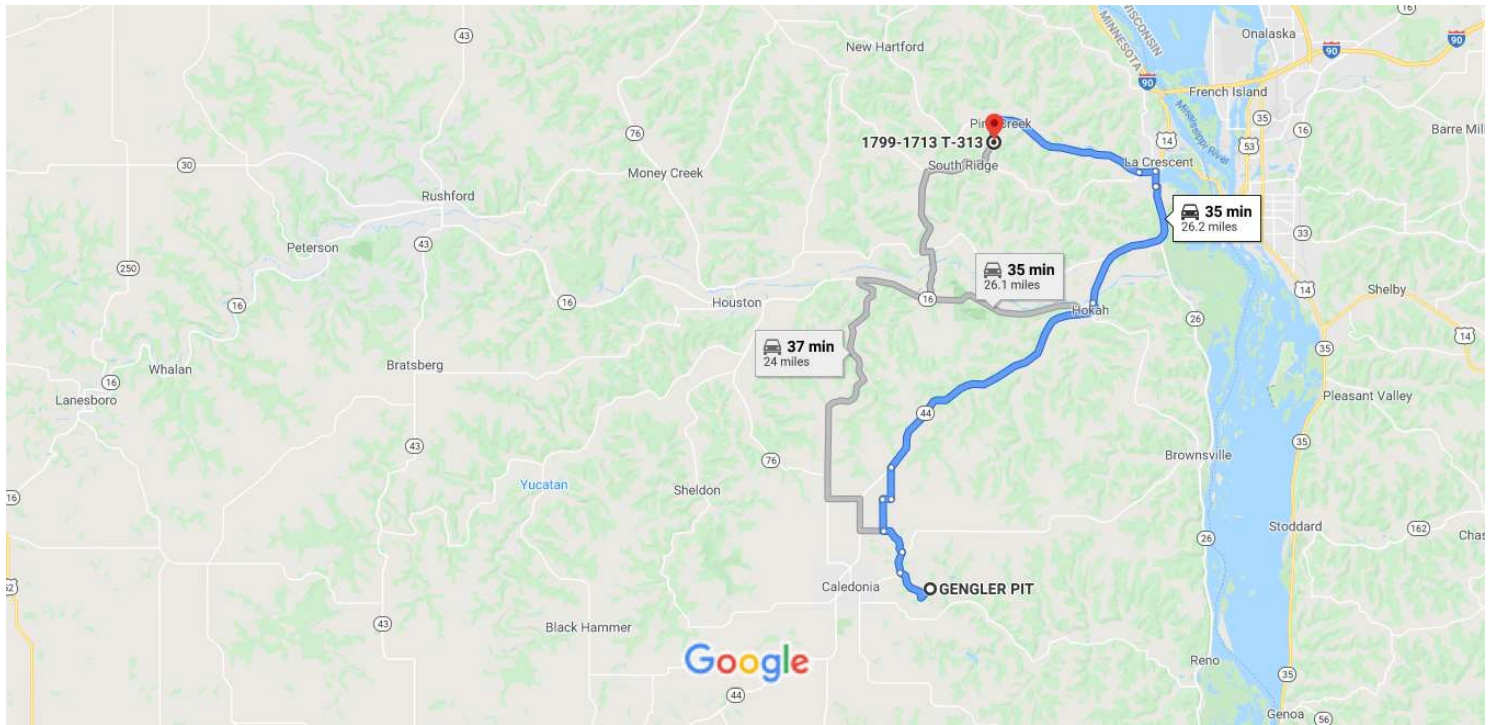
INCOMING MATERIAL HAUL ROUTE



GENGLER PIT, County Rd 32, Caledonia, MN 55921
to 1799-1713 T-313, La Crescent, MN 55947

Drive 26.2 miles, 35 min

RAP Haul from Gengler Quarry to Abnet Quarry: 2500 Tons



Map data ©2020 Google 2 mi

GENGLER PIT

County Rd 32, Caledonia, MN 55921

↑ 1. Head southwest on County Rd 32 toward E Main St
3 min (1.6 mi)

➡ 2. Turn right onto County Rd 3
1 min (0.7 mi)

Follow Angus Dr, T-170 and Plitzuweit Rd to MN-44 E in Union Township

6 min (3.3 mi)

⬅ 3. Turn left onto Angus Dr
1.0 mi

➡ 4. Turn right onto T-170
1.0 mi

➡ 5. Turn right onto County Rd 20
0.2 mi

⬅ 6. Turn left onto Plitzuweit Rd
1.0 mi

Follow MN-44 E, MN-16 E and County Rd 6 to T-313 in La Crescent Township

-
- 25 min (20.0 mi)
- 7. Turn right at the 1st cross street onto MN-44 E
-
- 8.9 mi
- ↑ 8. Continue onto MN-16 E
-
- 5.0 mi
- ↶ 9. Turn left onto S 14th St
-
- 226 ft
- 10. Turn right onto S Oak St
-
- 0.5 mi
- ↶ 11. Turn left onto S 7th St
-
- 0.5 mi
- ↑ 12. Continue onto County Rd 6
-
- 5.1 mi
- ↶ 13. Turn left onto T-313
-
- 2 min (0.7 mi)

1799-1713 T-313

La Crescent, MN 55947

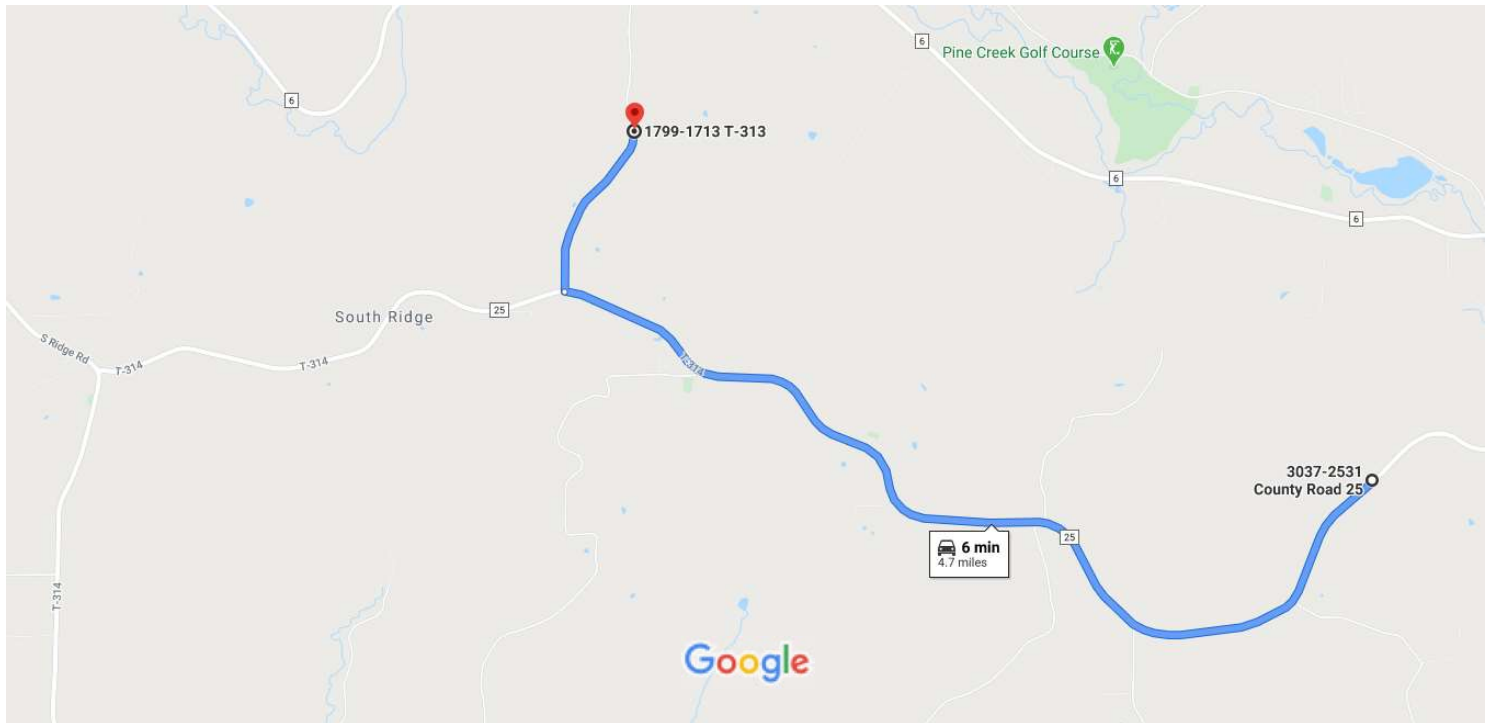
These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



3037-2531 County Rd 25, La Crescent, MN 55947 to
1799-1713 T-313, La Crescent, MN 55947

Drive 4.7 miles, 6 min

RAP haul from Schiel Quarry to Abnet Quarry: 2000 Tons



Map data ©2020 2000 ft

3037-2531 County Rd 25

La Crescent, MN 55947

- ↑ 1. Head southwest on T-314 toward Selke Rd
4.0 mi
- ➡ 2. Turn right onto T-313
0.7 mi

1799-1713 T-313

La Crescent, MN 55947

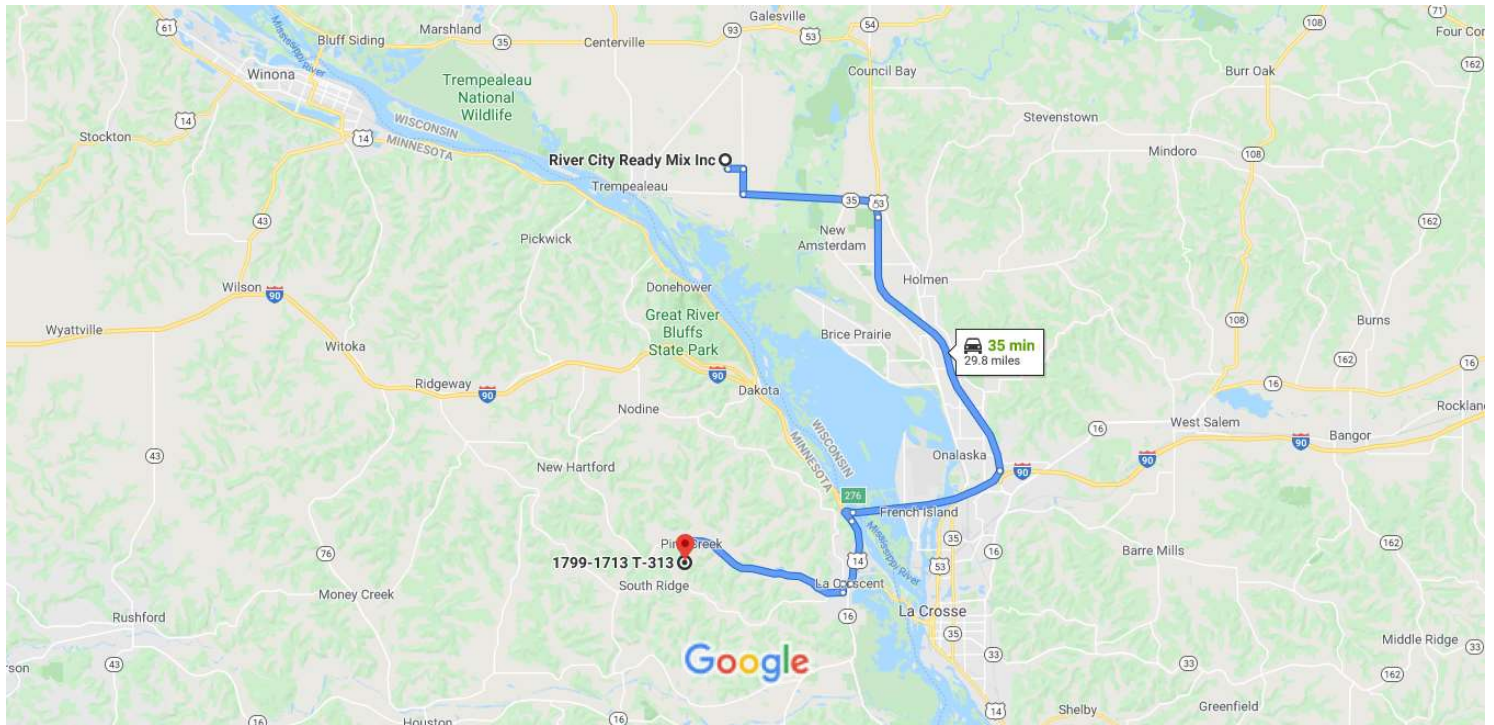
These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



River City Ready Mix to 1799-1713 T-313, La Crescent, MN 55947

Drive 29.8 miles, 35 min

Sand Haul from Wilbur Pit to Abnet Quarry: 7000 Tons



Map data ©2020 Google 2 mi

River City Ready Mix Inc

W21510 11th St, Trempealeau, WI 54661

Get on US-53 S in Holland from WI-35 S

- ↑ 1. Head east toward 11th St
9 min (6.1 mi)
- ↩ 2. Turn left onto 11th St
0.3 mi
- ↪ 3. Turn right onto Co Rd M
0.5 mi
- ↩ 4. Turn left onto WI-35 S
0.8 mi
- ↗ 5. Turn right to merge onto US-53 S
4.2 mi
- ↗ 6. Merge onto US-53 S
0.4 mi

Continue on US-53 S. Take I-90 W to S 3rd St in La Crescent

- ↗ 6. Merge onto US-53 S
17 min (16.9 mi)
- ↗ 7. Merge onto US-53 S
9.3 mi

Submitted by Applicant



7. Take the exit onto I-90 W/US-53 S toward
Minnesota



Continue to follow I-90 W



Entering Minnesota

4.9 mi

8. Take exit 276 for U.S. 14 E/U.S. 61 S toward La
Cres

0.6 mi

9. Continue onto US-14 E/US-61 S

2.1 mi

Take County Rd 6 to T-313 in La Crescent Township

11 min (6.7 mi)

10. Turn right onto S 3rd St

0.2 mi

11. Turn left onto S Elm St

0.3 mi

12. Turn right onto County Rd 6/S 7th St



Continue to follow County Rd 6

5.5 mi

13. Turn left onto T-313



Destination will be on the left

0.7 mi

1799-1713 T-313

La Crescent, MN 55947

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Aaron Lacher

From: Patrick Paulino <Patrick.Paulino@mathy.com>
Sent: Friday, May 15, 2020 1:23 PM
To: Aaron Lacher
Subject: RE: Asphalt Plant IUP
Attachments: Asphalt Plant 52 WI 2019.pdf

***** HOUSTON COUNTY SECURITY NOTICE *****

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact HelpDesk.

Hey Aaron,
Sorry about that. I thought I attached the new the stack test data. See attached 2019 test for that plant.

From: Aaron Lacher <Aaron.Lacher@co.houston.mn.us>
Sent: Friday, May 15, 2020 12:53
To: Patrick Paulino <Patrick.Paulino@mathy.com>
Subject: RE: Asphalt Plant IUP

This message originated outside the MTS organization. Confirm the sender before clicking any links or opening attachments.

Plant emission data is from 2015. How long is a test good for?

From: Aaron Lacher
Sent: Friday, May 15, 2020 11:49 AM
To: 'PATRICK.PAULINO@MATHY.COM' <PATRICK.PAULINO@MATHY.COM>
Subject: Asphalt Plant IUP

Patrick,

Can you provide a statement of consent to the application from the property owner?

Thanks, Aaron

Notice: This e-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521, is confidential and may be privileged. If you are not the intended recipient, please be aware that any retention, dissemination, distribution, or copying of this communication is prohibited. Please reply to the sender that you have received this message in error and then delete it. Thank you for helping to maintain privacy.

Interpoll Laboratories, Inc
4500 Ball Road N.E.
Circle Pines, Minnesota 55014-1819

TEL: (763) 786-6020

FAX: (763) 786-7854

**RESULTS OF THE SEPTEMBER 4, 2019
PARTICULATE EMISSION COMPLIANCE
TEST ON THE MATHY CONSTRUCTION PLANT 52
IN TOMAH, WISCONSIN**

Submitted to:

MATHY CONSTRUCTION COMPANY

920 10th Ave. N.
Onalaska, Wisconsin 54650

Attention:

Samantha Kaster

Reviewed by:


Kathleen Eickstadt

Coordinator

Source Testing Department

Report Number 19-37928
September 20, 2019
DVH

TABLE OF CONTENTS

ABBREVIATIONS	iii
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2 SUMMARY AND DISCUSSION.....	2
3 AIR EMISSION RESULTS	4
3.1 Results of Orsat & Moisture Determinations	5
3.2 Results of Particulate Loading Determinations	7
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APPENDICES:

- A - Sampling Train Calibration Data
- B - Location of Test Ports
- C - Field Data Sheets
- D - Interpoll Laboratories Analytical Data
- E - Asphalt Plant Operating Data
- F - Procedures
- G - Calculation Equations
- H - Test Plan

ABBREVIATIONS

ACFM	actual cubic feet per minute
cc (ml)	cubic centimeter (milliliter)
DSCFM	dry standard cubic foot of dry gas per minute
DSML	dry standard milliliter
DEG-F (°F)	degrees Fahrenheit
DIA.	Diameter
FT/SEC	feet per second
g	gram
GPM	gallons per minute
GR/ACF	grains per actual cubic foot
GR/DSCF	grains per dry standard cubic foot
g/dscm	grams per dry standard meter
HP	horsepower
HRS	hours
IN.	inches
IN.HG.	inches of mercury
IN.WC.	inches of water
LB	pound
LB/DSCF	pounds per dry standard cubic foot
LB/HR	pounds per hour
LB/10 ⁶ BTU	pounds per million British Thermal Units heat input
LB/MMBTU	pounds per million British Thermal Units heat input
MW	megawatt
mg/dscm	milligrams per dry standard cubic meter
ug/dscm	micrograms per dry standard cubic meter
microns (um)	micrometer
MIN.	minutes
ng	nanograms
PM	particulate matter
PPH	pounds per hour
PPM	parts per million
ppmC	parts per million carbon
ppm,d	parts per million, dry
ppm,w	parts per million, wet
ppt	parts per trillion
PSI	pounds per square inch
SQ.FT.	square feet
TPD	tons per day
ug	micrograms
v/v	percent by volume
w/w	percent by weight

Standard conditions are defined as 68 °F (20 °C) and 29.92 IN. of mercury pressure

1 INTRODUCTION

On September 4, 2019, Interpoll Laboratories personnel conducted a particulate emission compliance test on the Mathy Construction Plant 52 located in Tomah, Wisconsin. The compliance test was conducted by Colin Kelly and Tony Smith. Visible emissions were performed by Samantha Kaster of Mathy Construction, a certified reader who also provided coordination between testing activities and plant operation. The test was not witnessed by a representative of the Wisconsin Department of Natural Resources.

Evaluations were performed in accordance with EPA Methods 1-5, CFR Title 40, Part 60, Appendix A (revised July 1, 2019). A preliminary determination of the gas linear velocity profile was made before the first particulate determination to allow selection of the appropriate nozzle diameter required for isokinetic sample withdrawal. An Interpoll Labs sampling train, which meets or exceeds specifications in the above-cited reference was used to extract particulate samples by means of a heated glass-lined probe.

An integrated flue gas sample was extracted simultaneously with each particulate sample using a specially designed gas sampling system. Integrated flue gas samples were collected in 44-liter Tedlar bags housed in a protective aluminum container. After sampling was complete, the bags were sealed and returned to the laboratory for gas composition analysis. Prior to sampling, the Tedlar bags are leak checked at 15 IN.HG. vacuum with an in-line rotameter. Bags with any detectable inleakage are discarded.

Testing was conducted from two test ports oriented at 90 degrees on the stack. These ports are located 2.66 stack diameters downstream and 1.6 diameters upstream of the nearest flow disturbances. A 24-point traverse was used to collect representative particulate samples. Each traverse point was sampled 2.5 minutes to give a total sampling time of 60 minutes per run.

The important results of the test are summarized in Section 2. Air emission results are presented in Section 3. Fuel analysis results are presented in Section 4. Field data and all other supporting information are presented in the appendices.

2 SUMMARY AND DISCUSSION

The results of the particulate emission compliance tests are summarized in the following table. An overview of the results is presented below:

1(a) Emission Unit Tested	1(b) Pollutant and Emission Limit	1(c) Test Result
Plant #52	PM 0.039 GR/DSCF	PM 0.0053 GR/DSCF
	Opacity 20%	Opacity 0%

No difficulties were encountered in the field or in the laboratory evaluation of the samples. On the basis of this fact and a complete review of the entire data and results, it is our opinion that the results reported herein are accurate and closely reflect the actual values, which existed at the time the test was performed.

Test 1 Summary of the September 4, 2019, Particulate Emission Compliance Test on the Mathy Construction Plant No. 52 located in Tomah, Wisconsin.

Item	Run 1	Run 2	Run 3	Average
Date of test	09-04-19	09-04-19	9/4/2019	
Time (Start/Finish)	(Hrs)	1035 / 1137	1202 / 1303	
Volumetric Flow				
Actual	87,346	82,646	81,352	83781
Standard	62,589	59,228	58,297	
Dry Standard	48,571	44,919	44,931	46140
Gas Temperature	(°F)	278	278	278
Moisture Content	(%v/v)	22.40	24.16	23.16
Gas Composition	(%v/v, dry)			
Carbon Dioxide	4.89	4.49	5.28	4.89
Oxygen	14.17	15.98	14.07	14.74
Nitrogen	80.94	79.53	80.65	80.37
Sample Volume	(dscf)	38.83	36.36	
Isokinetic Variation	(%)	96.5	97.7	98.7
Particulate Results-EPA Method 5				
<i>Front Half Dry Catch Only (Filterable only)</i>				
Sample Mass (Nozzle, PW, Filter)	(g)	0.0131	0.0131	0.01250
Concentration - Actual	(GR/ACF)	0.00289	0.00290	0.0029
Concentration - Actual	(MG/ACM)	6.622	6.625	6.70258
Concentration - Standard	(GR/DSCF)	0.00521	0.00533	0.0053
Emission Rate	(LB/HR)	2.167	2.051	2.0867

3 AIR EMISSION RESULTS

The results of all air emission tests are presented in this section. Gas composition and moisture are presented first followed by the computer printout of the particulate and opacity determinations. Preliminary measurements including test port locations are given in the appendices.

The results have been calculated on a personal computer using Microsoft Excel spreadsheets specifically for source testing calculations. EPA-published equations have been used as the basis of the calculation techniques. The particulate emission rate has been calculated using the product of the concentration times flow method.

3.1 Results of Orsat & Moisture Determinations

Interpoll Laboratories Report Number 19-37928
 Mathy 52
 Tomah, WI

Test Number 1
 Baghouse Stack

Results of Gas Composition and Moisture Analyses --- Methods 3A and 4 (% v.

		Run 1	Run 2	Run 3
Date of Run		09-04-19	09-04-19	09-04-19
Dry basis				
Carbon Dioxide.....	(%)	4.89	4.49	5.28
Oxygen.....	(%)	14.17	15.98	14.07
Nitrogen.....	(%)	80.94	79.53	80.65
Wet basis				
Carbon Dioxide.....	(%)	3.79	3.41	4.07
Oxygen.....	(%)	11.00	12.12	10.84
Nitrogen.....	(%)	62.81	60.32	62.16
Water Vapor.....		22.40	24.16	22.93
Dry Molecular Weight.....	(g/gmole)	29.35	29.36	29.41
Wet Molecular Weight.....	(g/gmole)	26.81	26.61	26.79
Specific Gravity.....		0.926	0.919	0.925
Water Mass Flow.....	(lb/hr)	39315	40129	37485
Fo.....		1.376	1.096	1.725

3.2 Results of Particulate Loading Determinations

Laboratories Report Number 19-37928
 Mathy 52
 Tomah, WI

Test Number 1
Baghouse Stack

Results of EPA Method 5 Sampling Data

		Run 1	Run 2	Run 3
Date of Test		09-04-19	09-04-19	09-04-19
Time of Runs	(Hrs)	0905 / 1006	1035 / 1137	1202 / 1303
Static Pressure	(In. of WC)	-1.50	-1.50	-1.50
Cross Sectional Area	(Sq. ft)	15.03	15.03	15.03
Pitot Tube Coefficient		0.84	0.84	0.84
Water in Sample Gas				
Impingers	(g)	218.2	243.9	217.2
Desiccant	(g)	19.5	12.4	12.2
Total	(g)	237.7	256.3	229.4
Gas Meter Coefficient		0.9939	0.9939	0.9939
Barometric Pressure	(In. of Hg)	30.06	30.06	30.06
Avg. Orifice Pressure Drop	(In. of WC)	1.37	1.33	1.27
Avg. Gas Meter Temperature	(°F)	73.5	82.0	91.4
Volume Through Gas Meter				
Meter Conditions	(CF)	39.18	38.89	38.41
Standard Conditions	(DSCF)	38.83	37.94	36.36
Total Sampling Time	(Min.)	60.00	60.00	60.00
Nozzle Diameter	(In.)	0.195	0.195	0.195
Avg. Stack Gas Temperature	(°F)	278	278	278
Volumetric Flow Rate				
Actual	(ACFM)	87,346	82,646	81,352
Dry Standard	(DSCFM)	48,571	44,919	44,931
Isokinetic Variation	(%)	96.5	102.0	97.7

3.3 Results of Opacity Observations

Opacity Form																		
Source Name Mathy Construction Plant #52					Observation Date 9/4/2019		Start Time 10:57		Stop Time 11:15									
Address 600 Industrial Avenue					Min	0	15	30	45	Min	0	15	30	45				
City Tomah State WI Zip 54660					1	0	0	0	0	31								
					2	0	0	0	0	32								
					3	0	0	0	0	33								
					4	0	0	0	0	34								
					5	0	0	0	0	35								
Phone					6	0	0	0	0	36								
Source ID Number 998375950					7	0	0	0	0	37								
Process Equipment Asphalt Plant					Operating Mode Continuous					8	0	0	0	0	38			
Control Equipment Baghouse					Operating Mode Continuous					9	0	0	0	0	39			
Describe Emission Point					10	0	0	0	0	40								
Start Baghouse Stack Stop Baghouse Stack					11	0	0	0	0	41								
Height Above Ground Level					12	0	0	0	0	42								
Start 33' Stop 33'					13	0	0	0	0	43								
Distance From Observer					14	0	0	0	0	44								
Start 100' Stop 100'					15	0	0	0	0	45								
Direction From Observer					16	0	0	0	0	46								
Start SW Stop SW					17	0	0	0	0	47								
Describe Emissions					18	0	0	0	0	48								
Start Clear to None Stop Clear to None					19	0				49								
Emission Color					20					50								
Start Clear Stop Clear					21					51								
Water Droplets Present:					22					52								
No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>					23					53								
If Water Droplet Plume:					24					54								
Attached <input type="checkbox"/> Detached <input checked="" type="checkbox"/>					25					55								
Point In The Plume At Which Opacity Was Determined					26					56								
Start Top of Stack Stop Top of Stack					27					57								
Describe Background					28					58								
Start Sky Stop Sky					29					59								
Background Color					30					60								
Start White & Sky Blue Stop White & Sky Blue					Sky Conditions					Start Partly Cloudy Stop Partly Cloudy								
Wind Speed					Wind Direction					Start NW Stop NW								
Start 4 mph Stop 5 mph					Wet Bulb Temp.					RH Percent								
Start 62° Stop 62°																		
Source Layout Sketch					Draw North Arrow					Average Opacity For Highest Period 0								
										# Of Readings Above 20 % Were 0								
										Range of Opacity Readings Minimum 0 Maximum 0								
Comments I Have Received A Copy Of These Opacity Observations Signature Title					Observer's Name (Print) Samantha Kaster					Date 9/4/2019								
					Observer's Signature <i>Samantha Kaster</i>					Organization Mathy Construction Co.								
Date					Certified By Aeromet Engineering					Date 3/26/19								
					Verified By Justin Haley					Date 3/26/19								



Certification of Visible Opacity Reading

Samantha Kaster

qualified to conduct EPA Method 9 Tests for visible opacity in accordance with the methods established for such qualification in 40 CFR Part 60 Appendix A.

Certification Date: March 26, 2019

Expiration Date: September 26, 2019

A handwritten signature in black ink, appearing to read 'Justin Haley', is written over a horizontal line.

AeroMet Instructor: Justin Haley

APPENDIX A
SAMPLING TRAIN CALIBRATION DATA

INTERPOLL LABORATORIES, INC.
(763) 786-6020

Temperature Measurement Device Calibration Sheet

Unit under Test:

Vendor Digital Meter
 Model 6802II
 Range 0-2100 °F
 Date of Calibration 1/3/2019

Serial Number 1538366
 Thermocouple Type Type K
 Technician CK
 PDT Number 170

Method of Calibration:

Omega Model CL-300 Type K Thermocouple Simulator which provides 22 precise temperature equivalent millivolt signals. The CL-300 is cold junction compensated. Calibration accuracy is +/- 0.1 % of span(2100 °F) +/- 1 degree (for negative temperatures add +/- 2 degrees). The CL-300 simulated exactly the millivoltage of a Type K thermocouple at the indicated temperature.

Desired Temp. (°F) Nominal	Response of Unit Under Test (°F)	Deviation	
		Δt (°F)	%
0	0.3	0.3	0.065
100	100.2	0.2	0.036
200	200	0	0.000
300	300	0	0.000
400	399	1	0.116
500	500	0	0.000
600	599	1	0.094
700	699	1	0.086
800	800	0	0.000
900	898	2	0.147
1000	998	2	0.137
1100	1098	2	0.128
1200	1198	2	0.120
1300	1298	2	0.114
1400	1398	2	0.108
1500	1498	2	0.102
1600	1597	3	0.146
1700	1697	3	0.139
1800	1797	3	0.133
1900	1896	4	0.169
2000	1996	4	0.163
2100			0.000
	Average:	2	0.095

OF = off scale response by unit under test (°F)

% dev = $100\Delta t / (460 + t)$

☐ Unit was in tolerance

☐ Unit was not in tolerance : Recalibrated see new calibration sheet or
 unit put out of service.

(Must be within +/- 1.5% absolute reference temperature)

INTERPOL LABORATORIES, INC.
(763) 786-6020

Temperature Measurement Device Calibration Sheet

Unit under Test:

Vendor	Digital Meter	Serial Number	T489053
Model	6802II	Thermocouple Type	Type K
Range	0-2100 °F	Technician	DVH
Date of Calibration	1/9/2019	PDT Number	187

Method of Calibration:

Omega Model CL-300 Type K Thermocouple Simulator which provides 22 precise temperature equivalent millivolt signals. The CL-300 is cold junction compensated. Calibration accuracy is +/- 0.1 % of span(2100 oF) +/- 1 degree (for negative temperatures add +/- 2 degrees). The CL-300 simulated exactly the millivoltage of a Type K thermocouple at the indicated temperature.

Desired Temp. (°F) Nominal	Response of Unit Under Test (°F)	Deviation	
		Δt (°F)	%
0	-1.8	1.8	0.391
100	98.6	1.4	0.250
200	199.4	0.6	0.091
300	300	0	0.000
400	400	0	0.000
500	501	1	0.104
600	602	2	0.189
700	703	3	0.259
800	803	3	0.238
900	904	4	0.294
1000	1005	5	0.342
1100	1105	5	0.321
1200	1206	6	0.361
1300	1306	6	0.341
1400	1406	6	0.323
1500	1507	7	0.357
1600	1607	7	0.340
1700	1707	7	0.324
1800	1807	7	0.310
1900	1907	7	0.297
2000	2008	8	0.325
2100	2107	7	0.273
		4	0.260

OF = off scale response by unit under test (oF)

☐ Unit was in tolerance



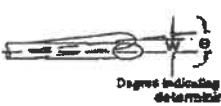
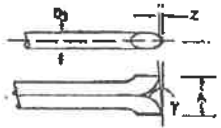
☐ Unit was not in tolerance : Recalibrated see new calibration sheet or
unit put out of service.

(Must be within +/- 1.5% at solida reference temperature)

Interpoll Laboratories, Inc.
(763) 788-6020

EPA Method 2 - Type S Pitot Tube Inspection

CALIBRATION DATA SHEET

 <p>Degrees indicating level position for determining α_1 and α_2.</p>  <p>Degrees indicating level position for determining β_1 and β_2.</p>  <p>Degrees indicating level position for determining z.</p>  <p>Degrees indicating level position for determining y then calculate z.</p>	Obstruction? Y/N	N
	Damaged? Y/N	N
	Pitot leak check? Y/N	Y
	α_1 ($-10^\circ \leq \alpha_1 \leq +10^\circ$)	2
	α_2 ($-10^\circ \leq \alpha_2 \leq +10^\circ$)	(N) 2.5
	β_1 ($-5^\circ < \beta_1 < +5^\circ$)	4
	β_2 ($-5^\circ < \beta_2 < +5^\circ$)	1
	z ($\leq 0.125"$)	.05
	w ($\leq 0.03125"$)	0
	D_1 ($3/16" (0.1875") \leq D_1 \leq 3/8" (0.375")$)	.32
A	.74	
$A/2D_1$ ($1.05 \leq P_A/D_1 \leq 1.5$)	1.47	
Distance from Pitot to probe components (Method 8 Probe)		
Pitot to 0.500 in. nozzle (> 0.760 in.)	.7	
Pitot to probe sheath (> 3 in.)	3.5	
Pitot to thermocouple (parallel to probe)	3.05	
Thermocouple operates properly (Y/N)	Yes see below	

Thermocouple Calibration		
Ref.	Ref. °F	In Temp °F
Ice Bath	32	32
Boiling Water	210	210

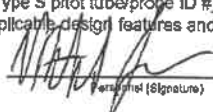
QA/QC Check:

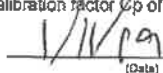
Completeness ☒Legibility ☒Accuracy ☒Specifications ☒Reasonableness ☒

Certification

I certify that the Type S pitot tube/probe ID # 01-05-62 meets or exceeds all specifications, criteria and/or applicable design features and is hereby assigned a pitot tube calibration factor C_p of 0.84.

