



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, July 28, 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: 96187252502 and password 864664. Public attendees are requested to mute their line until addressed.*******

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE PREVIOUS MINUTES

- July 14 - Board Meeting
- July 21 – Workgroup Session

PUBLIC COMMENT

COVID-19 Update from Public Health

APPOINTMENT: Houston County Historical Society, Budget presentation

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) Approve Application for Peddler's License for Scott Gibson operating under Scenic Concepts selling Aerial Photography services.
- 3) Affirm the following personnel actions:
 - i. Auditor/Treasurer
 1. Accept the resignation of Darlene Peter, Deputy Auditor/Treasurer – License Center, effective the end of the work day August 14, 2020 with thanks to Dar for a total of 22 years of service to the residents of Houston County.
 2. Confirm the initiation of an expedited competitive search for a Deputy Auditor/Treasurer.
 - ii. Highway Department

1. Hire Adam Heberlein as a probationary Sign Specialist, B24-2, Step 1, effective August 3, 2020, conditioned upon a successful completion of a background check.
- iii. Public Health and Human Services
 1. Assign Rebecca Larson as a probationary Eligibility Worker, B23, Step 1, effective August 3, 2020.
 2. Initiate a competitive search for a Case Aide, B22 to fill the position vacated by Rebecca Larson.
 3. Change the employment status of Lauren Arneson, Social Worker, from probationary to regular effective August 3, 2020.
- iv. Sheriff's Office
 1. Change the employment status of Christopher Frick, Patrol Sergeant, from probationary to regular effective July 10, 2020.

ACTION ITEMS

- 1) Consider approving the contingent allocation of \$5,000 to the Houston County Historical Society. (Babinski)
- 2) Consider approval of an Addendum to the 2020-20201 Agreement between Houston County and CEDA for CARES Act economic assistance support. (Babinski)
- 3) Consider approval of Resolution 20-40 PH&HS TZD Grant 19-20. (Pugleasa)
- 4) Consider approval of Resolution 20-41 PH&HS TZD Grant 20-21. (Pugleasa)
- 5) Consider approval of contract with SELCO for 2021. (Babinski)
- 6) Consider acceptance of bid offer from Weiser Brothers General Contractor, Inc. and authorize the Highway Building Committee to negotiate a final Construction Manager contract for future board approval. (Pogadzinski)

DISCUSSION ITEMS

- 1) Administrator Updates
 - a. Addition of brief regular meeting session to future workgroup session schedule
- 2) Commissioner Reports & Comments

CLOSING PUBLIC COMMENT

ADJOURN

Houston County, Minnesota

Peddler's License & Registration Application

In an effort to provide the public of the County of Houston with the best quality of life within its jurisdiction, the County has determined that the following information be received from any and all persons or firms wishing to conduct:

☐ Transient Merchant
☐ Canvasser/Solicitor

☒ Peddler

1. Name and description of applicant:

Name: Scott Allan Gibson
(First) (Middle) (Last)

Eyes Gr Hair bald Height 5'11" Weight & Build 195

Date of birth PRIVACY INFORMATION Drivers License # PRIVACY INFORMATION REMOVED

(Attach copy of license)

2. Permanent Home Address:

606 Liberty St.

LaCrosse WI 54603

Telephone Number:

515-302-4479

Local Address:

None

Phone #:

3. Description of vehicle(s) used for sales purposes:

Make & Year 2014 Toyota Highlander Model: AWD 2023

License # & State WI

Color: Gray

4. Brief written description of the nature of the business, a description of the goods to be sold (including photographs or brochures), what company you are soliciting for and the applicant's method of operation:

Aerial photograph sales

Continued →

5. If employed, name and address of employer: Scenic Concepts

6. List other cities/counties where licensed: _____

7. Dates requested for permit: August 1-31

8. Have you been convicted of a felony, gross misdemeanor or any crime of theft, fraud, or issuance of a worthless check? Yes ☐ No ☒

9. If a fixed site is used for display and sale of goods, written permission of the property owner must be provided.

10. Providing false information in the application could result in denial of the license.

11. Signature of applicant must be notarized.

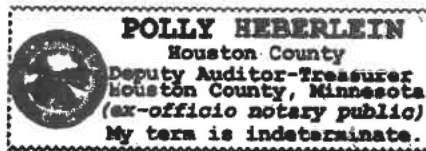
[Signature]
Signature of applicant

7/15/20
Date

Polly Heberlein
Notary

7-15-20
Date

Notary Stamp



Prior to consideration of the application an investigation shall be made by the county sheriff's department of all persons listed on the license application.

