

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 9, 2021

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual meeting held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Dewey Severson, Eric Johnson, Robert Burns, Teresa Walter, and Greg Myhre

Others Present via Computer/Phone:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pogleasa, Public Health Supervisor Heather Myhre, Assistant Engineer Patrick Burns, Environmental Services Director Aaron Lacher, Chief Deputy Recorder Mary Betz, Board Clerk/Houston County EDA Director Allison Wagner, Appraiser Kelly Petersen, Assessor Lucas Onstad, Environmental Specialist Amelia Meiners

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Walter, seconded by Commissioner Myhre, motion unanimously carried to approve the agenda.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to approve the board meeting minutes from March 2, 2021.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: No public comments were made.

Public Health and Human Services Director Pogleasa and Public Health Supervisor Myhre provided an update on the COVID-19 pandemic and response from Public Health and Human Services. They shared that, starting on Wednesday, March 10th, the State of Minnesota would open up several vaccine tiers at once and expand eligibility criteria for who can receive a vaccine. Eligible recipients would include food processing workers, as well as some residents with underlying health conditions. Pogleasa said that Houston County was among Minnesota's top 10

counties that had been distributing the vaccine the fastest. He said that 79% of Houston County's population over age 65 had received at least the first dose of the vaccine.

CONSENT AGENDA

Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve the consent agenda as listed below:

- 1) Approve initiating a competitive search for Tech Clerk I.
- 2) Change the employment status of Kimberly Rommes, Case Aide, from probationary to regular, effective March 22, 2021.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve Cooperative Purchasing Venture (CPV) for road salt.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 2 - Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to award the low bid for FAA AIP No. 3-27-0016-09-21, SP A2803-33 for the airport runway 13/31 culvert lining project, contingent on FAA grant funding. The low bid was awarded to Subsurface, Inc for \$55,001.00.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 3 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve the 2020 Feedlot Program Annual Report and Financial Report.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 - Commissioner Johnson moved, Commissioner Walter seconded, motion unanimously carried to approve a recommendation from the EDA board to award the remaining Houston County State Business Relief funds in the amount of \$65,399.71 to 66 eligible businesses who had applied for grant funding.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended.

There being no further business at 9:54 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Walter, unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on March 16, 2021. The next regular Board of Commissioner Meeting would be on March 23, 2021.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 16, 2021

9:04a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual meeting held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Dewey Severson, Eric Johnson, Robert Burns, Teresa Walter and Greg Myhre

Others Present via Computer/Phone:

Auditor/Treasurer Donna Trehus, Finance Director Carol Lapham, Sheriff Mark Inglett, Public Health and Human Services Director John Pugleasa, IT Director Andrew Milde, Chief Deputy Recorder Mary Betz, Social Services Supervisor Bethany Moen, Board Clerk Allison Wagner

Board Workgroup Session

Call to order.

Commissioners discussed an LETG payment with Sheriff Inglett. LETG is the software company that runs the CAD system for the Sheriff's Office. Inglett said he had been withholding the maintenance fee for LETG, as the company was not being helpful in fulfilling maintenance requests. The Sheriff's Office had been using the software for six years, and shortly after they began using the software, the original LETG company was purchased by another company. Inglett said that maintenance on the software had been an ongoing issue. Commissioners briefly discussed future options for software with IT Director Milde and Sheriff Inglett.

Commissioners discussed new law changes that would impact the Sheriff's Office with Inglett. Inglett said he planned to meet with Public Health Supervisor John Pugleasa on some of the recent changes, as the Public Health Department would also be impacted by the recent changes.

Commissioners had a finance discussion with Finance Director Lapham.

Commissioners discussed the possibility of thank-you letters or another form of recognition for County employees who would be retiring or leaving the County after many years of service. Commissioners expressed appreciation for County workers, and decided to look into the possibility of further recognizing employees.

Commissioners briefly discussed ideas for using the new American Rescue Plan dollars. Houston County anticipated receiving funds from the plan. It was the general consensus that more information was needed on potential uses and rules regarding the funds.

It was the general consensus of the Commissioners that a person was no longer needed to monitor the door at the Historic Courthouse. This had been a temporary position due to COVID-19. It was the general consensus that the public was following COVID-19 rules regarding mask wearing and social distancing.

Commissioners also briefly discussed additional items including additional help for the Recorder's Office and progress on the Highway Shop.

The meeting was adjured at 10:38 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

**HOUSTON COUNTY
AGENDA REQUEST FORM
March 23, 2021**

Date Submitted: 03.16.2021

By: Tess Kruger, HRD/Facilities Mgr.

APPOINTMENT REQUEST

- None

ACTION ITEM

- Consider approving the 2021-2023 Labor Agreement between Law Enforcement Labor Services, Inc., Local #60 (Non-Licensed Jailers/Dispatchers Unit) and the County of Houston (See attached)
- Consider approving the 2021-2023 Labor Agreement Minnesota Association of Professional Employees (MAPE) and the County of Houston (See attached)
- G-Cubed services for Septic Inspection Services (Lacher, Kruger - temporary during the search request listed below)

HR CONSENT AGENDA REQUEST

- Consideration of extending the Paid Leave for Coronavirus, granting employees up to 80 hours of sick leave through May 31, 2021.

Environmental Services Office

- Accept the resignation of James Gardner, Environmental Services Specialist effective the end of the business day March 16, 2021
- Approve initiating a competitive search for an probationary Environmental Services Specialist

<u>Reviewed by:</u>	<input checked="" type="checkbox"/> HR Director	<input type="checkbox"/> County Sheriff	<input type="text"/>
	<input checked="" type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	<input type="text"/>
	<input type="checkbox"/> IS Director	<input type="checkbox"/> PHHS	<input type="text"/>
	<input type="checkbox"/> County Attorney	<input checked="" type="checkbox"/> Other (indicate dept)	<input type="text"/>
	<input checked="" type="checkbox"/> Environmental Svcs	<input type="checkbox"/> Sheriff	<input type="text"/>



HOUSTON COUNTY
Professional Service Agreement
G-CUBED DEVELOPMENT, INC.

THIS CONTRACT, and amendments and supplements thereto, is between the County of Houston, acting through its Board of Commissioners, (hereinafter COUNTY), G-Cubed Development, Inc., a Minnesota domestic corporation (hereinafter CONTRACTOR), 14070 Hwy. 52 SE, Chatfield, MN 55923.

WHEREAS, County, pursuant to Minnesota Statutes Chapter 375, is empowered to procure from time to time certain professional services, and

WHEREAS, COUNTY is in need of professional septic systems inspections in the County of Houston.

WHEREAS, the CONTRACTOR represents it is duly qualified to perform Basic, Intermediate, and Advanced inspections and is willing to perform the services set forth in this CONTRACT on an as needed basis.

NOW, THEREFORE, it is agreed:

I. TERM OF CONTRACT

This CONTRACT shall be effective on March 23, 2021 or upon the date the final required signature is obtained by County, whichever occurs later, and shall remain in effect until and shall remain in effect through December 31, 2021, unless cancelled pursuant to the provisions set forth in clause V.

II. CONTRACTOR'S SCOPE OF WORK

The CONTRACTOR will provide septic inspections, inclusive of Type I-IV residential systems and Type I-IV commercial systems and associated services on an as needed basis. See Appendix A, Scope of work.

III. CONSIDERATION AND TERMS OF PAYMENT

A. Consideration for all services performed and goods or materials supplied by the CONTRACTOR pursuant to this CONTRACT paid by COUNTY as follows:

See Appendix B, *G-Cubed 2021 Contract Septic Inspection Fee Schedule*.

B. Terms of Payment

1. COUNTY agrees to promptly pay the CONTRACTOR upon presentation of monthly invoices. All services provided by the CONTRACTOR pursuant to this CONTRACT shall be performed to the satisfaction of County, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. 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.
2. Reimbursements
The parties agree that **no payment** will be made for travel or subsistence expenses to the CONTRACTOR.

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: Aaron Lacher
Address: 304 South Marshall Street
Caledonia, MN 55987
Telephone: (507) 725-5800
E-Mail: Aaron.Lacher@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: Chris Priebe
Address: 14070 Highway 52 Southeast
Chatfield, MN 55923
Telephone: (507) 867-1665
E-Mail: chrisp@ggg.to

V. CANCELLATION AND TERMINATION

- A. This CONTRACT may be canceled 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 cancellation, the CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
- B. Termination for Insufficient Funding. COUNTY may immediately terminate this CONTRACT 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 CONTRACTOR within a reasonable time of COUNTY receiving notice that

sufficient funding is not available. COUNTY is not obligated to pay for any services that are provided after notice and effective date of termination. However, the CONTRACTOR will be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed to the extent that funds are available.

VI. ASSIGNMENT

The CONTRACTOR shall neither assign nor transfer any rights or obligations under this CONTRACT without the prior written consent of County.

VII. LIABILITY

CONTRACTOR'S employees and agents at all time 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. WARANTY

CONTRACTOR warrants that services will be provide in a professional and workmanlike manner. CONTRACTOR makes no other warranty, either expressed or implied, including, but not limited to any warranty of fitness for a particular purpose or merchantability. CONTRACTOR makes not warranty that operation of the system(s) will be uninterrupted or error free. CONTRACTOR, at its discretion, may dispatch local/subcontracted technicians to fulfill on-site response requests.

IX. 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.

X. 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.

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

Any publicity resulting from this CONTRACT, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the CONTRACTOR or its employees individually or jointly with others, or any subcontractors shall identify COUNTY and shall not be released prior to receiving the approval of COUNTY'S authorized representative.

XIII. NON-DISCRIMINATION

The CONTRACTOR will comply with the provisions of Minnesota Statute §181.59 which require:

Every contract for or on behalf of the COUNTY, for materials, supplies, or construction shall contain provisions by which the contractor agrees: (1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason or race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) that a violation of this section is a misdemeanor; and (4) that this CONTRACT may be canceled or terminated by the state, county, city, town, school board,

or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

XIV. 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.

XV. 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.

XVI. INTELLECTUAL PROPERTY RIGHTS

All work and reports generated as a result of this agreement are the property of COUNTY.

XVII. 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.

XVIII. JURISDICTION AND VENUE

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

XIX. AMENDMENTS

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

XX. 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.

XXI. SURVIVAL OF TERMS

The following clauses survive the expiration, cancellation or termination of this contract: VII., Liability; XII., Publicity; XIV., Data Disclosure; XV., Government Data Practices Act; XVI., Intellectual Property Rights; XVIII., Jurisdiction and Venue; and XX., Audits.

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SIGNATURE PAGE TO FOLLOW

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

APPROVED:

CONTRACTOR:

By: (authorized signature)
Title:
Date: March , 2021

HOUSTON COUNTY

By: (authorized signature)
Robert Burns
Title: Board Chair
Date: March , 2021

By: (authorized signature)
Aaron Lacher
Title: Environmental Services Director
Date: March , 2021

APPROVED AS TO FORM AND EXECUTION:

By: (authorized signature)
Samuel Jandt
Title: Houston County Attorney
Date: March , 2021

EXHIBIT A

SCOPE OF WORK

- To become familiar with Houston County Zoning Ordinance Section 29.24 – Waste Water Treatment.
- To verify that soils are suitable for SSTS installation, and determine limits of soil treatment (i.e. limiting layer).
- To review SSTS applications, designs and proposed installation sites for compliance with County Ordinance and State codes & rules.
- To reject SSTS designs and installation sites not meeting applicable SSTS codes, ordinances and regulations.
- To approve designs and to issue permits for SSTS meeting such codes, ordinances and regulations.
- To inspect SSTS in the process of construction, alteration, repair, compliance certification, or abandonment.
- To inspect SSTS for compliance with County setback and Shoreland Overlay or Floodplain requirements.
- To issue certificates of compliance for SSTS and coordinate with installers, and/or permit applicants maintainer (pumper) in doing the same.
- To prepare reports and maintain records concerning SSTS inspections including inspection photos, labeled clearly with inspector's name, installers name, property owners name, parcel identification number, date and type of septic system and in sufficient quantity to document tank and drain-field area.
- Report complaints or respond to complaints to the Department and assist in investigation to determine whether SSTS violations exist.
- Issue correction orders when SSTS permit and/or design requirements are not followed and violations persist.
- Verify contractor licensing.
- To submit completed permit files, reports, pictures, logs and records to the Environmental Services Director.
- Be available for questions from public regarding SSTS code issues (please describe how you would accomplish this and what times you would be available).
- Consult with property owners, SSTS professionals, and the Department, in a positive and efficient manner.

The independent contractor will provide the following staff and equipment:

- All tools and equipment necessary to adequately verify site suitability, soils, and complete all aspects of SSTS inspection and certification.
- Transportation to and from the job sites.
- Sufficient business supplies and communications equipment to support the services offered in an efficient manner.