Certified by:


Personnel (Signature)


(Date)

Interpoll Laboratories
(763) 786-6020

Field Calibration Data Sheet

Test Number 1

Job Mathy 52 Date 9/3/2019
Operator Colin Kelly Meter Box Number 16

Instructions:

Operate the control module at a flow rate equal to the Delta H@ for 10 minutes before attaching the umbilical.

Record the following data:

Barometric Pressure: 29.68 Meter Coefficient: 0.9939 Gas Meter Delta H: 1.82

Time (min)	Volume (cf)	Meter Temperature (°F)	
		Inlet	Outlet
	855.50		
2.5	857.38	73	73
5.0	859.25	76	74
7.5	861.13	78	75
10.0	863.00	80	75
	V _m = 7.50	Average =	75.5

Calculate Y_{cn} as follows:

$$Y_{cn} = \frac{10}{V_m} \sqrt{\frac{0.0319 T_m}{P_{bar}}} = 1.0177$$

Note: If Y_{cn} is not within the range of 0.97 to 1.03, "the volume metering system should be investigated before beginning."

CFR Title 40, Part 60, Appendix A, Method 5, Section 4.4.1

Interpoll Laboratories
(763) 786-6020

Method 5 Post Test Meter Calibration

Mathy 52
Baghouse Stack
Test 1
9/3/2019

		<u>Run 1</u>	<u>Run 2</u>	<u>Run 3</u>
Δ (min) =	60	60	60	60
Vm (dof) =		39.18	38.89	38.41
Tm ($^{\circ}$ R) =		533.52083	542.020833	551.417
P _b (in. Hg) =	29.68	29.68	29.68	29.68
	0.0319	0.0319	0.0319	0.0319
Δ H _{avg} (in. W.C.) =		1.37	1.33	1.26882
Δ H @ (in. W.C.) =	1.82	1.82	1.82	1.82
M _d (lb/lb-mole) =	29.20	29.35	29.36	29.41
Dry Mol wt. _(air) (lb/lb-mole) =	29	29	29	29
Spec. Grav. Merc. =	13.6	13.6	13.6	13.6
Y _{qa} =		0.9996	0.9972	0.99555
Y _{qa (avg.)} =		0.9975		
Y =		0.9939		
% Diff. =		-0.358271		

Note: If the average Y_{qa} does not meet the ± 5 percent criterion, recalibrate the meter over the full range of orifice settings, as detailed in Section 5.3.1 of Method 5. Then follow the procedure in Section 5.3.3 of Method 5.

** EPA Emission Measurement Center, Approved alternative method (ALT-009)

Interpoll Laboratories, Inc.
(763)786-6020

Metering System Calibration Sheet-EPA Method 5

Date 8/26/2019 Control Module No. 18

Barometric Pressure 28.89 in.Hg Serial No. DTM 1334118

Initial Calibration x Recalibration x WTM No. AL-20

Technician D.Van Hoever Capacity: WTM 1cf/rev (≥ 1 cf/rev?)

ΔH (in. H ₂ O)	WTM		Cal Index* (%)	Dry Gas Metering System							Time θ (min)	Meter coefficient calibration factor Y_1	Orifice calibration factor ΔH_{eq}
	V_w (cf)	T_w (deg. F)		V_d (cf)	V_d' (cf)	t_b (deg. F)	Avg t_b (deg. F)	Δp^* (in. H ₂ O)					
0.50	5	72	99.8%	833.82	838.655	75.9	75.2	75.55	0.01	12.07	0.9964	1.68	
1.2	5	72	99.8%	839.16	844.205	76.5	76.4	75.95	0.025	7.89	0.9934	1.75	
2.0	5	72	99.8%	844.71	849.76	76.3	75.2	75.75	0.055	6.30	0.9910	1.86	
3.3	5	72	100.0%	850.26	855.28	76.5	75	75.75	0.09	5.05	0.9947	1.98	
										Average	0.9939	1.82	

x Meter was in tolerance ($Y_1 \leq \pm 0.02$ from average, $\Delta H @ < \pm 0.20$ from average)

x Positive Pressure Leak Check

x Thermocouple(s) within tolerance

QA/QC Check

Completeness

Legibility

Accuracy

Specifications

Reasonableness

Approved By:

Personnel (Signature/Date)

8/26/19

Note - Calibrate dry gas metering system every 1000 ft³ of volume, or if meter system post test calibration (EPA/EMC, *Alt-009- Alternative Method 5 Post Test calibration)) indicates a change in the DGM meter coefficient calibration factor of greater than 5%.

* Based on AL-20 wet test meter calibration in October 2012 against Bell Prover (NBS Traceable)-Carl Pos Co.

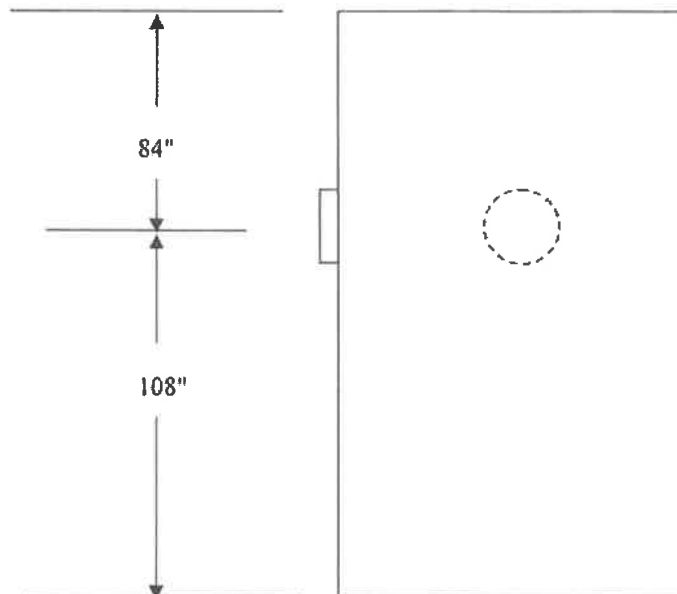
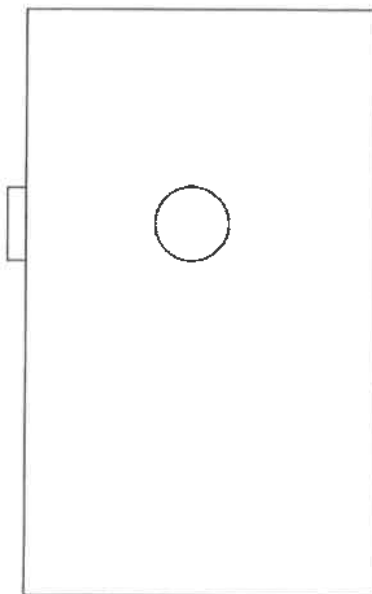
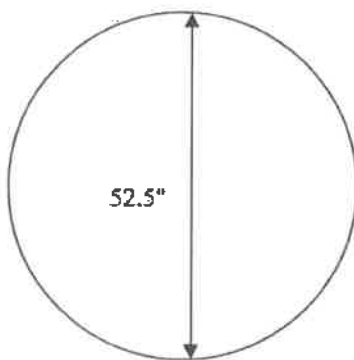
Dry Gas Meter Thermocouple Calibration				Meter inlet / Ice Bath / Meter inlet/ Ambient				Meter Outlet / Ice Bath / Meter outlet/ Ambient			
Ref °C	12.1	24	24	13	24	24	24	13	24	24	24
Temp °C	12.4	23.5	23.5	13.1	23.5	23.5	23.5	13.1	23.5	23.5	23.5
Δ	0.3	0.5	0.5	0.1	0.5	0.5	0.5	0.1	0.5	0.5	0.5

Temperature calibration using a Traceable Reference thermometer. VWR CE sn160618739 Due 10/14/17

APPENDIX B

LOCATION OF TEST PORTS

**Mathy Construction
Plant # 52
Hot Mix Asphalt Plant Exhaust Stack**

Stack Dimensions:Diameter = 52.5 InchesNumber of Ports = 2

Top of transition piece from
rectangular to round stack.
Transition piece is 4' long.

Updated: 1/7/2010

APPENDIX C

FIELD DATA SHEETS

Interpoll Laboratories
(763) 786-6020
EPA Method 2 Field Data Sheet

Job	Mathy 52		
Source	Baghouse Stack		
Test	1	Run 0	Date 9/4/2019
Duct Diameter (in.)	52.50		
Dry Bulb (°F)	278	Wet Bulb (°F)	
Moisture Content	26.00%		
Manometer	fluid		
Barometric Pressure	29.68		
Static Pressure +/-	-1.50		
Operators	Colin Kelly/Tony Smith		
Pitot No.	01-05-G2	Pitot Coeff.	0.84

Traverse Point Number	Fraction of Diameter	Distance From Stack Wall (in.)	Distance From End of Port (in.)	Velocity	Temperature of Gas (°F)
		Port Length (in.):	4.00	Start Time:	
A-1	0.021	1.10	5.10	2.700	278
A-2	0.067	3.52	7.52	2.500	278
A-3	0.118	6.20	10.20	2.100	278
A-4	0.177	9.29	13.29	1.800	278
A-5	0.250	13.13	17.13	1.600	278
A-6	0.356	18.69	22.69	1.600	278
A-7	0.644	33.81	37.81	1.700	278
A-8	0.750	39.38	43.38	1.600	278
A-9	0.823	43.21	47.21	1.700	278
A-10	0.882	46.31	50.31	1.800	278
A-11	0.933	48.98	52.98	1.800	278
A-12	0.979	51.40	55.40	2.000	278
B-1					
B-2					
B-3					
B-4					
B-5					
B-6					
B-7					
B-8					
B-9					
B-10					
B-11					
B-12					
Digital Numbers Used:			187/170	End Time:	

Interpoll Laboratories
(763) 786-6020

Interpoll Laboratories Condensate Sample Log Sheet

Job	Mathy 52	Test	1	Run	1
Source	Baghouse Stack	Number of Traverse Points	24		
Date	9/4/2019	Filter Holder Type	Glass		
Method Used	Method 5	Filter Type	82mm Glass Fiber		

Sample Train Leak Check:

Pre-test: 0.000 cfm @ 12 in. Hg (vac)
Post test: 0.000 cfm @ 12 in. Hg (vac)

Post test Pitot Leak Check:

Positive 0 in W.C. @ 4 in. W.C. (press)
Negative 0 in W.C. @ 4 in. W.C. (vac)

Particulate Catch Data

No. of Filter Used:
3785

Recovery Solvents with Lot Numbers:

Solvent used	Lot Number
Acetone	DW047
Hexane	
MQ Water	

Number of Probe wash bottles: 1
Sample recovered by: Colin Kelly

Condensate Data:

Item	Weight (grams)		
	Final	Tare	Difference
Container No. 1	644.9	426.7	218.2
Container No. 2			
Container No. 3			
Container No. 4			
Desiccant	1605.7	1586.2	19.5
Total Grams of Water			237.7

Integrated Bag Sample Data:

Bag Box Pump: van Box Number: van Bag Number: 2
Bag Material: tedlar Size: 10 Liter
Pretest leak Check: 0.00 cc/minute @ 15 in. Hg
Start Time: 9:05 End Time: 10:06

Serial Number of O2 Analyzer Used: Servomex

Interpoll Laboratories, Inc.
(763) 786-6020

EPA Method 5 Field Data Sheet

Job	Mathy 52	Operators	CK/TS	Nozzle No.	s.s.	Pilot No.	01-05-G2
Source	Baghouse Stack	Meter Box No.	18	Nozzle Dia.	0.195	Cp	0.84
Date	9/4/2019	Gas Meter Coeff.	0.9939	Bar. Press.	30.06	H ₂ O	25.80
Test	1 Run	Gas Meter Delta H@	1.82				

Traverse Point Number	Sampling Time Minutes	Sample Volume (cf)	Velocity Head (in. WC)	Orifice Meter (in. WC)	Desired Volume (cf)	Vacuum (in. Hg)	Temperatures (°F)					Oxygen		Estimated Moisture at Respective Point
							Stack	Probe	Filter	CPM	Imp.	Gas/In	Gas/Out	
A-1	9:05	902.90												
A-1	2.5	904.75	2.400	1.70	904.75	4	275	251	254	na	34	69	69	14.0 25.80
A-2	5.0	906.45	2.200	1.50	906.45	4	276	251	254	na	34	71	69	14.0 25.80
A-3	7.5	908.17	2.200	1.50	908.16	4	276	251	254	na	34	73	70	14.0 25.80
A-4	10.0	909.75	1.900	1.30	909.75	4	277	251	254	na	34	74	70	14.0 25.80
A-5	12.5	911.32	1.800	1.23	911.31	4	277	251	254	na	34	75	70	14.0 25.80
A-6	15.0	912.82	1.700	1.16	912.82	4	277	251	254	na	34	76	70	14.0 25.80
A-7	17.5	914.19	1.400	0.96	914.19	4	278	251	254	na	34	77	70	14.0 25.80
A-8	20.0	915.74	1.800	1.23	915.74	4	278	251	254	na	34	77	70	14.0 25.80
A-9	22.5	917.50	2.300	1.58	917.50	4	278	251	254	na	34	77	70	14.0 25.80
A-10	25.0	919.36	2.600	1.78	919.36	4	278	250	255	na	34	77	71	14.0 25.80
A-11	27.5	921.23	2.800	1.78	921.23	4	278	250	255	na	34	77	71	14.0 25.80
A-12	30.0	923.17	2.800	1.92	923.17	4	278	250	255	na	34	77	71	14.0 25.80
B-1	32.5	924.93	2.300	1.58	924.93	4	278	250	255	na	34	78	71	14.0 25.80
B-2	35.0	926.57	2.000	1.37	926.57	4	278	250	255	na	34	78	71	14.0 25.80
B-3	37.5	928.21	2.000	1.37	928.21	4	278	250	255	na	34	78	71	14.0 25.80
B-4	40.0	929.81	1.900	1.30	929.81	4	278	250	255	na	34	78	71	14.0 25.80
B-5	42.5	931.33	1.700	1.17	931.33	4	278	250	256	na	34	78	71	14.0 25.80
B-6	45.0	932.84	1.700	1.17	932.84	4	278	251	256	na	34	78	71	14.0 25.80
B-7	47.5	934.40	1.800	1.24	934.40	4	278	251	256	na	34	78	71	14.0 25.80
B-8	50.0	935.82	1.500	1.03	935.82	4	278	251	256	na	34	78	71	14.0 25.80
B-9	52.5	937.14	1.300	0.89	937.15	4	278	251	256	na	34	78	71	14.0 25.80
B-10	55.0	938.52	1.400	0.96	938.52	4	278	251	256	na	34	78	71	14.0 25.80
B-11	57.5	940.32	2.400	1.65	940.32	4	278	251	255	na	34	78	71	14.0 25.80
B-12	60.0	942.08	2.300	1.58	942.08	4	278	251	255	na	34	78	71	14.0 25.80
Stop Time	10:06	V _m =		Avg. Δ H			Avg. Temp					Avg. Temp		
Run Time (min)	60.0	39.18		1.37			278					73.5		

Interpoll Laboratories
(763) 786-6020

Interpoll Laboratories Condensate Sample Log Sheet

Job	Mathy 52	Test	1	Run	2
Source	Baghouse Stack	Number of Traverse Points	24		
Date	9/4/2019	Filter Holder Type	Glass		
Method Used	Method 5	Filter Type	82mm Glass Fiber		

Sample Train Leak Check:

Pre-test: 0.000 cfm @ 12 in. Hg (vac)
 Post test: 0.000 cfm @ 12 in. Hg (vac)

Post test Pitot Leak Check:

Positive 0 in W.C. @ 4 in. W.C. (press)
 Negative 0 in W.C. @ 4 in. W.C. (vac)

Particulate Catch Data

No. of Filter Used:
 3786

Recovery Solvents with Lot Numbers:

Solvent used	Lot Number
Acetone	DW047
Hexane	
MQ Water	

Number of Probe wash bottles: 1
 Sample recovered by: Colin Kelly

Condensate Data:

Item	Weight (grams)		
	Final	Tare	Difference
Impinger No. 1	677.5	433.6	243.9
Impinger No. 2			
Condenser No. 1			
Condenser No. 2			
Desiccant	1592.1	1579.7	12.4
Total Grams of Water			256.3

Integrated Bag Sample Data:

Bag Box Pump: van Box Number: van Bag Number: 3
 Bag Material: tedlar Size: van Liter
 Pretest leak Check: 0.00 cc/minute @ 14 in. Hg
 Start Time: 10:35 End Time: 11:37

Serial Number of O₂ Analyzer Used: Servomex

Interpoll Laboratories, Inc.
(763) 786-6020

EPA Method 5 Field Data Sheet

Job	Mathy 52	Operators	CK/TS	Nozzle No.	Pilot No.	01-06-G2
Source	Baghouse Stack	Meter Box No.	16	Nozzle Dia.	Cp	0.84
Date	9/4/2019	Gas Meter Coeff.	0.9939	Bar. Press.	H ₂ O	22.40
Test	1 Run	Gas Meter Delta H@	1.82			

Traverse Point Number	Sampling Time Minutes	Sample Volume (cf)	Velocity Head (in. WC)	Orifice Meter (in. WC)	Desired Volume (cf)	Vacuum (in. Hg)	Temperatures (°F)					Oxygen		Estimated Moisture at Respective Point
							Stack	Probe	Filter	CPM	Imp.	Gas/In	Gas/Out	
Start Time	10:35	943.20												
A-1	2.5	945.06	2.400	1.78	945.06	4	277	253	257	na	34	76	72	14.0
A-2	5.0	946.93	2.400	1.78	946.93	4	277	253	257	na	34	78	73	14.0
A-3	7.5	948.50	1.700	1.26	948.50	4	277	253	257	na	34	80	74	14.0
A-4	10.0	950.09	1.700	1.27	950.09	4	277	253	257	na	34	82	75	14.0
A-5	12.5	951.62	1.600	1.20	951.62	4	277	253	257	na	34	83	75	14.0
A-6	15.0	953.11	1.600	1.12	953.11	4	277	253	257	na	34	84	76	14.0
A-7	17.5	954.56	1.400	1.05	954.56	4	277	253	257	na	34	86	76	14.0
A-8	20.0	956.15	1.700	1.27	956.15	4	278	253	257	na	34	87	77	14.0
A-9	22.5	957.79	1.800	1.35	957.79	4	278	252	257	na	34	87	77	14.0
A-10	25.0	959.43	1.800	1.35	959.43	4	278	252	257	na	34	87	77	14.0
A-11	27.5	960.93	1.500	1.13	960.93	4	278	252	257	na	34	87	78	14.0
A-12	30.0	962.43	1.500	1.13	962.43	4	277	252	257	na	34	88	78	14.0
B-1	32.5	964.12	1.900	1.43	964.12	4	277	252	257	na	34	88	78	14.0
B-2	35.0	965.80	1.900	1.43	965.80	4	277	252	256	na	34	88	79	14.0
B-3	37.5	967.45	1.800	1.36	967.45	4	278	252	256	na	34	89	79	14.0
B-4	40.0	969.10	1.800	1.36	969.10	4	278	252	256	na	34	89	79	14.0
B-5	42.5	970.78	1.900	1.43	970.79	4	278	252	256	na	34	89	79	14.0
B-6	45.0	972.34	1.600	1.21	972.34	4	278	252	256	na	34	89	79	14.0
B-7	47.5	973.94	1.700	1.28	973.94	4	278	253	256	na	34	89	80	14.0
B-8	50.0	975.54	1.700	1.28	975.54	4	278	253	256	na	34	89	80	14.0
B-9	52.5	977.14	1.700	1.28	977.14	4	278	253	256	na	34	89	81	14.0
B-10	55.0	978.79	1.800	1.36	978.79	4	278	253	255	na	34	89	81	14.0
B-11	57.5	980.44	1.800	1.36	980.44	4	277	253	255	na	34	89	81	14.0
B-12	60.0	982.09	1.800	1.36	982.09	4	277	253	255	na	34	89	82	14.0
Stop Time	11:37	V _m		Avg. ΔH			Avg. Temp							
Run Time (min)	60.0	38.89		1.33			278						82.0	

Interpoll Laboratories
(763) 786-6020

Interpoll Laboratories Condensate Sample Log Sheet

Job	Mathy 52	Test	1	Run	3
Source	Baghouse Stack	Number of Traverse Points	24		
Date	9/4/2019	Filter Holder Type	Glass		
Method Used	Method 5	Filter Type	82mm Glass Fiber		

Sample Train Leak Check:

Pre-test: 0.000 cfm @ 12 in. Hg (vac)
Post test: 0.000 cfm @ 12 in. Hg (vac)

Post test Pitot Leak Check:

Positive 0 in W.C. @ 4 in. W.C. (press)
Negative 0 in W.C. @ 4 in. W.C. (vac)

Particulate Catch Data

No. of Filter Used:
3787

Recovery Solvents with Lot Numbers:

Solvent used	Lot Number
Acetone	DW047
Hexane	
MQ Water	

Number of Probe wash bottles: 1
Sample recovered by: Colin Kelly

Condensate Data:

Item	Weight (grams)		
	Final	Tare	Difference
Impinger No. 1	650.1	432.9	217.2
Impinger No. 2			
Condenser No. 1			
Condenser No. 2			
Desiccant	1664.4	1652.2	12.2
Total Grams of Water			229.4

Integrated Bag Sample Data:

Bag Box Pump: van Box Number: van Bag Number: 4
Bag Material: tedlar Size: 10 Liter
Pretest leak Check: 0.00 cc/minute @ 15 in. Hg
Start Time: 12:02 End Time: 13:03

Serial Number of O₂ Analyzer Used: Servomex

Interpoll Laboratories, Inc.
(763) 788-6020

EPA Method 5 Field Data Sheet

Job	Mathy 52	Operators	CK/TS	Nozzle No.	s.s	Pilot No.	01-05-G2
Source	Baghouse Stack	Meter Box No.	16	Nozzle Dia.	0.195	Cp	0.84
Date	9/4/2019	Gas Meter Coeff.	0.9939	Bar. Press.	30.06	H ₂ O	24.00
Test	1 Run	3	1.82				

Traverse Point Number	Sampling Time Minutes	Sample Volume (cf)	Velocity Head (in. WC)	Orifice Meter (in. WC)	Desired Volume (cf)	Vacuum (in. Hg)	Temperatures (°F)					Oxygen		Estimated Moisture at Respective Point
							Stack	Probe	Filter	CPM	Imp.	Gas/In	Gas/Out	
A-1	12:02	983.30												
A-1	2.5	984.91	1.800	1.31	984.91	4	277	249	257	na	34	87	82	14.0 24.00
A-2	5.0	986.58	1.900	1.39	986.58	4	277	249	257	na	34	89	83	14.0 24.00
A-3	7.5	988.25	1.900	1.39	988.25	4	277	249	257	na	34	91	84	14.0 24.00
A-4	10.0	989.83	1.700	1.25	989.83	4	277	249	257	na	34	93	85	14.0 24.00
A-5	12.5	991.37	1.600	1.17	991.37	4	278	249	257	na	34	95	85	14.0 24.00
A-6	15.0	992.91	1.600	1.18	992.91	4	278	249	257	na	34	96	85	14.0 24.00
A-7	17.5	994.41	1.500	1.10	994.41	4	278	249	257	na	34	96	85	14.0 24.00
A-8	20.0	995.95	1.600	1.16	995.95	4	278	249	257	na	34	96	86	14.0 24.00
A-9	22.5	997.54	1.700	1.25	997.54	4	278	249	257	na	34	96	86	14.0 24.00
A-10	25.0	999.18	1.800	1.33	999.18	4	277	249	256	na	34	97	87	14.0 24.00
A-11	27.5	1000.83	1.800	1.33	1000.83	4	277	249	256	na	34	97	87	14.0 24.00
A-12	30.0	1002.51	1.900	1.40	1002.51	4	277	249	256	na	34	97	88	14.0 24.00
B-1	32.5	1004.11	1.700	1.26	1004.11	4	277	250	256	na	34	97	88	14.0 24.00
B-2	35.0	1005.71	1.700	1.26	1005.71	4	278	250	256	na	34	97	88	14.0 24.00
B-3	37.5	1007.26	1.600	1.18	1007.26	4	278	250	256	na	34	97	88	14.0 24.00
B-4	40.0	1008.71	1.400	1.03	1008.71	4	278	250	256	na	34	97	88	14.0 24.00
B-5	42.5	1010.16	1.400	1.03	1010.16	4	278	250	256	na	34	97	89	14.0 24.00
B-6	45.0	1011.66	1.500	1.11	1011.66	4	278	250	256	na	34	97	89	14.0 24.00
B-7	47.5	1013.21	1.600	1.18	1013.21	4	278	250	256	na	34	97	89	14.0 24.00
B-8	50.0	1014.81	1.700	1.26	1014.81	4	278	250	256	na	34	97	89	14.0 24.00
B-9	52.5	1016.54	2.000	1.48	1016.54	4	278	251	256	na	34	98	90	14.0 24.00
B-10	55.0	1018.23	1.900	1.41	1018.23	4	278	251	256	na	34	98	90	14.0 24.00
B-11	57.5	1019.97	2.000	1.48	1019.97	4	277	251	255	na	34	98	90	14.0 24.00
B-12	60.0	1021.71	2.000	1.48	1021.71	4	277	251	255	na	34	98	90	14.0 24.00
Stop Time	13:03	V _m		Avg. Δ H			Avg. Temp						Avg. Temp	
Run Time (min)	60.0	38.41		1.27			278						91.4	

APPENDIX D

INTERPOLL LABORATORIES ANALYTICAL DATA

Interpoll Laboratories
(763) 785-5020

Sample Chain of Custody

Job Field Engineer: Mathy 52 Source: Colin Kelly Date of Test: 9/3/2019 Baghouse Stack Test Number: 1 Log Number: 37928 Number of Runs: 3

Number of Items	Sample Type	Analysis	Sequence Number	Comments
4	Probe Wash: Acetone DI Water	EPA Method 5 EPA Method 20	01-04	
4	Front Half Filter: 62mm Glass Fiber SS Thimble	EPA Method 5 EPA Method 20	03-08	
	Impinger: Condensate/DI Water 3 % H2O2 1N NaOH 2,4-DNPH	MIN Protocol WI Protocol EPA Method 202 (Dry Imp.) EPA Method 28 or 26A Modified Method 5		
	Impinger Rinses: Acetone/Hexane	EPA Method 202 (Dry Imp.)		
	CPM Filter: 83 mm Zeffluor	EPA Method 202 (Dry Imp.)		
	Integrated Gas: Tedlar Bag	Methane (M-25A) EPA Method 3 EPA Method 10		
	Fuel Lab: Fuel Sample Aggregate	X-Ray Scraph		
	Particle Sizing	Cascade Impactor		
	Miscellaneous:			

Fuel Type: Coal: Bituminous Anthracite Lignite Wood: Wood Waste Dust Bark Oil: Waste Oil No. 2 No. 6 Miscellaneous: Natural Gas RDF Diesel Other:

Relinquished by/Affiliation	Accepted by/Affiliation	Date
Col. Kelly	Interpoll Laboratories	9/4/2019

INTERPOL LABORATORIES, INC.
(763) 786-6020
EPA Method 3A Data Reporting Sheet

Job: Mathy Plant 52 Fuel Type: Liquid Propane
 Source: Asphalt Baghouse Analyzer: Servomex Model 1400 (O₂)
 Date of Analysis: 9/6/2019 Analyzer: Servomex Model 1400 (CO₂)
 Analyst: Colin Kelly Range: 0-25% O₂
 Team Leader: Colin Kelly Date of Test: 9/5/2019 Range: 0-20% CO₂
 Test Number: 1

Calibration Values (%)								
		Cylinder Value		Pre-test Readings		Post-test Readings		Cylinder Number
		O ₂	CO ₂	O ₂	CO ₂	O ₂	CO ₂	
Zero Gas (N ₂)		0.00	0.00	0.01	0.00	0.01	0.00	AA00779
Upscale (40-60%)		11.10	8.50	11.04	8.52	11.05	8.53	CC480250
Upscale (80-100%)		21.00	17.10	21.04	17.19	21.04	17.17	CC122594

Sample Test/Run			Dilution Factor	Sample Log Number	O ₂ (%)					
					Average gas concentration	Average of zero calibration	Actual calibration gas	Average of initial and final upscale readings	Effluent gas concentration	Fo
1	/	1	1	37928	14.10	0.0	11.1	11.0	14.17	1.377
1	/	2	1	37928	15.90	0.0	11.1	11.0	15.98	1.096
1	/	3	1	37928	14.00	0.0	11.1	11.0	14.07	1.292

Sample Test/Run			Dilution Factor	Sample Log Number	CO ₂ (%)				
					Average gas concentration	Average of zero calibration	Actual calibration gas	Average of initial and final upscale readings	Effluent gas concentration
1	/	1	1	37928	4.90	0.0	8.5	8.5	4.89
1	/	2	1	37928	4.50	0.0	8.5	8.5	4.49
1	/	3	1	37928	5.30	0.0	8.5	8.5	5.28

Fuel Type and Fo Range

Coal:		Oil:		Gas:		Wood:	
Anthracite/Lignite	1.016-1.130	Distillate	1.260-1.414	Natural	1.6000-1.836	Wood/Wood Bark	1.000-1.130
Bituminous	1.083-1.230	Residual	1.210-1.37	Propane	1.434-1.553		
				Butane	1.405-1.553		

INTERPOL LABORATORIES, INC.
(763) 786-6020

Gravimetrics Data Sheet

Job:

Date Collected:

Date of Analysis:

Source:

Test Number:

Analyst:

Probe Wash Data

Filter Data

Solvent Used:

Acetone

Filter Type:

glass fiber

Run 00			
Log Number	-	Dish Number	Log Number
Volume	mL	Leakage	Color
Tare + Sample (g)			Tare + Sample (g)
Tare (g)			Tare (g)
Sample (g)			Sample (g)
Run 0			
Log Number	37928 - 01	Dish Number	13
Volume	175 mL	Leakage	
Tare + Sample (g)	54.0873		
Tare (g)	54.0071		
Sample (g)	(.00012)		
Log Number	- 05	Filter Number	3647
Color			
Tare + Sample (g)			.4616
Tare (g)			.4614
Sample (g)			.0002
Run 1			
Log Number	- 02	Dish Number	25
Volume	75 mL	Leakage	
Tare + Sample (g)	55.9451		
Tare (g)	55.9417		
Sample (g)	.0034		
Log Number	- 06	Filter Number	3785
Color			
Tare + Sample (g)			.4706
Tare (g)			.4607
Sample (g)			.0097
Run 2			
Log Number	- 03	Dish Number	14
Volume	50 mL	Leakage	
Tare + Sample (g)	51.8620		
Tare (g)	51.8592		
Sample (g)	.0028		
Log Number	- 07	Filter Number	3786
Color			
Tare + Sample (g)			.4636
Tare (g)			.4533
Sample (g)			.0097
Run 3			
Log Number	- 04	Dish Number	059
Volume	60 mL	Leakage	
Tare + Sample (g)	51.4123		
Tare (g)	51.4095		
Sample (g)	.0028		
Log Number	- 08	Filter Number	3787
Color			
Tare + Sample (g)			.4626
Tare (g)			.4529
Sample (g)			.0097
Run 4			
Log Number	-	Dish Number	
Volume	mL	Leakage	
Tare + Sample (g)			
Tare (g)			
Sample (g)			

Note: Solvent residue must be less than 0.000078 g/mL

Balance Room Conditions

Time	0930	Barometric Pressure	28.78
Humidity	60	Temperature	73.5

APPENDIX E
ASPHALT PLANT OPERATING DATA

Date: 9/4/2019

[illegible]



BACHARACH, INC.

PCA 3

SN: SR1051

Time: 10:14:50 AM

Date: 09/04/19

Fuel
PROP

O ₂	14.5 %
CO	707 ppm
Eff	81.1 %
CO ₂	4.2 %
T-Stk	285 °F
T-Air	73.0 °F
EA	203.3 %
CO (0)	2238 ppm
NO	*** ppm
NO ₂	*** ppm
NOx	*** ppm
SO ₂	*** ppm
NO (0)	*** ppm
NO ₂ (0)	*** ppm
NOx (0)	*** ppm
SO ₂ (0)	*** ppm

Comments:

Run #1



BACHARACH, INC.

PCA 3

SN: SR1051

Time: 12:29:39 PM

Date: 09/04/19

Fuel
PROP

O ₂	14.4 %
CO	894 ppm
Eff	81.1 %
CO ₂	4.3 %
T-Stk	258 °F
T-Air	67.0 °F
EA	200.0 %
CO (0)	2874 ppm
NO	*** ppm
NO ₂	*** ppm
NOx	*** ppm
SO ₂	*** ppm
NO (0)	*** ppm
NO ₂ (0)	*** ppm
NOx (0)	*** ppm
SO ₂ (0)	*** ppm

Comments:

Run #2



BACHARACH, INC.