Approved: ☒ Denied: ☐

Checked by: [Signature] #2807

County Auditor's Office Use Only

\$25.00 non-refundable application fee plus:

- ☐ Transient Merchant (7 day license) \$25.00 per individual
- ☐ Peddler (30 day license) \$75.00 per individual
- ☐ Canvasser/Solicitor (30 day license) \$75.00 per individual

Date Paid _____ Receipt # _____ License # Expiration _____

Approved _____ Denied _____ By _____

**HOUSTON COUNTY
AGENDA REQUEST FORM
July 28, 2020**

Date Submitted: 07.23.2020

By: Tess Kruger, HRD/Facilities Mgr.

APPOINTMENT REQUEST

NONE

HR CONSENT AGENDA REQUEST

Auditor/Treasurer

- Accept the resignation of Darlene ~~(Dar)~~ Peter, Deputy Auditor/Treasurer – License Center, effective the end of the work day August 14, 2020. We thank Dar for a total of 22 years of service to the residents of Houston County
- Confirm the initiation of an expedited competitive search for a Deputy Auditor/Treasurer

EDA

- Approve of the 7.28.2020 Addendum to the 2020-2021 Agreement between Houston County and CEDA (Attached)

Highway

- Hire of Adam Heberlein as a probationary Sign Specialist, B24-2, Step 1, effective August 3, 2020, conditioned upon successful completion of a background check

Public Health & Human Services

- Assign Rebecca Larson, as a probationary Eligibility Worker, B23, Step 1, effective August 3, 2020
- Initiate a competitive search for a Case Aide, B22
- Change the employment status of Lauren Arneson, Social Worker, from probationary to regular effective August 3, 2020

Sheriff's Office

- Affirm the change of employment status for Christopher Frick, Patrol Sergeant, from probationary to regular effective July 10, 2020

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

Houston County

HISTORICAL SOCIETY



Houston County Historical Society
Projected Budget
October 1, 2020 – September 30, 2021

Projected Operating Revenue

Houston County levy and matching funds	\$42,500	
Memberships, memorials, donations, rummage sale	\$21,000	\$63,500

Projected Operating Expenses

Maintenance, general expenses, supplies	\$25,500	
Advertising, dues, brochures, newsletter	\$ 2,200	
Telephone, Internet, web page, etc.	\$ 3,000	\$30,700

Building and Grounds Expenses

Insurance	\$ 7,500	
Utilities	\$12,000	
Lawn mowing, snow removal, cleaning services	\$ 1,900	
Security Services	\$ 800	
		\$22,200

Archives and Artifacts

Purchases – artifacts	\$ 1,000	
Restoration	\$ 1,500	
Reference Books	\$ 100	
Exhibit supplies	\$ 1,500	
Archival materials	<u>\$ 6,500</u>	\$ 10,600

Total Projected Expenses	\$63,500
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Submitted by the Houston County Historical Society
Board of Directors July 14, 2020

Tentative Projects: Resurface basement floor - \$50,000?
Restore Barnyard Friends building – quotes not received

Houston County Historical Society
Treasurer's Income Report 10-01-2018 through 09-30-2019

Opening Balance 10-01-2018:

General Checking Account	\$66,613.54	
Total:		\$66,613.54

Deposits:

Building Fund Donations	\$9,710.00	
Building Fund Memorial	\$355.00	
Donations	\$4,816.09	
Evelyn Koch estate	\$20,540.16	
Houston County Appropriations	\$66,250.00	
Insurance Refund	\$1,131.43	
Membership New and Renewals	\$4,315.00	
Memorials	\$7,019.00	
Miscellaneous Income	\$77.99	
Palen Photo Collection, Memorial Fund	\$70.00	
Rent (Manse)	\$1,100.00	
Rummage Sale	\$908.00	
Sales	\$203.35	
Sale of Presbyterian Church and Manse	\$74,775.43	
Sales of Fetzner prints	\$1,225.00	
Sales Tax Collected	\$98.18	
Thrivent (choice dollars) Deposited	\$4,833.00	
Time Line of Houston Count, MN Legacy Grant	\$6,796.00	
Used Book Sale	\$10,733.10	
Total Deposits:	\$214,956.73	
Interest - General Checking Account	\$76.96	
Total:		\$215,033.69

Other Income:

Interest on Endowment Money Market, New Albin	\$168.24	
Total:		\$168.24

Total Income:		\$215,201.93
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Houston County Historical Society
Expense Report 10-01-2018 through 09-30-2019

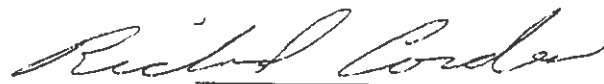
Expenses:

Advertising	\$1,109.24	
annual meeting expense	\$153.66	
Archives /Artifact's	\$39.00	
Book sale advertising	\$518.20	
Cleaning services	\$670.00	
Community Activities	\$100.00	
Elevator maintenance and annual permit fee	\$450.00	
Endowment account,money market New Albin	\$10,291.87	
Endowment account,money market New Albin	\$2,460.00	
Endowment account, purchase CD New Albin	\$28,000.00	
Endowment account, purchase CD Eitzen Bank	\$74,775.43	
Equipment Purchases	\$618.33	
Equipment Expense	\$49.51	
Insurance	\$7,314.33	
Internet website maintenance	\$305.00	
Lawn Care / Snow Removal	\$1,265.40	
Loss prevention cost	\$497.98	
Maintenance of Buildings	\$12,352.74	
Membership Dues	\$579.00	
Newsletter Postage and Printing	\$940.48	
Postage	\$161.60	
Real Estate Taxes	\$0.00	
Sales Tax	\$82.00	
Supplies	\$1,838.22	
Surveillance system, second payment	\$8,966.71	
Tax Preparation	\$419.00	
Time line display expenses	\$686.53	
Utilities	\$14,622.39	
Volunteer Appreciations	\$869.52	
Total Debits:		170,136.14

Ending Balance 09-30-2019:

General Checking Account	\$111,511.09
Endowment fund, money market New Albin	\$12,920.11
Endowment fund, CD New Albin	\$28,000.00
Endowment fund, CD Eitzen Bank	\$74,775.43
Endowment fund, Berkshire Hathaway stock	\$311,832.00
Total:	<u>\$539,038.63</u>

Submitted by Richard Cordes - Treasurer



Audited by 

Houston County Historical Society
Endowment Fund New Albin Money Market
10-01-2018 through 09-30-2019

Opening Balance 10-01-2018:	\$ 0
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Deposits:

12-14-2018 from General Checking, Evelyn Koch estate	\$10,291.87
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04-17-2019 from General Checking, Evelyn Koch estate	\$2,460.00
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Total Deposits:	\$12,751.87
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Interest Earned	\$168.24
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Ending Balance 09-30-2019:	\$12,920.11
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Houston County Historical Society
Endowment Fund New Albin CD
10-01-2018 through 09-30-2019

Opening Balance 10-01-2018:	\$ 0
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Deposit:

12-14-2018 from General Checking, Evelyn Koch estate	\$28,000.00
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Ending Balance 09-30-2019	\$28,000.00
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Houston County Historical Society

Endowment Fund Eitzen CD

10-01-2018 through 09-30-2019

Opening Balance 10-01-2018:	\$ 0
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Deposit:

12-18-2018 from General Checking, sale of Presbyterian Church and Manse	\$74,775.43
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Ending Balance 09-30-2019	\$74,775.43
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Houston County Historical Society