EXHIBIT B

G-CUBED 2021 CONTRACT SEPTIC INSPECTION FEE SCHEDULE



ENGINEERING
SURVEYING
PLANNING

March 19, 2021

G-Cubed 2021 Contract Septic Inspection Fee Schedule

Type I-II-III Individual Sewage Treatment System – Residential up to 2,500 gpd

- \$200 - Soil Verification – G-Cubed will provide a signed soil log
- \$200 - Design Review – G-Cubed will provide a signed design review form
- \$200 - Construction Inspection – G-Cubed will provide a Certificate of Compliance

\$600 Total fee for individual Type I-II-III System – Residential

Type I-II-III Individual Treatment System – Commercial up to 2,500 gpd

- \$200 - Soil Verification – G-Cubed will provide a signed soil log
- \$400 - Design Review – G-Cubed will provide a signed design review form
- \$300 - Construction Inspection – G-Cubed will provide a Certificate of Compliance

\$900 Total fee for individual Type I-II-III System – Commercial

Type IV Individual Treatment System – Residential up to 2,500 gpd

- \$200 - Soil Verification – G-Cubed will provide a signed soil log
- \$400 - Design Review – G-Cubed will provide a signed design review form
- \$200 - Construction Inspection – G-Cubed will provide a certificate of compliance

\$800 Total fee for individual Type IV System – Residential

Type IV Individual Treatment System – Commercial up to 2,500 gpd

- \$200 - Soil Verification – G-Cubed will provide a signed soil log
- \$650 - Design Review – G-Cubed will provide a signed design review form
- \$200 - Construction Inspection – G-Cubed will provide a certificate of compliance

\$1050 Total fee for individual Type IV System – Commercial

Additional miscellaneous fees:

Community System Serving Residential Home Inspection	\$200/house
Subdivision Plat Review	\$1100 + \$300/lot (w/outlots)
ISTS greater than 2,500 gpd	Site by Site Basis
Sewage Tank Replacement / Addition Inspection	\$200
Alteration of existing approved drainfield system	\$400
- Soil Verification	
- Design Review	
Investigation and notice of improper disposal	\$150/hr
Additional On-Site Inspection	\$200

EXHIBIT C

INSURANCE ACORD CERTIFICATE

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: March 18, 2021 for March 23, 2021 Board Meeting

Person requesting appointment with County Board: Amelia Meiners on behalf of MDA Staff

Issue:

Provide information on upcoming gypsy moth treatments in Houston County

Attachments/Documentation for the Board's Review:

Trt21 Street Jefferson; Trt21 Street Brownsville; Trt21 Street Mound Prairie; Treatments 2021 Final; Brochure; SPLAT GM-O FAQ 2.27.17

Justification:

Action Requested:

Request some time to explain the gypsy moth program and proposed treatments in Houston County in 2021.

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

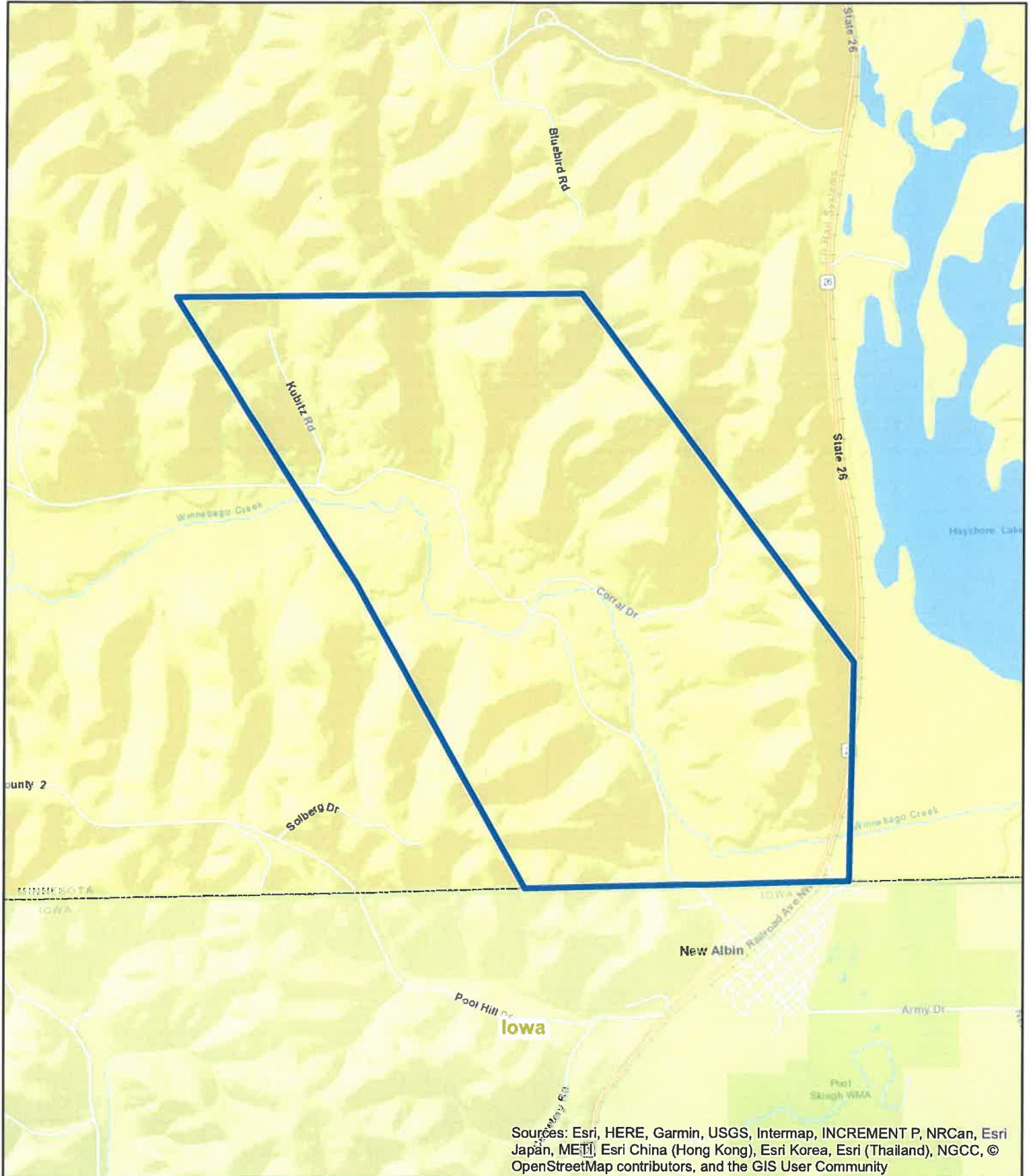
All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all reequests and determine if the request will be heard at a County Board meeting.