PCA 3

SN: SR1051

Time: 01:55:48 PM

Date: 09/04/19

Fuel
PROP

O ₂	14.0 %
CO	615 ppm
Eff	82.2 %
CO ₂	4.5 %
T-Stk	253 °F
T-Air	69.4 °F
EA	184.5 %
CO (0)	1870 ppm
NO	*** ppm
NO ₂	*** ppm
NOx	*** ppm
SO ₂	*** ppm
NO (0)	*** ppm
NO ₂ (0)	*** ppm
NOx (0)	*** ppm
SO ₂ (0)	*** ppm

Comments:

Run #3

APPENDIX F

PROCEDURES

Please Note: In an effort to conserve paper, the procedure section of the appendix has been reserved for explanations of EPA methodology deviations. Please refer to the specific EPA Methods on the following EPA website:

<http://www.epa.gov/ttn/emc/>

APPENDIX G

CALCULATION EQUATIONS

INTERPOLL LABORATORIES, INC.
(763) 786-6020

EPA Method 5/202 Calculations

Job	<u>Mathy 52</u>	Test	<u>1</u>	Run	<u>1</u>
Source	<u>Baghouse Stack</u>	Test Site	<u>Stack</u>	Date of Analysis	<u>9/18/2019</u>
Date of Test	<u>9/3/2019</u>	Technician	<u>DVH</u>		

Mass of Particulate (Mp):

Mp = Wt. Of Part. On Filter (g) + Wt. Of Part. In Probe Wash (g)

$$Mp = \frac{0.0097}{0.0131} (g) + \frac{0.0034}{0.0131} (g)$$

Particulate Concentration GR/DSCF (Cs):

$$Cs = \frac{15.43 * Mp}{V_{std}}$$

$$M_p = \frac{0.0131}{38.83} g$$

$$Cs = \frac{15.43 * (0.0131)}{(38.83258)}$$

$$Cs = \underline{0.0052052}$$

Emission Rate LB/HR (M):

$$M = 0.00857 (Cs) (Qs)$$

$$Cs = \underline{0.005205243} \text{ GR/DSCF}$$

$$M = 0.00857 () ()$$

$$Qs = \underline{48571} \text{ DSCF/Minute}$$

$$M = \underline{2.166680984} \text{ LB/HR}$$

j:\excel\equats\onsite analysis

APPENDIX H

TEST PLAN



MATHY CONSTRUCTION CO.
GENERAL CONTRACTORS

July 23, 2019

Ms. Erin Hansel
DNR Service Center
2984 Shawano Avenue
Green Bay, WI 54313-6727

Subject: Compliance Stacktest for Mathy Construction Plant #52

Ms. Hansel:

Interpoll Laboratories is preparing to test Mathy Construction Plant #52 for air emission compliance with respect to the mandatory operating permit. The test plan is as follows:

Test Date: August 27, 2019
Time of Test: Approximately 7:30 a.m.
Source Location: Milestone Materials – Tomah Industrial Site
600 Industrial Avenue, Tomah, WI 54660
Facility ID: 998375950
Source MOP: 998375950-G07
Test Process: EPA Methods 1-5, and Method 9, source sampling for particulate in accordance with EPA methods.

Sampling Ports and Locations: See attached drawing
Burner Fuel: Liquid Propane
Type of Aggregate: Recycled Asphalt Pavement and Virgin Aggregates

Production Rate: The expected production rate will be approximately 350 tons per hour. This test will be conducted @ or above 100% of thermodynamic plant capacity.

If you have any questions, please contact me at (507)-252-3462 or via email at samantha.kaster@mathy.com.

Respectfully,

Samantha Kaster
Environmental Specialist

Enclosure

cc: Kathy Eickstadt, Interpoll Laboratories

**Milestone Materials #106, Tomah Industrial Site
SE1/4, Sec. 34, T18N, R1W
Monroe County, City of Tomah
600 Industrial Avenue, Tomah, WI 54660
Plant Site Map**



Latitude: 43.99600181663538
Longitude: -90.47581631429443



Owner: Mathy Construction Co.

Aaron Lacher

From: Patrick Paulino <Patrick.Paulino@mathy.com>
Sent: Friday, May 15, 2020 4:24 PM
To: Aaron Lacher
Subject: RE: Interim Use Notice for Public Meeting

*** HOUSTON COUNTY SECURITY NOTICE ***

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact HelpDesk.

We have 4 people on site full time. At a minimum there are typically 3-5 portable toilets and a dumpster on site.

From: Aaron Lacher <Aaron.Lacher@co.houston.mn.us>
Sent: Friday, May 15, 2020 14:56
To: Patrick Paulino <Patrick.Paulino@mathy.com>
Subject: FW: Interim Use Notice for Public Meeting

This message originated outside the MTS organization. Confirm the sender before clicking any links or opening attachments.

Patrick,

Can you provide information on how many staff are onsite for plant operations, and the type and quantity of sanitary facilities that are provided?

Aaron

From: Oscarson, Steven (MPCA) <steven.oscarson@state.mn.us>
Sent: Tuesday, May 12, 2020 9:00 AM
To: Aaron Lacher <Aaron.Lacher@co.houston.mn.us>
Subject: RE: Interim Use Notice for Public Meeting

*** HOUSTON COUNTY SECURITY NOTICE ***

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact HelpDesk.

Aaron,

I am not able to open up the link as I don't have an account. My comments would be that there should be adequate sanitary facilities for the workers at the asphalt plant. They will need to follow all state rules and local ordinances.

Steven Oscarson
Environmental Specialist
Minnesota Pollution Control Agency
507-206-2604

"The mission of the MPCA is to protect and improve the environment and human health"

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From: Luckstein, Aaron (MPCA) <aaron.luckstein@state.mn.us>
Sent: Monday, May 11, 2020 4:18 PM
To: #MPCA_@@Location Rochester <lroch.MPCA@state.mn.us>
Subject: FW: Interim Use Notice for Public Meeting

Please review the following email to determine if it impacts your work/falls under your program's purview. Thanks,

Aaron Luckstein
Manager, Municipal Wastewater Section
Minnesota Pollution Control Agency

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From: aaron.lacher@co.houston.mn.us <aaron.lacher@co.houston.mn.us>
Sent: Monday, May 11, 2020 11:44 AM
To: Luckstein, Aaron (MPCA) <aaron.luckstein@state.mn.us>
Subject: Interim Use Notice for Public Meeting

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Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Notice of Public Hearing. A hearing on an Interim Use request will be held at 6:00 PM on 5/28/2020 at the Houston County Courthouse.

Applicant: Patrick Paulino:
Parcel ID: 080299000

The purpose of the hearing is to consider a request for: Mathy Construction would like to place a temporary portable asphalt plant in Abnet Quarry to make asphalt for local infrastructure projects. We would like to start mid June and operate for a few weeks.

If you wish to provide comments regarding this request, please respond to this email.

Aaron Lacher

Number: [2020-IUP-57853](#)
Project: Interim Use Request
Description: Patrick Paulino | 080299000 |
Created On: 4/8/2020

[View this application](#)

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John Abnet
33781 County Rd 16
La Crescent Mn 55947

I am the owner of the quarry on Evans hill road sect-2 Twp-104 Range-005 and I give Mathy Construction Company permission to put an asphalt plant in the quarry.

John Abnet

Aaron Lacher

From: Brian Pogodzinski
Sent: Friday, May 15, 2020 12:11 PM
To: Aaron Lacher
Subject: RE: Asphalt Plant Application Haul Routes

Aaron,

The proposed routes are what I was hoping they would request. I don't have any concerns.

Brian K. Pogodzinski, P.E.
Houston County Engineer

From: Aaron Lacher
Sent: Friday, May 15, 2020 11:46 AM
To: Brian Pogodzinski <Brian.Pogodzinski@co.houston.mn.us>
Subject: Asphalt Plant Application Haul Routes

Brian,

I've attached the supplemental information provided by Mathy, which includes inbound and outbound haul routes. Can you review? The application in whole is available in the permitting system—you should have received an email—but much of the pertinent info is contained in this. Thanks, Aaron

Aaron Lacher

From: Shawn Wetterlin <SWetterlin@cityoflacrescent-mn.gov>
Sent: Monday, May 18, 2020 11:48 AM
To: Aaron Lacher
Subject: RE: Mathy Asphalt Plant IUP Application

***** HOUSTON COUNTY SECURITY NOTICE *****

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Thanks for keep us on the loop Aaron!

Shawn Wetterlin
Building/Zoning Official
315 Main Street
La Crescent, MN 55947
Office (507) 895-4409



From: Aaron Lacher <Aaron.Lacher@co.houston.mn.us>
Sent: Friday, May 15, 2020 12:22 PM
To: Shawn Wetterlin <SWetterlin@cityoflacrescent-mn.gov>
Subject: Mathy Asphalt Plant IUP Application

Shawn,

I've attached the supplemental information provided by Mathy, which includes inbound and outbound haul routes. The application in whole is available in the permitting system—you should have received an email—but much of the pertinent info is contained in this. Please let me know if you have comments.

Thanks, Aaron

Aaron Lacher

From: Aaron Lacher
Sent: Friday, May 15, 2020 2:55 PM
To: 'Oscarson, Steven (MPCA)'
Subject: RE: Interim Use Notice for Public Meeting

Steven,

I've received your comment. I encourage you to create an account if you will be reviewing applications on an ongoing basis.

Aaron Lacher
Zoning Administrator
Houston County Environmental Services
Room 209 Courthouse
304 S. Marshall St.
Caledonia, MN 55921
507.725.5800

From: Oscarson, Steven (MPCA) <steven.oscarson@state.mn.us>
Sent: Tuesday, May 12, 2020 9:00 AM
To: Aaron Lacher <Aaron.Lacher@co.houston.mn.us>
Subject: RE: Interim Use Notice for Public Meeting

*** HOUSTON COUNTY SECURITY NOTICE ***

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Aaron,

I am not able to open up the link as I don't have an account. My comments would be that there should be adequate sanitary facilities for the workers at the asphalt plant. They will need to follow all state rules and local ordinances.

Steven Oscarson
Environmental Specialist
Minnesota Pollution Control Agency
507-206-2604



"The mission of the MPCA is to protect and improve the environment and human health"

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dissemination, distribution, or copying of this communication is strictly prohibited. Please reply back to the sender that you have received this message in error, then delete it. Thank you

From: Luckstein, Aaron (MPCA) <aaron.luckstein@state.mn.us>
Sent: Monday, May 11, 2020 4:18 PM
To: #MPCA_@@Location Rochester <lroch.MPCA@state.mn.us>
Subject: FW: Interim Use Notice for Public Meeting

Please review the following email to determine if it impacts your work/falls under your program's purview. Thanks,

Aaron Luckstein
Manager, Municipal Wastewater Section
Minnesota Pollution Control Agency

NOTICE: This email (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521. This email may be confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply back to the sender that you have received this message in error, then delete it. Thank you.

From: aaron.lacher@co.houston.mn.us <aaron.lacher@co.houston.mn.us>
Sent: Monday, May 11, 2020 11:44 AM
To: Luckstein, Aaron (MPCA) <aaron.luckstein@state.mn.us>
Subject: Interim Use Notice for Public Meeting

This message may be from an external email source.

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Notice of Public Hearing. A hearing on an Interim Use request will be held at 6:00 PM on 5/28/2020 at the Houston County Courthouse.

Applicant: Patrick Paulino:
Parcel ID: 080299000

The purpose of the hearing is to consider a request for: Mathy Construction would like to place a temporary portable asphalt plant in Abnet Quarry to make asphalt for local infrastructure projects. We would like to start mid June and operate for a few weeks.

If you wish to provide comments regarding this request, please respond to this email.

Aaron Lacher

Number: [2020-IUP-57853](#)

Project: Interim Use Request
Description: Patrick Paulino | 080299000 |
Created On: 4/8/2020

[View this application](#)

CRITERIA FOR GRANTING INTERIM USE PERMITS

NAME OF APPLICANT: Mathy Construction Company/John Abnet DATE: May 28, 2020

I.U.P. REQUESTED: Operate a temporary Bituminous Plant in an Ag district.

The Planning Commission shall not recommend an interim 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)

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

Staff Analysis: The Comprehensive Plan, section 0100.0510 Subd. 2, Policy 4 states: "Encourage the development of a transportation system which properly balances considerations of safety, accessibility, environmental protection and cost." The application is within the parameters of this policy.

Bob Conway – Yes, Agrees with SA.
Wayne Feldmeier – Yes, Agrees with SA.
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes, Agrees with SA.
James Wieser – Yes

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

Staff Analysis: The scheduled reconstruction of roadways in the County creates a need.

Bob Conway – Yes, Agrees with SA.
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes #2 lines up with #1.
James Wieser – Yes

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

Staff Analysis: Standard precautions required by State and Federal Law will be followed. The applicant has provided information the Spill Prevention Control Countermeasure plan in place, and outlined steps to protect water quality should a spill occur.

Bob Conway – Yes
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes, Agrees with SA. Quarry holding ponds are adequate.
James Wieser – Yes

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

Staff Analysis: Runoff is contained within the existing quarry site.

Bob Conway – Yes
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes, Agrees with SA.
James Wieser – Yes, Agrees with SA.

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

Staff Analysis: The plant will be located on the quarry floor. The soil has been previously removed. The rock floor is a suitable surface for asphalt plant operations.

Bob Conway – Yes
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes
James Wieser – Yes, Agrees with SA.

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

Staff Analysis: Applicable Federal and State standards are met, including plant emissions and storm water quality. A Spill Prevention Control Countermeasure Plan is in place and employees are provided training regarding it. The applicant indicates there will be 3-5 portable toilets on site.

Bob Conway – Yes
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes
James Wieser – Yes, Agrees with SA.

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

Staff Analysis: The County Engineer is aware of the proposed haul routes and indicates they are acceptable. Routes also go through the City of La Crescent, which did not indicate concerns over the proposed routes. The applicant indicates there will be 3-5 portable toilets on site, as well as a dumpster.

Bob Conway – Yes
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes, County 26 was built for heavy traffic.
James Wieser – Yes, Haul routes are accepted by the City of La Crescent.

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 existing quarry has adequate parking for the employees needed to operate the plant.

Bob Conway – Yes, Agrees with SA.

Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes, Large quarry floor.
James Wieser – Yes

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

Staff Analysis: The haul routes identified make use of the most robust roadways available.

Bob Conway – Yes, Agrees with SA.
Wayne Feldmeier – Yes, Agrees with SA.
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes, Using truck routes through city.
James Wieser – Yes

10. That the Interim 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 properties in the immediate vicinity are woodland and cropland. The nearest dwellings are approximately 3,000' to the north. Impacts are anticipated to be marginal and temporary relative to the baseline quarry operation and the proposed resurfacing of CSAH 6. An IUP was previously issued for a multi-use agri-tourism facility south of the quarry. The permit holders were provided notice of this application and did not provide comment.

Bob Conway – Yes, Agrees with SA.
Wayne Feldmeier – Yes, Agrees with SA.
Larry Hafner – Yes
Greg Myhre – Yes, Agrees with SA.
Rich Schild – Yes, Agrees with SA and is short term.
James Wieser – Yes, Agrees with SA.

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

Staff Analysis: Adjacent properties are woodland and cropland. The County is not aware of any proposed development of the surrounding land during the proposed permit term.

Bob Conway – Yes
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes, Agrees with SA.
James Wieser – 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 measures proposed mitigate potential nuisances to the extent practical and are adequate given the relatively isolated location of the site. This includes efforts to reduce asphalt odor and dust suppression.

Bob Conway – Yes
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes
James Wieser – 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: NA

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: NA

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

Staff Analysis: The proposal includes adequate measures to protect the public's health, safety, morals, and general welfare, including compliance with compliance with state and federal, and planning for an unforeseen spill. Additionally, the applicant's previous work in the county has been conducted as presented and without incident.

Bob Conway – Yes, Agrees with SA.
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes
James Wieser – Yes

Greg Myhre made a motion to accept the findings as presented. Wayne Feldmeier seconded. Roll call vote was taken. All were in favor. Motion carried.

Greg Myhre made the motion to recommend the Houston County Board approve the Interim Use application for Mathy Construction to operate a bituminous plant in an Ag District as proposed with the following conditions:

1. The Permittee shall comply with all federal, state, and local laws and regulations;
2. Permit expiration shall be December 31, 2020.

Wayne Feldmeier seconded. Roll call vote was taken. All were in favor. 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

Application Date: 5/14/2020
Hearing Date: 5/28/2020
Petitioner: Kittleson Masonry
Reviewer: Aaron Lacher
Zoning: Ag Protection
Address: 11168 Kittleson Rd
Township: Caledonia
Parcel Number: 120311001
Submitted Materials: CUP Applicaton

OVERVIEW

REQUEST

The Applicant requests a CUP for a non-farm dwelling in an agricultural district.

SUMMARY OF NOTEWORTHY TOPICS

Non-farm dwellings are subject to the following (14.3 subd. 1 (10)):

- (a) No more than one (1) dwelling per quarter-quarter section.*
- (b) Non-farm dwellings built after the adoption of this Ordinance shall be setback at least one-fourth, (1/4), mile from all feedlots, except as otherwise provided in this Ordinance.*
- (c) Non-farm dwelling units shall not be permitted on land which is of soil classifications of Class I-III soils rated in the Soil Survey - Houston County by the U. S. D. A. Natural Resource Conservation Service, except in cases where the land has not been used for the production of field crops or enrolled in a government program whereby compensation is received in exchange for the removal of an area from production, for a period of ten years or more.*
- (d) Non-farm dwelling units shall only be permitted on sites considered Buildable Lots as defined by this Ordinance, and shall not be permitted in areas classified wetlands, flood plain, peat and muck areas and other areas of poor drainage. Non-farm dwelling units shall not be permitted on land which has a slope of twenty-four (24) percent or greater. All non-farm dwellings must have an erosion control plan as required by Section 24.*

(e) Non-farm dwelling units shall be required to be located on lots having ownership of at least thirty-three (33) feet of road frontage on a public roadway or a legally recorded perpetual access at least thirty-three (33) feet wide from an existing public roadway and a minimum lot area of one (1) acre.

The applicant has indicated that they intend to build a 1,520 square foot house with a 1,040 square foot attached garage, which would serve as a seasonal dwelling. There are currently no dwellings in the NE NW. The closest feedlot is located approximately one mile to the southeast. The proposed building site is within the original farmstead, and is assumed not to have been in agricultural production for at least a century. The applicant has a legally recorded 20' wide perpetual easement the property to Kittleson Rd. A variance of 13' from access standards was granted in 2019.

The subject parcel, 12.0311.001, is the site of an old farmstead established in the early 20th century (Figure 1). In 1972, it is believed that the farmstead and land totaling two acres were split from parent parcel 12.0311.000, resulting in the subject parcel becoming accessible only by a 20' easement. The original farmhouse was demolished sometime between 2010 and 2014. In 2019, a variance was granted reducing the easement width required for future building permit issuance.



TOWNSHIP AND NEIGHBORHOOD COMMENTS

Sheldon Township and the ten closest property owners were notified. No comments were received.

SITE CHARACTERISTICS

The subject parcel is two acres in area, accessed via a 20' easement overlayed on PID #12.0314.000 from Kittleson Rd. It is located in the NE NW of 33-103-6, in which there are currently no dwellings. Slopes on the parcel are 6-12%, and there are no bluffs in its vicinity. There are no water features or wetlands mapped on the property. Soils are class III silt loam, but are not known to have been in production previously. The nearest registered feedlot is approximately one mile southeast.

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:

NA: #8, #9, #12, #14

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

Staff Analysis: Section 0506 subd. 2 policy 10 of the comprehensive plan encourages the rehabilitation of existing homes. The board may choose to extend this policy to homesteads, and find that this proposal supports the land use plan because it is utilizing an existing homestead site.

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

Staff Analysis: A CUP is required for a non-farm dwelling. Insofar as one can need a seasonal dwelling, the applicants satisfy this requirement.

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

Staff Analysis: Wastewater is a potential pollutant associated with any dwelling. The applicants will install an onsite sewage treatment system meeting all applicable standards. No other impacts are anticipated.

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

Staff Analysis: An erosion control plan will be required with the application for a zoning permit, which will address site drainage during and after construction. The effects of increased runoff due to impervious surfaces (e.g. roof, driveway) are estimated to be negligible.

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

Staff Analysis: The soil survey indicates a silt loam suitable for buildings designed to conform to the natural slope of the land, or with appropriate land shaping.

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

Staff Analysis: Wastewater and erosion are two potential hazards. Both will be mitigated to an acceptable extent for the reasons stated in findings 3 and 4.

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

Staff Analysis: A septic design and application will be required with the zoning permit application. Access is via an existing connection to a town road. The placement of a house on the site is not thought to create drainage problems.

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

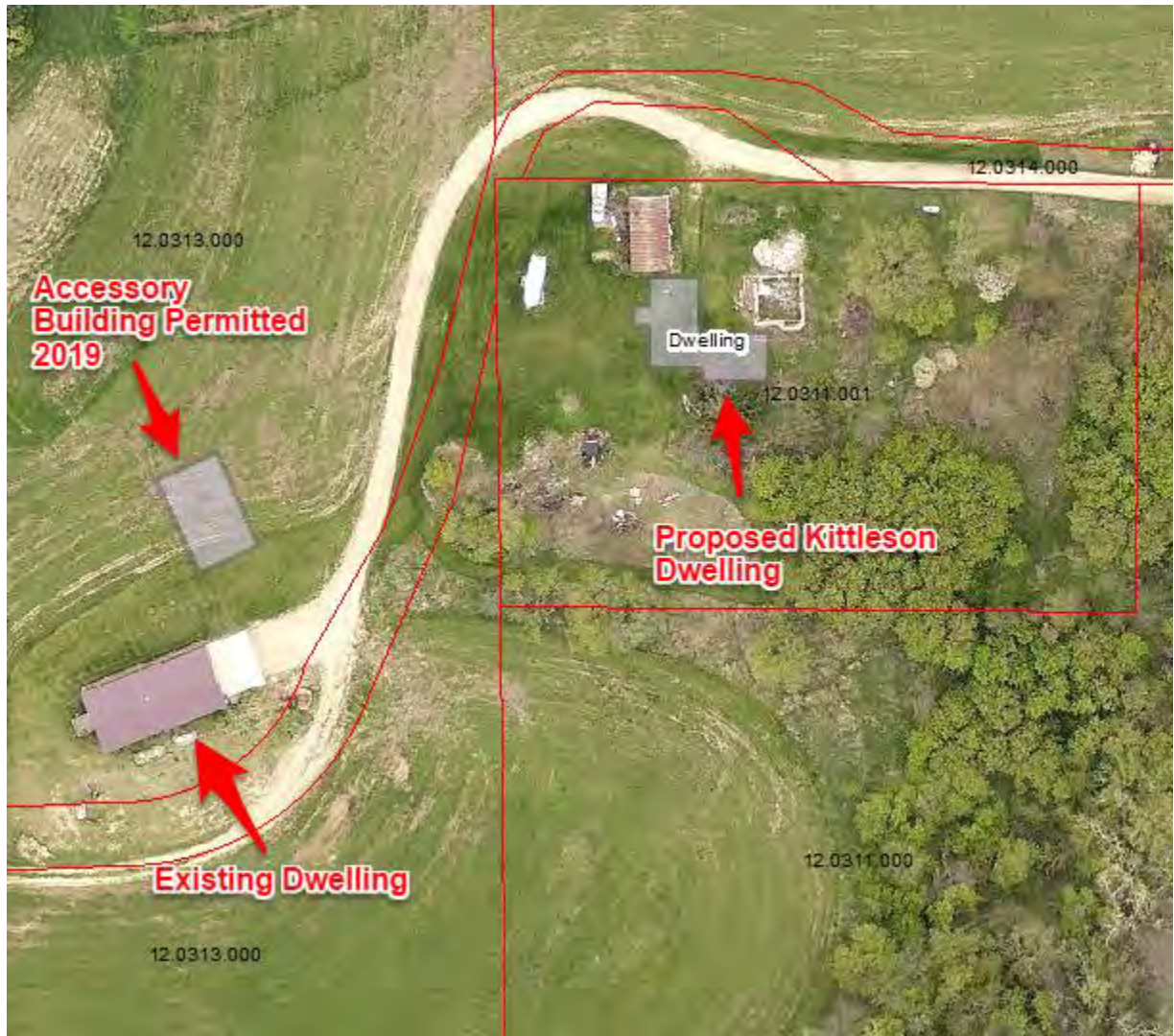
Staff Analysis: NA

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

Staff Analysis: NA

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: Potential impacts include an existing seasonal dwelling located approximately 300' to the southwest, in a separate qtr qtr. The existing dwelling is located on a 39.5 acre parcel and was permitted in 2014. The existing dwelling is approximately 165' from the Kittleson's west property line. Kittleson proposes the new dwelling to be approximately 75' from the west property line. The minimum required setback is 50'. No comments were received from property owners on the application. The Board should consider the potential impacts of an additional dwelling at this location in formulating reasons why this finding is, or is not, met.



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: Granting the permit will close the NE NW qtr qtr due to dwelling density. Agriculture is the predominant use in the area, and is not anticipated to be affected.

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: NA

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: The proposal conforms to the one dwelling per qtr qtr density limitation.

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: NA

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


Staff Analysis: The addition of a house is not anticipated to have any effect on the public's health, safety, morals, and general welfare.

RECOMMENDATION

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

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

Proposed Motion: Recommend approval of Conditional Use Permit for a Non-farm dwelling, with one condition (above).

Number 2020- CUP- 58973	KITTLESON MASONRY INC 120311001 Conditional Use Request Submitted by brent auggedahl on 4/28/2020	
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CONDITIONAL USE INTRO [\[Edit\]](#) Last updated: 4/28/2020 3:54:20 PM and saved by: brent auggedahl

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: 4/28/2020 3:54:29 PM and saved by: brent auggedahl

Applicant Name	KITTLESON MASONRY INC
Telephone Number	6087802402
Address	11168 KITTLESON RD
City	CALEDONIA
Zip	55921
Parcel Tax ID	120311001
Legal Description	Sect-33 Twp-103 Range-006 2.00 AC PT N1/2 NW1/4 360 FT X 242 FT DOC 268254; DOC 268397
Section-Township-Range	33-103-006
Do you own additional adjacent parcels	No

Township of: **Sheldon**

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: 4/28/2020 3:54:51 PM and saved by: brent auggedahl

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

Describe in detail your request. **requesting a conditional use permit to build a house on the listed property. House will not be used as a permanent dwelling for the owner.**

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

14.3 "10"

Requested Dimension: **1520 square ft of house with 1040 sq ft of attached garage**

There are no attached documents.

**Please upload any
supporting documents:**

CONDITIONAL USE FINDING OF FACTS [Edit] Last updated: 4/28/2020 4:09:03 PM and
saved by: brent augedahl

[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 everything is in accordance with land ordinances**

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

Yes

Comments: **yes would like to use as summer get away**

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

Yes

Comments: **yes building site has proper drainage**

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

Yes

Comments: **yes there will be no extra runoff**

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

Yes

Comments:

yes it has been approved by zoning

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

Yes

Comments:

yes

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

Yes

Comments:

yes it has been approved by board of adjustments

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

N/A

Comments:

non applicable

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

N/A

Comments:

non applicable

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

Yes

Comments: **yes building on 3 acres**

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: **yes all agricultural land surrounding**

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: **yes built on 3 acre parcel**

Yes

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: **yes we meet all zoning requirements**

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: **non applicable**

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: **yes has been approved by houstoun county zoning and board of adjustments**


SITE PLAN INFORMATION [Edit] Last updated: 4/28/2020 4:10:38 PM and saved by: brent augedahl

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

There are no attached documents.

Upload Site Plan

Use Interactive Map to Create Site Plan



Layer List:

- ☒ NG911 Address Points
- ☒ Wells_MWI_Jan_2018
- ☐ Contours
- ☒ Septic Permit
 - ☐ Septic Permits
- ☒ Corporate Limits
- ☒ Political Townships
- ☐ Subdivisions
- ☐ Blocks
- ☐ Lot Boundaries
- ☒ Parcels
- ☒ Roads
- ☐ Streams
- ☐ Floodplain (Effective 12/7/2018)
- ☒ 2017 Imagery

building be centered in parcel and meets all requirements**Use the space below to
include site plan
comments, if necessary****APPLICATION SUBMITTAL** [Edit] Last updated: 4/28/2020 4:11:35 PM and saved by: brent
augedahl

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

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

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

Signature
:

Date Signed:
04/28/2020

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

APP SUBMITTED/PAYMENT SELECTION Last updated: 5/1/2020 10:47:54 AM and saved
by: Holly Felten

Fee amount paid: **\$746**

SHELDON TOWNSHIP REVIEW [Edit] Last updated: 5/1/2020 10:48:29 AM and saved by:
Holly Felten

Notice to Township

Date email sent:

APPLICATION DATE [Edit] Last updated: 5/14/2020 3:15:53 PM and saved by: alacher

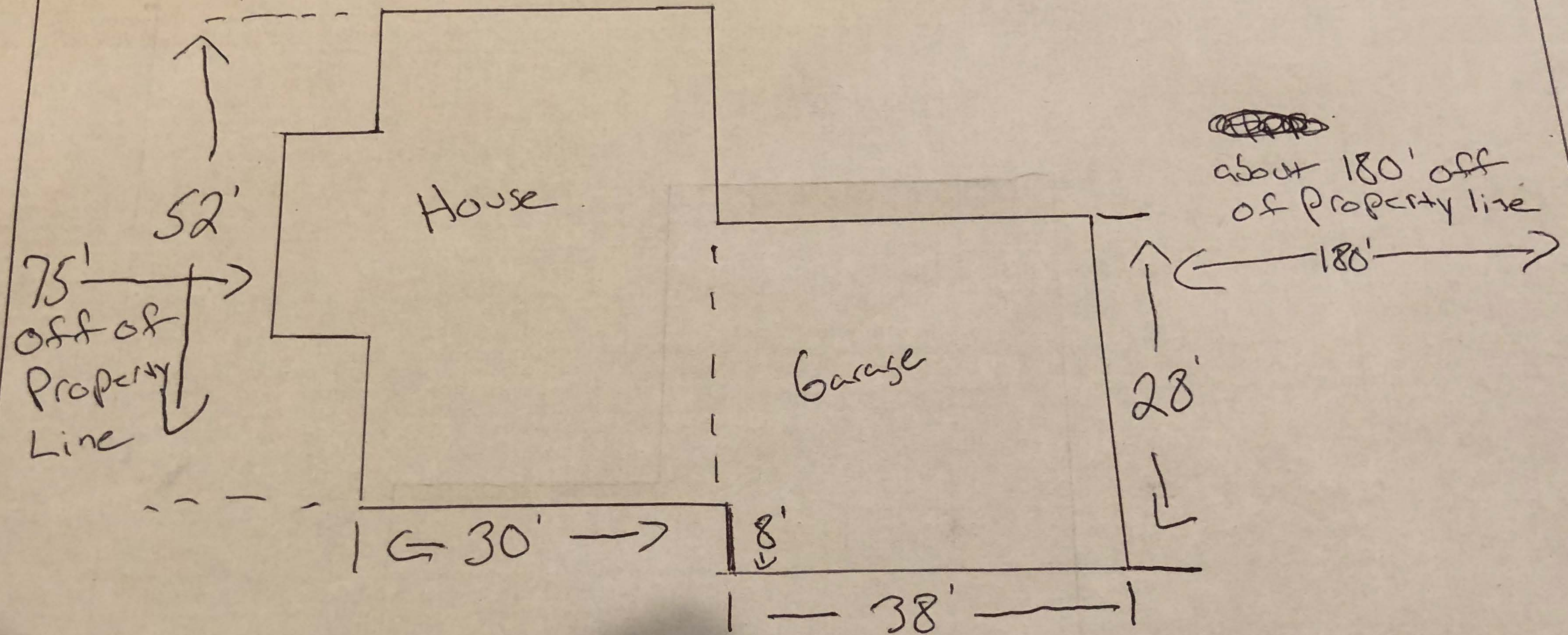
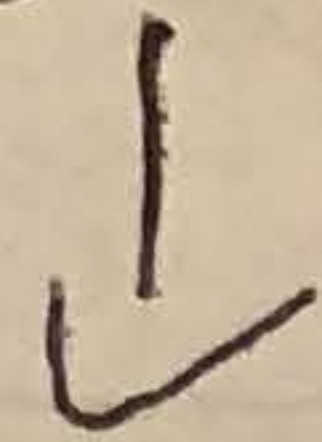
What Stage is the Application At?	Application reviewed and determined complete.
Application Date (Complete Application)	5/14/2020
Date of Notice of Incomplete Application	5/11/20
Comments	Sent email asking for site map 5/11. Received site map 5/14.
Please upload any supporting documents:	Site Map.jpg (download)

DATES [Edit] Last updated: 5/14/2020 3:18:49 PM and saved by: alacher

Advertising Date	5/13/2020
Planning Commission Meeting Date	5/28/2020
Meeting Time	6:30 PM
Comments	Public hearing will be held by teleconference. Anyone wishing to monitor the meeting by telephone must contact the Zoning Office by calling 507-725-5800 by Tuesday, May 26, 2020. All persons having an interest in the matter will be given the opportunity to submit comments relative to the granting or denying of said application. Comments should be mailed to the Environmental Services Dept., 304 South Marshall Street, Caledonia, MN 55921, or emailed to aaron.lacher@co.houston.mn.us, and must be received by Tuesday, May 19, 2020.