Endowment Fund Berkshire Hathaway

Class A Common Stock

10-01-2018 through 09-30-2019

Opening Balance 10-01-2018:	\$ 0
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Transfer:

07-03-2019 from EQ Shareowner Services to Houston County Historical Society

One share of Berkshire Hathaway Inc. Hildegard J. Virnig estate	\$322,900.00
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Ending Balance 09-30-2019:	\$311,832.00
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HOUSTON COUNTY CEDA

Addendum to Professional Services Agreement

This addendum (hereinafter ADDENDUM) is made by and between the County of Houston, acting through its Board of Commissioners, (hereinafter COUNTY), and Community and Economic Development Associates, a Minnesota nonprofit corporation (hereinafter CONTRACTOR), parties to an agreement dated November 14, 2020 and effective January 1, 2020, (hereinafter AGREEMENT). The AGREEMENT is modified as follows:

1. TERM OF ADDENDUM. This ADDENDUM is **effective on August 1, 2020** and shall remain in effect **through November 30, 2020**. The CONTRACTOR understands that no work should begin under this ADDENDUM until all required signatures have been obtained and the CONTRACTOR is notified to begin work by COUNTY's authorized representative.

2. CONTRACTOR'S DUTIES. The CONTRACTOR will provide an additional 8 hours of services per week (136 hours total) during the term of this ADDENDUM to assist the COUNTY in distributing CARES federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funds to Houston County businesses affected by the COVID-19 pandemic. The scope of work includes but is not limited to:

- Draft a grant application form;
- Receive and process applications;
- Determine business eligibility and prioritize applications for funding recipients; and
- Recommend CARES grant awards to the COUNTY.

3. CONSIDERATION. The COUNTY shall pay the CONTRACTOR SIX - THOUSAND, FOUR-HUNDRED, FORTY dollars and no/100 (\$6,440.00) for the services described in herein, in addition to all payments set forth in the parties 2020-2021 AGREEMENT.

4. Except as set forth in this ADDENDUM, the AGREEMENT is unaffected and all provisions and terms shall remain in full force and effect. Any conflicts of terms between this ADDENDUM and the AGREEMENT, the terms of this ADDENDUM shall prevail.

SIGNATURE PAGE TO FOLLOW

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

APPROVED:

CONTRACTOR:

For Community and Economic Development Associates, by



Ron Zeigler

Title: CEO/ President

Date: July 23, 2020

HOUSTON COUNTY

For Houston County, by

Eric Johnson

Title: Houston County Board Chair

Date: July , 2020

For Houston County, by

Jeff Babinski

Title: Houston County Administrator

Date: July , 2020

APPROVED AS TO FORM AND EXECUTION:

By

Samuel Jandt

Title: Houston County Attorney

Date: July , 2020

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: 7/27/2020

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

Will you be doing a power point or video presentation: ☐ Yes ☒ NO

Issue:

Approve Toward Zero Deaths (TZD) resolution authorizing submission of grant application, and naming Director of Public Health & Human Services to act on behalf of Houston County with regard to TZD grant and program.

Attachments/Documentation for the Board's Review:

Two copies of resolution for review and signature

Justification:

Action Requested:

Approve TZD resolution and sign required paperwork

For County Use Only			
<u>Reviewed by:</u>	<input type="checkbox"/> County Auditor	<input type="checkbox"/> County Attorney	<input type="checkbox"/> Zoning/Environmental Service
	<input type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	<input type="checkbox"/> HR/Personnel
	<input type="checkbox"/> IS Director	<input type="checkbox"/> 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 schedule appointments as appropriate.

RESOLUTION NO. 20-40

**AUTHORIZATION TO EXECUTE 2020 PUBLIC HEALTH
TOWARDS ZERO DEATHS GRANT AGREEMENT**

July 28, 2020

WHEREAS, The Houston County Board of Commissioners previously authorized the Houston County Public Health and Human Services to enter into a grant agreement with the State of Minnesota Department of Public Safety's Toward Zero Deaths Safe Roads Grant Program for the period from October 1, 2019 through September 30, 2020 via Resolution 19-20 and

NOW, THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners authorizes John Pugleasa, the Public Health and Human Services Director to execute such agreements and amendments as necessary to implement the project on behalf of Houston County Public Health and Human Services.