Proposed Gypsy Moth Treatments 2021

Treatment: Mating Disruption
Acres: 2,881



County: Houston
Block Name: Jefferson



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

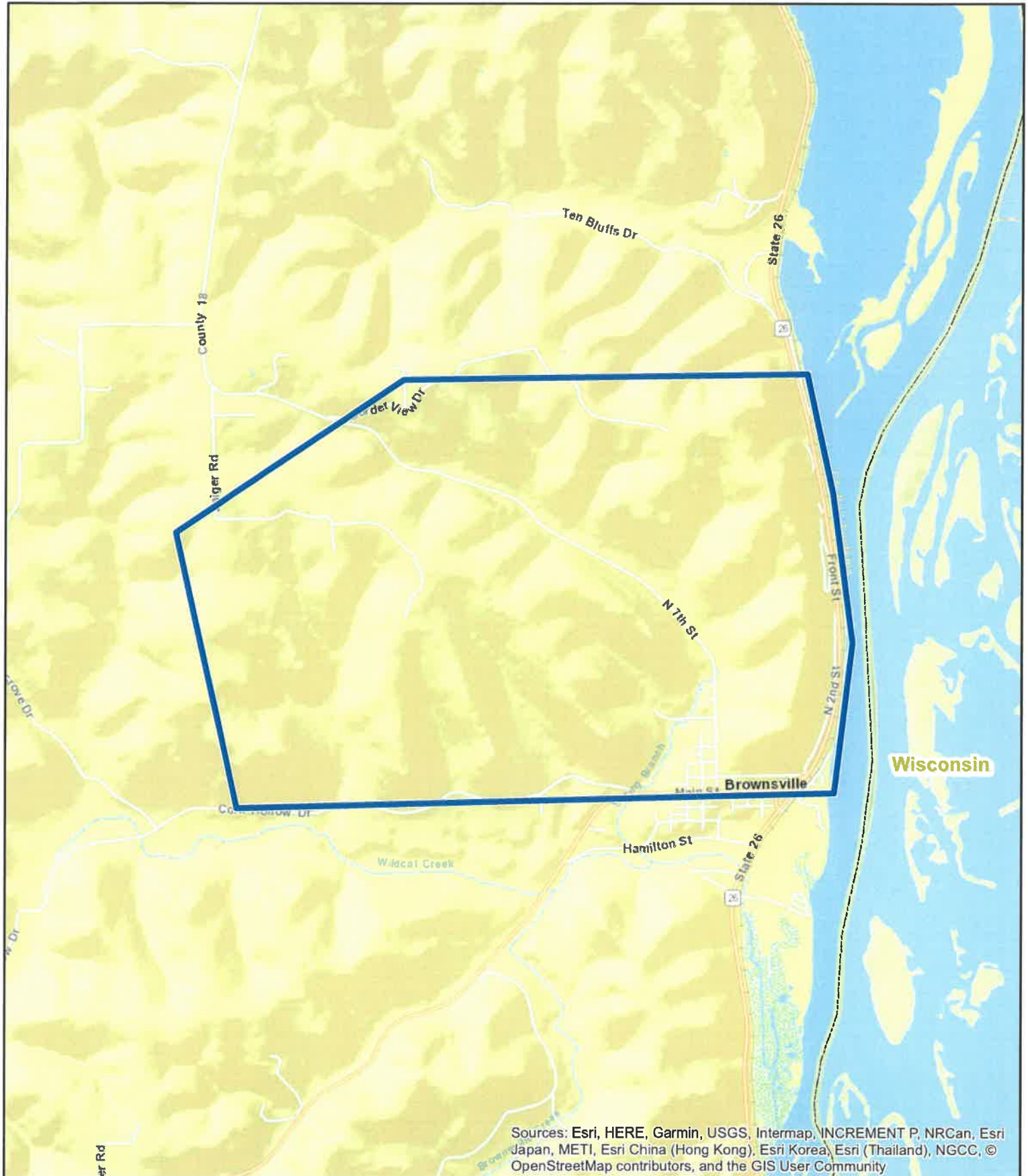
Proposed Gypsy Moth Treatments 2021

Treatment: Mating Disruption

Acres: 2,418



County: Houston
Block Name: Brownsville



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community



Proposed Gypsy Moth Treatments 2021

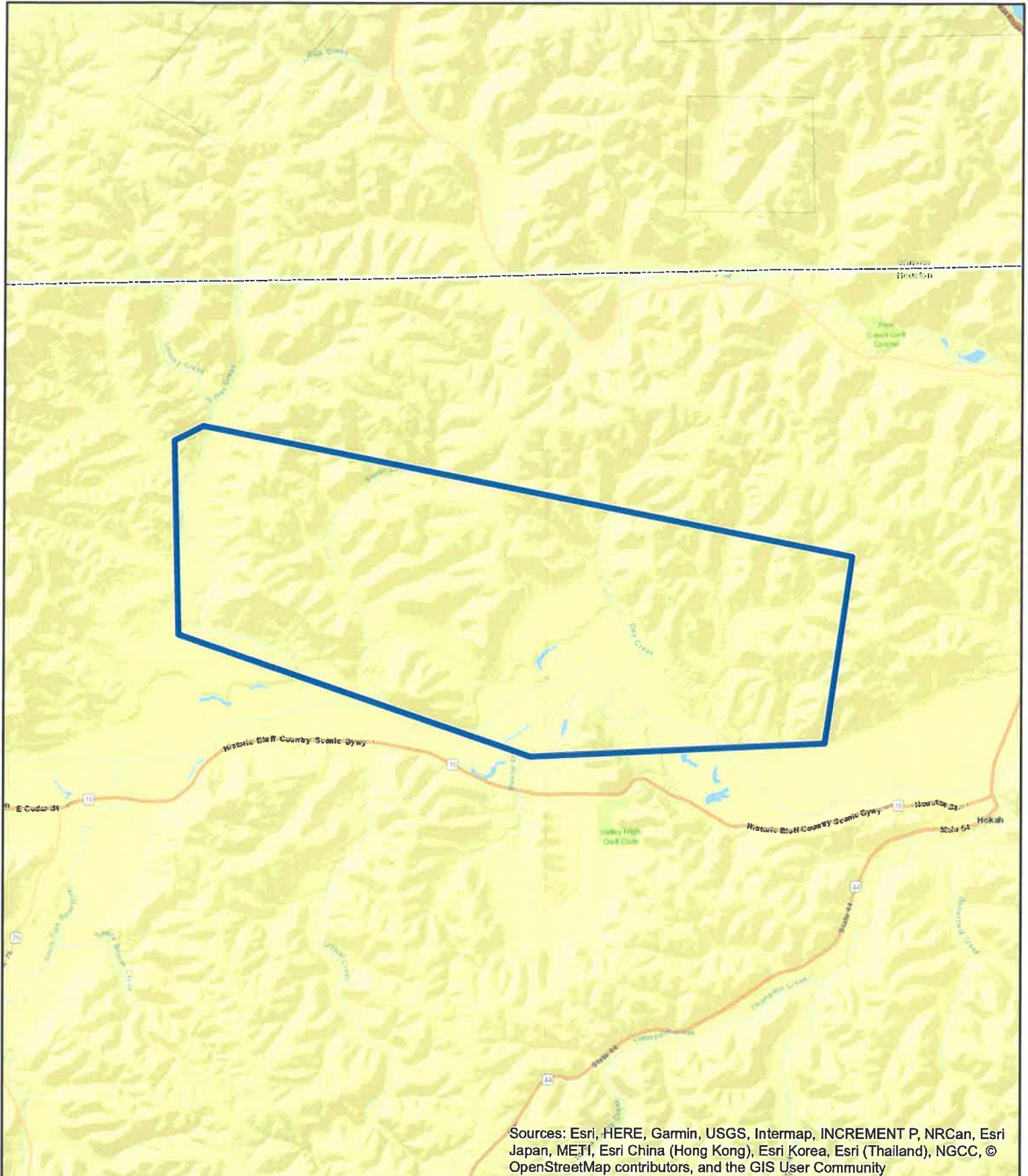
Treatment: Mating Disruption

Acres: 12,060

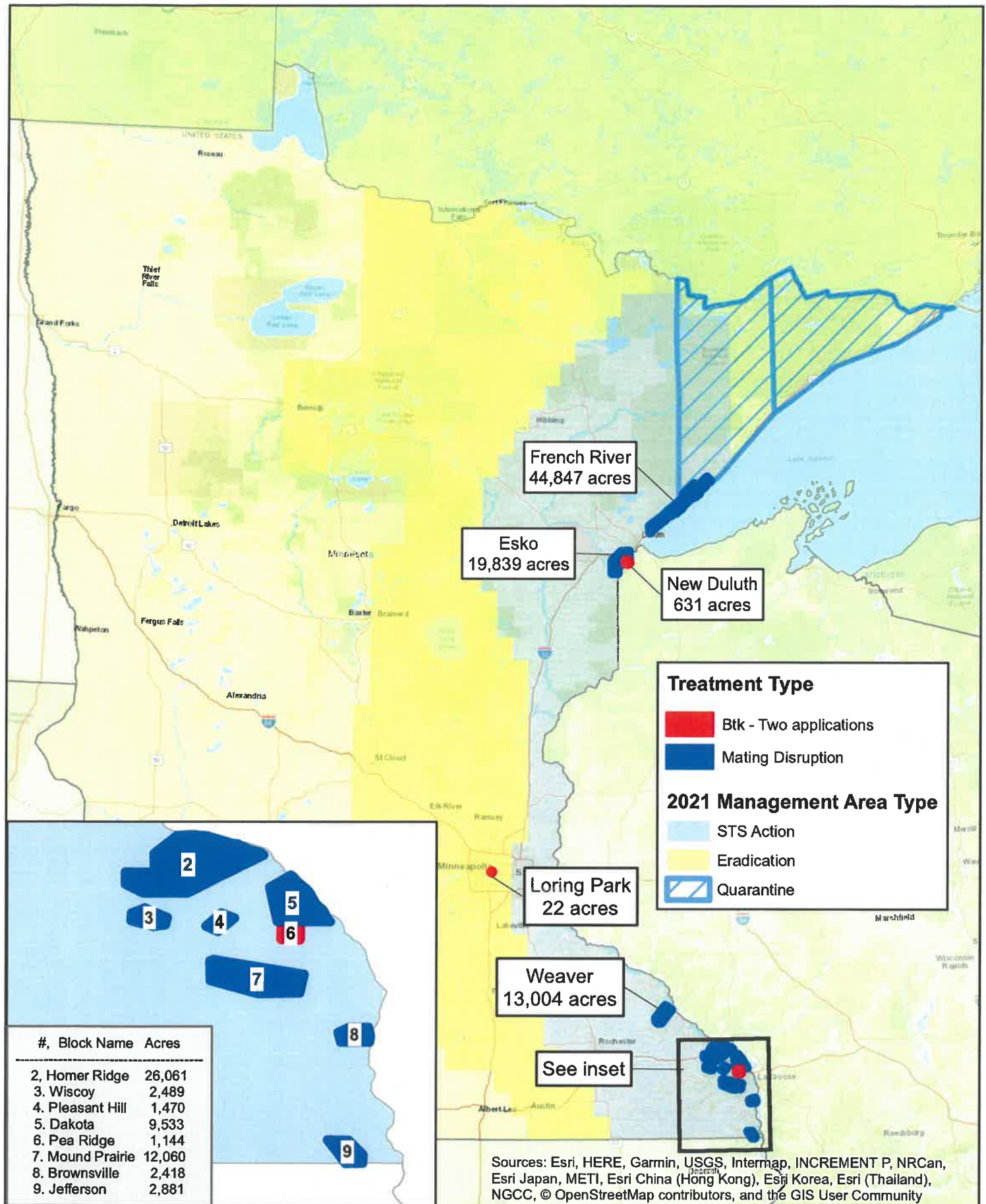


County: Houston

Block Name: Mound Prairie



2021 Proposed Gypsy Moth Treatments



0 50 100 Miles

Date: 2/25/2021

Treatment blocks not drawn to scale





Frequently Asked Questions

What Is SPLAT GM-O?

SPLAT GM-O is an organic, non-toxic, biodegradable formulation for the control of Gypsy Moth (*Lymantria dispar*) using Mating Disruption. It is made entirely of food grade materials and has the consistency of hand cream. SPLAT GM-O uses pheromone, an effective and safe method to control Gypsy Moth without impacting other insects, mammals or the surrounding environment.

What Are Pheromones?

Pheromones are non-toxic compounds that insects use to communicate, similar to the way humans use language. Applying pheromone to a field confuses the insects, removing their ability to mate and controlling populations in a completely non-lethal manner.

What Is Mating Disruption?

Mating disruption is a mechanism for insect control that utilizes species-specific pheromones to disrupt the life cycle of insects. Confusing insects and removing their ability to mate controls populations without the use of toxic chemicals.

How Will SPLAT GM-O Be Applied?

SPLAT GM-O is almost always applied aurally. Airplanes or helicopters flying 100 to 200 feet above treetops will spray SPLAT GM-O over areas where gypsy moth control is desired.

How Much SPLAT GM-O Will Be Used?

Each year, 46 grams of SPLAT GM-O per acre of forest is used on average to control Gypsy Moth.



This is approximately equivalent to three tablespoons of sugar being spread over an acre of forest, the same amount found in a can of Coca-Cola.

Is SPLAT GM-O Harmful To Humans Or Animals?

No, SPLAT GM-O is completely non-toxic and harmless to humans and animals. All of the ingredients in SPLAT GM-O are listed by the Environmental Protection Agency (EPA) as safe and have been approved for food use.

Is SPLAT GM-O Harmful To The Environment?

No, SPLAT GM-O is completely non-toxic and harmless to the environment. SPLAT GM-O is a biodegradable formulation specifically targeted at the Gypsy Moth. It will not affect other insects or wild life.

Is SPLAT GM-O Organic?

Yes, SPLAT GM-O is certified organic by the EPA. In 2017, ISCA also expects to receive organic certification from the Organic Materials Review Institute (OMRI).

What If SPLAT GM-O Lands on My Car or Lawn?

SPLAT GM-O will not harm the paint of your car. If you notice SPLAT GM-O droplets on your car, wash it with a mild detergent and water like you would with road grime. SPLAT GM-O will not harm your lawn and will immediately start biodegradation into the soil. If SPLAT GM-O happens to rub off on clothing, it can be washed with hot water and laundry detergent.

SPLAT GM-O is non-toxic. If children and/or pets playing on lawns are exposed to SPLAT GM-O, simply wash the affected surface with soap and water.

What is a Gypsy Moth?

The gypsy moth is a leaf-eating insect. It belongs to the same order as butterflies and moths (Lepidoptera). It was imported from Europe in an attempt to breed a hardier silk worm. Instead, the caterpillars escaped and headed for the trees. Leaving its natural enemies in Europe and armed with an ability to feed and survive on over 300 different tree and woody plant species, it was soon chomping its way into the eastern forests. It now ranks as one of the most destructive overall pests to trees and shrubs in the U.S.

Is Gypsy Moth in Minnesota?

Gypsy moths have started to make their way into Minnesota. As of 2014, the main population front extends into northeastern Minnesota and south through western Wisconsin. Because of this population move into Minnesota, Lake and Cook Counties were the first in Minnesota to be quarantined for gypsy moth in 2014. Quarantines are laws which make it illegal to move items that may contain plant pests. The invaders will continue to move westward, but not without a fight!

Minnesota participates in a national gypsy moth program called Slow the Spread (STS). STS targets gypsy moth with detection trapping and follow-up treatments. The program significantly delays establishment of the species. It also delays the increased costs and burdens associated with management of gypsy moth once it is established. Each year the Minnesota Department of Agriculture sets ~15,000 pheromone (female scented) traps designed to capture male moths. This is an extremely effective method to detect small and otherwise undetectable start-up populations. Minnesota has treated over 100 start-up populations since 1980, many of which were traceable to human transportation of infested materials.



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.

GYPSY MOTH



MULTIPLE GYPSY MOTH LIFE STAGES ON A TREE

These are **NOT** Gypsy Moth:

- Caterpillars that make tents or webs
- Caterpillars without 5 pairs of blue and 6 pairs of red dots
- Caterpillars that feed in the fall
- Adult moths that feed or are attracted to light



EASTERN TENT CATERPILLAR



FALL WEBWORM



FOREST TENT CATERPILLAR



ADULT MALE
Daytime Flier

PUPA
Pupates for 2 Weeks



LARVA Feeds 5-6 Weeks



ADULT FEMALE
With Egg Mass



GYPSY MOTH HITCHHIKING
ON A PICNIC TABLE

For More Information

Arrest the Pest
1-888-545-6884 (Toll Free)
Arrest.The.Pest@state.mn.us



Wisconsin Department of Natural Resources

YOU CAN HELP PROTECT OUR FORESTS

Why is Gypsy Moth a Problem?

Gypsy moths are among America's most destructive, non-native, invasive forest insect pests. They defoliate millions of acres of forests and urban trees annually.

Each gypsy moth egg mass will produce up to 1,000 new caterpillars. During an outbreak, millions of hungry caterpillars are feeding and consuming massive amounts of foliage, placing enormous stress on trees.

Defoliated trees are more susceptible to disease and other insects that may ultimately kill them. Defoliation destroys habitats for mammals and birds.

All of this feeding is very noisy and fouls the environment with a layer of droppings and shed skins before the caterpillars pupate.

Female gypsy moths deposit egg masses on the nearest available surface. This includes outdoor recreation equipment, grills, lawn chairs, vehicles, tents, and firewood. This allows them to easily hitchhike to new areas.

If You Find a Trap, Remember...



Don't disturb the trap. Survey traps are our BEST early detection system for finding gypsy moths before they damage our trees.

"Delta" traps are not toxic to humans or pets, but they contain a sticky substance inside that the moths get stuck in.

"Milk carton" traps are designed to trap high numbers of moths. They contain a pesticide strip that kills the moths when they enter.

Eggs

Eggs are laid in a fuzzy, buff-colored mass about the size of a quarter. Each egg mass contains an average of 500 – 1,000 eggs. Eggs are laid starting in late summer or fall and hatch the following spring. Egg masses may be laid on tree trunks, logs, under tree wraps, wheel wells, or on almost any available surface.

Caterpillar (larva)

This is the only damaging stage. The caterpillars are voracious feeders and can grow to 2" in length. The older, larger caterpillars have five pairs of blue spots and six pairs of rusty red spots along their backs. They typically feed in the treetops at night but migrate down the trunk to the ground each day.

Pupa (cocoon)

The pupa is an immobile stage during which the caterpillar changes into an adult moth. Pupae may wiggle if they are disturbed, but left alone they will appear still as the change occurs. They are dark, reddish brown and leathery. Pupae attach themselves to a vertical surface with strands of silk. They are usually found in crevices on tree trunks or on larger branches. Pupae may also be found buried in leaf litter, attached to the sides of houses, under picnic tables, or on almost any available surface. Female pupae are larger than male pupae.