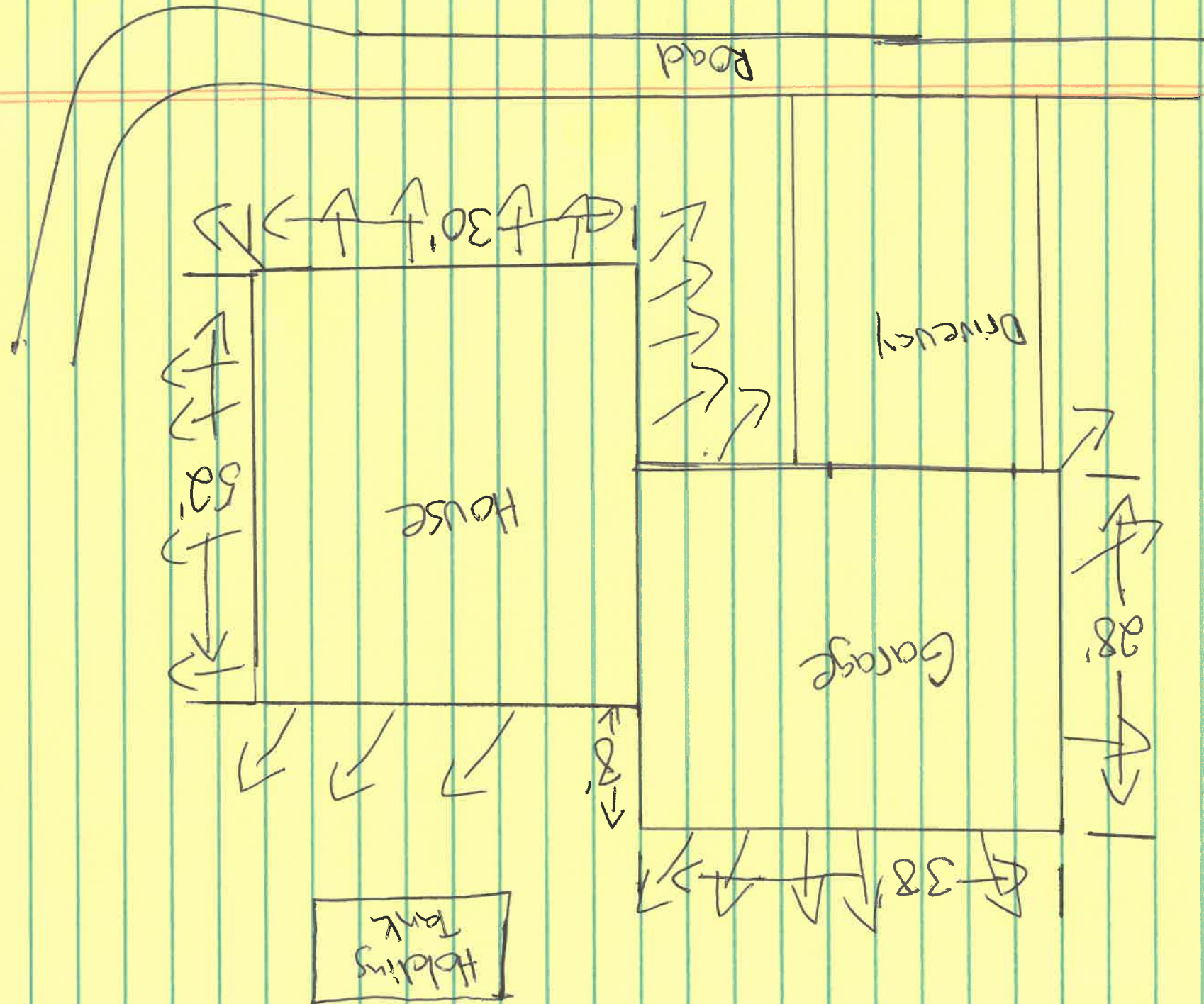
Driveway Here

55' off of property line



about 150' off of property line





AUGEDAHL CONSTRUCTION & CABINETRY, LLC

219 NORTH DECORAH STREET

CALEDONIA, MN 55921

507-725-5410 (Shop) 507-429-6467 (Chad)

9-2-19

Kittleson Masonry and George & Sue Kittleson grant Brent or Dave Augedahl of Augedahl Construction & Cabinetry LLC power of attorney to represent their interest in all applications and decisions regarding variances, zoning permits, conditional use permits and any zoning requirements to property located at 11168 Kittleson Road, Sheldon Township, Section 33, Township 103, Range 6, Parcel #120311001.


George Kittleson


Brent Augedahl


Sue Kittleson


Dave Augedahl

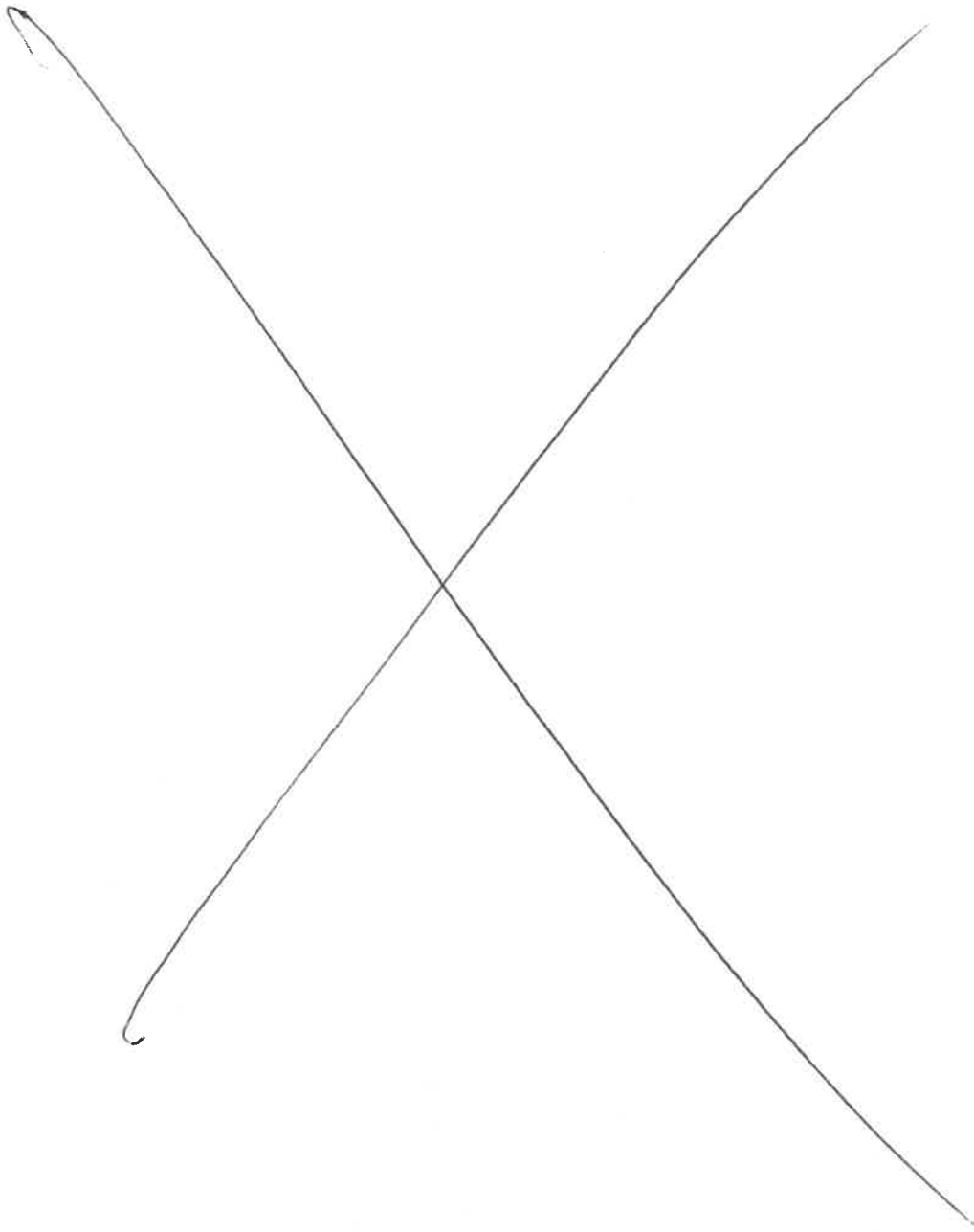
Kittleson Masonry



8/30/19

I David Augedalh directed Houston County Zoning to amend the variance application submitted on behalf of George Kittleson on August 30, 2019.

David A Augedalh for Augedalh Const. & Cabinetry



CRITERIA FOR GRANTING CONDITIONAL USE PERMITS

NAME OF APPLICANT: George and Susan Kittleson DATE: May 28, 2020
C.U.P. REQUESTED: Build a dwelling on less than 40 acres in an Ag 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)

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

Staff Analysis: Section 0506 subd. 2 policy 10 of the comprehensive plan encourages the rehabilitation of existing homes. The board may choose to extend this policy to homesteads, and find that this proposal supports the land use plan because it is utilizing an existing homestead site.

Bob Conway – Yes, Agrees with SA.
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes
James Wieser – Yes, Existing homestead site.

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

Staff Analysis: A CUP is required for a non-farm dwelling. Insofar as one can need a seasonal dwelling, the applicants satisfy this requirement.

Bob Conway – Yes
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes
James Wieser – Yes, Agrees with SA.

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

Staff Analysis: Wastewater is a potential pollutant associated with any dwelling. The applicants will install an onsite sewage treatment system meeting all applicable standards. No other impacts are anticipated.

Bob Conway – Yes
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes
James Wieser – Yes

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

Staff Analysis: An erosion control plan will be required with the application for a zoning permit, which will address site drainage during and after construction. The effects of increased runoff due to impervious surfaces (e.g. roof, driveway) are estimated to be negligible.

Bob Conway – Yes, Agrees with SA.

Wayne Feldmeier – Yes

Larry Hafner – Yes, Agrees with SA.

Greg Myhre – Yes

Rich Schild – Yes, Will not have more run-off than other properties.

James Wieser – Yes

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

Staff Analysis: The soil survey indicates a silt loam suitable for buildings designed to conform to the natural slope of the land, or with appropriate land shaping.

Bob Conway – Yes

Wayne Feldmeier – Yes

Larry Hafner – Yes, Agrees with SA.

Greg Myhre – Yes

Rich Schild – Yes, Agrees with SA.

James Wieser – Yes

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

Staff Analysis: Wastewater and erosion are two potential hazards. Both will be mitigated to an acceptable extent for the reasons stated in findings 3 and 4.

Bob Conway – Yes

Wayne Feldmeier – Yes

Larry Hafner – Yes, Agrees with SA.

Greg Myhre – Yes

Rich Schild – Yes, Septic will be taken care of.

James Wieser – Yes, Agrees with SA.

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

Staff Analysis: A septic design and application will be required with the zoning permit application. Access is via an existing connection to a town road. The placement of a house on the site is not thought to create drainage problems.

Bob Conway – Yes, Agrees with SA.

Wayne Feldmeier – Yes

Larry Hafner – Yes, Agrees with SA.

Greg Myhre – Yes

Rich Schild – Yes

James Wieser – 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: NA

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

Staff Analysis: NA

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: Potential impacts include an existing seasonal dwelling located approximately 300' to the southwest, in a separate qtr qtr. The existing dwelling is located on a 39.5 acre parcel and was permitted in 2014. The existing dwelling is approximately 165' from the Kittleson's west property line. Kittleson proposes the new dwelling to be approximately 75' from the west property line. The minimum required setback is 50'. No comments were received from property owners on the application. The Board should consider the potential impacts of an additional dwelling at this location in formulating reasons why this finding is, or is not, met.

Bob Conway – Yes, Met setbacks, soils are adequate.

Wayne Feldmeier – Yes

Larry Hafner – Yes, Agrees with SA and #1.

Greg Myhre – Yes

Rich Schild – Yes, Agrees with Larry, meets setbacks.

James Wieser – Yes, meets quarter quarter requirements of ordinance.

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: Granting the permit will close the NE NW qtr qtr due to dwelling density. Agriculture is the predominant use in the area, and is not anticipated to be affected.

Bob Conway – Yes, Agrees with SA.

Wayne Feldmeier – Yes

Larry Hafner – Yes, Agrees with SA.

Greg Myhre – Yes

Rich Schild – Yes, Agrees with SA.

James Wieser – Yes, Agrees with SA.

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: NA

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: The proposal conforms to the one dwelling per qtr qtr density limitation.

Bob Conway – Yes, Agrees with SA.

Wayne Feldmeier – Yes

Larry Hafner – Yes, Agrees with SA.

Greg Myhre – Yes

Rich Schild – Yes

James Wieser – Yes

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: NA

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

Staff Analysis: The addition of a house is not anticipated to have any effect on the public's health, safety, morals, and general welfare.

Bob Conway – Yes

Wayne Feldmeier – Yes

Larry Hafner – Yes, Agrees with SA.

Greg Myhre – Yes

Rich Schild – Yes, Agrees with SA.

James Wieser – Yes

Rich Schild made a motion to accept the findings as presented. Greg Myhre seconded. Roll call vote was taken. All were in favor. Motion carried.

Jim Wieser made the motion to recommend the Houston County Board approve the Conditional Use application for a non-farm dwelling in an Ag District with the following condition:

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

Greg Myhre seconded. Roll call vote was taken. All were in favor. 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

5/20/2020

Application Date: 5/5/2020
 Hearing Date: 5/28/2020
 Petitioner: Macejik, Joseph
 Reviewer: Jim Gardner
 Zoning: Ag Protection
 Address: 15847 Paradise Dr.
 Township: Money Creek
 Parcel Number: 60110000
 Submitted Materials: CUP Application

OVERVIEW

REQUEST

A conditional use permit for a cabin is requested.

SUMMARY OF NOTEWORTHY TOPICS

The applicant is requesting to tear down an old shed and construct a 16'x24' cabin in its place. The red dot on the southern end of the property is the location of the old shed where he would like to construct his cabin.



Cabins are subject to the following:

- (a) Not more than one (1) cabin per quarter of a quarter section shall be allowed.
- (b) A cabin shall not have a permanent foundation or basement, or otherwise be permanently attached to the ground.
- (c) A cabin shall be for transient use only and shall not be used as a permanent, year-around dwelling.
- (d) No cabin shall have a gross floor area exceeding 400 square feet.
- (e) Cabins shall not be connected to modern utilities, including electricity, telephone service, and septic.

A 384 s.f. cabin footprint is proposed. The cabin would have a loft and a deck (in addition to 384 s.f.). The cabin would be placed on piers.

Additionally, bluff setbacks apply, 29.17 Subd. 2 states: *Structures shall be set back forty (40) feet from the top of a bluff and twenty-five (25) feet from the toe of a bluff.*

I, Jim Gardner, visited the proposed location of this cabin on May 20th with the property owner, Joe Macejik to measure the slope and the distance this cabin would be from the top of the bluff. To determine where the bluff began, I used a clinometer which is a field instrument used to accurately slope and a 100' measuring tape. The average slope immediately surrounding the proposed cabin site is 11-13%. The 11%-13% average grade gradually gets steeper on the western, northern, and eastern sides of the hill. At 25' from the proposed cabin site, the average slope is about 15%-16% on the western, northern, and eastern ends. At 40' from the proposed cabin, the grade is steeper but not steep enough to be the side of the bluff.

Slope measurements at 40' away from the proposed cabin with the reference point approximately 25' away.

Western: 16%

Northern: 17%

Eastern: 17%

The closest the proposed cabin would be from the bluff is 65', which is on the eastern side of the site. At 65', the slope gets steeper where it would be considered the side of the bluff.

TOWNSHIP AND NEIGHBORHOOD COMMENTS

There have been no comments from the township or neighboring property owners.

SITE CHARACTERISTICS

The structure with the white garage door is the old shed the applicant would like to remove and replace with a cabin. The applicant does not know how old these buildings are and there are no records for these buildings.





The curve red line in the image above is where I determined the boundary of the bluff to be. The proposed cabin would be greater than the required 40' distance from the top of the bluff.

EVALUATION

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: Yes. 0100.0507 Subd. 2. Policy 1 states: *Promote land management practices that protect the natural resources in the County including wetlands and sloughs, bluffs, woodlands, and prime agricultural areas.* The Macejik family has owned this property for about a year and they have already began working with the DNR to control invasive species and learn how to responsibly manage their mostly wooded acreage. Allowing this cabin would give them a place to stay on their land and would make it easier for them to improve and manage their land.

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

Staff Analysis: Yes. The applicant would like to have a place to stay on his property so he and his family can utilize, manage, and maintain the property more easily.

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

Staff Analysis: Yes. Constructing this cabin would have a very minimal impact, if any, on water quality.

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

Staff Analysis: Yes. The proposed cabin would be built on a platform supported by posts. Very little soil disturbance, if any, would take place during construction.

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

Staff Analysis: Yes. The soils on this site can accommodate the construction of a simple cabin.

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

Staff Analysis: N/A

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

Staff Analysis: This cabin will not require any utilities. The existing logging road from the field at the bottom of the bluff to the existing sheds will serve as the walking/utv trail to the proposed cabin.

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: N/A

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

Staff Analysis: N/A

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: Replacing an existing shed with a seasonal cabin will have little to no effect on other property owners.

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: N/A

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: N/A

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: Houston County Zoning Ordinance states that no more than one cabin per quarter-quarter is allowed. There are no other known cabins in this quarter-quarter section.

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: Yes. The proposed cabin is greater than 40' from the top of the bluff.

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.

Proposed motion: Motion to recommend approval of a conditional use permit for Joseph Macejik for a cabin, with one condition above.

Number 2020- CUP- 58228	Joseph John Macejik 060110000 Conditional Use Request Submitted by Joe Macejik on 4/16/2020	
---	--	---

CONDITIONAL USE INTRO [\[Edit\]](#) Last updated: 4/16/2020 12:45:56 PM and saved by: Joe Macejik

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: 4/16/2020 12:49:14 PM and saved by: Joe Macejik

Applicant Name **Joseph John Macejik**

Telephone Number **5074826267**

Address **207 South 9th St**

City **Brownsville**

Zip **55919**

Parcel Tax ID **060110000**

Legal Description **Sect-21 Twp-104 Range-006 60.83 AC PT SE1/4 SW1/4 & PT SW14 NW1/4 DOC 196694; 208148; 252705; DOC 294159; DOC 293893; DOC 293894; DOC 294160**

Section-Township-Range **21-104-006**

Do you own additional adjacent parcels **No**

Township of: **Houston**

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: 4/17/2020 11:27:12 AM and saved by: Joe Macejik

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

Describe in detail your request. **We are wanting to build a 16x24 ft cabin on the southern parcel of the property. It would be supported by a pier**

support system.

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

15847 Paradise Drive

Requested Dimension:

Houston

**Please upload any
supporting documents:**

There are no attached documents.

CONDITIONAL USE FINDING OF FACTS [Edit] Last updated: 5/5/2020 11:45:17 AM and
saved by: Joe Macejik

[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:

Building a log cabin 16x24 with one loft for storage with adding on decks on one side and on one gable end of building, 6 ft width of the building. Would be built with logs and have a steel roof. Will set base on piers so it is not considered a permanent structure. The cabin will be no more than 400 square ft and not have a septic or any available utilities. It will not have a basement or permanent foundation. It will not be used as a year round dwelling. The storage shed that is in the location we want to put the cabin, we want to move it to another location for additional storage south of the cabin and put a wood floor underneath on skids. We would be well beyond the 40 ft requirement setbacks. The existing logging road is used to walk or UTV use.

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

Yes

Comments:

This will be used as a hunting cabin, storage of tools and other material to maintain and upgrade the property.

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

Yes

water quality of the County.

Comments:

The building of this cabin will not degrade the water quality during the construction or the existence of the cabin. There is no water access.

Yes

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

Comments:

The building will be on a level area that has no erosion or runoff. We will be doing very limited if any disturbance of the soil in the building of the structure.

Yes

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

Comments:

The soil is up on ridge area that doesn't have marshy soil and is good solid ground.

Yes

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

Comments:

There is no pollution hazard in the building or use of cabin. No hazardous products will be used in the building of this cabin.

Yes

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

Comments:

There are no utilities used in the building. There is a well maintained logging road for access of the cabin.

N/A

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: N/A

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: Will not affect anyone else.

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: We will not be impeding the normal orderly development and improvement of surrounding vacant property for predominant uses in the area.

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: We will not be a nuisance or create a disturbance in the area with the cabin structure.

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

N/A

Comments:

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.

N/A

Comments:

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.

Yes

Comments:

The site conditions and such other conditions are established.

SITE PLAN INFORMATION [Edit] Last updated: 5/5/2020 11:52:56 AM and saved by: Joe Macejik

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

Upload Site Plan

[cabin site picture.jpg \(download\)](#)
[drawing.docx \(download\)](#)

**Use Interactive Map to
Create Site Plan**



Layer List:

- ☒ NG911 Address Points
- ☒ Wells_MWI_Jan_2018
- ☐ Contours
- ☒ Septic Permit
 - ☐ Septic Permits
- ☒ Corporate Limits
- ☒ Political Townships
- ☐ Subdivisions
- ☐ Blocks
- ☐ Lot Boundaries
- ☒ Parcels
- ☒ Roads
- ☐ Streams
- ☐ Floodplain (Effective 12/7/2018)
- ☒ 2017 Imagery

Information provided in question #1 of application.

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

APPLICATION SUBMITTAL [Edit] Last updated: 5/5/2020 11:56:22 AM and saved by: Joe Macejik

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

Joe Macejik

Date Signed:
05/05/2020

Check this box if Staff
Signature on behalf of
Applicant.

No

APP SUBMITTED/PAYMENT SELECTION Last updated: 5/7/2020 12:35:03 PM and saved
by: Holly Felten

Fee amount paid: **\$746**

HOUSTON TOWNSHIP REVIEW [Edit] Last updated: 5/7/2020 12:35:57 PM and saved by:
Holly Felten

Notice to Township

Date email sent:
05/07/2020

APPLICATION DATE [Edit] Last updated: 5/11/2020 1:20:43 PM and saved by: alacher

**What Stage is the
Application At?**

Application reviewed and determined complete.

**Application Date
(Complete Application)**

5/7/20

**Date of Notice of
Incomplete Application**

Comments

**Please upload any
supporting documents:**

There are no attached documents.

DATES [Edit] Last updated: 5/11/2020 1:24:00 PM and saved by: Holly Felten

Advertising Date

5/13/2020

5/28/2020

Submitted by Applicant

Planning Commission
Meeting Date

7:00 PM

Meeting Time

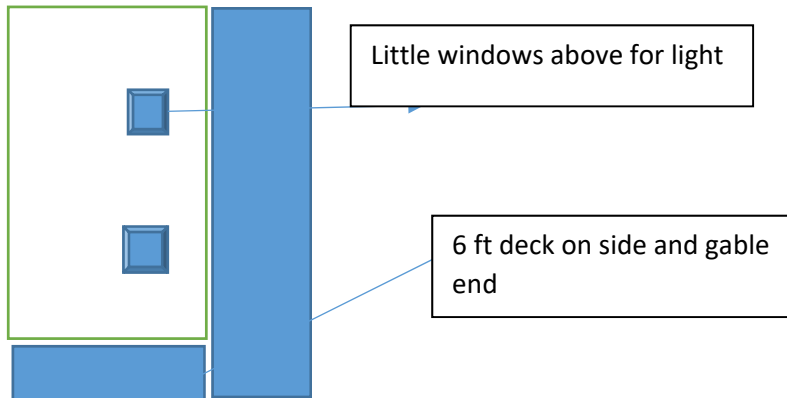
Comments

1.878

0.009 acres

16.18
24.01
1.165
14.88
06.01
10.000
24.01

16 x 24 with loft for storage



CRITERIA FOR GRANTING CONDITIONAL USE PERMITS

NAME OF APPLICANT: Joseph Macejik DATE: May 28, 2020

C.U.P. REQUESTED: Build a cabin in an Ag 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)

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

Staff Analysis: Yes. 0100.0507 Subd. 2. Policy 1 states: *Promote land management practices that protect the natural resources in the County including wetlands and sloughs, bluffs, woodlands, and prime agricultural areas.* The Macejik family has owned this property for about a year and they have already began working with the DNR to control invasive species and learn how to responsibly manage their mostly wooded acreage. Allowing this cabin would give them a place to stay on their land and would make it easier for them to improve and manage their land.

Bob Conway – Yes, Agrees with SA.

Wayne Feldmeier – Yes

Larry Hafner – Yes, Agrees with SA.

Greg Myhre – Yes

Rich Schild – Yes, Good use of property.

James Wieser – Yes

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

Staff Analysis: Yes. The applicant would like to have a place to stay on his property so he and his family can utilize, manage, and maintain the property more easily.

Bob Conway – Yes, Agrees with SA.

Wayne Feldmeier – Yes

Larry Hafner – Yes, Agrees with SA.

Greg Myhre – Yes

Rich Schild – Yes

James Wieser – Yes

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

Staff Analysis: Yes. Constructing this cabin would have a very minimal impact, if any, on water quality.

Bob Conway – Yes

Wayne Feldmeier – Yes

Larry Hafner – Yes, Agrees with SA, there won't be any utilities.

Greg Myhre – Yes

Rich Schild – Yes, No more impact than current shed.

James Wieser – Yes, Agrees with Larry and Rich.

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

Staff Analysis: Yes. The proposed cabin would be built on a platform supported by posts. Very little soil disturbance, if any, would take place during construction.

Bob Conway – Yes
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes, Agrees with SA.
James Wieser – Yes

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

Staff Analysis: Yes. The soils on this site can accommodate the construction of a simple cabin.

Bob Conway – Yes
Wayne Feldmeier – Yes
Larry Hafner – Yes
Greg Myhre – Yes
Rich Schild – Yes, Logging road has been there for years.
James Wieser – Yes, No excavation of soils.

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

Staff Analysis: N/A

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

Staff Analysis: This cabin will not require any utilities. The existing logging road from the field at the bottom of the bluff to the existing sheds will serve as the walking/utv trail to the proposed cabin.

Bob Conway – Yes, Agrees with SA.
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes
James Wieser – 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: N/A

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

Staff Analysis: N/A

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: Replacing an existing shed with a seasonal cabin will have little to no effect on other property owners.

Bob Conway – Yes, Agrees with SA.
Wayne Feldmeier – Yes
Larry Hafner – Yes, Improves area.
Greg Myhre – Yes
Rich Schild – Yes, Agrees with Larry, no one can even see the cabin.
James Wieser – 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.

Staff Analysis: N/A

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: N/A

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: Houston County Zoning Ordinance states that no more than one cabin per quarter-quarter is allowed. There are no other known cabins in this quarter-quarter section.

Bob Conway – Yes, Agrees with SA.
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes
James Wieser – Yes

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: Yes. The proposed cabin is greater than 40' from the top of the bluff.

Bob Conway – Yes
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes, Agrees with SA.
James Wieser – Yes

Bob Conway made a motion to accept the findings as presented. Greg Myhre seconded. Roll call vote was taken. All were in favor. Motion carried.

Bob Conway made the motion to recommend the Houston County Board approve the Conditional Use application for Joe Macejik to build a cabin in an Ag District with the following condition:

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

Greg Myhre seconded. Roll call vote was taken. All were in favor. 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

5/18/2020

Application Date: 5/5/2020
Hearing Date: 5/28/2020
Petitioner: Mark & Molly Frickson
Reviewer: Amelia Meiners
Zoning: Ag Protection
Address: 16231 County 26
Township: Houston
Parcel Number: 100278000
Submitted Materials: CUP Application, Supplemental Business Information

OVERVIEW

REQUEST

The petitioners are seeking a Conditional Use Permit (CUP) to operate a custom meat processing facility in the agricultural district (HCZO 14.3 subd. 1(1)). This falls under agriculture-oriented business.

SUMMARY OF NOTEWORTHY TOPICS

The petitioners plan to operate a custom large animal meat processing facility and market at their farmstead, with the goal of moving 20 to 30 head of cattle or hogs through the facility each week. They believe there is a need for an alternative market for livestock producers and look forward to providing an estimated five to ten employment opportunities for local residents. They plan to process deer in November and December as well, which will take priority at that time, seasonally reducing their availability to process livestock. A new building will be necessary for the operation and will be constructed between the existing barn and an existing silo, which will be removed. The proposed building will be approximately 50 foot by 50 foot and still requires zoning approval. There will be twelve customer parking spots available and ten employee parking spots adjacent to the building.

The applicants figure they will custom process approximately 10 to 15 animals a week and the difference will be purchased stock from local sales barns and private farms to supplement the retail counter. While they will need to maintain retail stock, custom processing will take priority, so demand from that portion of the business will dictate the numbers being purchased by the operators. The building will be open for processing Monday through Friday from 6AM-5PM, while the retail counter will be open Monday through Friday from 9AM-5PM and Saturday 9AM to 2PM. The applicants anticipate a startup average of five people a day, 30 people a week and 120 people a month, for retail beef and pork demand. The electric smoker will run an average of three days a week and the applicants state that the smell could be detected up to a quarter mile away, at most.

Animals will not be on-site more than 24 hours prior to slaughter. Once on-site, they will be held in a temporary total confinement lot where food and water will be provided. Holding pens will have a cement floor and will drain to a holding tank that will collect both manure and wash water. All slaughtering will be done indoors with a USDA inspector present and inedibles will be stored in barrels in an interior room out of public view. According to the applicant, this room is strictly for housing inedibles and is required to be refrigerated. The hope is that rendering can pick up within 24 hours. It is unclear at this time on what days slaughter will take place, as it will be dependent upon inspector availability.

There will be no hazardous waste and little nuisance resulting from this operation. The applicants currently raise a handful of grass fed beef at this site so barnyard noises and smells exist already. This is not currently a registered feedlot and is not required to be registered until they reach 50 animal units on site. That is 50 slaughter steers or approximately 160 hogs. Runoff will be limited to natural rainwater from the rooftop, which will be directed appropriately during construction and additional odors will result from the smokehouse portion of the business. The applicants plan to use holding tanks for any waste and wash water, which will require the County approve septic applications and pumping contracts. There will be separate holding tanks for septage and the wash water from the kill floor. The old barn will be used as a total confinement holding area and will be retrofitted with a drain and holding tank to capture manure and wash water. The applicants state that the holding area will need to be cleaned every night and speculate that most of the waste from the holding pens will be water. Any solid waste will be disposed of in dumpsters and removed regularly with the exception of inedibles. They will limit age of the animals to ensure that rendering is a viable option for carcass disposal.

The main regulatory authority for a business such as this falls under the MN Department of Agriculture (MDA). The Board of Animal Health dictates proper disposal methods for inedibles and the MN Department of Natural Resources provides regulations for handling deer carcasses in regards to the ongoing CWD issues. It is possible that this business may require a water appropriations permit which will fall under DNR jurisdiction. According to the MDA website, there are three main types of processors: continuous inspection, custom exempt and retail exempt. Because the applicants plan to sell their products to other retail outlets and across state lines in the future, they will require continuous inspection. That means that every animal entering the kill floor will be inspected for signs of disease. There are two types of continuous inspections: federal and E2 or "Equal Too". Again, because this proposal includes markets across state lines, the applicants will need federal inspection by USDA officials under the Federal Meat Inspection Act. All processing establishments are required to have Sanitation Standard Operating Procedures (SSOP's) and a Hazard Analysis Critical Control Point (HACCP) plan in place. These help to ensure safe food handling practices. The SSOP's describe the cleaning program and records requirements necessary to monitor that facilities are being cleaned regularly and the HACCP plan is the food safety plan that covers biological, chemical, and physical food safety hazards that may arise during the production process. There are federally regulated requirements for both plans.

Wild game cannot be sold and must only be consumed by the owner, owner's immediate family and non-paying guests. It must be marked "not for sale" and has specific record keeping and processing requirements. Currently, the DNR manages CWD zones and has special regulations regarding transport and disposal of carcasses. Deer will only be accepted during business hours and everyone will be guaranteed their own meat back.

Note that staff will provide more information to the Planning Commission regarding the county highway as well as holding tank capacity and water usage prior to the upcoming hearing, as information is not available at this time.

TOWNSHIP AND NEIGHBORHOOD COMMENTS

Money Creek Township and the ten closest neighbors were notified. Comments were received and are included in this packet.

SITE CHARACTERISTICS

This parcel is located off County 26 in far northeastern Money Creek Township, right on the Winona County border. The applicants have a 20-acre property with one agricultural outbuilding. That ag building cannot be used for this business so a new building will be constructed (see Figure 1). County 26 is a paved county road connecting Houston and Winona Counties, however, it is paved at half the thickness of a typical county road and is not designed for heavy traffic. The applicants anticipate little impact on traffic resulting from their business. Again, they anticipate five people per day for retail business, but will have approximately 10-20 producers dropping off cattle every week dependent upon inspector availability. This will consist of typical truck and livestock trailer traffic, no semis, and the existing driveway access is large enough for multiple vehicles to enter and exit at the same time. There will be approximately twelve parking spots available for customers with an additional ten spaces available for employees.



Figure 1. Site map provided by the applicant during the application process. The orange building shows where the proposed building will be constructed. Note that the silo will be removed and the existing barn will be used for holding areas.

There are neighbors to the north, west, south and southeast at 750 feet, 2200 feet, two at 2000 feet, and 2600 feet, respectively. Neighboring properties, aside from being residential in nature, appear to be agricultural or recreational acreages.

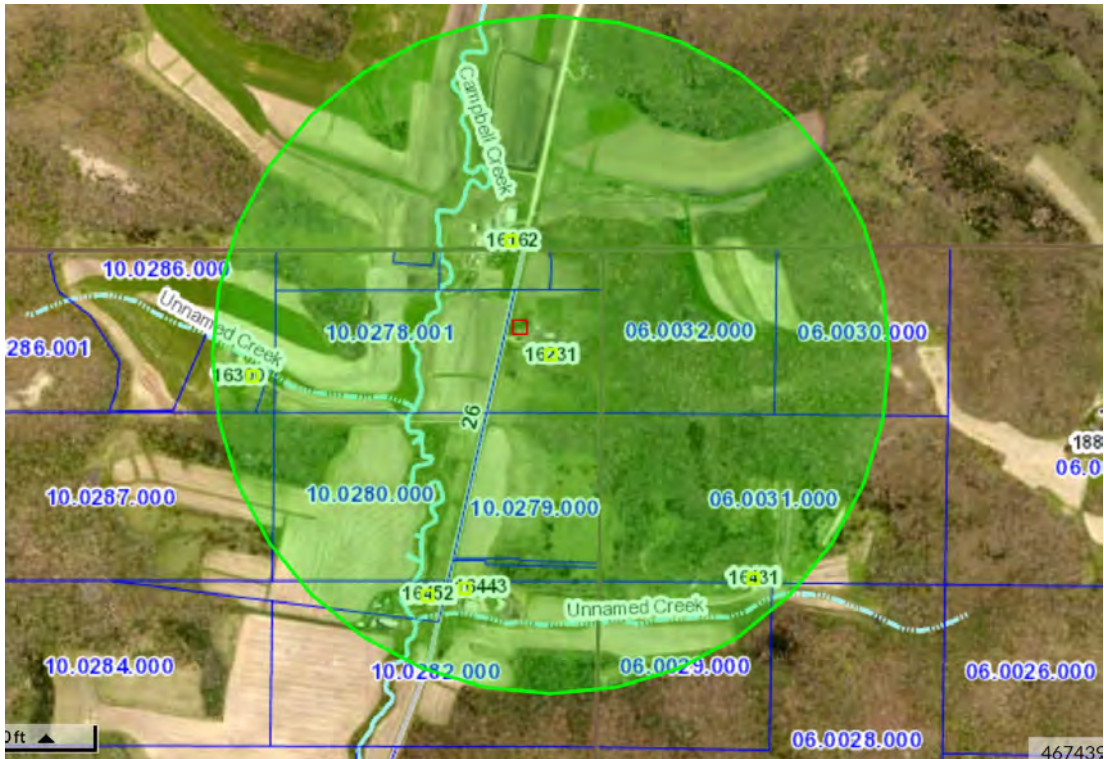


Figure 2. There are five address points within a half mile of 16231 County 26.