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 July 28, 2020.

WITNESS my hand and the seal of my office this 28th day of July 2020.

RESOLUTION NO. 20-41

**AUTHORIZATION TO EXECUTE 2020-2021 PUBLIC HEALTH
TOWARDS ZERO DEATHS GRANT AGREEMENT**

July 28, 2020

BE IT RESOLVED, The Houston County Board of Commissioners authorizes the Houston County Public Health and Human Services to enter into a grant agreement with the State of Minnesota Department of Public Safety's Toward Zero Deaths Safe Roads Grant Program for the period from October 1, 2020 through September 30, 2021; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Houston County Board of Commissioners authorizes John Pugleasa, the Public Health and Human Services Director to execute such agreements and amendments as necessary to implement the project on behalf of Houston County Public Health and Human Services.

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 July 28, 2020.

WITNESS my hand and the seal of my office this 28th day of July 2020.

SELCO – HOUSTON COUNTY CONTRACT FOR LIBRARY SERVICE

This Agreement made and entered into effective, by and among Southeastern Libraries Cooperating, a non-profit corporation as organized under Minnesota Statutes 317A, also designated as a regional public library system as recognized in Minnesota Statutes 134.20 (hereinafter referred to as “SELCO”), the County of Houston, State of Minnesota (hereinafter referred to as “County”) and the Library Boards as established under Minnesota Statutes 134.11 governing the Caledonia Public Library, Hokah Public Library, Houston Public Library, LaCrescent Public Library and the Spring Grove Public Library, (hereinafter referred to as the “Libraries”).

RECITALS:

- A. The State of Minnesota requires the County, pursuant to the provisions of Minnesota Statutes 134.34 and 134.341 to participate in a regional public library system, as assigned by the Minnesota Department of Education.
- B. SELCO is a regional public library system created pursuant to Minnesota statutes and is designated to serve County.
- C. SELCO and the Libraries have the authority and responsibility to determine library services to be provided to County’s residents, as per this agreement.
- D. SELCO, the County and the Libraries wish to set forth their relative responsibilities in connection with their relationship under Minnesota statutes. All parties shall provide employment and services to all people without discrimination and shall comply with all federal, state, and local laws, or ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, or status with regard to public assistance, disability, sexual orientation, or age.
- E. The Board of Commissioners of County has the continuing authority and responsibility to determine how to distribute County property tax dollars, a portion of which is to pay for public library services.

NOW, THEREFORE, the parties hereto agree as follows:

- 1. County will participate in SELCO.
- 2. County will levy and collect funds on lands not otherwise taxed for library services for the support of library services in the County in accordance with Minnesota Statutes 134.34.
- 3. The County agrees to provide funding at a level of:
2021 \$165,977
- 4. The Libraries and SELCO shall provide library service to the residents of the County at no additional fee beyond those imposed on all library users. These services will include by way of illustration but not limitation:
 - a. Onsite use of all library materials, equipment and resources, including public access Internet computers;
 - b. Onsite and remote access to licensed online electronic resources;
 - c. Checkout/circulation privileges for all circulating materials. These may include, but are not necessarily limited to, such items as books, audio and video media, and magazines;
 - d. Walk-in privileges at Minnesota public libraries;
 - e. Interlibrary loan service, accessing items in the 11 county area, as well as statewide access to MnLINK;
 - f. Access to children’s services including school visits, pre-school storytimes and summer library programs;