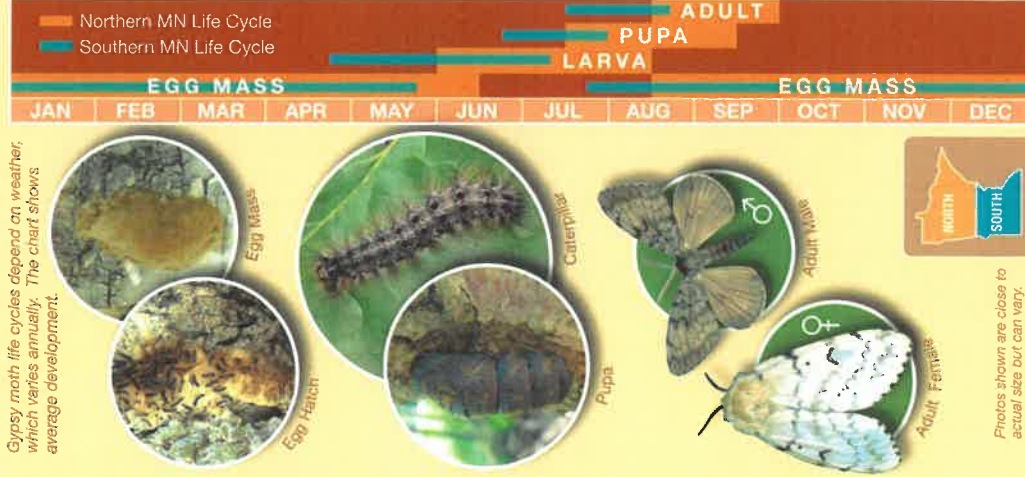
Adult (winged moth)

Adult moths emerge in mid-summer and they do not feed – their sole purpose is to mate.

Females have tan bodies from 1" to 2" long. Their wings are cream-colored with dark-brown, zig-zag markings. They do not fly because they are too heavy (full of eggs). Females emit a scent to attract a mate. Scientists have been able to mimic this scent, using it to trap male moths and to conduct mating disruption treatments.

Males are smaller than the females, brownish gray, have feathered antennae, and fly in the late afternoon. Males also have dark-brown, zig-zag markings on their wings.

Gypsy moth life cycles depend on weather, which varies annually. The chart shows average development.



Photos shown are close to actual size but can vary.

What is a Gypsy Moth Quarantine?

Areas are quarantined for gypsy moth once the moths have invaded and become permanently established. Gypsy moth quarantines are intended to slow the human-assisted or artificial spread of gypsy moth from infested to non-infested areas. The quarantine makes it illegal to transport potentially infested items (such as logs, firewood, nursery stock, campers, and picnic tables) from the quarantined area to a non-quarantined area without first taking appropriate actions. For the general public, self-inspection of items that could be harboring gypsy moth and removal of all gypsy moth life stages is required prior to moving items to a non-quarantined area.

What Can I Do? Self-Inspect for "Hitchhikers":

Become familiar with all gypsy moth life stages and the timing of their annual life cycle.

Know which counties of Minnesota and the rest of the United States are quarantined for gypsy moth.

Lake and Cook Counties were the first in Minnesota to be quarantined for gypsy moth in 2014. Other states that have quarantines include Wisconsin, Michigan, Illinois, Indiana, Ohio, Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Delaware, Connecticut, New York, Pennsylvania, New Jersey, Maryland, Virginia, West Virginia, and North Carolina.

Don't let gypsy moth hitch a ride! Before leaving a quarantined county or area, always self-inspect outdoor household articles, equipment, vehicles, etc. Remove and destroy any gypsy moth life stages you find before traveling to non-quarantined areas.

Report suspect gypsy moth life stages:



1-888-545-6684 (Toll Free)
Arrest.ThePest@state.mn.us

Immediately call or email
"Arrest the Pest"

Note the exact location.
Take a digital photo if possible.



The Minnesota Department of Agriculture (MDA), in collaboration with federal, state, and local partners, is proposing to treat isolated gypsy moth populations in Wabasha, Winona, and Houston counties in the summer of 2021. Gypsy moths are an invasive insect, and a state monitoring program has found a high number of moths in the area. Because of these finds, the MDA is proposing to treat approximately 69,900 acres for gypsy moth.

What is a gypsy moth and why control it?

The European gypsy moth (*Lymantria dispar* L.) is not native to the United States. However, gypsy moth is now established in northeastern Minnesota and much of Wisconsin. Gypsy moth caterpillars can strip trees of their leaves, and high numbers of caterpillars can annoy homeowners and communities and possibly cause human health issues. The insects can also limit tree growth and cause branch dieback and tree death.

The treatments proposed for 2021 will not only decrease the possibility of defoliation but will delay the arrival and expansion of gypsy moth in Minnesota and beyond. This delay can hold off a costly, full-scale infestation and protect natural and urban forest health, local property values, and the quality of outdoor recreation activities.

How does the MDA control gypsy moth?

The MDA uses a biodegradable, organic mating disruptant that releases the scent of female gypsy moths to confuse male moths so they do not find a mate. It does not kill any moth; it simply prevents the males from finding a mate to reproduce.

Airplanes hired by the MDA will fly near or over your area to apply the treatment. The planes fly low and back and forth, typically starting in the morning and running until midafternoon, to apply the treatment to the treetops. Depending on the development of gypsy moth, the treatment will occur in late June to mid July.

Is the mating disruptant toxic?

No, the mating disruptant is not toxic to people, animals, bees, butterflies, or other caterpillars. All ingredients in the mating disruptant are listed as organic, safe for use in food, and non-toxic by the Environmental Protection Agency (EPA).

How will I know when treatments will be applied?

Spraying depends on good weather, so plans can change at the last minute.

- Check your mail. The MDA will send a postcard in June that will identify a timeframe for the treatments.
- Check your email or text messages. Go to www.mda.state.mn.us/gmtreatments to sign up for text or email messages.
- Text "MDA SOUTHEAST" to 468311 to receive text updates.
- Or text "MDA SOUTHEAST [your email address here]" to 468311 to receive email updates.

A complete description of the 2021 proposed treatment is on the MDA's website at www.mda.state.mn.us/gmtreatments



625 Robert Street North
St. Paul, MN 55155-2538



GYPSY MOTH TREATMENT PROPOSED FOR YOUR AREA

www.mda.state.mn.us/gmtreatments

See details on reverse side

Agenda

Dave Walter <goosey10@hotmail.com>

Wed 3/17/2021 9:32 AM

To: Houston County BOC <BOC@co.houston.mn.us>;

***** 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.

Hello

I would like to have a time at your board meeting to update the commissioners on what the Root River Soil and Water Conservation District has done in 2020 and what we are planning in 2021.

Thank you

DAVE WALTER
ROOT RIVER SWCD
507-724-5261 X3



Please add to March 23rd agenda. Thanks.

From: Schad, Brandon (DNR) <brandon.schad@state.mn.us>
Sent: Tuesday, March 9, 2021 3:19 PM
To: BOC@county.houston.mn.us
Cc: Ramsden, Don W (DNR) <donald.ramsden@state.mn.us>
Subject: County Board Meeting 3-23-21

Hello-

I was wondering if it would be possible to get on the agenda for the March 23rd Houston County Board meeting. The Department of Natural Resources would like to seek approval from the County to purchase approximately 19.2 acres from Tim Bichel to add to the Root River Wildlife Management Area (see attached maps).

This parcel was previously approved by the county for acquisitions in 2001, but due to issues with the legal description the tract was never acquired (see attached 2001 county board resolution). Due to the amount of time that has passed, we are seeking a new resolution from the County to approve the acquisition.

Please let me know if you have any questions or need any additional information.

Thanks,
Brandon

Brandon J. Schad

Area Wildlife Supervisor | Division of Fish and Wildlife
Site Coordinator | Rochester Co-located Office

Minnesota Department of Natural Resources

We moved!

2118 Campus Dr. SE Suite 100
Rochester, Minnesota 55904

Phone (Office): 507-206-2858

Email: brandon.schad@state.mn.us
mndnr.gov



RE: County Board Meeting 3-23-21

Schad, Brandon (DNR) <brandon.schad@state.mn.us>

Wed 3/10/2021 12:22 PM

To: Ramsden, Don W (DNR) <donald.ramsden@state.mn.us>; Houston County BOC <BOC@co.houston.mn.us>;

📎 3 attachments (1 MB)

Bichels tract.jpg; Bichels tract_PRIM location map.jpg; 2001 resolution.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.

Please see the attached for additional information.

We will need to Join remotely due to DNR work restrictions-Don had mentioned that we would be able to do that via zoom.

Thanks,
Brandon

Brandon J. Schad

Area Wildlife Supervisor | Division of Fish and Wildlife
Site Coordinator | Rochester Co-located Office

Minnesota Department of Natural Resources

We moved!

2118 Campus Dr. SE Suite 100

Rochester, Minnesota 55904

Phone (Office): 507-206-2858

Email: brandon.schad@state.mn.us

mndnr.gov



From: Ramsden, Don W (DNR) <donald.ramsden@state.mn.us>

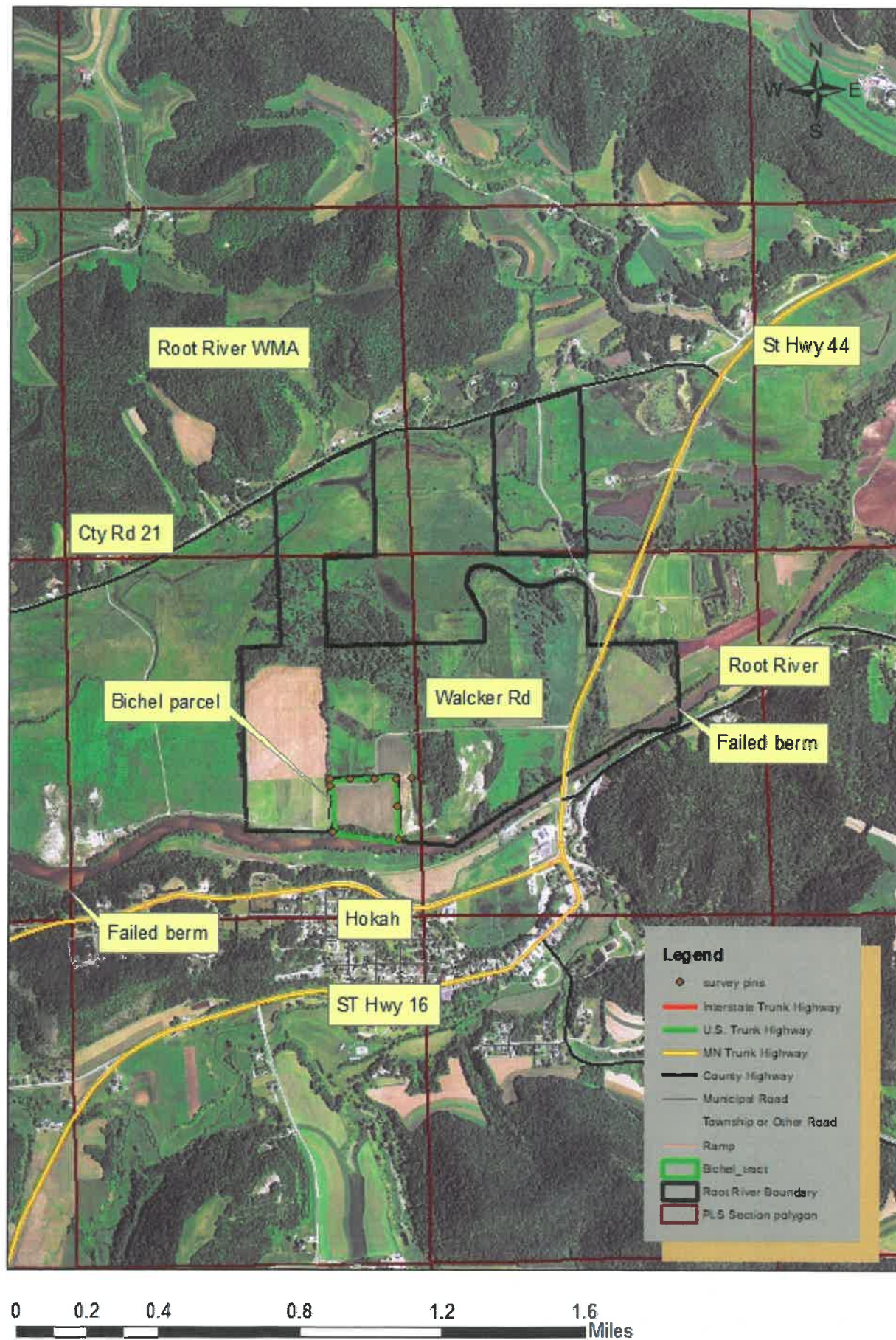
Sent: Wednesday, March 10, 2021 12:06 PM