Surface water is limited near the site, Campbell Creek is approximately 900 feet to the west with intermittent or tributary streams at 1150 feet to the north and 2250 feet to the south. Slopes in the proposed location are between 2 and 18%. Wind data from a station in Preston, MN, indicates the prevailing wind are out of the northwest and south.

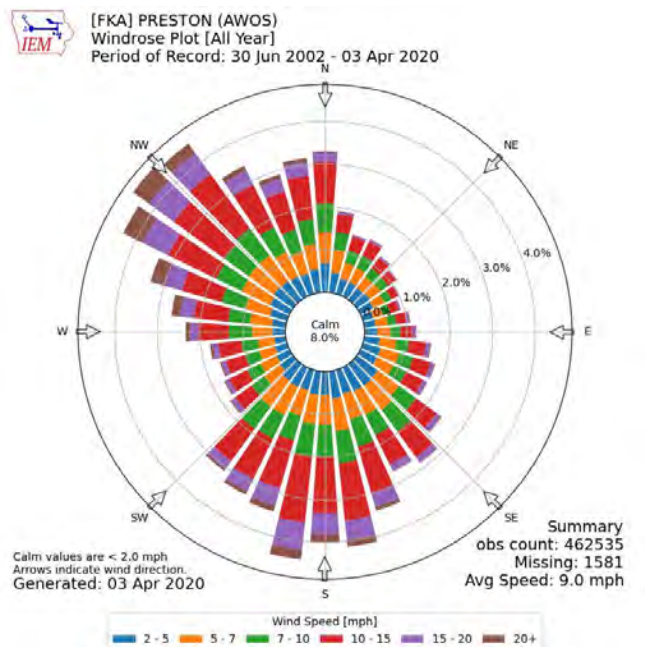


Figure 3. Wind rose data for station out of Preston, MN.

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 Land Use Plan identifies preserving commercial agriculture as a viable, essential, and permanent land use in the County (0100.0501, Goal 1 and 0100.0502 subd. 1, Goal 1) as well as promotes “Policy 1. Diversified economic development” (0100.0505, subd. 2). This proposal conforms to that plan by proposing to provide an additional processor and market for our local livestock producers.

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

Staff Analysis: The applicants feel that more options are needed for both local residents wishing to purchase fresh meat and producers to process and market locally raised livestock.

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

Staff Analysis: Upon County approval, wastewater and manure from the facility will be directed to designated holding tanks and pumped as needed. There will be separate tanks for septage and the kill floor wastewater. While the hope is to have a continuous supply of animals, they will never be on-site more than 24 hours and the temporary holding facility will be total confinement. There will be drains from the holding pens to another holding tank to contain wash water and manure. Holding pens will be washed at the end of each day and the tanks will then be pumped and land applied by a pumping contractor.

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

Staff Analysis: Rainwater will be dealt with accordingly, but this proposal will not adversely increase the quantity. Grading and erosion control will take place during construction to minimize the risk of erosion and direct water in a desirable direction.

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

Staff Analysis: The soils at this site are 388C2 and are class IIIe. According to the *Soil Survey – Houston County*, buildings should be designed to conform to the natural slope of the land and might require some land shaping. However, it’s recommended that roads have a coarse textured base material brought in to protect them from damage due to the low strength of this soil and the hazard of frost action.

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

Staff Analysis: All wastewater will go to holding tanks and be pumped and land applied by a MN Pollution Control Agency licensed contractor. Manure will also be contained in a holding tank and land applied by a licensed contractor. Solid waste, i.e. garbage, will be stored in a dumpster and collected regularly and the hope is that the rendering company will collect inedibles within 24 hours.

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

Staff Analysis: This is an existing farmstead so utilities are present. The applicant feels their driveway approach is adequate to handle truck and trailer traffic, but additional roads/driveways will be constructed on the property to create unloading areas as well as a parking area. If additional or upgraded utilities are required, they will be the responsibility of the applicant.

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: There will be approximately twelve parking spots for customers and an additional ten available for employees as well as an unloading area for livestock.

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

Staff Analysis: Off street parking will be available to keep customers from parking along the shoulder of the road. With only 10-15 head of cows or hogs coming to the facility weekly, producers should be able to stagger dropping off animals to reduce the number of haulers in the facility at one time and decrease the likelihood of creating a hazard on County 26. It is likely that truck and trailer traffic is currently a regular occurrence on this highway. During deer season, they will accept animals by walk-in during business hours only and believe there is adequate parking to accommodate that additional traffic.

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, aside from residential, are agriculture and recreation. This should have little impact on development for those purposes and should benefit local livestock growers and deer hunters.

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: Again, this area is predominately agricultural and recreational in nature. This use will have little impact on neighboring properties and will complement livestock producers and hunting land. In recent years, with heightened concerns of CWD, the availability of another local processor means less need to transport carcasses long distances thus limiting potential spread.

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: There is only one neighboring dwelling within a quarter mile. The applicants' state that the operation will be all indoors with no lighted signs along the road, however there will be non-lit signage on the road. Business hours will be 6AM to 5PM. The applicants already have a few head of pasture cattle so barnyard noises and odors occur currently, but odors from the smokehouse will begin with the new operation. They anticipate the electric smokehouse will be operating an average of three days a week and do not believe it will have any different impact than an outdoor wood burner. County 26 is paved and so any additional traffic, although little is anticipated, will not increase dust.

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: This proposal is considered an agriculture oriented business and therefore fits within the agriculture district, amongst the small local livestock producers and hunting properties. There is not commercial or industrial development near this location nor would this proposal inhibit any from taking place.

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

Staff Analysis: The petitioners hope to sell meat not only in their own retail facility, but eventually across state lines with hopes of wholesaling to restaurants and small grocers in the future. This sort of business requires continuous inspection, meaning a federal or USDA inspector is on-site for all slaughter. Establishments are required to have Sanitary Standard Operating Procedures and Hazard Analysis and Critical Control Point plans in place with MN Department of Ag, which ensure safe products are produced. The County will approve any SSTS plans for containing and treating wastewater and a plan for disposing of inedibles must be on file and approved by the state. This proposal will collect and contain all waste, which will then be handled and disposed of by licensed professionals.

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.

Proposed motion:



Custom Exempt Operations Requirements Checklist

There are many steps to take prior to opening for business as a Custom Processor / Retail Exempt Establishment. Below we have outline most of the steps that must be taken prior to applying for a license with the Minnesota Department of Agriculture – Meat, Poultry & Egg Inspection Program. This list is not all inclusive; there may be additional steps that are required by local city or county ordinances. Please review this information and contact all agencies involved to ensure a smooth transition into business. Our Meat Inspectors will work with you throughout the process.

Building Permit / Zoning

- ☐ Check with City/ County or other Local Authority for all applicable permits and zoning requirements before you dig.

Other Codes to Consider

- ☐ Fire
- ☐ Electrical
- ☐ Occupancy

Plan Review

- ☐ Plan Review for a Custom Processor is done informally with the Dairy and Meat Inspection Program at MDA.
- ☐ **Prior to construction**, all plans should be submitted to ensure your plan meets regulatory requirements.
- ☐ Any facilities that will also operate as a retail establishment **must** complete an official plan review for the retail portion of the facility as required by the MN Food Code – see the website for an application [New Plan Review - Retail Food Establishment](#)

City/Well Water

- ☐ Separate from home well/water source
- ☐ City water is tested once per year for coliforms.
- ☐ Well water is tested twice per year for coliforms.
- ☐ Submit samples to an Approved/ Accredited laboratory for testing.

Septic System or Sewer Hook-Up

- ☐ Separate from home
- ☐ Approved by County, Township, or City Health Dept.
- ☐ A letter from the applicable authority must be provided to MDA verifying that an adequate waste water handling system is installed.

Updated: 1/2/2020

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

Plumbing System

- ❑ Contact the Department of Labor and Industry for current procedures and requirements
 - Call 651-284-5063 or visit the [MN Department of Labor and Industry Website](#)
- ❑ The plumbing plan **must** be submitted by a licensed plumber to the Department of Labor and Industry.
- ❑ Plan approval must be granted by Department of Labor & Industry **prior to installation.**

Sink Requirements

- ❑ Must have separate sinks:
 - **3-compartment sink** – for washing equipment and utensils
 - **Hand wash sink** – in each processing or slaughter room for hand washing only.
 - **Mop/service sink** – for cleaning floors

Facility Requirements

All surfaces must be constructed of smooth, easily cleanable, non-porous, non-absorbent materials.

- ❑ Walls and ceiling would have to be finished with approved materials. (Glassboard, enameled metal, ceramic tile, etc.) No exposed wood is permissible.
- ❑ Floors must be maintained in good repair and easily cleanable. Concrete is an option but it must be sealed.
- ❑ The processing facility would have to be divided into at least two rooms.
 - The first room would be dedicated for killing and dressing. A hand wash sink must be provided for food handlers in this room.
 - The second room would be dedicated for processing the carcasses and meat products that are manufactured. A hand wash sink must be provided for food handlers in this room also.

Basic Requirements for Operating Under the Custom Exemption

Sanitation:

- ❑ Sanitation procedures and maintenance of facilities during slaughtering and processing must be accomplished in a manner to ensure the production of wholesome, unadulterated product. 9CFR416.1 – 6.
- ❑ Provide this department with a written outline of your facility/equipment cleaning program/schedule.
- ❑ All carcasses must be **visibly** free of fecal contamination.

Water supply:

- ❑ Potable water must be used in areas where animals are slaughtered, eviscerated, and dressed, and where edible products are processed, handled and stored. The distribution system within the establishment must preclude contamination of the water supply.

Sewage and Waste Disposal:

- ❑ Sewage and waste disposal systems must properly remove sewage and waste materials – manure, feces, feathers, paunch, trash, garbage, and paper – from the establishment. Systems must be approved prior to operation by local authorities.

Updated: 1/2/2020

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Identification and Recordkeeping for Wild Game Carcasses, Parts and Products

9 CFR 303.1(a)(2)(ii)(iii); 9 CFR 303.1(b)(3); 9 CFR 320; 316.16; M.S. 31A.15; M.S. 97A.505.4

Wild game products must be accurately and legibly labeled and identified throughout the process; this includes, at a minimum, the following:

- ☐ Recording the name, address and license number of the hunter upon receipt of the carcass or wild game parts
- ☐ Legibly marking wild game products as “Not for Sale”; this wording may be directly on the product packaging, a tag or card securely attached to the meat, the immediate container, or paper wrapping the meat

Cooking or Smoking of Wild Game Products

9 CFR 303.1(b)(1); M.S. 34A.02 subd.8

Wild Game processors that cook product must heat the product to a time and temperature combination sufficient to kill pathogens and ensure products are safe and wholesome. The specific requirements for these activities include:

- ☐ Recording cooking temperatures and times for every batch of product produced on a handwritten log, chart recorder, data logger or other means;
- ☐ Reprocessing or discarding products that do not meet cooking or smoking temperatures necessary to kill pathogens; and
- ☐ Using a time and temperature combination to ensure pathogen destruction. Most wild game facilities will use a time and temperature combinations found in USDA FSIS Appendix A. The MN Food Code and other regulatory or peer reviewed scientific documents are other options.

For more information please contact Minnesota Department of Agriculture-Dairy and Meat Inspection Division at 651-201-6300, MDA.meatpoultryegg@state.mn.us or visit their website at www.mda.state.mn.us



Minimum Standards for Retail Establishments Processing Wild Game

This document provides direction for retail establishments processing hunter harvested wild game on the basic requirements for wild game processing. These standards are not all-inclusive of the current retail or custom exempt processing requirements; however, they will provide the foundation for inspections performed in Retail Establishments that process wild game for their customers. These standards are only intended to address wild game activities and should not be construed to apply to retail, "Equal To" or other activities where product is processed for sale.

Equipment, Facilities and Employee Hygiene

9 CFR 416.3-416.5; M.S. 31A.15

Employees processing wild game products must adhere to hygienic practices to prevent the contamination of products. This includes wearing clean and proper attire during processing and other operations.

Equipment and facilities used for wild game processing must be clean, and well maintained. Specific considerations include the following:

- ☐ Thorough cleaning and sanitizing of all facilities and equipment after any wild game processing and before the equipment is used for preparing any products for sale, i.e. Inspected (USDA, or MN Equal to) or Retail products.
- ☐ Equipment is clean and sanitized prior to the start of daily meat production.
- ☐ If equipment is used for Retail or Inspected products in the beginning of the day and then used for wild game products at the end of the day, the equipment does not need to be cleaned prior to wild game processing.

Separating Wild Game Products and Processing Activities from Retail or Inspected Products

9 CFR 303.1(a)(2)(ii),(iv); M.S. 31A.15

Wild game processing must be adequately separated from all other products for sale. This includes, at a minimum, the following:

- ☐ Keeping all wild game products separate from any retail and/or inspected product at all times, including processing and storage.
- ☐ Clearly identifying all wild game products during all stages of processing, cooling, packaging, freezing, storage, and shipment. Each batch of wild game product being ground, chopped, mixed, or cut up must be identified by using a tag or other approved device placed directly on the product or the container, table, shelf, or equipment holding such product.

Please Note: Commingling of fat and meat trimmings from wild game for sausage production is allowed when disclosed to the owners involved and when they have accepted the commingling. The proportionate distribution of product from the commingled trimmings must also be acceptable to the owners of the wild game as indicated on records. All commingled processed product must be clearly marked "Not for Sale."

License/Permit Requirements:

- ☐ Retail Food Handler's license – Issued by MDA for either a retail or custom operation – the fee is dependent upon the gross annual sales expected for the year. The license runs for 1 year starting on July 1, xxxx through June 30, xxxx, license fees are not prorated if you start your business mid-year.
- ☐ Custom Processing Permit – Issued by MDA – (no fee)
- ☐ No license needed for deboning, cutting or wrapping venison. A license is required if you will be making venison sausage (any added ingredients).
- ☐ The MDA must inspect your facility before a license can be issued. When your facility meets the requirements of this department as outlined above, this department will accept your application for the appropriate license and will process it forthwith.

Additional Requirements if also operating as Retail Exempt

- ☐ All Current Retail Requirements must be met in all areas used to produce retail product.
- ☐ HACCP plans need to be developed and implemented for any retail cured, smoked, and/or vacuum-packaged products
- ☐ Use only USDA or MDA (Equal To) Inspected meat in the preparation of retail exempt products
- ☐ Retail exempt product must have a label to include:
 - ☐ name of product
 - ☐ net weight
 - ☐ ingredients statement
 - ☐ manufacturer's name and address
 - ☐ safe handling statement (if applicable)
 - ☐ Keep refrigerated or keep frozen statement

Abbreviations:

MDA = Minnesota Department of Agriculture

- ☐ For **Meat Inspection / Custom Processing** contact the Dairy & Meat Inspection Division at (651) 201-6300
- ☐ For a **Retail Exempt facility** requirements contact Food & Feed Safety Division at (651) 201-6027

DLI = Department of Labor & Industry

USDA = United States Department of Agriculture

FSIS = Food Safety and Inspection Services

HACCP = Hazard Analysis Critical Control Points

Updated: 1/2/2020

For Additional Information: MDA.MeatPoultryEgg@state.mn.us

651-201-6300 • Dairy and Meat Inspection Division • 625 Robert Street North, Saint Paul, MN 55155-2538

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

Pest Control:

- ❑ The establishment's pest control operation must be capable of preventing product adulteration. Establishment management must make every effort to prevent entry of rodents, insects, or animals into areas where meat products are handled, processed, or stored. Openings (doors and windows) leading to outside or to inedible areas must have effective closures and completely fill the opening. Areas inside and outside the establishment must be maintained to prevent harborage of rodents and insects.

Inedible Material Control:

- ❑ The inedible material control program must prevent the diversion of inedible animal products into human food channels.
- ❑ Containers supplied by a rendering company may not be relabeled and used as edible food handling containers.

Marking and Labeling Control:

- ❑ All custom carcasses and packaged product must be marked "NOT FOR SALE"
- ❑ Livers, hearts, and tongues must also be legibly marked as "NOT FOR SALE" before they leave the kill floor. – They must be returned to the owner of that animal or disposed of as inedible material.
- ❑ All custom processed meat must be returned to the owner of the animal.
- ❑ All shipping containers of poultry products must bear the producers name and address and the statement "Exempted –P.L. 90-492."

Raw Pork and Processing Control:

- ❑ Meat food products containing raw pork must be treated to destroy trichinae (excluding fresh pork products as defined by section 318.10 of the regulations) and are subject to the control of restricted ingredients.
- ❑ Poultry products containing pork as an ingredient are subject to the same trichinae treatment requirements as those specified in section 318.10 of the regulations for meat products consisting of mixtures of pork and other ingredients.

Records and General Operation:

- ❑ Custom processing records need to be kept of all animals accepted into the facility, a book is available from the MDA.
- ❑ Facility must provide adequate separation of retail and custom product if both are present.
- ❑ Custom product cannot be sold as retail or wholesale product.
- ❑ Smokehouse records must be maintained documenting cook time.

Updated: 1/2/2020

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

Number 2020- CUP- 422	FRICKSON, MARK W & MOLLY A 100278000 Conditional Use Request Submitted by MFrickson on 5/5/2020	
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CONDITIONAL USE INTRO [\[Edit\]](#) Last updated: 5/5/2020 9:35:46 AM and saved by: MFrickson

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: 5/5/2020 9:40:11 AM and saved by: MFrickson

Submitted by Applicant

Applicant Name	FRICKSON, MARK W & MOLLY A
Telephone Number	5078963340
Address	16231 COUNTY 26
City	HOUSTON
Zip	55943
Parcel Tax ID	100278000
Legal Description	Sect-05 Twp-104 Range-006 20.00 AC PT S3/4 NE1/4 NE1/4 LY E CTY26 DOC 294547
Section-Township-Range	05-104-006
Do you own additional adjacent parcels	No

Township of:	Money Creek
--------------	-------------

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: 5/5/2020 10:50:24 AM and saved by: MFrickson

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

Describe in detail your request.	a Conditional use permit to obtain a custom meat processing and fresh meat market.
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Citation of Ordinance
Section from which the
Conditional Use is
requested:

Section 14.3 Subd. 1

Submitted by Applicant

Requested Dimension:

[Big Valley.pdf \(download\)](#)

**Please upload any
supporting documents:**

CONDITIONAL USE FINDING OF FACTS [Edit] Last updated: 5/5/2020 11:31:36 AM and
saved by: MFrickson

[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:

a custom processing plant with meat market

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

Yes

Comments:

**more options for the local residents to purchase fresh meat
and have custom processing done**

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

Yes

Comments:

there will be no run off other then normal rain water

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

Yes

Comments:

rain water runoff

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

Yes

Comments: **we are using existing buildings**

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

Yes

Comments: **all water used in the building will go into a holding tank and disposed of properly**

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

Yes

Comments: **using existing structure**

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

Yes

Comments: **there will be a parking lot off roadway**

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

Yes

Comments: **off-road parking**

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

Yes

Comments: **it will not change the way anyone uses there proplerty**

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: **it will not interfere with the development of surrounding properties**

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: **all indoors. with no lighted signs**

Yes

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: **there will be no changes to the surrounding**

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: **small local processign plant with fresh meat market**

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: **This will be a USDA inspected plant, which is open to public all health and safety measures will be met to state standers**

SITE PLAN INFORMATION [Edit] Last updated: 5/5/2020 11:39:28 AM and saved by: MFrickson

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

There are no attached documents.

Upload Site Plan

Use Interactive Map to Create Site Plan



Layer List:

- ☒ NG911 Address Points
- ☒ Wells_MWI_Jan_2018
- ☐ Contours
- ☒ Septic Permit
 - ☒ Septic Permits
- ☒ Corporate Limits
- ☒ Political Townships
- ☐ Subdivisions
- ☐ Blocks
- ☐ Lot Boundaries
- ☒ Parcels
- ☒ Roads
- ☐ Streams
- ☐ Floodplain (Effective 12/7/2018)

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

the existing building will be remodel and a small 16ftx40ft addition will be add to the front for retail use, holding pens will be, behind the back of the building out of site. pen will be 20'x24' concert pad with 7' fencing around them. area will be graveled for driving and parking.

APPLICATION SUBMITTAL [\[Edit\]](#) Last updated: 5/5/2020 11:40:35 AM and saved by: MFrickson

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

Yes

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

Yes

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

Yes

Signature



Date Signed:
05/05/2020

Check this box if Staff Signature on behalf of Applicant.

No

APP SUBMITTED/PAYMENT SELECTION Last updated: 5/15/2020 10:29:49 AM and saved by: Holly Felten

Fee amount paid: **\$746**

MONEY CREEK TOWNSHIP REVIEW [\[Edit\]](#) Last updated: 5/15/2020 10:30:05 AM and saved by: Holly Felten

Notice to Township

Date email sent:
05/15/2020

APPLICATION DATE [Edit] Last updated: 5/15/2020 11:29:56 AM and saved by: alacher

**What Stage is the
Application At?**

Application received and under review.

**Application Date
(Complete Application)**

5/15/20

**Date of Notice of
Incomplete Application**

Comments

**Please upload any
supporting documents:**

There are no attached documents.

DATES [Edit] Last updated: 5/15/2020 11:32:48 AM and saved by: Holly Felten

Advertising Date

5/13/2020

Planning Commission
Meeting Date

5/28/2020

Meeting Time

7:30 PM

Comments

UPLOAD BOARD PACKET [Edit] Last updated: 5/15/2020 11:33:40 AM and saved by: Holly Felten

Upload Board Packet

There are no attached documents.

BIG VALLEY MEATS. LLC

This would be presumed the name pending LLC.



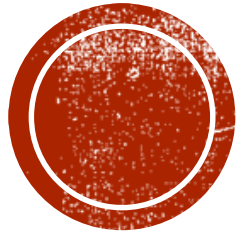


Submitted by Applicant

LOCATION

- 16231 County Road 26
- Houston, MN 55943





WHAT?

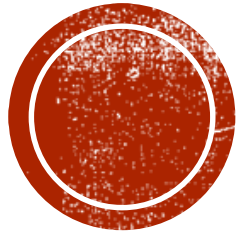
Large animal processing facility, retail of whole meat sales

With the compacity for 20 to 30 head of cattle and hogs a week.

Hours of operation Monday – Friday 6am to 5pm

Retail hours Monday –Friday 9am to 5pm Saturday 9am to 2pm

Building size will be approximately 50x50 with gravel driveway and off-street parking lot.



TRAVEL IMPACT

This facility will have very little impact on the amount of daily traffic seen in the area.

ENVIRONMENTAL

Hazardous waste- None

Runoff- natural rainwater from roof top.

Odors- smoke house smell

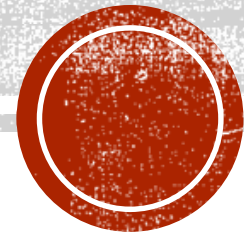
Wastewater- held in county approved holding tank, pumped monthly, or as needed.

Waste disposal- trash will be held in dumpsters and picked up bi-weekly or as needed,

Animal Disposal- same day or next day pickup by rendering company.

Noise- normal barnyard noises

Septic- county approved holding tank pumped monthly or as needed.

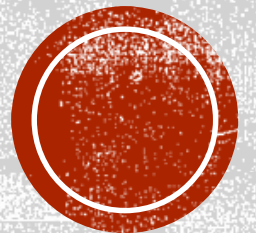


BENEFITS

- Potential for more jobs in the community
- Farmers, for alternative outlet for livestock processing and sale

THANK YOU

Mark and Molly Frickson and family



Aaron Lacher

From: Molly Frickson <fricksontrucking@outlook.com>
Sent: Thursday, April 30, 2020 1:05 PM
To: Aaron Lacher
Subject: RE: Zoning Question. for new meat processing facility.
Attachments: meat plant Q&A 1.docx

*** HOUSTON COUNTY SECURITY NOTICE ***

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Sent from [Mail](#) for Windows 10

From: [Aaron Lacher](#)
Sent: Thursday, April 30, 2020 12:04 PM
To: [Molly Frickson](#)
Subject: RE: Zoning Question. for new meat processing facility.

Thanks Molly,

Here are some questions that came to mind while reviewing:

1. Regarding animal throughput, you indicate 20-30 animals weekly, can you provide additional details on this? For instance, would you purchase animals at auction and house them onsite prior to slaughter? What percentage of throughput would be custom slaughter? Would customers' animals be housed onsite for a period? What is the most animals that would be housed at any one time?
2. Would animals be slaughtered inside or outdoors?
3. Do you anticipate seasonal variance to animal throughput?
4. Would you process deer?
5. Regarding rendering, how would carcasses be stored if pickup could not occur for 1-2 days? Would any meat scraps go into trash?
6. Regarding retail, how many customers are estimated daily/weekly/monthly? Are other items sold in addition to meats?
7. How frequently would you run the smoker? At what distance would the smoke house smell be detectable?

Aaron Lacher
Zoning Administrator
Houston County Environmental Services
Room 209 Courthouse
304 S. Marshall St.
Caledonia, MN 55921
507.725.5800

From: Molly Frickson <fricksontrucking@outlook.com>
Sent: Tuesday, April 28, 2020 10:42 AM
To: Aaron Lacher <Aaron.Lacher@co.houston.mn.us>
Subject: RE: Zoning Question. for new meat processing facility.

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It is on the slide with building information. slide number3

Sent from [Mail](#) for Windows 10

From: [Aaron Lacher](#)
Sent: Tuesday, April 28, 2020 10:34 AM
To: [Molly Frickson](#)
Cc: [James Gardner](#)
Subject: RE: Zoning Question. for new meat processing facility.

Molly,

Jim in my office reviewed the presentation. He did not see anything about retail at the location, is that something you are wanting to include?

Aaron Lacher
Zoning Administrator
Houston County Environmental Services
Room 209 Courthouse
304 S. Marshall St.
Caledonia, MN 55921
507.725.5800

From: Molly Frickson <fricksontrucking@outlook.com>
Sent: Tuesday, April 28, 2020 10:26 AM
To: Aaron Lacher <Aaron.Lacher@co.houston.mn.us>
Subject: RE: Zoning Question. for new meat processing facility.

*** HOUSTON COUNTY SECURITY NOTICE ***

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Good morning,

Did you get a chance to look over my power point? Also when are the township meeting and county hearing dates?
Thank
Molly

Sent from [Mail](#) for Windows 10

From: [Aaron Lacher](#)
Sent: Tuesday, April 21, 2020 12:30 PM
To: [Molly Frickson](#)
Subject: RE: Zoning Question. for new meat processing facility.

507-313-6533

From: Molly Frickson <fricksontrucking@outlook.com>
Sent: Tuesday, April 21, 2020 12:27 PM
To: Aaron Lacher <Aaron.Lacher@co.houston.mn.us>
Subject: RE: Zoning Question. for new meat processing facility.

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Is there a good number that I can call you at?

Sent from [Mail](#) for Windows 10

From: Aaron Lacher <Aaron.Lacher@co.houston.mn.us>
Sent: Tuesday, April 21, 2020 12:03:35 PM
To: Molly Frickson <fricksontrucking@outlook.com>
Subject: RE: Zoning Question. for new meat processing facility.

Hi Mark & Molly,

This type of use could be done in the agricultural zoning district (current zoning for parcel) under a conditional use or interim use permit. Either would require a public hearing. There are likely state requirements (e.g. dept. of health, etc.) that would apply as well.

Aaron Lacher
Zoning Administrator
Houston County Environmental Services
Room 209 Courthouse
304 S. Marshall St.
Caledonia, MN 55921
507.725.5800

From: Molly Frickson <fricksontrucking@outlook.com>
Sent: Tuesday, April 21, 2020 9:20 AM
To: Aaron Lacher <Aaron.Lacher@co.houston.mn.us>
Subject: Zoning Question. for new meat processing facility.

*** HOUSTON COUNTY SECURITY NOTICE ***

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Good Morning, I have a few questions about starting a new slaughter house/ retail meat house.

We would be processing our own livestock for retail use. The location would be 16231 County Rd26 Houston.

What type of zoning would we need and permits would be required? I believe that we are zoned as a vacant lot at this time.

Can we just get a conditional use permit where it is all our own livestock.

Thank you,

Mark & Molly

Sent from [Mail](#) for Windows 10

Good afternoon, to answer each question starting with

1. 10 to 15 animals would be brought in by customers, with the remaining balance being bought from local sale barns and private farms. This can change depending on customers needs. If there is a higher demand for custom processing that would be priority first while still maintaining a balance for retail. No, customers animals will be housed on site. Unless prior arrangements are made for transportation purposes and/or weather only, and No longer than 24 hours prior to slaughter, with feed and water access.
2. All slaughtering of animals is done indoors with a USDA inspector present.
3. Yes. During the month of November and December for deer processing. We will still slaughter other animals, but it will be limited.
4. Yes, we will do deer.
5. All carcasses and cleanings will be stored in-side the building in a seprate room out of view from general public. No meat scraps will be thrown in trash cans.
6. The number of customers daily for startup, average of 5 people a day, 30 a week and 120 a month, this would be our numbers for startup with potential growth. As of right now we will only be selling beef and pork products.
7. The smoker will run on average of 3 days a week, smell would be detected up to a ¼ mile at most.

Amelia Meiners

From: Amelia Meiners
Sent: Wednesday, May 20, 2020 4:50 PM
To: 'FRICKSONTRUCKING@OUTLOOK.COM'
Subject: Questions regarding your hearing

Hi Molly,

I have pretty much finished the staff report regarding your hearing and want to verify a few additional items.

1. When producers bring livestock to the site where will they be unloaded and held? For instance, is it total confinement or all pasture?
 - a. How to you plan to deal with any manure accumulation in the temporary holding facility? I.e. will you have adequate land to land apply at proper rates? Will there be potential for manure runoff from the holding facility?
2. I'm assuming if you're only talking 15 head a week for custom processing that it will be truck and livestock trailer traffic only, no semis? Please confirm. And how many producers do you anticipate those coming from/how many truck and trailer trips do you anticipate into the facility in a week? Is your existing driveway access wide enough for larger traffic?
3. How many spaces will you have for off-street parking? Is that for both employees and customers?
4. How many employees do you anticipate needing?
5. I saw in notes that you do not plan to have any signage along the highway, is that correct? Or just no lighted signs?
6. Will you have a dead box or dumpster for inedibles? I guess I see you talk about an interior room, but will they be contained in anything? How often do you think rendering trucks will make it out?
7. For deer processing, how do you plan to take incoming animals? By appointment? Or just walk-in drop offs? I'm just wondering if there will be concerns about traffic congestion during that time. Will people get all of their own meat back?
8. Could you possibly provide a site plan showing livestock unloading areas, holding pens, custom processing pickup, truck and trailer parking/routes and the parking area? It can just be drawn out and I'll create an image. Did you plan to remove the silo or old barn?
9. How will you fuel the smokehouse? Is there a concern for air pollution?

Ok, I guess that's more than a few questions, but if you could get me answers as soon as possible I will get them into your report tomorrow.

Thanks!

Amelia Meiners

Environmental Specialist
Houston County
304 S. Marshall St., Room 209
Caledonia, MN 55921
(507) 725-5800

1. Animals will be unloaded in the front of the “old” barn and placed in an indoor holding pen with water and feed available. There will be a drain leading to approved holding tank, for waste disposal and wash down water from pens at end of day.
2. Livestock trailers only, on an average week about 10-20 trailers a week, this depends on how many days a week that state inspector is available. The driveway is large enough for multi vehicles, to enter and exit from.
3. Customer parking will be in the front and side of retail area proximately 12. For employees there will be an additional 10 spaces available.
4. Five to ten employees
5. We will have no lighted signs. We will put a sign yard.
6. The inedible will be placed in steel barrels or approved inedible containers. With rendering truck picking up within 24 hours, inedible are stored in a seprate state approved chilled area.
7. Deer will be accepted by walk-in drop offs during normal business hours. None will be taken in after hours. Everyone will get their own meat back.
8. The silo will be removed, the old barn will be used as holding pens for animals.
9. The smoke house is electric so there is no fuel.

Aaron Lacher

From: Carl Ask <carlask2019@gmail.com>
Sent: Thursday, May 14, 2020 10:13 AM
To: Aaron Lacher
Subject: Zoning Permit hearing for Mark and Molly Frickson

*** HOUSTON COUNTY SECURITY NOTICE ***

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We have no objection to the custom meat processing and fresh meat market proposed by the Fricksons. We think it would help the local area economy.

Carl and Bonnie Ask
16452 County 26
Houston Mn 55943

Aaron Lacher

From: Brian Pogodzinski
Sent: Friday, May 15, 2020 10:40 AM
To: Aaron Lacher
Subject: RE: Conditional Use Notice for Public Hearing

Aaron,

The section of CSAH 26 from TH 76 to the Winona County line has a thin pavement section that is only half as thick as a typical paved county road and is not designed to handle very many heavy loads. I would like additional information on how much heavy truck traffic this operation will have as we may need to add additional pavement to the road.

Brian K. Pogodzinski, P.E.
Houston County Engineer

From: aaron.lacher@co.houston.mn.us <aaron.lacher@co.houston.mn.us>
Sent: Friday, May 15, 2020 10:33 AM
To: Brian Pogodzinski <Brian.Pogodzinski@co.houston.mn.us>
Subject: Conditional Use Notice for Public Hearing

*** HOUSTON COUNTY SECURITY NOTICE ***

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Notice of Public Hearing. A hearing on a Conditional Use request will be held at 7:30 PM on 5/28/2020 at the Houston County Courthouse.