- g. On-site reference service;
 - h. Ease of return – check out material from any library and return to any SELCO library;
 - i. Programs for various age groups; and
 - j. Commitment to cooperate with other community groups.
5. SELCO shall bill County quarterly for the funding level of the County. County shall pay such invoices within 30 days of the date of the invoice.
6. SELCO, acting as fiscal agent and after receiving County payment as outlined in clause 3, will disperse operating funds to the Libraries.
7. SELCO shall collect necessary data from County and the Libraries to report to the Minnesota Department of Education by July 1 of each year. The Commissioner of Education will certify to the County and the Libraries the minimum level of support required by Minnesota Statutes 134.34.
8. The Libraries agree to provide the County and SELCO with statistical data based on information gathered by the Minnesota Department of Education as referenced in Minnesota Statutes 134.13.
9. County will appoint a representative to the SELCO Board of Directors. A vacancy in this position shall be filled in the same manner as the original appointment was made.
10. The term of this Agreement shall be for a period of one (1) year commencing January 1, 2021. The parties agree to negotiate additional terms in good faith beginning a minimum of six (6) months prior to the termination date. If the parties fail to complete negotiations before the expiration of this Agreement, this Agreement shall remain in effect on a month-to-month basis until such negotiations are completed.
11. This agreement may be terminated as follows:
- a. By mutual written consent of all Parties;
 - b. By written notice from SELCO to County if County is in material breach of this Agreement for thirty (30) days after written notice of such breach.
 - c. By written notice from County to SELCO if SELCO is in material breach of this Agreement for thirty (30) days after written notice of such breach.
12. This document states the entire Agreement among the parties about its subject matter. No agreement affecting the subject matter of this Agreement shall be entered into by any of the Parties, unless all Parties are signatories to such agreement. This Agreement may only be changed, modified, or amended through a written instrument signed by all of the parties to it expressly referencing this Agreement.

Southeastern Libraries Cooperating (SELCO)

President of SELCO Board of Directors

Date

County of Houston

County Board of Commissioners, Chair

Date

In Witness Whereof, Resolution of the Board of Commissioners of Houston County, Minnesota