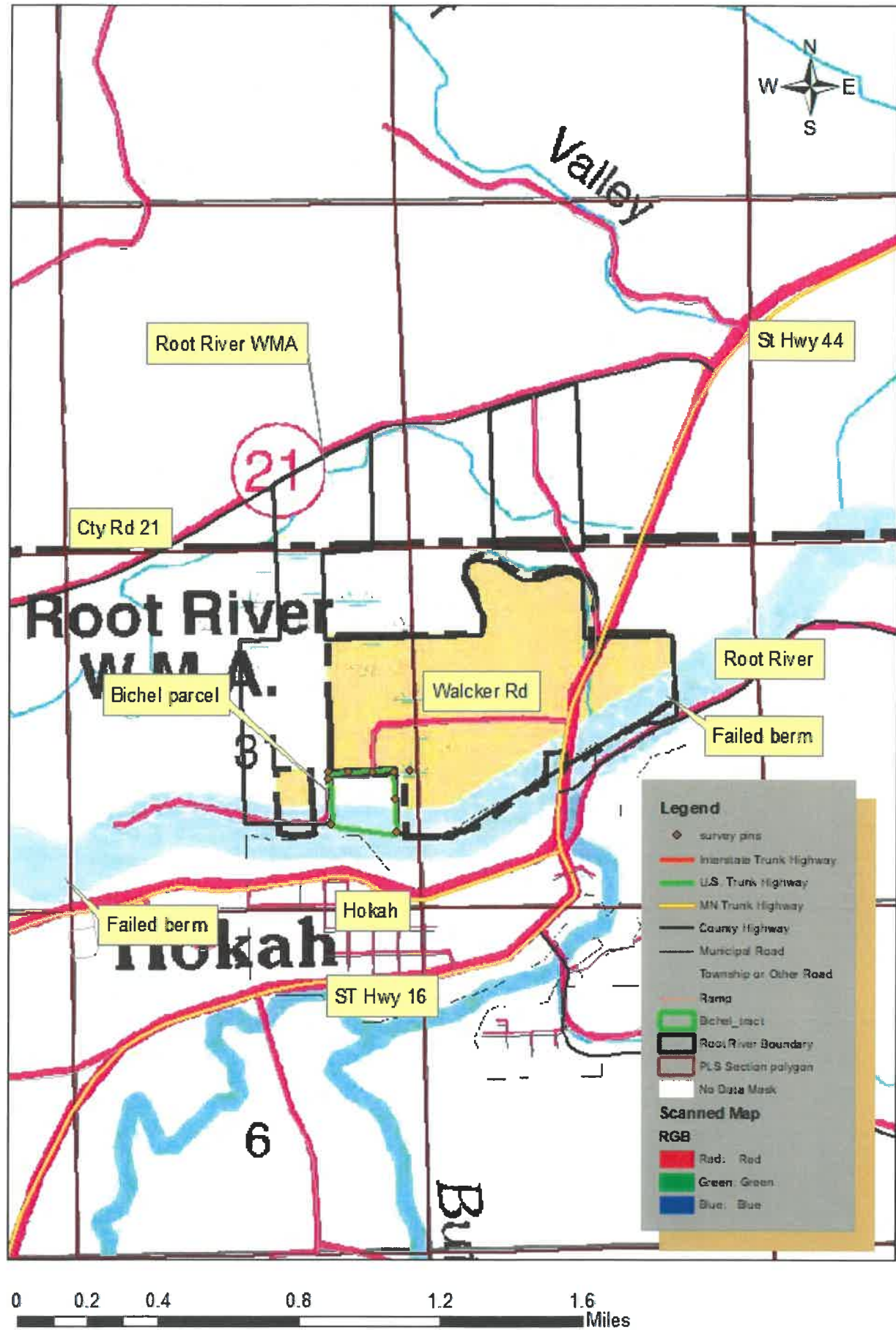
To: BOC@co.houston.mn.us

Cc: Schad, Brandon (DNR) <brandon.schad@state.mn.us>

Subject: RE: County Board Meeting 3-23-21

Tim Bichel tract, T104N R4W Section 31, Houston County





RESOLUTION NO. 01-24

In accordance with Minnesota Statutes 97A.145, Subd. 2, the Commissioner of the Department of Natural Resources on June 5, 2001 provided the County Board with a description of lands to be acquired by the State of Minnesota for water, forestry, wildlife, and natural plant community conservation purposes.

Lands to be acquired are located within the Root River flood plain, with approximately boundaries as follows: Beginning in 35-104-5, thence east on CSAH 21 to SH 16, thence south on SH 16 to the Root River (J.D. #1), and thence west (upstream) along the Root River to the point of beginning.

IT IS HEREBY RESOLVED by the Board of County Commissioners of Houston County on June 5, 2001 that the State's proposed acquisition of the above described property be approved.

*******CERTIFICATION*******

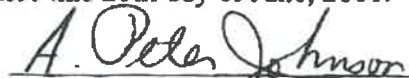
STATE OF MINNESOTA

COUNTY OF HOUSTON

I, A. Peter Johnson, 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 special session dated June 5, 2001.

WITNESS my hand and the seal of my office this 20th day of June, 2001.

(SEAL)


A. Peter Johnson, County Auditor

Houston County Agenda Request Form

Date Submitted: March 16, 2021 **Board Date:** March 23, 2021

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Board approval needed to award the low bid for SAP 028-599-099 to ICON Constructors, LLC in the amount of \$926,798.00. This project is for a bridge replacement on Freeburn Ridge Road in Crooked Creek Township.

Attachments/Documentation for the Board's Review:

Abstract for SAP 028-599-099 is attached.

Reminder: Unit prices are not public until after the award.

Justification:

Action Requested:

Board approval to accept lowest responsible Bidder.

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 Agenda Request Form

Date Submitted: March 16, 2021 **Board Date:** March 23, 2021

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Houston County Airport is required to solicit for and select a consultant prior to proceeding with new projects. A request for Qualifications for an Airport Consultant was advertised and one Statement of Qualifications was received, which was from our current consultant, Bolten and Menk. Bolten and Menk has been the airport consultant the past 3 years and are familiar with the county and airport.

Attachments/Documentation for the Board's Review:

Statement of Qualifications - Bolten and Menk

Justification:

Consultant selection is required in order to utilize FAA and MnDOT Aeronautics funds for engineering on future airport projects.

Action Requested:

Approval to negotiate a 5-year Master Agreement contract with Bolten and Menk and Work Order #1 for the Environmental Review.

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

March 15, 2021

Qualifications for
**On-Call Airport
Engineering &
Planning
Services**



Real People. Real Solutions.

2900 43rd Street NW | Suite 100 | Rochester, MN 55901
Ph: (507) 208-4332 | Bolton-Menk.com

Contact:

Silas Parmar, P.E.
612-987-0138

Silas.Parmar@bolton-menk.com



Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: (507) 208-4332
Bolton-Menk.com

March 15, 2021

Brian Pogodzinski
County Engineer
1124 East Washington Street
Caledonia, MN 55921

RE: Airport Engineering and Planning Services at Houston County Airport (CHU)

Dear Mr. Pogodzinski:

It has been Bolton & Menk's pleasure to serve as the Houston County Airport Consultant and we are excited for the opportunity to continue working with you. By leading the airport through the master plan update, we understand how important the airport is to the community and local businesses. We are excited to continue our relationship with the county and assist with the continued development of the airport.

Bolton & Menk provides a full-service team of aviation professionals with FAA airport design experience and FAA/MnDOT relationships necessary to carry out future projects. We are committed to providing you the same quality service you have become accustomed to. I will continue to serve as your client manager with Chris Gardner as your planning and environmental lead. We will be supported by our staff of 10 full-time aviation experts and receive assistance from more than 570 other in-house professionals.

With your airport master plan update complete, it is critical your airport consultant understands the airport's future needs and has an established funding plan in place for each project. As part of the master plan update, our team met with FAA and MnDOT personnel to discuss future project schedules and funding. Your current airport capital improvement program (CIP) reflects our discussions with FAA/MnDOT and details the funding plan for each future project. We understand the priority projects for the next five years and have an established plan for each project as summarized below:

Land Acquisition – The master plan update identified demand for additional aircraft storage hangars. The existing building area is also constrained and lacks space for more hangars. Future growth at the airport will change the critical design aircraft from A/B-I small to A/B-II small as larger aircraft base in Houston County. The critical design aircraft change will require the relocation or removal of existing hangars on the apron.

The area southeast of the access road has been identified for future building area development. The county met with the landowner who is receptive to selling the 7.3 acres of land required. Immediately after selection, Bolton & Menk will begin the land acquisition process to ensure FAA requirements are met—FAA Categorical Exclusion environmental study, boundary survey, appraisal, review appraisal, negotiation, and execution of a purchase agreement. The FAA grant application deadline for 2021 projects is May 3, 2021. We will make every effort to have the land acquired by this date but believe it is unlikely. The FAA requires a signed purchase agreement to provide a grant for land acquisition.

Taxilane Construction – After the land to the southeast is acquired, the next project will be constructing hangar area taxilanes to allow for hangar construction. We will construct three taxilanes to allow for development of two T-hangars and six private hangar lots. We will also remove the existing Runway 13 connector and reconstruct a new one at the actual runway threshold. These projects are scheduled for construction in 2022 and will be 90 percent funded by the FAA.

T-Hangar Construction – There are currently no county owned hangars at the airport. The master plan update identified an immediate demand for aircraft storage. Construction of an 8-unit T-hangar is planned for 2023 because publicly owned hangars provide a long-term revenue source for the county. FAA funds can be applied toward hangar construction so long as all other airside needs have been met. Bolton & Menk developed the airport CIP based on conversations with FAA personnel to ensure federal funds can be used for the T-hangar construction in 2023, and allow for 90 percent FAA funding.

With our existing knowledge of the Houston County Airport, history of successful projects, and strong working relationships with you and your staff, Bolton & Menk can continue to deliver services to meet your visions and goals. Feel welcome to contact me at 612-987-0138 or Silas.Parmar@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.



Silas Parmar, P.E.
Principal Aviation Engineer


The background of the cover is a photograph of an industrial or construction site. In the foreground, there's a paved area with some snow patches. In the middle ground, there are several small buildings and a larger structure. In the background, a tall lattice tower is visible against a clear blue sky. A large, semi-transparent circular logo with a stylized 'A' shape inside is overlaid on the left side of the image.

TABLE OF CONTENTS

1

Firm Experience

5

Project Team

9

Project Approach

14

Similar Experience

18

Client References

19

Supporting Data

FIRM EXPERIENCE

Section 1





FIRM EXPERIENCE

Firm Overview

We believe all people should live in safe, sustainable, and beautiful communities and we take pride in our ability to make that happen. It's why we get out of bed every morning. Our commitment to communities began in 1949 with two hard working Midwesterners—John Bolton and Martin Menk. They saw people in their surrounding communities who had dreams of a bright future, a desire to grow, and a common challenge of aging infrastructure. John and Martin's goal was to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Their legacy lives on. Today, Bolton & Menk, Inc. has more than 550 employees including a professional staff of more than 200 engineers, planners, landscape architects, and surveyors.

For nearly 40 years, we have helped communities maintain and develop their airports. From funding assistance and planning to survey, design, and construction administration of airport-related facilities, no project is too big or too small. Our history of success with the Federal Aviation Administration demonstrates we take care to ensure plans and projects meet all regulation and funding requirements. Clients appreciate how our forward-thinking and proactive approach helps them realize their short- and long-term airport goals.

We promise every client two things: we'll work hard for you and we'll do a good job. We take a personal interest in the work being done around us. And at the end of the day, we're *Real People* offering *Real Solutions*.

SOLUTIONS PROVIDED:

- Civil/Municipal Planning & Engineering
- Water & Wastewater Engineering
- Transportation Planning & Engineering
- Structural Services
- Aviation Services
- Planning & Urban Design
- Water Resources Engineering
- Environmental Planning & Permitting
- Construction Administration & Inspection
- Land Surveying
- Geographic Information Systems
- Project Funding Support
- Project Communication
- Creative Studio Services



Real People. Real Solutions.

Bolton & Menk, Inc.
2900 43rd Street NW Suite 100
Rochester, MN 55901
P: 507-208-4332

Airport Service Experience

For nearly 40 years, Bolton & Menk has helped communities maintain and develop their airports. Our experienced aviation personnel and quality service has made Bolton & Menk a leader in serving general aviation airports in Minnesota. We assist our clients with a wide variety of airport improvement projects including planning, environmental, architectural, design, construction administration, and GIS solutions. Our full-service aviation team has the experience to allow Bolton & Menk to be your singular point of contact for any airport-related project. **We work as an extension of county staff to leverage our strong technical knowledge of airport regulations and relationships with FAA and MnDOT personnel to provide you with a successful project.**

Client Service and Commitment

Bolton & Menk specializes in serving general aviation airports similar in size to Houston County. Our philosophy is to only undertake new projects and clients when our team has capabilities to provide responsive service to meet your needs. We strive to develop a long-standing relationship with our clients. This is accomplished by providing outstanding client service with strong technical capabilities to best serve your airport.