Applicant: FRICKSON, MARK W & MOLLY A:
Parcel ID: 100278000

The purpose of the hearing is to consider a request for: a Conditional use permit to obtain a custom meat processing and fresh meat market.

If you have questions or wish to provide comments regarding this request, please respond to this email.

Aaron Lacher

Number: [2020-CUP-59361](#)
Project: Conditional Use Request
Description: FRICKSON, MARK W & MOLLY A | 100278000 |
Created On: 5/5/2020

[View this application](#)

Aaron Lacher

From: tracy hope <tracyhope@msn.com>
Sent: Tuesday, May 19, 2020 6:34 AM
To: Aaron Lacher
Subject: Mark and Molly Erickson Meat Market and Processing

***** HOUSTON COUNTY SECURITY NOTICE *****

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Morning Aaron

Dave and I are at 16431 County 26.
Few questions in regards to the application...
Thank you
Tracy Hope
612.741.5679

1. How big of a facility?
2. How many trucks will be going thru?
3. Will this be inspected USDA or MN STATE?
4. Processing beef? pork? poultry? venison?
5. Will there be staging of cattle?
6. Carcasses and remains disposed where?
7. Would like to see the numbers on how many animals will be run thru?

Aaron Lacher

From: tracy hope <tracyhope@msn.com>
Sent: Wednesday, May 20, 2020 5:44 AM
To: Aaron Lacher; DAVE KRUEGER
Subject: Erickson meat processing

***** HOUSTON COUNTY SECURITY NOTICE *****

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Morning Aaron

Couple of more questions and thank you ahead of time for answering them.

Hours of operation?

What is the maximum quantity that can be brought in each week? Assuming business will get better and demand will increase.

Are there going to be certain days for butchering? And does the rendering truck come on the same day of butchering?

In regards to the property lines, are there setbacks for the staging area?

Where does excess manure go?

What boundaries or limitations does the applicant have to adhere to in order to be able to run the business under the agriculture zoning versus commercial zoning?

After further discussion, Dave and I oppose the idea of any kind of processing or transportation of venison. We do not want anymore deer brought thru Campbell Valley with the possibility of the animal having CWD. The prions that will be transmitted thru the valley will kill our deer herd.

Thanks Again
Any questions feel free to call

Tracy Hope
612.741.5679

Via telephone ...we would be able to listen but not able to comment? Correct?

Aaron Lacher

From: Tracy Hope <tracyhope@msn.com>
Sent: Tuesday, May 19, 2020 2:59 PM
To: Aaron Lacher
Subject: Erickson meats

*** HOUSTON COUNTY SECURITY NOTICE ***

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Thanks for the quick response.

Could you tell me if there is any other info that I didn't ask about?

Also, any of the other neighbors have any concerns?

Again thanks for your time!

Tracy Hope

612.741.5679

Sent from my iPhone

To Whom It May Concern:

I'm writing in regards to the Mark and Molly Frickson application within 500 feet of my home. As a property owner I'm concerned living within 500 feet what will be done with the disposal of waste water, carcass, manure disposal. I have had to go on second hand information and rumors about this proposed operation. I don't feel I should have to seek out the perspective business owners to ask my questions and concerns. It would of been appreciated if the business owners also my neighbors being within 500 feet of my home could of contacted me about their plans. They could of helped me with my questions and concerns. I'm against having a proposed meat processing plant and retail business within 500 feet of my home at this time.

Sincerely

Lowell S. Sors

To Houston County Planning Commission.

In regards to the Conditional use permit to operate a custom meat processing + fresh meat market in an agricultural district in Money Creek Township, we are submitting this letter opposing the granting of this permit for the following reasons.

- 1.) We are concerned about the runoff of manure + odor from a large number of animals in a confined space.
- 2.) We are concerned about the amount of water that will be used that could affect wells in the valley.
- 3.) Increase traffic on the county road from trucks hauling cattle in to be processed, and from people coming to buy products.
- 4.) Trout stream running close to permit area that could be affected by pollution.
- 5.) Never talked to neighbors before applying for this permit.

Sincerely Richard Nelson
Theresa Nelson

CRITERIA FOR GRANTING CONDITIONAL USE PERMITS

NAME OF APPLICANT: Mark and Molly Frickson DATE: May 28, 2020

C.U.P. REQUESTED: Operate a custom meat processing and fresh meat market in an Ag 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)

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

Staff Analysis: The Land Use Plan identifies preserving commercial agriculture as a viable, essential, and permanent land use in the County (0100.0501, Goal 1 and 0100.0502 subd. 1, Goal 1) as well as promotes "Policy 1. Diversified economic development" (0100.0505, subd. 2). This proposal conforms to that plan by proposing to provide an additional processor and market for our local livestock producers.

Bob Conway – Yes
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes, Agrees with SA.
Rich Schild – Yes, Will help local agriculture.
James Wieser – Yes, Agrees with SA.

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

Staff Analysis: The applicants feel that more options are needed for both local residents wishing to purchase fresh meat and producers to process and market locally raised livestock.

Bob Conway – Yes
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes
James Wieser – Yes

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

Staff Analysis: Upon County approval, wastewater and manure from the facility will be directed to designated holding tanks and pumped as needed. There will be separate tanks for septage and the kill floor wastewater. While the hope is to have a continuous supply of animals, they will never be on-site more than 24 hours and the temporary holding facility will be total confinement. There will be drains from the holding pens to another holding tank to contain wash water and manure. Holding pens will be washed at the end of each day and the tanks will then be pumped and land applied by a pumping contractor.

Bob Conway – Yes, inedibles will be kept at 55 degrees.
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes, Agrees with SA, applicant has answered all questions.

James Wieser – Yes, Agrees with Rich.

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

Staff Analysis: Rainwater will be dealt with accordingly, but this proposal will not adversely increase the quantity. Grading and erosion control will take place during construction to minimize the risk of erosion and direct water in a desirable direction.

Bob Conway – Yes

Wayne Feldmeier – Yes

Larry Hafner – Yes

Greg Myhre – Yes

Rich Schild – Yes, Agrees with SA.

James Wieser – Yes, Agrees with SA.

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

Staff Analysis: The soils at this site are 388C2 and are class IIIe. According to the *Soil Survey – Houston County*, buildings should be designed to conform to the natural slope of the land and might require some land shaping. However, it's recommended that roads have a coarse textured base material brought in to protect them from damage due to the low strength of this soil and the hazard of frost action.

Bob Conway – Yes

Wayne Feldmeier – Yes

Larry Hafner – Yes, Agrees with SA.

Greg Myhre – Yes, Agrees with SA.

Rich Schild – Yes

James Wieser – Yes, Agrees with SA.

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

Staff Analysis: All wastewater will go to holding tanks and be pumped and land applied by a MN Pollution Control Agency licensed contractor. Manure will also be contained in a holding tank and land applied by a licensed contractor. Solid waste, i.e. garbage, will be stored in a dumpster and collected regularly and the hope is that the rendering company will collect inedibles within 24 hours.

Bob Conway – Yes, In bad weather they have Mark's parents holding tank on their nearby farm.

Wayne Feldmeier – Yes

Larry Hafner – Yes, Agrees with SA.

Greg Myhre – Yes

Rich Schild – Yes

James Wieser – Yes

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

Staff Analysis: This is an existing farmstead so utilities are present. The applicant feels their driveway approach is adequate to handle truck and trailer traffic, but additional roads/driveways will be constructed on the property to create unloading areas as well as a parking area. If additional or upgraded utilities are required, they will be the responsibility of the applicant.

Bob Conway – Yes, Agrees with SA.

Wayne Feldmeier – Yes

Larry Hafner – Yes
Greg Myhre – Yes, Agrees with SA.
Rich Schild – Yes
James Wieser – 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: There will be approximately twelve parking spots for customers and an additional ten available for employees as well as an unloading area for livestock.

Bob Conway – Yes
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes, Agrees with SA.
James Wieser – Yes

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

Staff Analysis: Off street parking will be available to keep customers from parking along the shoulder of the road. With only 20-30 head of cows or hogs coming to the facility weekly, producers should be able to stagger dropping off animals to reduce the number of haulers in the facility at one time and decrease the likelihood of creating a hazard on County 26. It is likely that truck and trailer traffic is currently a regular occurrence on this highway. During deer season, they will accept animals by walk-in during business hours only and believe there is adequate parking to accommodate that additional traffic.

Bob Conway – Yes, Agrees with SA.
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes, Agrees with SA.
Rich Schild – Yes, Is familiar with County 26, does not currently have heavy traffic.
James Wieser – Yes, Agrees with SA.

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, aside from residential, are agriculture and recreation. This should have little impact on development for those purposes and should benefit local livestock growers and deer hunters.

Bob Conway – Yes
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes, Agrees with SA.
James Wieser – Yes, Benefit for local growers.

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: Again, this area is predominately agricultural and recreational in nature. This use will have little impact on neighboring properties and will complement livestock producers and

hunting land. In recent years, with heightened concerns of CWD, the availability of another local processor means less need to transport carcasses long distances thus limiting potential spread.

Bob Conway – Yes
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes
James Wieser – Yes, Agrees with SA.

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: There is only one neighboring dwelling within a quarter mile. The applicants' state that the operation will be all indoors with no lighted signs along the road, however there will be non-lit signage on the road. Business hours will be 6AM to 5PM. The applicants already have a few head of pasture cattle so barnyard noises and odors occur currently, but odors from the smokehouse will begin with the new operation. They anticipate the electric smokehouse will be operating an average of three days a week and do not believe it will have any different impact than an outdoor wood burner. County 26 is paved and so any additional traffic, although little is anticipated, will not increase dust.

Bob Conway – Yes, Agrees with SA.
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes, Agrees with SA, applicant has answered any concerns the PC had.
James Wieser – 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: This proposal is considered an agriculture oriented business and therefore fits within the agriculture district, amongst the small local livestock producers and hunting properties. There is not commercial or industrial development near this location nor would this proposal inhibit any from taking place.

Bob Conway – Yes, Agrees with SA.
Wayne Feldmeier – Yes
Larry Hafner – Yes, Agrees with SA.
Greg Myhre – Yes
Rich Schild – Yes
James Wieser – 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: The petitioners hope to sell meat not only in their own retail facility, but eventually across state lines with hopes of wholesaling to restaurants and small grocers in the future. This sort of business requires continuous inspection, meaning a federal or USDA inspector is on-site for all slaughter. Establishments are required to have Sanitary Standard Operating Procedures and Hazard Analysis and Critical Control Point plans in place with MN Department of Ag, which ensure safe products are produced. The County will approve any SSTS plans for containing and treating wastewater and a plan for disposing of inedibles must be on file and approved by the state. This proposal will collect and contain all waste, which will then be handled and disposed of by licensed professionals.

Bob Conway – Yes, Agrees with SA.

Wayne Feldmeier – Yes

Larry Hafner – Yes, Agrees with SA, applicant has extensive knowledge.

Greg Myhre – Yes, Agrees with SA.

Rich Schild – Yes, Agrees with SA, plenty of inspectors involved.

James Wieser – Yes

Jim Wieser made a motion to accept the findings as presented. Rich Schild seconded. Roll call vote was taken. All were in favor. Motion carried.

Bob Conway made the motion to recommend the Houston County Board approve the Conditional Use application for Mark and Molly Frickson to operate a custom meat processing and fresh meat market in an Ag District with the following condition:

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.

Wayne Feldmeier seconded. Roll call vote was taken. All were in favor. Motion carried. The Findings will be submitted to the Houston County Board of Commissioners for their review.

RESOLUTION NO. 20-29

County State Aid Highway Funds Advance

June 9, 2020

WHEREAS, the County of Houston is planning to implement County State Aid Street Project(s) in 2020 which will require State Aid funds in excess of those available in its State Aid Regular/Municipal Construction Account, and

WHEREAS, said County is prepared to proceed with the construction of said project(s) through the use of an advance from the County State Aid Construction Fund to supplement the available funds in their State Aid Regular/Municipal Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of June 1, 2020	\$2,284,727.16
Less estimated disbursements:	
Project #028-625-022	\$2,518,951.38
Project #028-606-024 (Federal Portion)	\$1,680,000.00
Total Estimated Disbursements	\$4,198,951.38

Advance Amount (amount in excess of acct balance)	\$1,914,223.84
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WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820, and

WHEREAS, the County acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners, Houston County, Minnesota, that the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved County State Aid Highway Project(s) of the County of Houston in an amount up to \$1,914,223.84 in accordance with Minnesota Rules 8820.1500, Subp. 9 and hereby authorize repayments from subsequent accruals to the Regular/Municipal Construction Account of said County from future year allocations until fully repaid.

*****CERTIFICATION*****

STATE OF MINNESOTA
COUNTY OF HOUSTON

I, Jeff Babinski, Houston County Administrator, do hereby certify that the above is a true and correct copy of a resolution adopted by the Houston County Board of Commissioners at a session dated June 9, 2020.

WITNESS my hand and the seal of my office this 9th day of June, 2020.

2019 DECN (GIS) Next Generation Geographic System

Grant Agreement: A-DECN-NGGIS-2019-SEECB-6

11/25/2019 – 03/31/2022

06/02/2020

SEMNRAC and SEMNECB Member Counties of Goodhue, Steele, Olmsted, Freeborn, Mower, Fillmore, Houston & Winona.

Attached is the 2019 DECN (GIS) Geographic Information Systems contract between the SEMNRRB and the State of Minnesota.

- The award amount is \$292,966.53.
- The Grant is effective from 11/25/2020 thru 03/31/2022.
- These are a combination of Federal Dollars (60%) being passed through from the State and SEMNECB to your jurisdiction and ECN 9-1-1 dollars (40%).
- The CFDA # is 20.615.
- The last date for submission of invoices to the SEMNECB for reimbursement is 02/28/2022.
- Per SEMNECB policy, you will be required to determine your total project cost 4 months prior to end of contract (December 1, 2021).

Region	Total By County		Split by Funding Source		
	County	Amount	Federal -60%	State -40%	Total
Southeast	Dodge	\$ -			
	Fillmore	\$ 22,396.54	\$ 13,437.92	\$ 8,958.62	\$ 22,396.54
	Freeborn	\$ 34,000.00	\$ 20,400.00	\$ 13,600.00	\$ 34,000.00
	Goodhue	\$ 38,719.35	\$ 23,231.61	\$ 15,487.74	\$ 38,719.35
	Houston	\$ 17,000.00	\$ 10,200.00	\$ 6,800.00	\$ 17,000.00
	Mower	\$ 52,587.80	\$ 31,552.68	\$ 21,035.12	\$ 52,587.80
	Olmsted	\$ 57,424.16	\$ 34,454.50	\$ 22,969.66	\$ 57,424.16
	Rice	\$ -	\$ -	\$ -	\$ -
	Steele	\$ 24,758.68	\$ 14,855.21	\$ 9,903.47	\$ 24,758.68
	Wabasha	\$ -	\$ -	\$ -	\$ -
	Winona	\$ 46,080.00	\$ 27,648.00	\$ 18,432.00	\$ 46,080.00
		\$ 292,966.53	\$ 175,779.92	\$ 117,186.61	\$ 292,966.53

2019 DECN (GIS) Next Generation Geographic System

Grant Agreement: A-DECN-NGGIS-2019-SEECB-6

11/25/2019 – 03/31/2022

Each Member participating in the regional Next Generation Geographic System project (Counties of Goodhue, Steele, Olmsted, Winona, Freeborn, Mower, Fillmore and Houston) will follow the requirements outlined in the Grant Agreement between the State of MN and the Southeast Minnesota Regional Radio Board. (See attached.) Each County will be responsible to complete their project as required by the State and submit their invoices for reimbursement.

EACH ENTITY WILL PAY FOR THEIR PORTION OF THE PROJECT WORK. REGIONAL COSTS WILL BE INVOICED OUT.

For your costs, provide the following with request for reimbursement:

_____ Proof of payment of total costs as they relate to request for reimbursement including copies of receipts, packing list if applicable, copies of check or EFT payment. Costs should be submitted according to the Quote received if you are using a vendor.

_____ For vendor payments, you will need a certificate of completion of project. **(HOLD 20% of payment until this is received)**

_____ Proof or printout of verification that vendor is not debarred and/or suspended. See below.

_____ All wages for county personnel are required to be non-supplanting in nature. Separate PR costs will need to be submitted for the work done for this project – please ensure your PR system can handle this. If someone is salaried and working on this project, their wages are not allowable. If someone is working with this project and using regular work hours to complete, that is not allowable. If someone is changing their work responsibilities to work on this project, only those wages are eligible and you will need to provide proof of hire for those hours of work being transferred to someone else, board resolution/HR letter. Please contact J. Indrelie with any questions you may have.

_____ You will need to provide progress reports quarterly of the work being done, if you are on target, if not, why and if you have any issues that need to be reported on.

OFCCP Debarred Companies

To find a list of current companies (Entity) or individuals that have been declared ineligible to receive Federal contracts due to a violation of Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended 29 U.S.C. Section 793; and/or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. Section 4212, follow the instructions below to access the System for Award Management (SAM). SAM contains the electronic roster of debarred companies excluded from Federal procurement and non-procurement programs throughout the U.S. Government (unless otherwise noted) and from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits. The SAM system combines data from the Central Contractor Registration, Federal Register, Online Representations and Certification Applications, and the Excluded Parties List System.

Instructions:

Click the <https://www.sam.gov> link. You will leave the U.S. Department of Labor's website and enter the SAM website.

By submitting invoices for reimbursement, you are agreeing to the terms and requirements listed on the attached contract grant agreement **A-DECN-NGGIS-2019-SEECB-6** between the Southeast Minnesota Emergency Communications Board and the State of Minnesota and the requirements listed above.

2019 DECN (GIS) Next Generation Geographic System

Grant Agreement: A-DECN-NGGIS-2019-SEECB-6

11/25/2019 – 03/31/2022

A request for reimbursement and a progress report is due on the last day of each Quarter of each year: (3/31, 06/30, 09/30, 12,31)

Reimbursement Request:

A request for reimbursement on your county/city letterhead, detailing your costs that is substantiated with the required backup documentation attached. Your cover letter should include the amount you are asking for, split 60/40 between the 2 grants and is required to include the following statement that verifies usage of expenditures for reimbursement. **"I understand the grant rules of supplanting and declare under penalties of law that this account, claim or demand is just and correct and that no part of it has been reimbursed or funded through another source."**

This request needs to be signed by your Sheriff as these are the members of the Regional Advisory Committee and recipients of the grant.

Progress Report:

A progress report should be completed and include the following in detail:

- Dates of progress report: 01/01/XX – 03/31/XX
- Accomplishments during THIS reporting period
- Plans for the NEXT reporting period
- Present Issues/Concerns/Risks
- Milestones & Deliverables (should be able to base this from your application)
- Percentage of Project completed and details explaining what was done within the quarter to complete the project

RESOLUTION NO. 20-30

AUTHORIZATION TO ACCEPT NEXT GENERATION E-911 GRANT FUNDS

June 9, 2020

WHEREAS, The Houston County Sheriff's Office on behalf of Houston County as a member of the Southeast Minnesota Emergency Communications Board, has entered into a contract with the State of MN, Dept of Public Safety, Emergency Communications Division to upgrade the GIS system for Houston County and the PSAP. The contract will run from the approval of this resolution to December 31, 2020, and;

WHEREAS, The Houston County Sheriff and County Assessor (GIS Coordinator) are designated as the Authorized Representatives for the Sheriff's Office and Houston County. The Authorized Representatives are also authorized to sign any subsequent amendment or agreement that may be required by the State of MN to achieve the requirements of the grant.

NOW, THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners accepts the GIS System Upgrade Funds in the amount of \$17,000, and;

BE IT FURTHER RESOLVED that the County Sheriff and County Assessor (GIS Coordinator) are authorized to execute the contracts necessary to complete this upgrade work.

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 June 9, 2020.

WITNESS my hand and the seal of my office this 9th day of June 2020.

MINNESOTA • REVENUE

CR-PTA

Application for Property Tax Abatement

For Taxes Levied In Tax Year(s): 2019And Taxes Payable In Year(s): 2020

Applicant Information

Last Name Gross	First Name Robert	Middle Initial
Property Address 225 1st Ave SW		Social Security Number [REDACTED]
City Spring Grove	State MN	Zip code 55974
Parcel ID or legal description of property (from tax statement or valuation notice) 26.0665.000		School District Number Houston

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land 11100	Structures 134300	Total 145400
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant 	Date 4-26-2020
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Note: Minnesota Statutes, Section 609.41. "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.85 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Approval Certifications

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

Final Approval

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board, and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant Information

Applicant and Property Information

Last Name Carrier	First Name Marlin	Middle Initial _____
Property Address 21737 State 16		Social Security Number [REDACTED]
City Houston	State MN	Zip code 55943
Parcel ID or legal description of property (from tax statement or valuation notice) 17.0075.001		County Houston
		School District Number _____

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land 67000	Structures 115400	Total 182400
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid _____			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid _____			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid _____			

Total Amount Contested _____	Portion of total amount contested you are willing to pay _____
---------------------------------	---

Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Marlin Carrier
Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant <i>Marlin Carrier</i>	Date 4-27-2020
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Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

Final Approval

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant Information

Applicant and Property Information

Last Name Edwards	First Name David	Middle Initial W
Property Address 12225 E Twin Ridge Rd		Social Security Number PRIVACY
City Houston	State MN	Zip code 55943
Parcel ID or legal description of property (from tax statement or valuation notice) 01.0019.000		County Houston
		School District Number

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land	Structures	Total
40000	148500	188500

If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant 	Date 4/25/2020
---	--------------------------

Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

Sign Here

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☐ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid.(M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant Information

Applicant and Property Information

Last Name Graham	First Name Keith	Middle Initial _____
Property Address 6564 State 44		Social Security Number [REDACTED] PRV [REDACTED] ACY [REDACTED]
City Hokah	State MN	Zip code 55941
Parcel ID or legal description of property (from tax statement or valuation notice) 14.0064.000		County Houston
		School District Number _____

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land 40100	Structures 101800	Total 141900
----------------------	-----------------------------	------------------------

If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

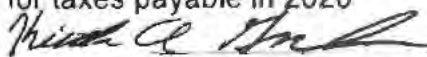
Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

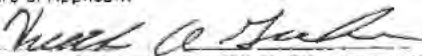
This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020


4-25-20**Signature of Applicant**

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant

Date


4-25-20

Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant and Property Information

Applicant Information

Last Name Jamesson		First Name Donald	Middle Initial A
Property Address 311 Birch		Social Security Number [REDACTED]	
City Hokah	State MN	Zip code 55941	County Houston
Parcel ID or legal description of property (from tax statement or valuation notice) 23.0116.000			School District Number _____

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land 15000	Structures 113800	Total 128800
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant <i>Donald Jamesson</i>	Date 04-25-2020
--	---------------------------

Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.85 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

Sign Here

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

Final Approval

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant and Property Information

Applicant Information

Last Name Vogel	First Name JEFFREY Jeffery	Middle Initial _____
Property Address 1108 Spruce Dr		Social Security Number PRIVACY INFORMATION
City La Crescent	State MN	Zip code 55947
Parcel ID or legal description of property (from tax statement or valuation notice) 25.2242.000		County Houston
		School District Number _____

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land 18000	Structures 254300	Total 272300
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Homesite and 1/2 interest in Property

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant 	Date 4/25/2020
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Note: Minnesota Statutes, Section 609.41. Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false, may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both.

Use of Information

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Thank You!

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

Final Approval

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant Information

Applicant and Property Information

Last Name Jansen	First Name Steven	Middle Initial G.
Property Address 249 Red Apple Dr		Social Security Num [REDACTED]
City La Crescent	State MN	Zip code 55947
Parcel ID or legal description of property (from tax statement or valuation notice) 25.1945.000		County Houston
		School District Number [REDACTED]

PRIVACY INFO**Applicant's Statement of Facts**

If the assessed value is being contested, list approximate market value.

Land 55000	Structures 279400	Total 334400
----------------------	-----------------------------	------------------------

If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant 	Date 4-26-2020
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Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

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Sign Here

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

DEPARTMENT OF REVENUE

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Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant Information

Applicant and Property Information

Last Name Grinde	First Name William	Middle Initial _____
Property Address 735 Jonathan		
City La Crescent	State MN	Zip code 55947
Parcel ID or legal description of property (from tax statement or valuation notice) 25.1603.000		School District Number _____

 PRIVACY INFORMATION
REMOVED
Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land 48000	Structures 173000	Total 221000
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid _____			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid _____			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid _____			

Total Amount Contested _____	Portion of total amount contested you are willing to pay _____
---------------------------------	---

Explain why you think this settlement is fair and reasonable

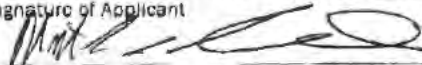
This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant

Date


4-26-20

Note: Minnesota Statutes, Section 609.41. "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

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For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value (Improvements)	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

DEPARTMENT OF REVENUE

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Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant Information

Applicant and Property Information

Last Name Kistler		First Name Kortney	Middle Initial _____
Property Address 418 Park St		Social Security Number [REDACTED] PRIVACY	
City La Crescent	State MN	Zip code 55947	County Houston
Parcel ID or legal description of property (from tax statement or valuation notice) 25.0938.000			School District Number _____

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land 35000	Structures 199300	Total 234300
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant

Date

2/25/2020

Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

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For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☒ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

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Signature of County Auditor

Date

DEPARTMENT OF REVENUE

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Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant Information

Applicant and Property Information

Last Name Fitzpatrick		First Name Jason	Middle Initial _____
Property Address 1403 Jonathan Ln		Social Security Number PR [REDACTED]	
City La Crescent	State MN	Zip code 55947	County Houston
Parcel ID or legal description of property (from tax statement or valuation notice) 25.2063.000			School District Number _____

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land 20700	Structures 204600	Total 225300
----------------------	-----------------------------	------------------------

If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid _____

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid _____

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid _____

Total Amount Contested _____	Portion of total amount contested you are willing to pay _____
---------------------------------	---

Explain why you think this settlement is fair and reasonable _____

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant 	Date 4/24/20
---	------------------------

Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction

\$

Proposed Tax Reduction

\$

Total Proposed Reduction

\$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant and Property
Information**Applicant Information**

Last Name Bollman		First Name Donald	Middle Initial
Property Address 700 4th St. S.			
City La Crescent	State MN	Zip code 55947	<div style="background-color: black; color: red; padding: 2px;"> PRIVACY INFORMATION NOTICE </div>
Parcel ID or legal description of property (from tax statement or valuation notice) 25.0511.000			School District Number La Crescent

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land 29300	Structures 208400	Total 237700
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

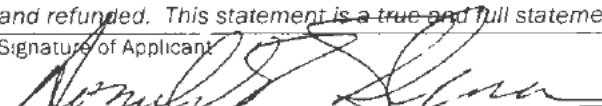
Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020.

Sign Here

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant 	Date 27 April 20
---	---------------------

Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

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For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Market Value			Taxes	Penalties	Interest	Costs	Total
	Land	Improvements	Total					

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved ☐ Denied

Signature *Synthia Russell Helak* Title Assessor Date 6/3/2020

Recommendation of County Auditor

☐ Approved ☐ Denied

Signature _____ Date _____

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved ☐ Denied

Signature _____ Date _____

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$ _____ Proposed Penalty Reduction \$ _____

Proposed Tax Reduction \$ _____ Total Proposed Reduction \$ _____

Proposed Interest Reduction \$ _____ Total Amount Payable \$ _____

Upon payment of \$ _____ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor _____ Date _____

Final Approval

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$ _____

Proposed Tax Reduction \$ _____

Total Proposed Reduction \$ _____

Signature of Commissioner or Delegate _____ Date _____

Signature of Commissioner or Delegate _____ Date _____

DEPARTMENT OF REVENUE

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant Information

Applicant and Property Information

Last Name Fort	First Name Timothy	Middle Initial K
Property Address 1244 County 25		
City La Crescent	State MN	Zip code 55947
Parcel ID or legal description of property (from tax statement or valuation notice) 25.2170.000		School District Number Houston

PRIVACY
INFORMATION**Applicant's Statement of Facts**

If the assessed value is being contested, list approximate market value.

Land 42500	Structures 94900	Total 137400
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant 	Date 4/27/20
---	------------------------

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Sign Here

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

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Signature of County Auditor

Date

DEPARTMENT OF REVENUE

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Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant Information

Applicant and Property Information

Last Name Frauenkron	First Name Arlyn	Middle Initial Merton
Property Address 16373 Catalpa Coulee Dr		Social Security Number PRIVACY INFORMATION REMOVED
City Houston	State MN	Zip code 55943
Parcel ID or legal description of property (from tax statement or valuation notice) 10.0491.000		County Houston
		School District Number

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land	Structures	Total
46000	128100	174100

If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid _____

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid _____

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid _____

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable _____

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant _____

Date

4-27-2020

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For Office Use Only

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Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved ☐ Denied
 Signature [Signature] Title Assessor Date 6/2/2020

Recommendation of County Auditor

☐ Approved ☐ Denied
 Signature _____ Date _____

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved ☐ Denied
 Signature _____ Date _____

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$ _____ Proposed Penalty Reduction \$ _____
 Proposed Tax Reduction \$ _____ Total Proposed Reduction \$ _____
 Proposed Interest Reduction \$ _____ Total Amount Payable \$ _____

Upon payment of \$ _____ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

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Signature of County Auditor _____ Date _____

DEPARTMENT OF REVENUE

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Proposed Penalty and Interest Reduction \$ _____
 Proposed Tax Reduction \$ _____
 Total Proposed Reduction \$ _____
 Signature of Commissioner or Delegate _____ Date _____
 Signature of Commissioner or Delegate _____ Date _____

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant Information

Applicant and Property Information

Last Name Hagen	First Name Owen	Middle Initial D
Property Address 102 2nd St NW		Social Security Number PRIVACY INFORMATION REMOVED
City Spring Grove	State MN	Zip code 55974
Parcel ID or legal description of property (from tax statement or valuation notice) 26.0391.000		County Houston
		School District Number

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land 9300	Structures 125300	Total 134600
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant

Date

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Sign Here

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value		Taxes	Penalties	Interest	Costs	Total
		Improvements	Total					

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

DEPARTMENT OF REVENUE

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Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant Information

Applicant and Property Information

Last Name Cline	First Name Jason	Middle Initial J
Property Address 610 N 10th St		
City La Crescent	State MN	Zip code 55947
County Houston		School District Number 25.2038.000

PRIVACY INFORMATION
REMOVED**Applicant's Statement of Facts**

If the assessed value is being contested, list approximate market value.

Land	Structures	Total
38000	164400	202400

If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid _____

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid _____

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid _____

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable _____

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant Jason J. Cline Date 4/27/20

Note: Minnesota Statutes, Section 609.41: "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

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Sign Here

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Approval Certifications

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Gynda Pressnell, Public Assessors

Date

6/2/2020

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

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Signature of County Auditor

Date

DEPARTMENT OF REVENUE

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Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant Information

Applicant and Property Information

Last Name Smith		First Name Michelle		Middle Initial
Property Address 2168 County 3			Social Security Number PRIVACY INFORMATION	
City Brownsville	State MN	Zip code 55919	County Houston	
Parcel ID or legal description of property (from tax statement or valuation notice) 02.0166.000			School District Number	

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land 40000 76000	Structures 78500	Total 118500 154500
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant 	Date 5/1/20
---	-----------------------

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For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved ☐ Denied

Signature: [Signature] Date: 6/2/2020

Recommendation of County Auditor

☐ Approved ☐ Denied

Signature: _____ Date: _____

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved ☐ Denied

Signature: _____ Date: _____

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$ _____ Proposed Penalty Reduction \$ _____
 Proposed Tax Reduction \$ _____ Total Proposed Reduction \$ _____
 Proposed Interest Reduction \$ _____ Total Amount Payable \$ _____
 Upon payment of \$ _____ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor: _____ Date: _____

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$ _____
 Proposed Tax Reduction \$ _____
 Total Proposed Reduction \$ _____
 Signature of Commissioner or Delegate: _____ Date: _____
 Signature of Commissioner or Delegate: _____ Date: _____

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant and Property Information

Applicant Information

Last Name Skinner	First Name Douglas	Middle Initial _____
Property Address 3444 Cork Hollow Dr		
City Brownsville	State MN	Zip code 55919
Parcel ID or legal description of property (from tax statement or valuation notice) 02.0114.001		County Houston
		School District Number _____

 PRIVACY INFORMATION
REMOVED
Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land 79000	Structures 127300	Total 206300
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid _____			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid _____			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid _____			

Total Amount Contested _____	Portion of total amount contested you are willing to pay _____
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Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant <i>Douglas P Skinner</i>	Date <i>04/28/2020</i>
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Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

Sign Here

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Market Value		Total	Taxes	Penalties	Interest	Costs	Total
	Land	Improvements						

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant Information

Applicant and Property Information

Last Name penrose		First Name Geraldine	Middle Initial _____
Property Address 602 Honeygold Ct			
City La Crescent	State MN	Zip code 55947	County Houston
Parcel ID or legal description of property (from tax statement or valuation notice) 25.1927.001			School District Number _____

PRIVACY INFORMATION
REMOVED**Applicant's Statement of Facts**

If the assessed value is being contested, list approximate market value.