County Auditor

Date

Caledonia Public Library

Library Board President

Date

Hokah Public Library

Library Board President

Date

Houston Public Library

Library Board President

Date

LaCrescent Public Library

Library Board President

Date

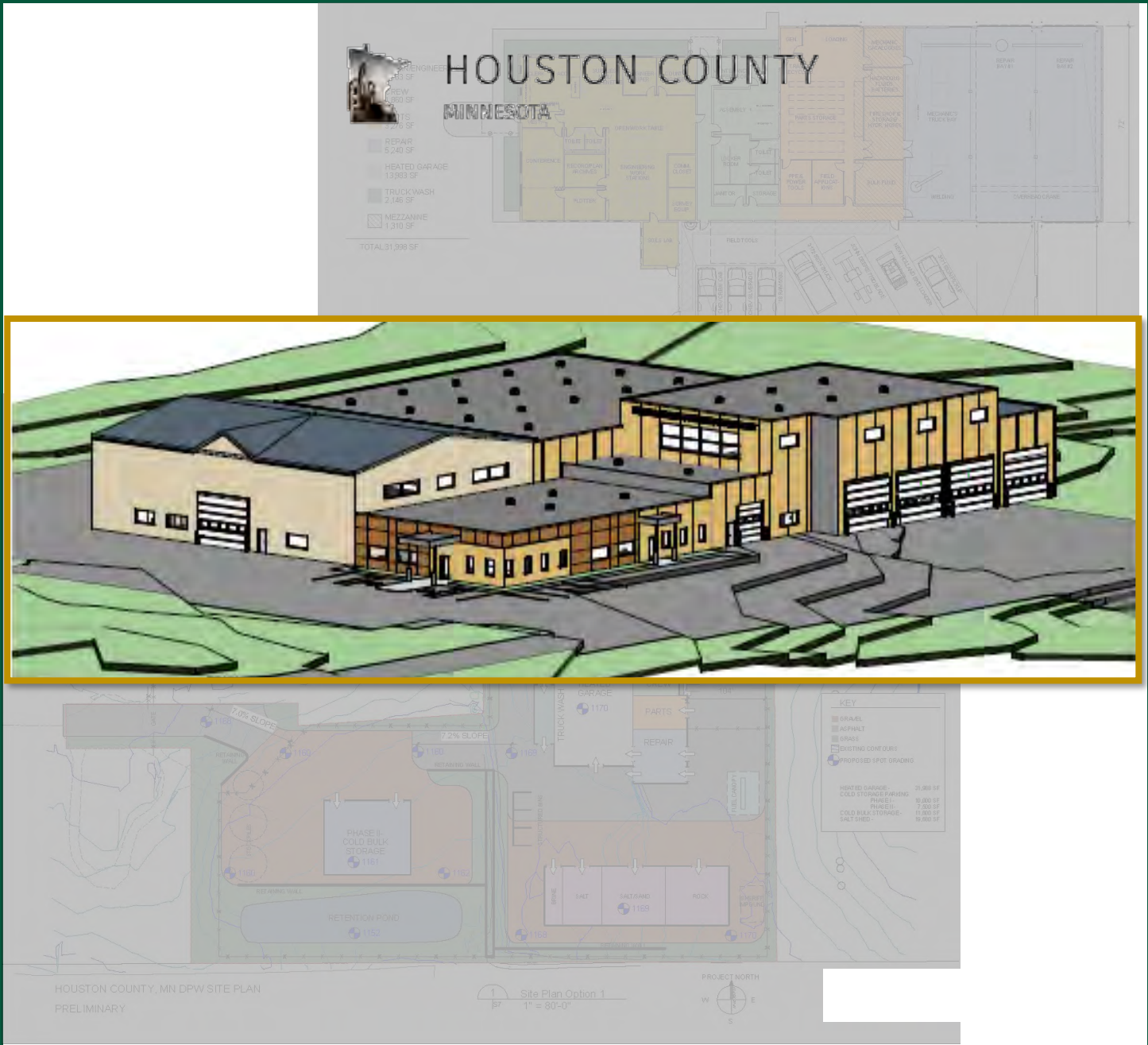
Spring Grove Public Library

Library Board President

Date

REQUEST FOR PROPOSAL CONSTRUCTION MANAGEMENT SERVICES FOR THE HOUSTON COUNTY HIGHWAY DEPARTMENT FACILITY

June 29, 2020





June 29th, 2020

Mr. Brian Pogodzinski
Houston Engineer
1124 E. Washington Street
Caledonia, MN 55921

Dear Brian,

Thank you for the opportunity to submit a proposal for Construction Management Services for the New Houston County Highway Department Facility.

Our proposal outlines Wieser Brother's vast experience providing similar transportation and public works facilities, working alongside county and city municipalities. A partial listing of completed projects similar to the scope of work for Houston County include: City Galesville Maintenance Building, City of Onalaska Truck and Maintenance Shop, Western Technical College Diesel Shop, and the Kwik Trip Truck Shop. In addition, our team has worked with various projects including vehicle lifts, bulk fluids, vehicle washing & fueling stations, truck scales, and salt and sand storage facilities.

Wieser Brothers has partnered with HSR Associates for architect and engineering services. We have been successfully delivering projects together for the past 25 years. We believe our two firms experience would be a benefit to the county services requested. Our teams collaborate cohesively and deliver superior services to our valued clients. Both of our team's live and work by our values that center around **Partnership** and **Excellence**.

Wieser Brothers is open-shop/non-union and can solicit bids freely from any vendor. We have long relationships with local subcontractors and understand the quality of work they provide. Wieser Brothers also self-performs work, which helps keep costs down for clients.

We have a local and responsive team. 40% of our workforce lives in Houston County. This project is very near and dear to many of us.

Our team understands what goes into a maintenance facility of this size and scale and would be proud to work on this project right here in Houston County. We appreciate the opportunity and look forward to answering any questions you may have.

In the end, we are partners on a project that you're proud to be part of, one that will meet the needs of the Houston County community now and into the future.

Respectfully yours,
Wieser Brothers General Contractor, Inc.

Jeff Wieser
President
jeffw@wieserbrothers.com
PH: (507) 895-8903 FAX: (507) 895-8438
200 Twilite Street
La Crescent, MN 55947

DOCUMENT 00 73 00 – PROPOSED COST FORM

Construction Manager Services – Houston County Highway Garage Facility

ProposedCost

Indicate % and dollar amount

Use the estimated \$5-6 million as the project cost and a 5 month preconstruction period (design review and specification / bid development) as well as a 10 month construction period to calculate your cost below. The payment to the construction manager will be based on the percentage applied to the actual cost of the project.