Bolton & Menk delivers on our client commitment with the following process:

Getting to Know Your Airport: To best serve you, we need to understand your airport, the challenges you face, and your vision for the future. We accomplish this with routine communication with your airport staff. **Our staff will also be available for any county board, airport commission, and CIP outreach meetings with FAA and MnDOT personnel at no cost to you.** Bolton & Menk only receives compensation when a project moves forward, allowing the county to expend all available funding on the airport.

Routine Communication: A successful project is one where all parties are continually updated on project status. Our team will provide weekly communication with you during projects to ensure you are updated on all project aspects.

This will include in-person meetings, email communication, project memorandum updates, and attendance of any county board or airport commission meetings. By following this plan, we can address any minor complications before they become major.

Capital Improvement Program (CIP): Developing a realistic CIP is imperative for future airport development. Our team will work with you to identify projects, find funding sources, develop cost estimates, and provide estimated consultant fees. This will allow you to plan locally for the project as well as for FAA and MnDOT to allocate funding. We will communicate with the Houston County, FAA, and MnDOT personnel on all major improvement projects that require additional federal funding and attend all CIP meetings at no cost to you.

Meet Schedule and Budgets: We understand establishing a schedule and budget early in the planning process and sticking to it is imperative for a successful project. Our team has a history of continually meeting project schedules and budgets as identified in the table on page 19.

Planning and Environmental Services

Airport planning projects impact not only the airport, but also the surrounding community. Developing a plan to maintain and expand your airport facilities is an integral part of a successful airport. Bolton & Menk has extensive experience leading our clients through the master planning process. A master plan will provide airports with a clear vision for the future. The plan will identify the needs of existing airport users, future users, runway extensions, hangar improvements, and overall land use. The airport needs will be drawn on the airport layout plan (ALP), which is required to be up to date to receive federal and state funding. The result is a development plan for your airport identifying short-term (0-5 years), mid-term (6-10 years), and long-term (11-20 years) projects that all parties of the airport agree to. The completion of a master plan update will then be reflected in the airport CIP to identify funding for development.

Airport zoning is required by MnDOT for your airport to continue to be licensed. Bolton & Menk is well-versed in the MnDOT zoning process and familiar with the revised State Zoning Statute Chapter 360. We will assist you with any zoning ordinance modifications you may need and ensure the zoning ordinance is adhered to by neighboring development to protect the airport from any potential safety hazards.

For any project to proceed from planning to construction, ensuring compliance with all environmental regulations is required. Our team has experience working with all federal NEPA and state environmental policies to ensure your project proceeds smoothly. We will be able to identify which projects will require a simple FAA categorical exclusion and those requiring a more extensive environmental assessment, all in accordance with FAA Order 1050.1.

Design and Construction Services

Our team of aviation experts has experience with all types of airport engineering and architectural projects identified in your CIP. We work on projects of all scales and sizes at airports throughout the Midwest and will provide our experience and expertise to your projects. Our team is familiar with FAA design advisory circulars and will provide engineering for projects that will meet all local, federal, and state requirements.

Bolton & Menk has been on the forefront of specifying environmentally friendly and innovative construction methods to best complete airport projects. This includes using the full-depth reclamation (FDR) process to reconstruct bituminous pavements, LED lighting for NAVAIDS and edge lighting, and non-emulsion-based pavement seal coats.

Design services are only half of what we provide. Overseeing the project through construction is equally as important. We provide a dedicated construction project engineer to be on-site during construction to ensure the contractor is meeting all requirements of the plan and specifications. Our construction project engineer is experienced working on airports and working with FAA and MnDOT technical specifications. Having personnel on-site also allows you to visit the project and be provided real time construction updates.



Grants and Funding Expertise

Funding needs to be secured before any project can begin. Bolton & Menk understands funding sources available to airports and will provide our expertise to you. Our team has a strong knowledge of project funding eligibility and will discuss each project with FAA and MnDOT personnel to establish a feasible funding plan to meet your needs. The following is a list of funding options available to airports in Minnesota:

FAA Non-Primary Entitlement Funding: Up to \$150,000 each year, which can be accumulated for a maximum of four years for eligible projects.

FAA State Apportionment Funding: Federal funding is allocated to each state annually for projects assigned priority by FAA and MnDOT personnel. These projects are typically designated several years in advance. The amount for Minnesota is typically around \$5 million.

FAA Discretionary Funding: These are turned back entitlement funds that are distributed to high priority projects at the end of the FAA fiscal year. Safety enhancements and runway improvements receive the most funding.

MnDOT Grant Funding: These are used to supplement federally funded projects or grants for projects not eligible for federal funding. Currently MnDOT is providing funding at 70 percent state and 30 percent local for other projects.

MnDOT Hangar Loan Program: This funding provides airports with a 20-year, interest free loan on 80 percent of hangar building cost.

MnDOT Bonding: Every biennium, MnDOT asks communities to submit their request for state bonding funds. Airports have had success in securing state bonds to complete airport improvement projects.

Bolton & Menk routinely works with all the listed programs and will develop a funding plan to minimize your cost share for each airport improvement project. Our team will assist with developing your CIP and have discussions with FAA and MnDOT personnel about securing any state apportionment of discretionary funding required for major improvement projects.

FAA and MnDOT Policy Experience

Bolton & Menk's team of aviation experts has a strong technical understanding of all FAA and MnDOT airport regulations. This includes the FAA AIP Handbook (FAA Order 5100.38), which details project eligibility and all FAA Design Advisory Circulars—primarily the FAA Airport Design Circular (AC 150/5300-13), which details design standards for your airport. Our experience working with FAA and MnDOT allows us to identify appropriate funding for projects to help them move forward.

For major improvement projects, it's imperative you follow the FAA project formulation process. Our team has extensive experience working with our clients, FAA, and MnDOT to identify major improvement projects and ensure all FAA grant administration requirements are met. Oftentimes the process must begin five years prior to construction to meet all FAA requirements. The process begins with ensuring your airport planning is complete and the project is identified in your CIP. From there, our team will begin discussions to secure additional federal funding at least three years in advance. Completing all necessary environmental documentation is required before beginning project design. **Our goal is to ensure your project is successful.**

Meeting Availability



Bolton & Menk will maintain the availability of the project team throughout contract duration. This will ensure quality project deliverables and satisfy the prescribed schedule. Staff members will be available to continuously serve project needs.

Silas Parmar will attend all county board, airport commission, and FAA/MnDOT meetings as requested at NO CHARGE.

Should additional staff be required, we will use the capabilities of other professional and technical staff at the approval of Houston County.

PROJECT TEAM

Section 2

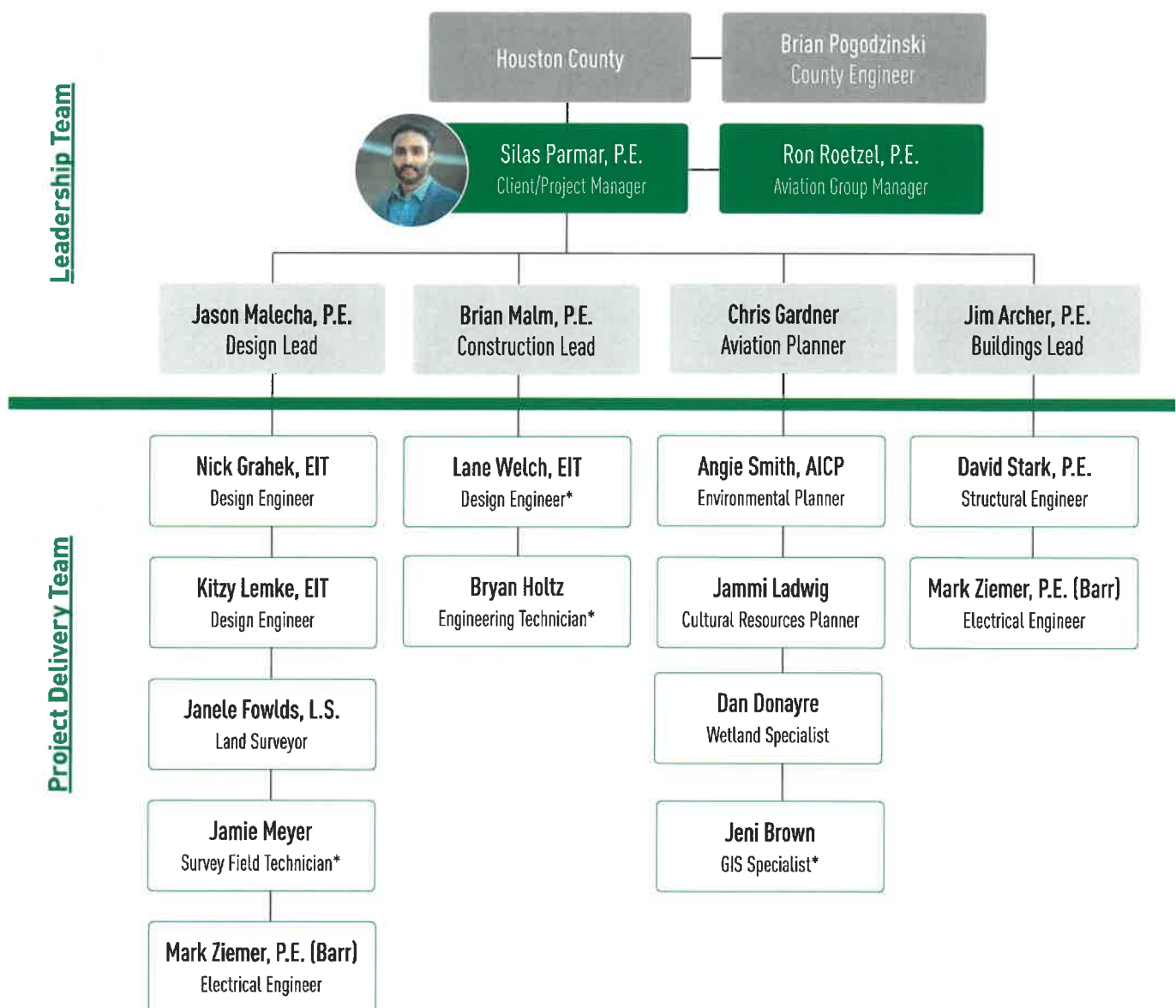
Project Team



PROJECT TEAM

The Bolton & Menk aviation team, highlighted below, is immediately available to assist the Houston County Municipal Airport with projects. We are Houston County Airport's trusted advocate, and we will continue to work to find solutions to maintain and develop your airport. **Your primary contact, Silas Parmar, has more than 14 years of experience assisting Minnesota communities with their airports.** He has recent experience working on projects identified in your RFQ.

*Résumé available upon request



**Silas Parmar, P.E.****Client/Project Manager**

B.S. in Civil Engineering, University of Minnesota

Silas will serve as your primary contact and lead all airport improvement projects. He will lead you through CIP development, grant and funding administration, project scheduling, and project design and construction. Silas will also attend all county board, airport commission, and FAA/MnDOT outreach meetings.

Silas has more than 14 years of experience working with general aviation airports in Minnesota. He is an experienced project manager and an expert on bituminous pavement design and rehabilitation. He has worked closely with FAA and MnDOT personnel throughout his career and has a strong understanding of funding eligibility and requirements. He will lead the design team from preliminary programming and layout development to final design and construction. Silas' goal is to deliver projects to meet and exceed your expectations.

**Ron Roetzel, P.E.****Aviation Group Manager**

B.S. in Civil Engineering, University of Minnesota

B.S. in Transportation, University of Minnesota

Ron will provide quality assurance and quality control on all projects.

Ron's favorite part of his job is the people he works with and the ability to solve their problems. He enjoys making his client's job easier. Ron joined Bolton & Menk in 1984 and leads the firm's aviation work group. He has extensive experience working with general aviation airports across the Upper Midwest and setting up large projects for successful funding. He manages expectations of the agencies as well as the public. Ron leads the sponsor through challenges to complete the project on time and within budget.

**Chris Gardner****Aviation Planner**

Graduate Certificate in GIS Technology, Minnesota

State University, Mankato

B.S. in Biology, Minnesota State University, Mankato

Chris will lead all planning and environmental projects. Having worked closely with the county on the master plan update, he is familiar with future airport development projects and the necessary planning/environmental documents required to be eligible for federal funding.