Land	Structures	Total
20000	192400	212400

If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant 	Date 4/20/20
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Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☐ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid.(M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): _____

And Taxes Payable in Year(s): _____

Applicant and Property Information

Applicant Information

Last Name Schuttemeier		First Name Dean		Middle Initial
Property Address 20696 County 4				
PRIVACY INFORMATION REMOVED				
City Spring Grove	State MN	Zip code 55974	County Houston	
Parcel ID or legal description of property (from tax statement or valuation notice) 13.0186.001			School District Number	

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land	Structures	Total
28000	108100	136100

If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Sign Here

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant <i>Dean A. Schuttemeier</i>	Date 4-29-2020
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Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved ☐ Denied
 Signature Ernest P. [Signature] Title Assessor Date 6/12/2020

Recommendation of County Auditor

☐ Approved ☐ Denied
 Signature _____ Date _____

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved ☐ Denied
 Signature _____ Date _____

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$ _____ Proposed Penalty Reduction \$ _____
 Proposed Tax Reduction \$ _____ Total Proposed Reduction \$ _____
 Proposed Interest Reduction \$ _____ Total Amount Payable \$ _____

Upon payment of \$ _____ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor _____ Date _____

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$ _____
 Proposed Tax Reduction \$ _____
 Total Proposed Reduction \$ _____

Signature of Commissioner or Delegate _____ Date _____

Signature of Commissioner or Delegate _____ Date _____

Application for Property Tax AbatementFor Taxes Levied in Tax Year(s): 2018And Taxes Payable in Year(s): 2019**Applicant Information**

Applicant and Property Information

Last Name Littel	First Name Charles	Middle Initial A
Property Address 232 County 9		
City Houston	State MN	Zip code 55943
Parcel ID or legal description of property (from tax statement or valuation notice) 06.0009.000, 06.0008.003, 06.0007.002		School District Number Houston

PRIVACY INFORMATION
REMOVED3 Parcels**Applicant's Statement of Facts**

If the assessed value is being contested, list approximate market value.

Land 204,200	Structures 117,000	Total 321,200
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

Applicant's Statement of Facts/Settlement

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant <i>Charles Littel</i>	Date <i>May 1, 2020</i>
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Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

Sign Here

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

Final Approval

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax AbatementFor Taxes Levied in Tax Year(s): 2018And Taxes Payable in Year(s): 2019

Applicant and Property Information

Applicant Information

Last Name <u>Boldt</u>	First Name <u>Allison</u>	Middle Initial <u>M</u>
Property Address <u>569 Sherman</u>		PRIVACY INFORMATION REMOVED
City <u>Houston</u>	State <u>MA</u>	
Zip code <u>53943</u>		County <u>Houston</u>
Parcel ID or legal description of property (from tax statement or valuation notice) <u>24.0412.000</u>		School District Number

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land <u>66300</u>	Structures <u>53900</u>	Total <u>120,200</u>
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

There was an error on Allison's valuation for 2019 taxes that was corrected for 2020. Allison brought it to our attention in 2019.

Signature of Applicant Land value error

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant <u>[Signature]</u>	Date <u>5/21/2020</u>
--	--------------------------

Note: Minnesota Statutes, Section 609.41. "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

Applicant's Statement of Facts/Settlement

Sign Here

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Market Value			Taxes	Penalties	Interest	Costs	Total
	Land	Improvements	Total					

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$ _____

Proposed Penalty Reduction \$ _____

Proposed Tax Reduction \$ _____

Total Proposed Reduction \$ _____

Proposed Interest Reduction \$ _____

Total Amount Payable \$ _____

Upon payment of \$ _____ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant those reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$ _____

Proposed Tax Reduction \$ _____

Total Proposed Reduction \$ _____

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax AbatementFor Taxes Levied in Tax Year(s): ~~2018~~ 2019And Taxes Payable in Year(s): ~~2018~~ 2020

Applicant and Property Information

Applicant Information

Last Name Johnson	First Name Geraldine	Middle Initial R
Property Address 9527 Cut Across Rd		City, State, Zip Number PRIVACY INFORMATION
City Houston	State MN	Zip code County Houston
Parcel ID or legal description of property (from tax statement or valuation notice) 120153000		School District Number

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land 40,000	Structures 49200	Total 89200
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
2020			

Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid

Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid

Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay

Explain why you think this settlement is fair and reasonable

Geraldine is the widow of a disabled veteran. She qualifies for this benefit but has not been receiving it since the law changed and she became qualified.

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant Geraldine R. Johnson	Date 5/20/2020
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Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

Sign Here

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value		Taxes	Penalties	Interest	Costs	Total
		Improvements	Total					

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax AbatementFor Taxes Levied in Tax Year(s): 2018And Taxes Payable in Year(s): 2019

Applicant and Property Information

Applicant Information

Last Name Johnson		First Name Geraldine		Middle Initial R
Property Address 9527 Cut Across Rd			Social Security Number [REDACTED]	
City Houston	State MN	Zip code	County Houston	
Parcel ID or legal description of property (from tax statement or valuation notice) 120153000			School District Number	

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land 40,000	Structures 49200	Total 89200
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year 2020	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay
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Explain why you think this settlement is fair and reasonable

Geraldine is the widow of a disabled veteran. She qualifies for this benefit but has not been receiving it since the law changed and she became qualified.

Sign Here

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant Geraldine R. Johnson	Date 5/20/2020
--	-------------------

Note: Minnesota Statutes, Section 609.41 "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): 2019
 And Taxes Payable in Year(s): 2020


Applicant Information

Applicant and Property Information

Last Name Moe		First Name Darin		Middle Initial G
Property Address 423 Madison St E				
City Caledonia		State MN	Zip code 55921	County Houston
Parcel ID or legal description of property (from tax statement or valuation notice)				School District Number

PRIVACY INFORMATION
REMOVED

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land 25200	Structures 87100	Total 113300
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant 	Date 5/19/20
---	------------------------

Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

MINNESOTA • REVENUE

Application for Property Tax Abatement



CR-PTA

For Taxes Levied in Tax Year(s):

2019

And Taxes Payable in Year(s):

2020

BY _____

Applicant Information

Applicant and Property Information

Last Name Gengler		First Name Zachory	Middle Initial B
Property Address 101 E Madison		Social Security Number PRIVACY INFORMATION REMOVED	
City Caledonia	State MN	Zip code 55921	County Houston
Parcel ID or legal description of property (from tax statement or valuation notice) 21.1029.001			School District Number

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land	Structures	Total
12900	163200	176100

If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant

Date

4-24-2020

Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Market Value		Total	Taxes	Penalties	Interest	Costs	Total
	Land	Improvements						

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

MINNESOTA • REVENUE

Application for Property Tax Abatement

FIVE
APR 27 2020

CR-PTA

For Taxes Levied in Tax Year(s):

2019

BY: _____

And Taxes Payable in Year(s):

2020

Applicant Information

Last Name Falken	First Name Myron	Middle Initial
Property Address 19099 Neuman Dr		
City Caledonia	State MN	Zip code 55921
Parcel ID or legal description of property (from tax statement or valuation notice) 07.0044.000		County Houston
		School District Number

PRIVACY INFORMATION
REMOVED

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land 67000	Structures 172500	Total 239500
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant <i>Myron Falken</i>	Date 4/25/2020
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Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved ☐ Denied
 Signature Guthrie Eason, Assessor Title Assessor Date 6/1/2020

Recommendation of County Auditor

☐ Approved ☐ Denied
 Signature _____ Date _____

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved ☐ Denied
 Signature _____ Date _____

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$ _____ Proposed Penalty Reduction \$ _____
 Proposed Tax Reduction \$ _____ Total Proposed Reduction \$ _____
 Proposed Interest Reduction \$ _____ Total Amount Payable \$ _____

Upon payment of \$ _____ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor _____ Date _____

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$ _____
 Proposed Tax Reduction \$ _____
 Total Proposed Reduction \$ _____

Signature of Commissioner or Delegate _____ Date _____

Signature of Commissioner or Delegate _____ Date _____

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s):

2019

And Taxes Payable in Year(s):

2020

Applicant Information

Applicant and Property Information

Last Name Knutson	First Name Lawrence	Middle Initial
Property Address 20096 State 76		Social Security Number PRIVACY INFORMATION REMOVED
City Caledonia	State MN	Zip code 55921
Parcel ID or legal description of property (from tax statement or valuation notice) 15.0154.000		School District Number Houston

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land	Structures	Total
40000	102000	142000

If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant

Date

Note: Minnesota Statutes, Section 609.41. "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

6/1/2020

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax AbatementFor Taxes Levied in Tax Year(s): 2019And Taxes Payable in Year(s): 2020**Applicant Information**

Applicant and Property Information

Last Name kohlmeyer	First Name William	Middle Initial C.
Property Address 612 N 1st St		Social Security Number PRIVACY INFORMATION
City La Crescent	State MN	Zip code 55947
County Houston		School District Number 0300
Parcel ID or legal description of property (from tax statement or valuation notice) 25.0175.000		

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land 22500	Structures 132100	Total 154600
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
Explain why the above amount has not been paid			

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant <i>William C. Kohlmeier</i>	Date 4-27-2020
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Note: Minnesota Statutes, Section 609.41, "Whoever in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Market Value		Total	Taxes	Penalties	Interest	Costs	Total
	Land	Improvements						

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

Final Approval

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s):

2019

And Taxes Payable in Year(s):

2020

Applicant Information

Applicant and Property Information

Last Name Ryberg	First Name Lawrence	Middle Initial 469
Property Address 423 S 6th St		
City La Crescent	State MN	Zip code 55947
Parcel ID or legal description of property (from tax statement or valuation notice) 25.0541.000		School District Number Houston

PRIVACY INFORMATION
REMOVED**Applicant's Statement of Facts**

If the assessed value is being contested, list approximate market value.

Land	Structures	Total
36000	161500	197500

If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

* This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant

Date

Note: Minnesota Statutes, Section 609.41. "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value		Taxes	Penalties	Interest	Costs	Total
		Improvements	Total					

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved ☐ Denied
 Signature [Signature] Title Assessor Date 6/1/2020

Recommendation of County Auditor

☐ Approved ☐ Denied
 Signature _____ Date _____

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved ☐ Denied
 Signature _____ Date _____

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$ _____ Proposed Penalty Reduction \$ _____
 Proposed Tax Reduction \$ _____ Total Proposed Reduction \$ _____
 Proposed Interest Reduction \$ _____ Total Amount Payable \$ _____

Upon payment of \$ _____ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor _____ Date _____

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$ _____
 Proposed Tax Reduction \$ _____
 Total Proposed Reduction \$ _____
 Signature of Commissioner or Delegate _____ Date _____
 Signature of Commissioner or Delegate _____ Date _____

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s):

2019

And Taxes Payable in Year(s):

2020

Applicant Information

Applicant and Property Information

Last Name Faas	First Name David	Middle Initial W
Property Address 1413 Brookwood Dr		
City La Crescent	State MN	Zip code 55947
Parcel ID or legal description of property (from tax statement or valuation notice) 05.0376.000		School District Number

 PRIVACY INFORMATION
REMOVED
Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land	Structures	Total
26300	167400	193700

If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable

This property did not receive the full exclusion that owner qualified for. There was a keying error that has since been corrected. The result is the full exclusion of \$150,000 for taxes payable in 2020

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant

David W. Faas

Date

4/28/2020

Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for statement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Land	Market Value Improvements	Total	Taxes	Penalties	Interest	Costs	Total

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved

☐ Denied

Signature

Title

Date

Recommendation of County Auditor

☐ Approved

☐ Denied

Signature

Date

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved

☐ Denied

Signature

Date

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$

Proposed Penalty Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Proposed Interest Reduction \$

Total Amount Payable \$

Upon payment of \$ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor

Date

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$

Proposed Tax Reduction \$

Total Proposed Reduction \$

Signature of Commissioner or Delegate

Date

Signature of Commissioner or Delegate

Date

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: June 5, 2020 for the June 9, 2020 Board Meeting

Person requesting appointment with County Board: Amelia Meiners

Issue:

Approval on the contract for Brothers Up North LLC to complete work on the Root River Japanese Hops project. Further notes are included below.

Attachments/Documentation for the Board's Review:

Contract

Justification:

The contract has been reviewed by Theresa Arrick-Kreuger and Sam Jandt.

Action Requested:

Seeking Board approval; will require a signature if approved.

<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>

I apologize for the late notice, I was planning to bring this in front of the Board on June 23rd, but the contractor just contacted me and they will be available to work the week of June 15th, sooner than expected. This project started in 2019, but we were able to rollover leftover money into 2020. Stantec, the contractor from last year, has larger equipment and encountered access issues when we became aware that the landing in Houston was not open to public traffic. They were able to complete some work by coming upstream from a Mississippi River access, but the increased time and fuel costs quickly pushed them over the bid amount that was originally proposed so they asked to stop treatments. Stantec chose not to bid on the project this year. Brothers Up North LLC is a smaller, local company and understands the accessibility issues that were faced in the past. They have completed much of the terrestrial J. hops treatments for MDA and so are familiar with the project as well, but this will be their first year doing on-water treatments. They were the only company to provide a bid and I was provided a positive recommendation. As you see in the contract we have \$15,040 left to use for private applicator costs. When this project was amended to extend it into 2020 I also moved some money originally allocated for advertising costs into education materials with the plan to complete education and outreach materials for Palmer Amaranth, which was discovered in the County last summer. That information is beyond the scope of this contract approval, but wanted to make you aware of the change.



HOUSTON COUNTY

Professional/Technical Service Agreement COMMERCIAL PESTICIDE APPLICATION

This Professional/Technical Service agreement and supplements thereto ("CONTRACT"), is between the County of Houston, acting through its Board of Commissioners, (hereinafter "COUNTY"), and Brothers Up North LLC, a State of Minnesota Corporation, an independent contractor (hereinafter "CONTRACTOR").

WHEREAS, the State of Minnesota is in need of local units of government to take measures to implement and maintain noxious weed control programs,

WHEREAS, COUNTY received funding through a State of Minnesota Grant Agreement, through its Minnesota Department of Agriculture under Article 1, Section 2; Subdivision 2(j) of the 2017 Laws of Minnesota and Minnesota Statute 18.90,

WHEREAS, COUNTY pursuant to Minnesota Statutes Chapter 375, is empowered to procure from time to time certain professional services,

WHEREAS, COUNTY is in need for services for the control of Japanese hops along the Root River corridor,

WHEREAS, CONTRACTOR represents it is a duly qualified to perform licensed commercial pesticide applicator services and willing to perform the services set forth in this CONTRACT,

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this CONTRACT and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

I. TERM OF CONTRACT

This CONTRACT shall be effective on June 1, 2020 or the date that all required signatures are obtained on the contract, and the CONTRACTOR has met all requisite aquatic requirements of the core commercial pesticide license, whichever occurs later, and shall remain in effect until November 6, 2020, or until all obligations under the CONTRACT have been satisfactorily fulfilled, whichever occurs first unless terminated pursuant to the provisions set forth in clause V. The CONTRACTOR understands that no work should begin under this CONTRACT until all required signatures have been obtained and the CONTRACTOR is notified to begin work by COUNTY'S authorized representative.

II. CONTRACTOR'S SCOPE OF WORK RESPONSIBILITIES

The CONTRACTOR agrees to assume the CONTRACTOR'S responsibilities and perform the work product deliverables, set forth in the *Scope of the Work* requirements which are to

be completed as part of the Japanese Hops eradication project along the Root River in Houston County, Minnesota, and attached as Exhibit A.

By signing this CONTRACT, CONTRACTOR certifies that it will comply with the conditions of the applicable provisions of the State of Minnesota Grant Agreement SWIFT Contract Number 153784 / PO# 3000031078, attached as Exhibit B.

III. CONSIDERATION AND TERMS OF PAYMENT

A. Compensation

As compensation for the Services furnished by CONTRACTOR, COUNTY shall pay CONTRACTOR up to **FIFTEEN THOUSAND FORTY dollars and no/100 (\$15,040.00)**.

C. Terms of Payment

1. COUNTY agrees to pay CONTRACTOR payments after the Project Partners have inspected and approved the work completed by the CONTRACTOR and after all daily herbicide application datasheets are received by COUNTY and upon the CONTRACTOR'S presentation of an invoice.
2. The CONTRACTOR shall not receive payment for work found by COUNTY to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation.

IV. AUTHORIZED REPRESENTATIVES

All official notifications, including but not limited to, cancellation of this CONTRACT must be sent to the other party's authorized representative.

A. COUNTY's authorized representative for the purpose of administration of this CONTRACT is:

Name: Amelia Meiners
Address: 304 South Marshall Street
Caledonia, MN 55921
Telephone: (507) 725-5800
E-Mail: amelia.meiners@co.houston.mn.us

Such representative shall have final authority for acceptance of the CONTRACTOR'S Services and, if such Services are accepted as satisfactory, shall so certify on each invoice presented pursuant to Clause III, paragraph B.

B. The CONTRACTOR'S authorized representative for the purpose of administration of this CONTRACT is:

Name: Nathan Dietzenbach
Address: 2655 Erin Ln NE Rochester, MN 55906
Telephone: (704) 616-5311
E-Mail: brothersupnorth@gmail.com

V. TERMINATION

A. Contingency/Unavailability of Funding -

This CONTRACT is subject to the availability and provision of funding from the State of Minnesota acting through the Department of Agriculture, or other funding sources. COUNTY may immediately cancel the contract, or a portion of the services to be provided under the contract, if the funding for the services is no longer available to COUNTY. Upon receipt of COUNTY'S notice of cancellation of the contract, or of a portion of the services to be provided under the CONTRACT, the CONTRACTOR shall take all actions necessary to discontinue further commitments of funds to the extent they relate to the CONTRACT or the portions of the CONTRACT for which funding has become unavailable.

B. Notwithstanding paragraph V. A. above, this CONTRACT may be terminated by COUNTY or CONTRACTOR at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a termination, the CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for work or Services satisfactorily performed.

VI. ASSIGNMENT

This CONTRACT may not be assigned by either party without the prior written consent of the other party; provided, that CONTRACTOR may assign this CONTRACT without the prior written consent of the other party to any CONTRACTOR affiliate or other entity that controls, is controlled by or is under common control with CONTRACTOR. Any purported assignment in violation of this clause is void. Such written consent, if given, shall not in any manner relieve the assignor from liability for the performance of this CONTRACT by its assignee.

VII. LIABILITY

CONTRACTOR'S employees and agents at all times remain under the direction and supervision of CONTRACTOR. COUNTY employees shall at all times remain under the direction and supervision of COUNTY. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing a partnership or agency relationship.

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the other party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this CONTRACT. Nothing contained in this paragraph, however,

shall be construed to release the CONTRACTOR from liability for failure to properly perform duties and responsibilities assumed by CONTRACTOR under this CONTRACT.

VIII. INDEPENDENT CONTRACTOR

It is mutually understood and agreed that the relationship between the parties is that of independent contractors. Neither party is the agent, employee, or servant of the other. Except as specifically set forth herein, neither party shall have nor exercise any control or direction over the methods by which the other party performs work or obligations under this CONTRACT. Further, nothing in this CONTRACT is intended to create any partnership, joint venture, lease, or equity relationship, expressly or by implication, between the parties. Each party acknowledges that the other party will not withhold from any amounts paid pursuant to this CONTRACT any sums for the payment of federal or state income taxes, FICA, FUTA or SUTA. Each party shall have sole responsibility for the reporting and payment of these taxes for its own respective employees. In the event that the Internal Revenue Service or any other party should question the independent contractor status of the parties, each party hereto agrees that the other shall have the right to participate, at its own cost, in any discussions or negotiations regarding such status.

IX. INSURANCE REQUIREMENTS

CONTRACTOR agrees that at all times during the term of this CONTRACT to maintain:

- Comprehensive General Liability - \$1.5 million minimum per occurrence
- Excess Liability Coverage - \$3 million over the general and automobile coverage.
- Auto Liability: \$1.5 million combined single limit
- Workers Compensation as required by Minnesota Statutes

The COUNTY of Houston shall be listed as an additionally named insured on the above policies by the CONTRACTOR prior to the execution of this CONTRACT. Additionally, CONTRACTOR agrees to maintain the above required insurance and shall provide the COUNTY with thirty (30) days written notice of any proposed changes prior to the cancellation, non-renewal or material changes. An ACORD Certificate of Liability Insurance for the above listed coverage shall be supplied to COUNTY by CONTRACTOR for each calendar year covered by the term of this CONTRACT. See Exhibit C.

X. FORCE MAJEURE EVENT

In no event will either party be liable for failure to perform hereunder due to contingencies beyond the party's reasonable control.

XI. WORKERS' COMPENSATION

The CONTRACTOR certifies it is in compliance with Minnesota Statute §176.181, Subd. 2 pertaining to Workers' Compensation insurance coverage. The CONTRACTOR'S employees and agents will not be considered COUNTY employees. 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 COUNTY'S obligation or responsibility.

XII. PUBLICITY

Neither party shall use the names or trademarks of the other party or any of the other party's affiliated entities in any advertising, publicity, endorsement, or promotion unless the other party has provided prior written consent for the particular use contemplated. The terms of this section shall survive the termination, expiration, non-renewal, or rescission of this CONTRACT.

XIII. DATA DISCLOSURE

The CONTRACTOR is required by Minnesota Statute §270C.65 to provide either a social security number, a federal taxpayer identification number or a Minnesota tax identification number. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require CONTRACTOR to file state tax returns and pay delinquent state tax liabilities. This CONTRACT will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in approving the CONTRACT and the payment of state obligations.

XIV. GOVERNMENT DATA PRACTICES ACT

The CONTRACTOR and COUNTY must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) as it applies to all data provided by COUNTY in accordance with this CONTRACT, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the CONTRACTOR in accordance with this CONTRACT. The civil remedies of Minnesota Statute §13.08 apply to the release of the data referred to in this clause by either the CONTRACTOR or COUNTY.

In the event the CONTRACTOR receives a request to release the data referred to in this clause, the CONTRACTOR must immediately notify COUNTY. COUNTY will give the CONTRACTOR instructions concerning the release of the data to the requesting party before the data is released.

XV. ANTITRUST

The CONTRACTOR hereby assigns to the COUNTY any and all claims for overcharges as to goods or services provided in connection with this CONTRACT resulting from antitrust violations which arise under the antitrust laws of the United States or the antitrust laws of the State of Minnesota.

XVI. JURISDICTION

This CONTRACT, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota.

XVII. AMENDMENTS

Any amendments to this CONTRACT shall be in writing and shall be executed by the same parties who executed the original CONTRACT, their successors in office or another authorized representative.

XVIII. AUDITS

Under Minn. Stat. § 16C.05, Subd. 5, the CONTRACTOR'S books, records, documents, and accounting procedures and practices of the CONTRACTOR relevant to this CONTRACT shall be subject to examination by COUNTY and the Office of the State Auditor, as appropriate for a minimum of six (6) years from the end date of the CONTRACT.

XIX. MISCELLANEOUS

- A. Non-Exclusivity. No part of this CONTRACT shall be construed as limiting either party from contracting with another person(s) or entity for the same or similar Services covered under this CONTRACT.
- B. Severability. In the event any provision of this CONTRACT is held to be invalid or unenforceable, the remainder of this CONTRACT shall remain in full force and effect as if the invalid or unenforceable provision had never been a part of the CONTRACT, to the extent that the absence of the invalid or unenforceable provision does not materially affect the purpose of the CONTRACT.
- C. Waiver. The failure of either party to complain of any default by the other party or to enforce any of such party's rights, no matter how long such failure may continue, will not constitute a waiver of the party's rights under this CONTRACT. The waiver by either party of any breach of any provision of this CONTRACT shall not be construed as a waiver of any subsequent breach of the same or any other provision. No part of this CONTRACT may be waived except by the further written agreement of the parties.
- D. Compliance with Laws and Regulations. Both parties shall render all services herein in accordance with applicable federal, state and local laws and regulations relative thereto.
- E. Counterparts. This CONTRACT may be executed in any number of counterparts which, when taken together, will constitute one original, and photocopy, facsimile, electronic or other copies shall have the same effect for all purposes as an ink-signed original.

XX. SURVIVAL OF TERMS

The following clauses survive the expiration, cancellation or termination of this contract: VII., Liability; XII., Publicity; XIII., Data Disclosure; XIV., Government Data Practices Act; XVI., Jurisdiction; and XIII., Audits.

XXI. ENTIRE CONTRACT

This CONTRACT constitutes the entire CONTRACT between the parties with respect to its subject matter and supersedes all past and contemporaneous agreements, promises, and understanding, whether oral or written, between the parties.

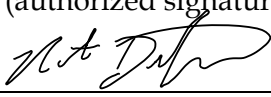
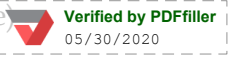
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SIGNATURE PAGE FOLLOWS

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

APPROVED:

CONTRACTOR:

By: (authorized signature)  
Title: Co-Owner
Date: May 29 , 2020

HOUSTON COUNTY

By: (authorized signature)
Eric Johnson
Title: Board Chair
Date: May 26, 2020

By: (authorized signature)
Aaron Lacher
Title: Environmental Services Director
Date: May 26, 2020

APPROVED AS TO FORM AND EXECUTION:

By: (authorized signature)
Samuel Jandt
Title: Houston County Attorney
Date: May , 2020

Exhibit A

General Requirements for Japanese Hops

Eradication Specifications for the Root River

Project Location: Houston County, Root River

Project Lead: Amelia Meiners

Houston County Environmental Services

304 S. Marshall St., Room 209

Caledonia, MN 55921

(507) 725-5800

Amelia.meiners@co.houston.mn.us

Project Partners: Mari Hardel Christina Basch

MN Dept. of Ag

MN Dept of Ag

411 West First St.

3555 9th St NW, Suite 350

Duluth, MN 55802

Rochester, MN 55901

(218) 328-4397

(507) 649-1949

mari.hardel@state.mn.us

Christina.basch@state.mn.us

Project: Treatment of Japanese Hops along the banks of the Root River

Project Description: Houston County, in cooperation with the MN Departments of Natural Resources (DNR) and Agriculture (MDA), is seeking qualified Contractors to submit a bid for conducting Japanese hops (*Humulus japonicus*) herbicide treatment on the banks of the Root River from the Fillmore/Houston County (near Rushford, MN) to the confluence with the Mississippi River, approximately 32 river miles.

Japanese hops is an herbaceous annual vine that can grow up to 35 feet in a single growing season. The vines twine to climb adjacent vegetation and structures, and sprawl across open ground to form dense mats that can be several feet deep. Japanese hops is a prohibited noxious weed on the State eradicate list, which means all the above and below ground parts of the plant must be destroyed. As such, Houston County is trying to eradicate Japanese hops from the

Houston County portion of the Root River corridor. Project partners have identified the furthest upstream population of Japanese hops on the Root River, which occurs in Preston, MN. Hops is found on both sides of the banks along the Root River from Rushford, MN to the Mississippi River, which is 32 river miles.

Project Roles: The funding unit for this project is Houston County, with Amelia Meiners as the Project Lead who will handle setting up the contract and paying invoices. The Project Partners, Mari Hardel and Christina Basch, will serve as the technical experts for the project. Their role is to address questions the Contractor may have regarding implementation of the project. They will also be the ones who check the Contractor's work before an invoice is paid.

Project timing: This project may begin as soon as Japanese hops is visible and has enough foliage exposed to allow for adequate foliar treatment. Actual start time will be based on weather and how fast the hops sprouts and starts growing, but an estimated start time is mid-May. The successful Contractor cannot start foliar treatment of hops prior to mid-May without prior approval by the Project Partners. Project progression can occur intermittently, and likely will have to if weather conditions for herbicide application are unfavorable.

The Root River is highly used for recreational purposes. During the summer, river activity by canoes, inner tubes, and small motorboats is significant and may create challenges for the Contractor. Ideally, herbicide application would occur during weekdays, rather than on weekends. However, it may be necessary to conduct the project on weekends and that is allowed for this project.

The Contractor must keep in mind river levels as the season progresses. Low water conditions can occur in July and August, making travel by boat challenging. The Contractor must plan project implementation such that river navigation is taken into consideration at different times of the year.

Equipment: The Contractor must have a small, flat-bottomed Jon boat, or equivalent, that can navigate varying water levels and current on the Root River. This boat must be stable enough to have a tank with water and herbicide on board. In addition to a Jon boat, the Contractor must have a sprayer with a hose attachment and wand that will allow close treatment of hops on the river banks and on top of the banks. A minimum of a 50' hose attachment is recommended. Close treatment is necessary to reduce overspray and drift. Thorough hops treatment will require a person to get out of the boat and treat on top of the bank from land. Backpack sprayers may be desired for on-land treatment, but that is the Contractor's discretion. However, it is expected that the sprayer(s) will get out of the boat to treat hops further up the bank and onto adjacent land. Contractor must have all required personal protective equipment for conducting herbicide application and boat safety.

Invasive Species Prevention: Houston County requires active steps be taken by Contractors to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The Contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site. Cleaning should include removal of seeds, vegetation, and soil from equipment and attachments. The Project Lead realizes it is impossible to eliminate all debris from equipment; however, the Contractor must

make a concerted effort to remove as much debris and soil as possible. Cleaning can be done with a pressure washer, compressed air, leaf blower, broom, etc. If the equipment, vehicles, boat, sprayers, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, the Contractor may be required to remove all equipment from the site for adequate cleaning, or the Contractor may be required to clean all equipment, vehicles, boats, sprayers, and gear at a staging area before entering the project area. If the latter is required, the Contractor must dispose of material cleaned from equipment and clothing at a location determined by the Project Partners. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

Site Access: Site access is in multiple locations for boat landings on the Root River. A river map will be provided to the Contractor showing river miles, boat landings and other landmarks for navigating on the Root River. The boat landings on the Root River are lower maintenance accesses that have no paved ramps for launching a boat. However, most landings can accommodate a truck with boat on a trailer for loading and unloading.

All properties having Japanese hops on them are accessible primarily by river. While some sites may be accessible via land by going through private property, no arrangements have been made for this type of access. If a Contractor wishes to pursue land access, that is on his/her own time and cannot be billed as part of this project.

Bidding requirements: Bids will be taken on a per river mile basis, with a summary bid for each of three river stretches. There are 32 river miles occurring in Houston County. For the purposes of project management and benchmarks, the river will be broken into three stretches. The stretches are as follows:

1. Stretch 1 is from the county line near Rushford, at river mile 32, to the State 76 access, near river mile 18.6, by Houston. There is not an access at the county line, so the Contractor will have to travel downstream from the access just west of Rushford. This stretch consists of 13.4 miles.
2. Stretch 2 is from river mile 18.6 at the 76 bridge to the Hokah access around river mile 6.6. This stretch consists of 12.0 river miles.
3. Stretch 3 is from the Hokah access to the confluence of the Mississippi. This consists of 6.6 miles. Depending upon fuel needs there are DNR ramps in both Brownsville and La Crescent.

A Contractor must submit a bid for the cost to treat both banks per river mile. The bid must also total the river mile costs per stretch. Ideally, we would treat the entire 32 miles of river occurring in Houston County, but it is possible that bids will be higher than the funding available for the entire project. In that case, the overall project footprint will be reduced to meet available project funds.

The Contractor will not be paid for transportation to and from the project site, for idle time, for down time due to equipment problems, and for time cleaning equipment before entering the site and after the project is completed. These costs should be incorporated into the per river mile rate.

Bid will be awarded to one Contractor.

Invoices: Invoices may be submitted upon completion of each identified river stretch. In the event that there is not enough funding to cover an entire stretch, an invoice can be submitted upon completion of the number of river miles agreed upon once the bid is awarded. Project work must be inspected by Project Partners before payment will be released. Daily herbicide application records must be submitted with an invoice before payment will be released.

Because this project involves herbicide application, a minimum of one week must elapse from the treatment date to the inspection date before an invoice is paid. This timing should allow for adequate die down of the target vegetation so that the Project Partners can inspect the quality and impact of the herbicide application. This is an estimated timeframe and may extend beyond a week if the Project Partners do not see significant die down upon initial inspection. The Contractor may be asked to retreat missed areas before an invoice is paid.

Herbicide Application: The Contractor, and all employees working on this project, must have a valid Minnesota Commercial Applicator's license showing certification in categories A and F. Copies of valid licenses must be provided to the Project Lead before work may begin. **If not currently licensed, the appropriate pesticide applicator's licenses must be obtained by June 1, 2020. Houston County will not cover the cost to obtain that license.**

The Contractor must use an aquatic non-glyphosate herbicide for Japanese hops treatment such as Vastlan. The application rate must be a minimum of a 1 or 2% solution. A low volume sprayer must be used for this application rate. In addition to herbicide, the Contractor must also use a non-ionic surfactant, at a mixing rate of 1oz surfactant per 1 gallon of water. Surfactant application rate must not exceed 5% of the total solution. An aquatic version of triclopyr was chosen to minimize potential drift impact to agricultural crops, such as corn and soybeans. If the Contractor wishes to use a different herbicide or a different application rate, permission must be granted in writing by the Project Partners.

The Contractor shall add dye to the herbicide mixture so that coverage is visible by the applicator, and also the public. The dye shall be non-toxic to fish, amphibians, and reptiles. The Project Partners understand that dye may not be readily visible once dried.

The Contractor will apply the herbicide mixture at a rate that achieves coverage of foliage, but not to the point of runoff.

The Contractor must be aware of the rainfast times for the specific product being used. Herbicide application must not occur within the rainfast time prior to rainy weather. This means if the herbicide product takes two hours to dry and light rain is predicted to occur in less than two hours, no herbicide application should occur. In the event that rain does occur within the rainfast period for the product, the Contractor may be required to reapply herbicide. If this happens, reapplication is at the time and expense of the Contractor.

The Contractor must keep track of daily herbicide application rates and amounts. An application treatment data sheet is provided in this solicitation and is recommended for recording data. However, a Contractor may use his/her own datasheet, but must include the following information: target species, application date, site name, county, applicator(s) name, start and end times of treatment, number of river miles treated, temperature at start and end of treatment, wind speed at start and end of treatment, treatment method and equipment, herbicide name, mixture amount (how much herbicide mixed per gallon carrier), carrier, total amount of herbicide used that day. Application records must be submitted with an invoice before payment will be released.

The Contractor may refill tank with river water. The Contractor **MUST** use a bucket to refill the tank, and it is recommended the Contractor use a two-method system for straining debris from the water, to prevent damage to pump, i.e. screen and cotton material. The Contractor is **NOT** allowed to use a syphon hose for refilling tank. If Contractor has another method for refilling tank, permission must be granted in writing by the Project Partners.

Neither Houston County, nor the State of Minnesota, is liable for damage caused to crops, or other real property, due to spray drift, improper herbicide application, or herbicide spills.