1. Fee for the Construction Management Services: 1.25% (Attach list of items that will be included)

Dollar value based on the estimated cost:

(using 5.5 Million) \$68,750.00 dollars ____ cents

2. Estimated Fees for General Conditions: ____ %
or \$171,064.00 dollars ____ cents

Please list the items that will be included in the General Conditions. If it is not listed, the services/fees should be included in the Construction Manager Services fee.

3. Pre-Construction Costs: ____ %
Or \$5,000.00 (not including any Architectural & Engineer Fees) dollars ____ cents

Note that approval of bids may or may not be approved by the County Board. If there are costs based on the CM's services completed during the pre-construction timeframe that will be invoiced to the County if the project is NOT approved, indicate those costs/fees. If these services are included in the Construction Management Services (#1) and there will not be a separate invoice even if the project is not approved then simply state 'no fee for pre-construction'.

4. Architectural & Engineering Costs ____ %
or \$175,000.00 dollars ____ cents

5. Other costs. Indicate any other costs that your firm may have on this project. If not listed here or in any of the above categories, payment will not be processed.

\$ N/A dollars ____ cents

Details: _____

6. TOTAL COST (add items #1 through #5)

\$419,814.00 dollars _____ cents

Four hundred nineteen thousand, eight hundred fourteen dollars

There will be no markup allowed for purchasing materials pre-tax on behalf of the County.

Proposed cost shall be all inclusive, as this shall include items that are sometimes charged separately such as: Office Equipment, Office Space, Trailers, Phone/Fax, Per Diem, or other expenses related to the project.

Authorized Signature: 	Date: <u>6/29/2020</u>
Print Name: <u>Jeff Wieser</u>	Title: <u>President</u>
Name of Firm: <u>Wieser Brothers General Contractor, Inc.</u>	
Street Address: <u>200 Twilite Street</u>	
City/State/Zip: <u>La Crescent, MN</u>	
Phone Number: <u>(507) 895-8903</u>	Email: <u>jeffw@wieserbrothers.com</u>

END OF DOCUMENT 00 73 00

DOCUMENT 00 73 16 – PROPOSED BREAKDOWN OF CM FEE AND GENERAL CONDITIONS

TASK/ITEM	INCLUDED IN CM FEE	CM REIMBURSABLES (DIV 51)	BID PACKAGES INCLUDED IN DIVISION 1-33
Superintendent food and lodging	X		
Superintendent gas/ travel/ mileage	X		
Project manager fee		X	
Project manager food & lodging	X		
Project manager gas/travel/mileage	X		
Scheduler/project scheduler	X		
General office (project manager assistant, accounting, coordination)	X		
Safety coordinator		X	
Blueprints/copies			X
Mailing/UPS			X
Building permit			X
Project sign			X
Final punch list	X		
Project close-out/ owner training	X		
General liability insurance	X		
Project engineer	X		
Superintendent fee (in field)		X	
Equipment & Material Transportation (Hauling/ equipment/ supplies)			X
Snow removal			X
Project cleanup/ dumpsters			X
Construction aids (scaffolding, staging, ladders)			X
Builder's risk insurance			X
Payment and performance bond (if requested)			X
Testing lab services			X
Inspection services			X
Temporary job electrical			X
Power company install charges			X
Temporary job heat			X
Temporary job water			X
Temporary job toilets			X
Temporary job land phone/ fax			X
Temporary job trailer		X	
Temporary job trailer heat			X
Temporary job field computer			X
Temporary job storage trailers			X
Temporary heat for enclosures			X
Construction hoists & cranes			X
Temporary enclosures/ fencing			X
Temporary walls/ openings/ stairs			X
Job site security			X
Traffic control			X
Temporary access roads/ drives			X

Miscellaneous equipment & tool return			X
Final clean up			X

END OF DOCUMENT 00 73 16