Chris began his career in 2010, gaining experience with GIS remote sensing. He is knowledgeable in many facets of aviation planning and design, including FAA Advisory Circulars. Chris is experienced in developing MnDOT safety zones required at airports throughout Minnesota. His knowledge and training in aviation, coupled with his GIS expertise, ensures he has the skills required to manage data for several airports. Additionally, he has completed his private pilot ground school in compliance with FAR part 61.105 and has logged several hours of flight training.

**Jason Malecha, P.E.****Design Lead**

B.S. in Civil Engineering, Iowa State University

Jason will lead design for airport improvement projects.

Jason is a project engineer with Bolton & Menk, beginning his career in 2015. His experience includes the planning, design, and preparation of construction plans and specifications for a variety of aviation clients. In addition to project design, his experience includes cost estimating and detailed project inspection. Jason enjoys building relationships with clients while helping them solve issues and complete projects at their airports.

**Nick Grahek, EIT****Design Engineer**

B.S. in Civil Engineering, University of Minnesota, Duluth

Nick will assist with all design work and provide construction

observation at the airport.

Nick is an aviation design engineer who began his career in 2018. Excelling in aerospace, heavy civil construction, and quality control, Nick focuses on airport design and construction observation.

**Kitzy Lemke, EIT****Design Engineer**

M.S. in Civil & Environmental Engineering, University of North Carolina

B.S. in Civil & Environmental Engineering, University of North Carolina

Kitzy will assist with all design work and provide construction observation at the airport.

Kitzy joined Bolton & Menk in 2020. She focuses on aviation design and construction observation work. She loves the atmosphere at airports and was drawn to aviation due to the variation of each project and there always being something more to learn.



Janele Fowlds, L.S.
Project Surveyor

B.S. in Civil Engineering, South Dakota State University

Janele will be responsible for all survey tasks.

Janele began surveying in 1996 and is the south area survey coordinator, working with staff to ensure project needs are met. She enjoys managing a project from start to finish, with the ability to coordinate with clients and staff. One area of importance for her is finding efficiencies and improving processes. Janele has performed boundary, topographic, ALTA/ACSM land title surveys, as-built, construction, and engineering design surveys. She has worked with section breakdowns, government corner certificates, right-of-way plats, verification of subdivision plats, Registered Land Surveys, and property descriptions.



Brian Malm, P.E.
Construction Lead

M.S. in Infrastructure Systems Engineering, University of Minnesota

B.S. in Civil Engineering, North Dakota State University

Brian will provide on-airport staffing for all construction projects.

Brian takes pride in communicating efficiently with everyone he works with. Whether it be at meetings, face-to-face, on the phone, or via email, he loves the fact that he can interact with so many different people throughout his day. Brian began his career in the planning, design, and construction of public works projects in 1996 and helped Bolton & Menk to open the Rochester location in 2012. He oversees the Rochester Civil Work Group and currently serves as city engineer for several cities in southeast Minnesota.



Angie Smith
Environmental Planner

M.S. in Environmental Science, Indiana University
 B.S. in Zoology, North Carolina State University

Angie will oversee environmental planning and permitting needs.

A strong advocate for sustainable natural resources protection and restoration, Angie is a senior environmental planner at Bolton & Menk with more than two decades of experience. She leads the planning and urban design environmental and natural resources team. She facilitates environmental coordination efforts before, during, and after projects commence and advances the environmental

planning, cultural resources, and natural resources team initiatives across the organization. Angie strives to ensure our actions today set up future generations' success.



Jammi Ladwig
Environmental Planner

M.A. in Anthropology & Archaeology, University of Minnesota

B.A. in Anthropology, University of Minnesota

Jammi will perform all airport cultural resource investigations.

Jammi began her archaeological career in 2006 and is currently an archaeological field director with our transportation work group. Jammi has extensive training in archaeology and uses her expertise to find solutions that both protect resources and assist clients in finding necessary modifications. Specifically, Jammi conducts field surveys including shovel testing and pedestrian walkovers, assists staff archaeologists, and provides technical advice regarding archaeology and the potential impact of historical findings.



Dan Donayre
Wetland Specialist

B.A. in Environmental Studies, University of North Carolina

Dan will support wetland delineation and permitting needs.

Dan leads Bolton & Menk's natural resources team and is responsible for coordinating with state and federal agencies to work through difficult aquatic resource delineations and permitting. He began his duties in 2005 and has conducted hundreds of wetland delineations, GPS surveys, and MnRAM analyses. Dan has successfully completed Wetland Conservation Act (WCA), Minnesota Department of Natural Resources, and U.S. Army Corps of Engineers permitting processes related to type and boundary applications, replacement plans, de minimis applications, exemption applications, no loss applications, and banking plans. He also acts as the local government unit (LGU) for several client communities. His duties as LGU include reviewing applications under the WCA, organizing and leading technical evaluation panel meetings, and issuing notices of decision.

**Jim Archer, P.E.****Buildings Lead**

B.S. in Civil Engineering, University of Minnesota

Jim will lead all design for architectural projects, including hangars and buildings.

Jim leads the development of structural engineering services for Bolton & Menk. He began his engineering career in 2001 and is responsible for planning and designing bridges and other structural infrastructure as well as business development activities and client service. He is committed to delivering projects that satisfy current and future needs in a practical, functional, and maintainable way. His knowledge and expertise in asset management gives him a unique understanding of the effects structural design has on project budgets and long-term maintenance activities.

**Mark Ziemer, P.E. - BARR****Electrical Engineer**

B.S. in Architectural Engineering, University of Kansas

Mark will lead all electrical design and prioritize LED technology.

Mark has three decades of electrical and lighting design experience specializing in power, signal, lighting, and process control systems. He has worked on projects for industrial, commercial, retail, and municipal clients at facilities such as city halls, corporate campuses, administrative offices, educational institutions, regional airports, hospitals, data centers, and cleanrooms. Mark has also designed electrical and control systems for water-pressure booster stations as well as for water and wastewater treatment.

**David Stark, P.E.****Structural Engineer**

B.S. in Civil Engineering, Iowa State University

David will support Jim with design for architectural projects.

David is a structural project engineer who began his career in 2009. He is responsible for the design and preparation of final construction plans, specifications, and structural assessment reports for a variety of structural projects. These projects range from municipal buildings and environmental structures to new construction and renovation of existing structures. David also has extensive experience working alongside and coordinating with other professionals, including architects and mechanical and electrical engineers.

Why Bolton & Menk

Our company motto is *Real People* offering *Real Solutions*. This means we strive to become part of your community by providing responsive and effective service. We give you honest feedback and help you develop a realistic CIP to reach your airport goals. As your current airport consultant, you have seen Bolton & Menk make your priorities our priorities.

PROJECT **APPROACH**

Section 3

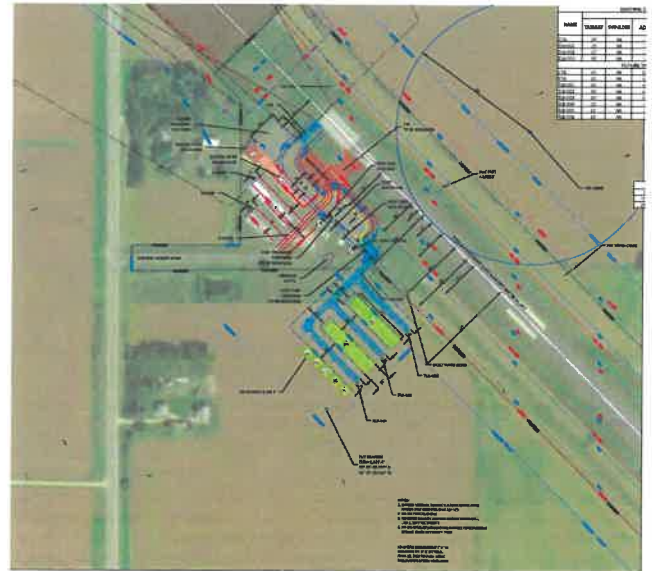


PROJECT APPROACH

Having led the county through the master plan update, Bolton & Menk worked closely with the county to identify future projects for development. Input was collected from airport users, Airport Commission members, and the public to identify how best to continue airport development. Additional aircraft storage hangars were the most critical need identified. The existing hangar area is completely developed with no space for new hangar construction.

Working closely with the county, FAA, and MnDOT, Bolton & Menk identified the area southeast of the airport access drive as the ideal location for additional building area construction. This area was determined to be the most economical to develop. Houston County believed acquisition of the land would not be contentious.

Bolton & Menk and county personnel met with FAA and MnDOT in October 2020 to discuss project schedules and funding for the southeast building area development. The following near-term CIP was developed by Bolton & Menk staff. The CIP takes advantage of available federal entitlement funds to keep the county share of development projects to a minimum:



FFY	SFY	PROJECT DESCRIPTION	FAA %	STATE %	COUNTY %	PROJECT COST	FAA ENTITLEMENT FUNDING	BORROWED FAA ENTITLEMENT FUNDING	DISCRETIONARY FAA FUNDING	STATE FUNDING	COUNTY FUNDING	FAA ENTITLEMENT BALANCE
FEDERAL FY 2021 ENTITLEMENT FUND BALANCE: \$525,288.00												
2021	2022	RWY. 13/31 CULVERT LINING	90%	0%	10%	\$78,001.00	\$70,200.90	\$0.00	\$0.00	\$0.00	\$7,800.10	\$455,085.10
FEDERAL FY 2022 ENTITLEMENT FUND BALANCE: \$605,085.10												
2022	2023	NPE LOAN REPAYMENT FROM FAIRMONT	100%	0%	0%	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$755,085.10
2022	2023	NPE LOAN REPAYMENT FROM FAIRMONT	100%	0%	10%	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$905,085.10
2022	2023	BUILDING AREA LAND ACQUISITION - 7.3 ACRES (BARTH)	90%	0%	10%	\$113,000.00	\$101,700.00	\$0.00	\$0.00	\$0.00	\$11,300.00	\$803,385.10
2022	2023	RWY 13 TAXILANE ALPHA REMOVAL AND RELOCATION (100' X 35')	90%	0%	10%	\$84,796.00	\$76,316.40	\$1.00	\$0.00	\$0.00	\$8,479.60	\$727,068.70
2022	2023	SE HANGAR AREA TAXILANE CONSTRUCTION (1,315' X 25')	90%	0%	10%	\$401,650.00	\$361,485.00	\$2.00	\$0.00	\$0.00	\$40,165.00	\$365,583.70
FEDERAL FY 2023 ENTITLEMENT FUND BALANCE: \$515,583.70												
2023	2024	BORROW ENTITLEMENTS FROM (4) AIRPORTS	100%	0%	0%	\$600,000.00	\$600,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,115,583.70
2023	2024	CONSTRUCT 8 UNIT T-HANGAR	90%	0%	10%	\$1,178,270.00	\$1,060,443.00	\$0.00	\$0.00	\$0.00	\$117,827.00	\$55,140.70
FEDERAL FY 2024 ENTITLEMENT FUND BALANCE: \$205,140.70												
2024	2025	OBSTRUCTION REMOVAL - HANGAR 4 AND APRON PAVEMENT	90%	0%	10%	\$150,000.00	\$135,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$70,140.70
2024	2025	RELOCATE HANGAR 3	0%	70%	30%	\$50,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	\$15,000.00	\$70,140.70
FEDERAL FY 2025 ENTITLEMENT FUND BALANCE: \$220,140.70												
2025	2026	REPAY BORROWED ENTITLEMENT FUNDS	100%	0%	0%	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,140.70
FEDERAL FY 2026 ENTITLEMENT FUND BALANCE: \$220,140.70												
2026	2027	REPAY BORROWED ENTITLEMENT FUNDS	100%	0%	0%	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,140.70
FEDERAL FY 2027 ENTITLEMENT FUND BALANCE: \$220,140.70												
2027	2028	REPAY BORROWED ENTITLEMENT FUNDS	100%	0%	0%	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,140.70
FEDERAL FY 2028 ENTITLEMENT FUND BALANCE: \$220,140.70												
2028	2029	REPAY BORROWED ENTITLEMENT FUNDS	100%	0%	0%	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,140.70
FEDERAL FY 2029 ENTITLEMENT FUND BALANCE: \$220,140.70												
2028	2029	RWY 13/31 RECONSTRUCTION	90%	0%	10%	\$900,000.00	\$220,140.70	\$0.00	\$589,859.30	\$0.00	\$90,000.00	\$0.00
2028	2029	RWY 13/31 LED LIGHTING SYSTEM	90%	0%	10%	\$429,283.00	\$0.00	\$0.00	\$386,354.70	\$0.00	\$42,928.30	\$0.00
2028	2029	RWY 13/31 PAPI & REIL INSTALLATION	90%	0%	10%	\$115,693.25	\$0.00	\$0.00	\$104,123.92	\$0.00	\$11,569.32	\$0.00

Runway 13 Taxilane Connector

The existing Runway 13 Taxilane alpha connector from the apron does not conform to FAA airport design standards. The FAA does not allow direct access to a runway from the hangar area. Taxilane connectors at the runway threshold are required for safety and incursion purposed.