Contractor Requirements: Contractors must meet the following requirements in order to be considered for this project.

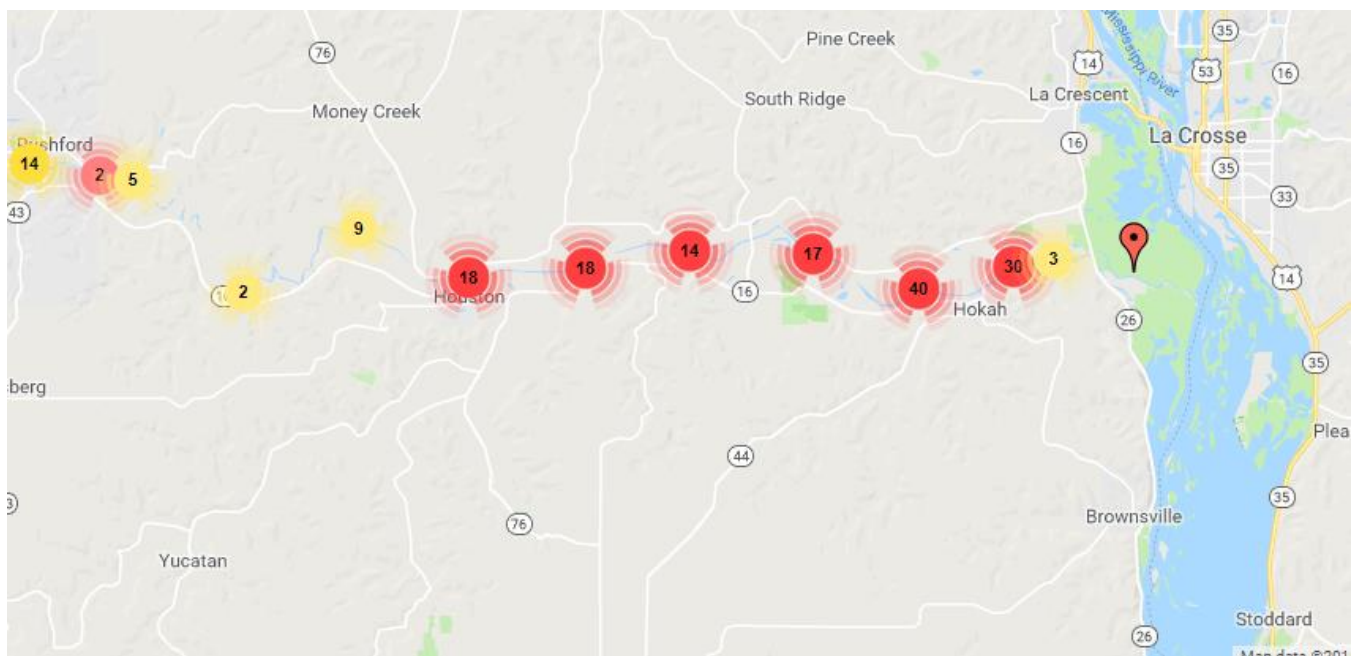
1. The Contractor must have completed a minimum of one aquatic herbicide application project that involved applying herbicide from a boat. The name, location, and brief description of the project along with a reference contact name and phone number must be submitted with the bid. Houston County reserves the right to reject a bidder based on lack of reference(s), or poor reference(s).
2. The Contractor, and employees, must be able to identify the target species, Japanese hops, and differentiate it from native look-alikes.
3. The Contractor must have a valid Minnesota Commercial Pesticide Applicator's License, showing certification in Category A and endorsement F for aquatic herbicide application. A copy of a valid MN license for all employees providing herbicide application must be submitted with the bid.
4. The Contractor must be able to keep daily records of herbicide application as described in this solicitation, and preferably using the form provided.

The Contractor may not contract with third parties for the performance of any obligations under this solicitation without written approval from the Project Partners.

Scope of Work: The project included in this bid solicitation involves eradication of Japanese hops from the banks of the Root River in Houston County. Japanese hops occurs on both banks of the Root River and on land adjacent to the river banks. While the density of hops along the river varies, it is present from the Fillmore/Houston County line to its confluence with the Mississippi River. Project Partners conducted an assessment of the Japanese hops along the Root River in 2017. A map showing the entire 32 miles is included below. Japanese hops is relatively easy to kill, but seed stays viable in the soil for at least three years. Thus, any stretch shown not to have hops in 2017 likely will have new hops occurring in 2018. As a result, the Contractor must start the project just east of Rushford, beginning at river mile 32. The Contractor should make note of

stretches that don't have hops as proof of evaluation by taking GPS points at the beginning and end of the stretch evaluated.

Maps showing Japanese hops density along the banks of the Root River from the Fillmore County line to the confluence of the Mississippi. The following maps have been taken from EDDMaps and so the red dots indicate positive identifications and the yellow dots indicate areas that have been treated.



The river has been divided into three stretches for bidding and project management purposes. The stretches are as follows:

1. Stretch 1 is from the county line near Rushford, at river mile 32, to the State 76 access, near river mile 18.6, by Houston. There is not an access at the county line, so the Contractor will have to travel downstream from the access just west of Rushford. This stretch consists of 13.4 miles.
2. Stretch 2 is from river mile 18.6 at the 76 bridge to the Hokah access around river mile 6.6. This stretch consists of 12.0 river miles.
3. Stretch 3 is from the Hokah access to the confluence of the Mississippi. This consists of 6.6 miles. Depending upon fuel needs there are DNR ramps in both Brownsville and La Crescent.

A Root River map will be provided to the Contractor prior to starting the project. This map has the river miles indicated along with boat accesses, other amenities, and hazards.

There is Japanese hops around the parking lot for the Hwy 16 boat access as well as at the Rushford boat access parking lot. The Contractor does NOT need to treat Japanese hops that occurs around these parking areas. The Contractor is expected to focus treatment on the river banks and up on top of the banks – these are sites most easily accessed by boat. Hops occurring along the Root River Trail and boat access parking lots will be treated by a land-based crew.

Root River Stretch 1: River mile 32 to 18.6, for a total of 13.4 miles



The Contractor must start at river mile 32. There is a boat access at river mile ##, west of Rushford, as indicated on the above map. The Contractor must treat Japanese hops on both banks and on land adjacent to the banks, which will require getting out of the boat and checking to make sure all the hops is treated. This stretch follows the entire Main Branch of the Root River, and goes to river mile 18.6. The take out point is the Hwy 76 boat access

This stretch will require two treatment applications. One application should occur in mid-May to early June when plants are just emerging, but have grown enough to allow for adequate foliar herbicide application. If plants are not fully emerged, there will not be enough leaf surface area to allow for good control/kill with herbicide.

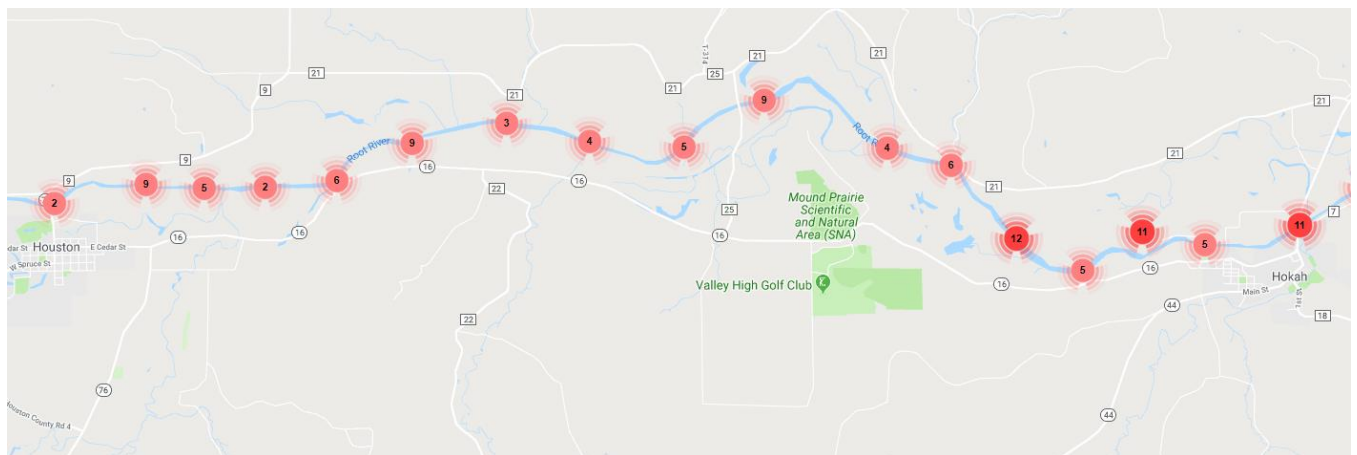
The second hops treatment should occur a minimum of one month after the initial treatment. The goal with the second treatment is to hit any missed areas, and also any new growth. This timeframe may be altered if new growth occurs more rapidly than one month, but that will be determined by Project Partners.

****Japanese hops starts flowering in mid to late summer. Thus, all treatments must be conducted before flowering is completed and seed starts to develop. We don't want any hops plants going to seed.**

Suggested treatment timing:

1. First application in mid-May to early June.
2. Second application in early to mid-July.

Root River Stretch 2: River mile 18.6 to mile 6.6, for a total of 12 miles



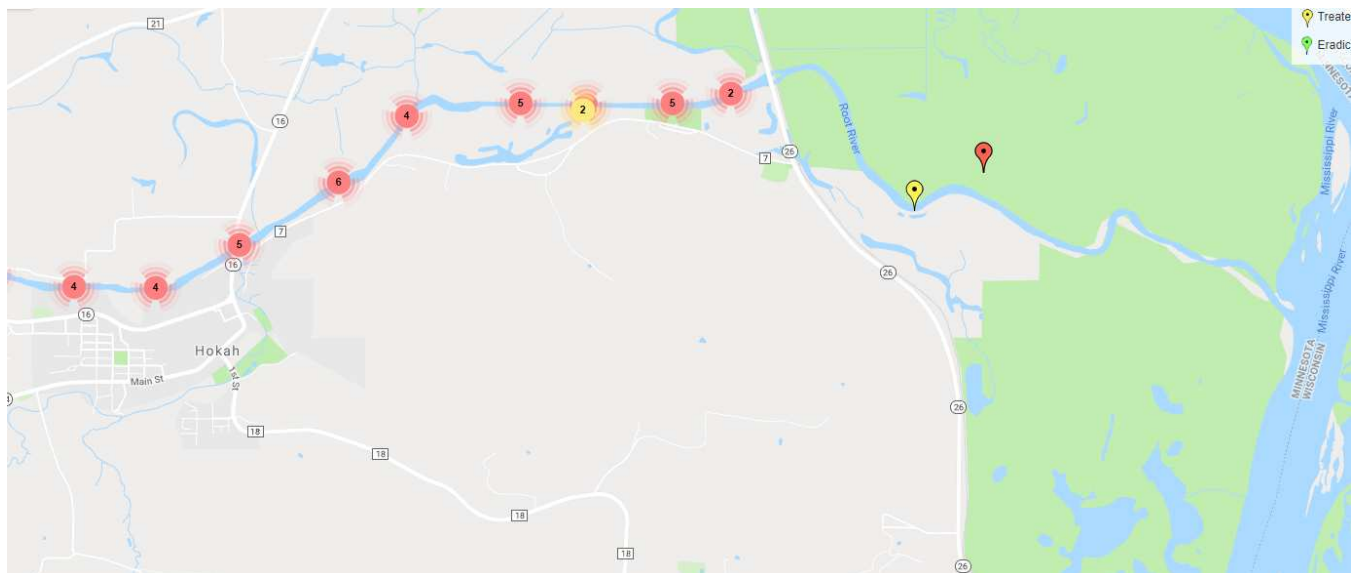
This stretch begins at the Hwy 76 boat access, which is just upstream of river mile 18. The Contractor must treat Japanese hops on both banks and on land adjacent to the banks, which will require getting out of the boat and checking to make sure all the hops is treated. This stretch follows the Main Branch of the Root River, to the Hokah access at river mile 6.6.

If costs allow, this stretch would also be treated twice in the season following the same protocol as for Stretch 1. However, in anticipation that there will not be enough funds, or time to conduct two treatments on Stretch 1, these specifications provide guidelines for one application. Determination if one or two treatments will be possible for this stretch will occur once bids come in and available funding is evaluated.

For a single herbicide application, the Contractor should apply herbicide to Japanese hops in mid-July. The goal with a later initial application is to hit the hops just prior to flowering. This will allow for the vines to die back and not go to seed. It will also be late enough in the season that new growth will not have enough time to develop viable seed. Thus, the ultimate goal with one application is to kill existing plants and prevent any new seed from being deposited.

Suggested treatment timing: mid to late July.

Root River Stretch 3: River mile 6.6 to mile 0, for a total of 6.6 miles



This stretch begins at the Hokah boat access, which is river mile 6.6. The Contractor must treat Japanese hops on both banks and on land adjacent to the banks, which will require getting out of the boat and checking to make sure all the hops is treated. This stretch follows the Main Branch of the Root River, from the Hokah access at river mile 6.6, to its confluence with the Mississippi River. There is only a carry-in boat access on the Root River near the confluence. However, there are DNR landings in La Crescent and Brownsville on the Mississippi River if you believe it's feasible to use those. Otherwise, it is suggested that the Contractor travel back upstream to the Hokah boat access for loading.

If costs allow, this stretch would also be treated twice in the season following the same protocol as for Stretch 1. However, in anticipation that there will not be enough funds, or time to conduct two treatments on Stretch 1, these specifications provide guidelines for one application. Determination if one or two treatments will be possible for this stretch will occur once bids come in and available funding is evaluated.

For a single herbicide application, the Contractor should apply herbicide to Japanese hops in mid to late-July. The goal with a later initial application is to hit the hops just prior to flowering. This will allow for the vines to die back and not go to seed. It will also be late enough in the season that new growth will not have enough time to develop viable seed. Thus, the ultimate goal with one application is to kill existing plants and prevent any new seed from being deposited.

Suggested treatment timing: mid to late July.

Description of Japanese hops



- Japanese hops are herbaceous annual vines that can grow up to 35 feet in a single growing season. They twine to climb adjacent vegetation and structures and sprawl across open ground to form dense mats several feet deep.
- Leaves have toothed edges and 5-7 lobes arranged palmately. They are opposite and approximately 2-6 inches long. Stems and leaves have hooked hairs. There are distinct bracts where the leaf petioles attach to the stem.
- There are separate male and female plants. Both are greenish and produce flowers with five petals. Male flowers are arranged in airy cone-shaped clusters (panicles).

Female flowers are arranged in short spikes. Japanese hops flowers in mid-late summer followed by seed production.

- Common hops (*H. lupulus*) is similar but has more rounded leaves with 0-5 lobes and is perennial. Sometimes bur cucumber (*Sicyos angulatus*) and wild cucumber (*Echinocystis lobata*) are mistaken for Japanese hops, but can be distinguished because they do not have hooked, downward-pointing hairs on the leaves and stems and have tendrils on the stem. Woodbine (*Parthenocissus vitacea*) and Virginia Creeper (*P. quinquefolia*) can be differentiated from J. hops in that J. hops does not produce berries like woodbine and V. creeper, and J. hops leaves are simple and not alternate and palmately compound like woodbine and V. creeper.
- For more information on identification, please see University of Wisconsin Extension's helpful YouTube video [Japanese Hop, identification of the Wisconsin invasive species Humulus japonicus](#).
- Photos of Japanese hops can be viewed at the following website:

<http://www.mda.state.mn.us/plants/pestmanagement/weedcontrol/noxiouslist/japanesehops.aspx>

Exhibit B

State of Minnesota Grant Agreement

SWIFT Contract Number 153784 / PO# 3000031078

STATE OF MINNESOTA ENCUMBRANCE WORKSHEET

Mark this box if this is a RUSH.		Date contract is needed for vendor's signature	
<i>*Please, allow 5 - 7 business days for F&B processing. For RUSH requests, complete boxes above. You will be notified of any unusual delay if unavoidable circumstances arise. Thank you.</i>			
ORG: 112		SWIFT CONTRACT NO: 153784	
TYPE: GRANT		PO NUMBER: 3000031078	
MDA PREPARER/CONTACT & PHONE NUMBER (INITIAL BY NAME) EMILIE JUSTEN, 651-201-6360		<div style="border: 1px solid blue; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <div style="font-size: 8px; margin-bottom: 2px;">DS</div> </div>	
Date Funding String & contract template were reviewed and approved by Division's Senior Accounting Officer			
AGENCY: B0401	FISCAL YEAR: FY19	SWIFT VENDOR NUMBER: 0000197295	
TOTAL AMOUNT: \$ 20000	CATEGORY CODE: 84101501	SWIFT VENDOR LOCATION: 7	
	ACCOUNT CODE: 441322	SWIFT VENDOR ADDRESS: 1	
LAWS OF: MN Statues 41A.12			

	ACCOUNTING DISTRIBUTION	ACCOUNTING DISTRIBUTION	ACCOUNTING DISTRIBUTION
NEEDED FOR FEDERAL GRANTS	FISCAL YEAR: FY19	FISCAL YEAR:	FISCAL YEAR:
	FUND: 2018	FUND:	FUND:
	DEPT ID: B0431222	DEPT ID:	DEPT ID:
	APPROP ID: B042A22	APPROP ID:	APPROP ID:
	PC BUS UNIT:	PC BUS UNIT:	PC BUS UNIT:
	PROJECT ID:	PROJECT ID:	PROJECT ID:
	ACTIVITY:	ACTIVITY:	ACTIVITY:
	SOURCE:	SOURCE:	SOURCE:
	AMOUNT: \$20000	AMOUNT:	AMOUNT:

CONTRACT START DATE 03/01/2019
CONTRACT END DATE 12/01/2019

CONTRACT NAME & ADDRESS Houston County- Amelia Meiners
304 South Marshall Street
Caledonia, MN 55921

F&B ONLY BELOW THIS LINE

CHECKLIST: BUDGET CHECKED	FAIL: _____	PASS: _____	P/T OVER \$25,000 EVALUATION
RECORDED ON BUYER'S SS: _____	DOCUSIGN: _____		PRINTED FOR FILE
OK TO DISPATCH	NO: _____	YES: _____	DATE: _____ INITIAL: _____
NOTES:			

OK TO CLOSE: DATE: _____ INITIAL: _____ DATE: _____ INITIAL: _____

STATE OF MINNESOTA GRANT CONTRACT

This grant contract is between the State of Minnesota, acting through its Commissioner of Agriculture. ("STATE") and Houston County, Amelia Meiners, 304 South Marshall Street, Caledonia, MN 55921 ("GRANTEE").

1. Under Article 1, Section 2; Subdivision 2(j) of the 2017 Laws of Minnesota and Minnesota Statute 18.90 the State is empowered to enter into this grant.
2. The State is in need of local units of government to take measures to implement and maintain noxious weed control programs within their jurisdictions.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1 Term of Grant Contract

1.1 *Effective date:*

March 1, 2019, or the date the State obtains all required signatures under [Minn. Stat.§16B.98](#), Subd. 5, whichever is later. Per [Minn.Stat.§16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed. **The Grantee must not begin work under this grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.**

1.2 *Expiration date:*

December 1, 2019, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 **Grantee's Duties**

The Grantee, who is not a state employee, will:

Comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1).

- Satisfactorily perform all of the duties listed in Appendix A, which is incorporated into this agreement and made part of this contract.
- Supply the State with receipts, paid invoices, payroll records, processed/cancelled checks or other proof of payment relating to all duties listed in Appendix A for on or after 3/1/2019 and on or before the expiration date. Only expenses incurred during this period are eligible for reimbursement. Failure to complete all duties as listed in Appendix A OR submission of receipts, accurately proving payment dates WILL disqualify Grantee from final distribution of grant funds for this contract's effective date and WILL require the Grantee to reimburse the state for any grant funds provided up-front. Grantee also agrees that funds are only spent in accordance with this grant agreement

3 **Time**

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 **Consideration and Payment**

4.1 *Consideration.*

The State will pay for all services performed by the Grantee under this grant contract as follows:

(a) Compensation

The Grantee will be paid \$ 15000 up-front to complete duties outlined in Appendix A, upon completion of the necessary signatures.

The Grantee will also be paid \$ 5000, upon completion of all duties and proof that work was performed to the State's satisfaction as outlined in Appendix A, which is incorporated into this agreement and made part of this contract.

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(b) Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will not exceed \$ 0; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$20,000.

4.2 Payment

(a) Invoices

The State will distribute 75% of the total obligation upon execution of the grant contract and will promptly pay the Grantee the remaining 25% of funds after the Grantee presents a final project report with an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices and proof of all expenses paid and supporting documentation must be submitted timely and according to the following schedule: All related documents must be received by 12/1/2019. Final payment to the subrecipient will be paid when the State's Authorized Representative determines that the grantee has satisfactorily fulfilled all the terms of this agreement. If the State's Authorized Representative determines that the grantee has used funds distributed up-front inappropriately, the grantee WILL reimburse the State for those expenses.

(b) Unexpended Funds

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

4.3 Contracting and Bidding Requirements

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a)*** For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; [Minn. Stat. §§177.41](#) through [177.44](#) consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The

Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Emilie Justen, Noxious Weed Law Coordinator, 625 Robert St. N, St. Paul, MN 55155, 651-201-6360, Emilie.justen@state.mn.us, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Amelia Meiners, Houston County, 304 South Marshall Street,

Caledonia, MN 55921, 507-725-5800, amelia.meiners@co.houston.mn.us. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Complete

7.1 *Assignment*

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 *Amendments*

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 *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.

7.4 *Grant 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.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

9 State Audits Under Minn. Stat. § 16B.98, Subd.8, the Grantee’s books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 *Government Data Practices*

The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee’s response to the request shall comply with applicable law.

10.2 *Intellectual Property Rights*

- Joint of Ownership of Intellectual Property Rights

A. INTELLECTUAL PROPERTY RIGHTS: All rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the WORKS and DOCUMENTS, shall be jointly owned by the GRANTEE and the STATE. WORKS shall mean all inventions, improvements, discoveries (whether or not patentable), 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 this Contract. “DOCUMENTS” are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether intangible or electronic forms, prepared by the GRANTEE, its employees, agents, or subcontractors, in the performance of this Contract. The ownership interests of the STATE and the GRANTEE in the WORKS and DOCUMENTS shall equal the ratio of each party’s contributions to the total costs described in the Budget of this Contract, except that the STATE’s ownership interest in the WORKS and

DOCUMENTS shall not be less than fifty percent (50%). The party’s ownership interest in the WORKS and DOCUMENTS shall not be reduced by any royalties or revenues received

from the sale of the products or licensing or other activities arising from the use of the WORKS and DOCUMENTS. Each party hereto shall, at the request of the other, execute all papers and perform all other acts necessary to transfer or record the appropriate ownership interests in the WORKS and DOCUMENTS.

B. OBLIGATIONS:

1. NOTIFICATION: Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the GRANTEE, including its employees and contractors, in the performance of this Contract, the GRANTEE shall immediately give the STATE's Authorized Representative written notice thereof, and shall promptly furnish the Authorized Representative with complete information and/or disclosure thereon. All decisions regarding the filing of patent, copyright, trademark or service mark applications and/or registrations shall be the joint decision of the GRANTEE and the STATE, and costs for such applications shall be divided as agreed by the parties at the time of the filing decisions. In the event the parties cannot agree on said filing decisions, the filing decision will be made by the STATE.

2. REPRESENTATION: The GRANTEE shall perform all acts, and take all steps necessary to ensure that all intellectual property rights in the WORKS and DOCUMENTS are the sole property of the STATE, and that no GRANTEE employee, agent, or contractor retains any interest in and to the WORKS and DOCUMENTS. The GRANTEE represents and warrants that the WORKS and DOCUMENTS do not and shall not infringe upon any intellectual property rights of others.

The GRANTEE shall indemnify, defend, 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 the WORKS or DOCUMENTS infringe upon the intellectual property rights of others. The GRANTEE shall 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 shall, at the STATE's discretion, either procure for the STATE the right or license to use the intellectual property rights at issue or to replace or modify the allegedly infringing WORKS or DOCUMENTS as necessary and appropriate to obviate the claim. This remedy of the STATE shall be in addition to and not exclusive of other remedies provided by law.

C. USES OF THE WORKS AND DOCUMENTS: The STATE and GRANTEE shall jointly have the right to make, have made reproduce, modify, distribute, perform, and otherwise use the WORKS, including DOCUMENTS produced under this Contract, for noncommercial

research, scholarly work, government purposes, and other noncommercial purposes without payment or accounting to the other party. No commercial development, manufacture, marketing, reproduction, distribution, sales or licensing of the WORKS, including DOCUMENTS, shall be authorized without a future written contractual agreement between the parties.

- D. POSSESSION OF DOCUMENTS: The DOCUMENTS may remain in the possession of the GRANTEE. The STATE may inspect any of the DOCUMENTS at any reasonable time. The GRANTEE shall provide a copy of the DOCUMENTS to the STATE without cost upon the request of the STATE.

SUITABILITY: The rights and duties of the STATE and the GRANTEE, provided for above, shall survive the expiration or cancellation of this Contract.

11 Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 *Publicity*

Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of

Minnesota, including on the grantee's website when practicable. 12.2 *Endorsement*

The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 *Termination by the State*

The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 *Termination for Cause*

The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 *Termination for Insufficient Funding*

The State may immediately terminate this grant contract if:

- (a) It does not obtain funding from the Minnesota Legislature
- (b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the 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 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.

15 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. ' ' 16A.15 and 16C.05

By:

DocuSigned by:

Linda Rowley

Signed: 2/28/2019

Date:

153784

SWIFT Contract/PO No(s). 3000031078

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

DocuSigned by:

J. J. Bala

By:

B0D7CFF45E1B41B...

Title: County Administrator

3/22/2019

Date:

By:

Title: Date:

3. STATE AGENCY

DocuSigned by:

Whitney Place

(with delegated authority)

Assistant Commissioner

3/25/2019

Title:

Date:

2. GRANTEE

Distribution:

State's Authorized Representative

Agency Grantee

Appendix A

Duties:

1. Houston County will host two field days/workshops for stakeholders, issue press releases, and send mailings to landowners about Japanese hops along the Root River.
2. Will hire private applicator to treat Japanese hops along the Root River, both by water and by land where permission has been granted.
3. Will buy advertising to promote two field days/workshops and other educational events; make direct contacts with township and county road maintenance staff and landowners along the Root River; provide educational materials on Japanese hops at workshops and field days.

Budget:

Category	Amount	In-kind
Personnel		\$700
Educational materials	\$500	\$1,600
Private applicator contract	\$18,500	\$14,000
Advertising for educational events	\$1,000	\$700
Total	\$20,000	

Amendment # _01_ for Grant Contract # _153784_DS
EJ

Contract Start Date:	<u>03/01/2019</u>	Total Contract Amount:	
Original Contract Expiration Date:	<u>12/01/2019</u>	Original Contract:	<u>\$20,000</u>
Current Contract Expiration Date:	<u>12/01/2019</u>	Previous Amendment(s) Total:	<u>\$20,000</u>
Requested Contract Expiration Date:	<u>12/31/2020</u>	This Amendment:	<u>\$0</u>
			<u>\$0</u>

This amendment is by and between the State of Minnesota, through its Commissioner of Agriculture ("State") and Houston County, Amelia Meiners, 304 South Marshall Street, Caledonia, MN 55921 ("Grantee").

Recitals

1. The State has a grant contract with the Grantee identified as 153784 ("Original Grant Contract") to provide \$20,000 to contract with herbicide applicators and conduct outreach on noxious weeds.
2. The expiration date of the contract is being extended from 12/01/2019 to 12/31/2020 to provide the grantee adequate time to complete to project.
3. The State and the Grantee are willing to amend the Original Grant Contract as stated below.

DS
DS***Grant Contract Amendment***

REVISION 1. Clause 1. "**Term of Grant Contract**" is amended as follows:

1.2 Expiration date:

~~December 1, 2019~~ December 31, 2020 or until all obligations have been satisfactorily fulfilled, whichever occurs first.

REVISION 2. Clause 2. "**Budget**" is amended as follows:

Grantee shall perform the additional duties as detailed in Appendix B, which is attached and incorporated into this contract.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. ' ' 16A.15 and 16C.05

DocuSigned by:
Linda Rowley
12/9/2019 2B9FEF0FEC0D4E2...

3. STATE AGENCY

DocuSigned by:
By: Whitney Place
2B9FEF0FEC0D4E2...

Title: Assistant Commissioner

Signed: _____

SWIFT Contract/PO No(s) 3000031078 153784

Date: 12/20/2019

Date: _____

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

Distribution:

DocuSigned by:
 By: Amelia Meiners
 44DDA2E916FD484...

Agency
 Grantee

State's Authorized Representative

Title: _____

Date: 12/20/2019

By: _____

Rev. 5/17

Appendix B

Duties:

1. Houston County will host two field days/workshops for stakeholders, issue press releases, and send mailings to landowners about Japanese hops along the Root River.
2. Will hire private applicator to treat Japanese hops along the Root River, both by water and by land where permission has been granted.
3. Will buy advertising to promote two field days/workshops and other educational events; make direct contacts with township and county road maintenance staff and landowners along the Root River; provide educational materials on Japanese hops at workshops and field days.
4. Will develop education and outreach materials for Palmer amaranth infestations. Budget:

Category	Amount	In-kind
Personnel		\$700
Educational materials	\$500 <u>\$1,000</u>	\$1,600
Private applicator contract	\$18,500	\$14,000
Advertising for educational events	\$1,000 <u>\$500</u>	\$700
Total	\$20,000	

F48F C04 2FF3-4EC8-AB54-9BE92B6BF36C

STATE OF MINNESOTA ENCUMBRANCE WORKSHEET

Mark this box if this is a RUSH.		Date contract is needed for vendor's signature	
<i>*Please, allow 5 - 7 business days for F&B processing. For RUSH requests, complete boxes above. You will be notified of any unusual delay if unavoidable circumstances arise. Thank you.</i>			
ORG: 112		SWIFT CONTRACT NO: 153784	
TYPE: GRANT		PO NUMBER: 3000031078	
MDA PREPARER/CONTACT & PHONE NUMBER (INITIAL BY NAME)			
EMILIE JUSTEN, 651-201-6360			
Date Funding String & contract template were reviewed and approved by Division's Senior Accounting Officer			
AGENCY: B0401	FISCAL YEAR: FY19	SWIFT VENDOR NUMBER: 0000197295	
TOTAL AMOUNT: \$ 20000	CATEGORY CODE: 84101501	SWIFT VENDOR LOCATION: 7	
	ACCOUNT CODE: 441322	SWIFT VENDOR ADDRESS: 1	
LAWS OF: MN Statutes 41A.12			
ACCOUNTING DISTRIBUTION		ACCOUNTING DISTRIBUTION	
FISCAL YEAR: FY19		FISCAL YEAR:	
FUND: 2018		FUND:	
DEPT ID: B0431222		DEPT ID:	
APPROP ID: B042A22		APPROP ID:	
PC BUS UNIT:		PC BUS UNIT:	
PROJECT ID:		PROJECT ID:	
ACTIVITY:		ACTIVITY:	
SOURCE:		SOURCE:	
AMOUNT: \$20000		AMOUNT:	

CONTRACT START DATE 03/01/2019CONTRACT END DATE 12/01/2019

CONTRACT NAME & ADDRESS Houston County- Amelia Meiners

304 South Marshall Street
Caledonia, MN 55921

F&B ONLY BELOW THIS LINE

CHECKLIST: BUDGET CHECKED	FAIL: _____	PASS: _____	P/T OVER \$25,000 EVALUATION PRINTED FOR FILE DATE: _____ INITIAL: _____
RECORDED ON BUYER'S SS: _____	DOCUSIGN: _____		
OK TO DISPATCH	NO: _____	YES: _____	
NOTES:			

OK TO CLOSE: DATE: _____ INITIAL: _____ DATE: _____ INITIAL: _____

Certificate Of Completion

Envelope Id: 106BE18AAD1F4646B588842CAFC97077

Status: Completed

Subject: Please DocuSign: GRT-EJ-HoustonAmend ment11252019.pdf

Source Envelope:

Document Pages: 3

Signatures: 3

Envelope Originator:

Certificate Pages: 2

Initials: 2

NiCole Rawski

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US & Canad

1860 Michael Faraday Dr. Ste. 100
Reston, VA 20190
nicole.rawski@state.mn.us IP
Address: 156.98.51.15

i)

Record Tracking

Status: Original

11/25/2019 2:06:55 PM

Holder: NiCole Rawski

nicole.rawski@state.mn.us

Location: DocuSign

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Department of Agriculture

Location: DocuSign

Signer Events

Signature

Timestamp

Douglas Spanier douglas.spanier@state.mn.us Attorney General

Rep

CarahSoft OBO MN - Dept of Agriculture

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Using IP Address: 156.98.51.15



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Electronic Record and Signature Disclosure:

Not Offered via DocuSign

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Emilie.Justen@state.mn.usViewed: 12/4/2019 3:30:24 PM

Security Level: Email, Account Authentication (None)

Signature Adoption: Drawn on Device

Using IP Address: 156.98.51.15

Signed: 12/4/2019 3:30:28 PM



Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Melissa Olson

melissa.olson@state.mn.us

CarahSoft OBO MN - Dept of Agriculture

Security Level: Email, Account Authentication (None)

Completed

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Viewed: 12/9/2019 11:13:20 AM

Signed: 12/9/2019 11:16:28 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Security Level: Email, Account Authentication (None)

Linda Rowley linda.rowley@state.mn.us Department Buyer

CarahSoft OBO MN - Dept of Agriculture

Electronic Record and Signature Disclosure: Not Offered via DocuSign

DocuSigned by:
Linda Rowley
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11:48:17 AM

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12/20/2019
10:26:13 AM

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12/20/2019
12:55:16 PM

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12/20/2019 12:55:23 PM

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12/20/2019 12:55:23 PM

Timestamps

Exhibit C
INSURANCE ACORD