The proposed project for 2022 is removing Taxilane Alpha and constructing Taxilane Bravo at the Runway 13 threshold. Taxilane Bravo will be constructed to 35-foot wide. To keep Runway 13/31 open during this project, the Runway 13 threshold will be displaced, and runway length shortened to 3,100-feet. Taxilane Bravo will be constructed first and then Taxilane Alpha removed to provide access to Runway 13/31 during all phases of construction.

We estimate the cost for Taxilane Alpha removal and Taxilane Bravo construction to be \$84,796. The FAA share would be 90 percent (\$76,316) and county share 10 percent (\$8,480).

8-Unit T-Hangar

After constructing the hangar area taxilanes in 2022, the county can construct an 8 Unit T-hangar in 2023. Currently all hangars at the airport are private. The county wants to construct publicly owned hangars to generate revenue. Constructing an 8-unit T-hangar will also allow the removal of hangar 4, which is showing signs of severe distress and should be demolished.

The proposed plan would construct a T-hangar that is 189-foot-long by 54-foot-wide with each T-hangar unit having a door width of 41 feet, height clearance of 12 feet, and depth of 33 feet. This size unit will meet the demands for existing and future aircraft based at Houston County. The T-hangar would be a pre-engineering metal building constructed upon concrete footings, foundation, and floor slab. Each door would a bi-fold cable door.



The FAA allows airport sponsors to apply their federal entitlement funding toward hangar projects if all other airfield needs are met. Once the county constructs Taxilane Bravo, all immediate airside needs will be met; thus, allowing the county to construct the 8-unit T-hangar with federal funding.

Beginning in 2023, Bolton & Menk projects Houston County to have a federal entitlement fund balance of \$515,584. The cost estimate for the 8-unit T-hangar project is \$1,178,270. With the FAA share being 90 percent (\$1,060,443) and county share 10 percent (\$117,827), the county will have a federal entitlement fund deficit of \$544,859.

Bolton & Menk has helped our clients with borrowing the required amount of federal entitlement funding from other airport sponsors in Minnesota with repayments made with future entitlement funds. With this plan, Houston County will repay borrowed federal entitlement funds from 2025 to 2028. Constructing the T-hangar with federal funding results in the lowest county share, which allows the county to begin generating rent revenue in the shortest amount of time.

Apron and Hangar Removals

During the master plan study, the FAA identified a portion of the existing apron as no longer eligible for FAA funding. FAA airport design criteria details the eligible amount of apron pavement. With the taxilane connector to Runway 13 relocated to the threshold, the eastern portion of the apron is no longer eligible. This means FAA funds cannot be used for either the maintenance or reconstruction of the pavement.



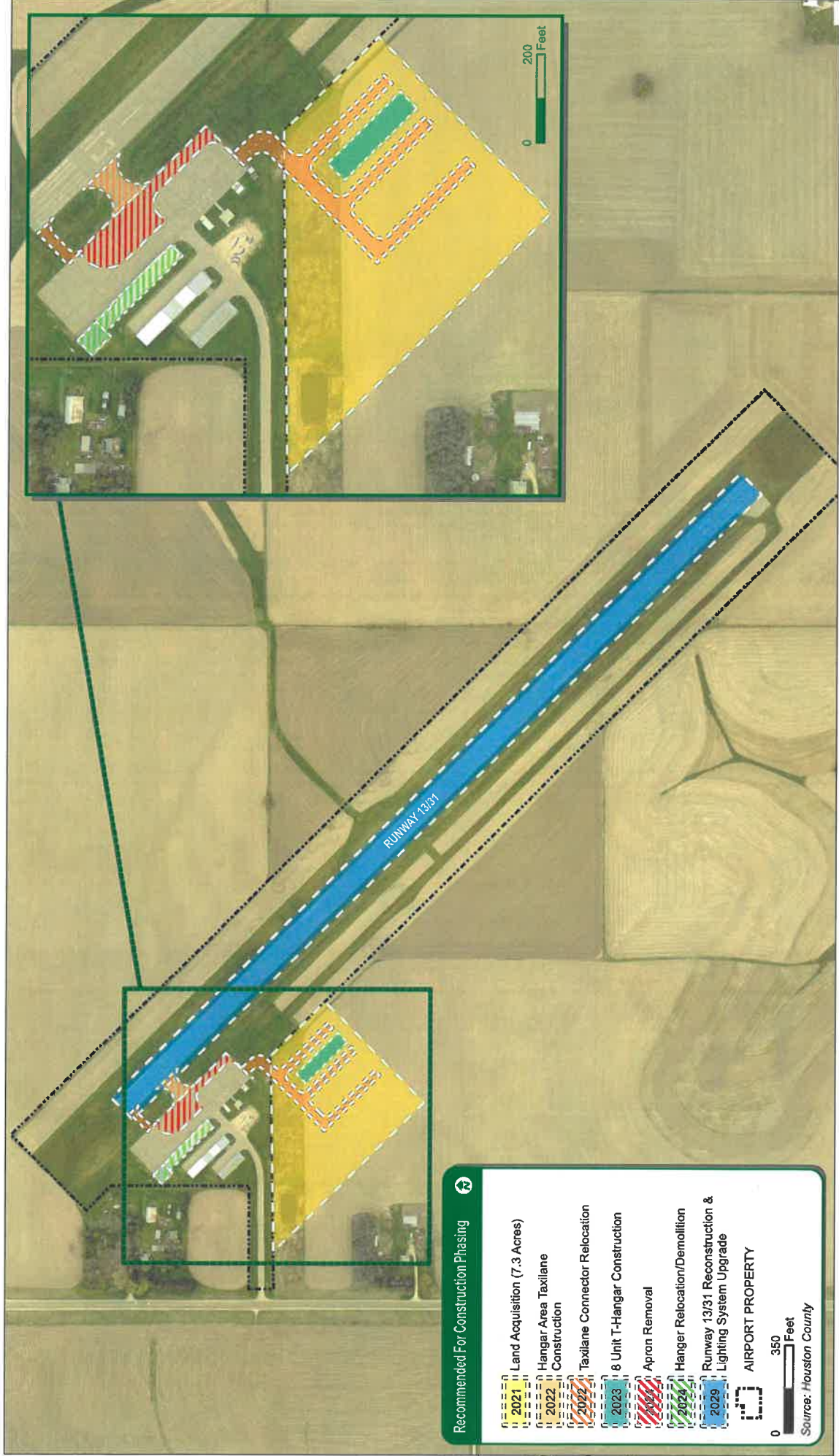


Houston County Airport Approach to Projects Layout

Caladonia, MN March 2021



Real People. Real Solutions.



SIMILAR EXPERIENCE

Section 4



Similar Experience

Additional Land Acquisition Experience

- Runway 9/27 RPZ & BRL Acquisition, Winsted Municipal Airport
- Runway 16 RPZ Acquisition, South St. Paul Municipal Airport

Hangar Construction**8-Unit T-Hangar, Hutchinson Municipal Airport**

Contact: John Olson, Airport Manager, 320-234-4473,
jolson@ci.hutchinson.mn.us



The airport last constructed public hangars in 2006 and had a lengthy waiting list of pilots wanting to base at HCD. All available hangar units had been rented since construction. Constructing the T-hangar using state funding was not a cost-effective option for the city; the city delayed the project until they accumulated enough FAA entitlement funds to construct the project. Each T-hangar unit is 45 feet wide with 14-foot-tall door clearance. The local share for this project was 5 percent.

8-Unit T-Hangar, Paynesville Municipal Airport

Contact: Tariq Al-Rifai, City Administrator, 320-243-3714,
tariq@paynesvillemn.com

An 8-unit nested T-hangar facility was constructed for the Paynesville Municipal Airport to accommodate based aircraft demand. The hangar is a pre-engineered steel frame building with a bi-fold door at the entrance of each hangar. The building is designed to provide overhangs to



promote site drainage away from the building. In addition to the building, site preparation and taxilanes were constructed as a part of the overall project.

The scope of complete services included design, bidding assistance, construction engineering, and assistance with obtaining and closing out the Federal AIP grant. As part of our services, we worked with the city and FAA to secure a phased funding approach to maximize funding for the project.

8-Unit T-Hangar, Hawley Municipal Airport

Contact: Lisa Jetvig, City Clerk, 218-483-3331, ljetvig@arvig.net



The City of Hawley wanted to increase the revenue generated at the airport to help balance operational costs. They elected to explore construction of a T-hangar to increase their based aircraft and fuel sales. However, with anticipated rental fees being minimal, the city needed to construct the T-hangar as economically as possible. Bolton & Menk was successful in constructing the T-hangar using FAA funding, reducing the city share to 5 percent. Each T-hangar unit is 48 feet wide with 14-foot-tall door clearance.

Additional Land Acquisition Experience

- Multi Bay Hangar, Wheaton Municipal Airport
- 7-Bay Hangar, Redwood Falls Municipal Airport

Runway Construction**Runway 15/33 Reconstruction, Hutchinson Municipal Airport**

Contact: John Olson, Airport Manager, 320-234-4473,
jolson@ci.hutchinson.mn.us

Runway 15/33, Taxiway A, and the apron pavements were in dire need of reconstruction due to severe longitudinal and transverse cracking, raveling, and transverse joint depressions.



Fully reconstructing all pavements in one year was not feasible because of limited federal funding.

Bolton & Menk designed and constructed a full-depth reclamation (FDR) project to improve the airport's pavement condition. FDR is the process of pulverizing the existing bituminous and blending with the underlying aggregate base to provide a recycled bituminous base course. FDR recycles existing materials on-site while providing a comparable product to virgin aggregate base at a substantially lower price.

Using the FDR process allowed the city to reconstruct the runway, taxiway, and apron within the federal funding amount available.

Runway 34 Extension, Long Prairie Municipal Airport

Contact: Ted Gray, City Administrator, 320-732-2167, tgray@cityoflongprairie.com

The existing runway length of 3,000 feet was inadequate for local pilots. With the business community thriving, there was an immediate demand to extend the runway 500 feet. An extension to 3,500 feet would allow for turbo-prop aircraft to operate at Long Prairie throughout the year.



The project involved an environmental assessment and land acquisition services to meet FAA requirements for full control of the runway protection zone. During construction, the Runway 34 threshold was displaced to allow the airport to remain open during construction.

Since re-opening the full runway, businesses in town have experienced an increase in operations.

Runway 14/32 Reconstruction, Sauk Centre Municipal Airport

Contact: Vicki Willer, City Administrator, 320-352-2203
vicki.willer@ci.sauk-centre.mn.us

Runway 14/32 has had numerous crack repairs completed since its original construction in 1990. The ride quality was so poor several aircraft diverted to adjacent airports.



Major distresses included block cracking, longitudinal and transverse cracking, patching, raveling, and rutting. The runway was also only 60 feet wide. Widening Runway 14/32 to 75 feet allowed for a safer operational environment for pilots, considering the airport does not have a parallel taxiway. To maximize the amount of federal funds available, a modification to AIP standards was submitted to use MnDOT specifications for construction. Using MnDOT specifications allows for lower bid prices as contractors are more familiar with the products and bituminous mixture is more readily available.

Construction was recently completed. The amount of federal funding available will allow the airport to also reconstruct the taxiway connector and apron.

Runway 13/31 Reconstruction, Litchfield Municipal Airport

Contact: Dave Cziok, City Administrator, 320-693-7201
dave.cziok@ci.litchfield.mn.us

Runway 13/31, Taxiway A, and the apron pavement were in dire need of reconstruction due to severe longitudinal and transverse cracking, rutting, depressions, and patching. Fully reconstructing all pavements in one year was not feasible because of limited federal funding.



Bolton & Menk designed and constructed an FDR project to rejuvenate the airport's pavement. The FDR process allowed the city to reconstruct the runway, taxiway, and apron within the federal funding available.

Lighting Construction

Lighting System Upgrade, Sauk Centre Municipal Airport

Contact: Vicki Willer, City Administrator, 320-352-2203

vicki.willer@ci.sauk-centre.mn.us

As part of the Runway 14/32 reconstruction project, the entire airfield lighting system was replaced. This included edge lights, threshold lights, guidance signs, precision approach path indicators (PAPIs), runway end identifier lights (REILs), beacon, and wind cone.



The previous electrical vault building was a small corner of the public FBO hangar. This project included construction of a stand-alone vault building with enough size to accommodate the new lighting system. The edge lighting, REILs, windcone, and beacon installed were LED, resulting in increased energy savings and less maintenance.

Runway 13/31 Edge Lighting System, Litchfield Municipal Airport

Contact: Dave Cziok, City Administrator, 320-693-7201

dave.cziok@ci.litchfield.mn.us



The existing runway lighting system began experiencing major issues and there were prolonged outages. The city also wanted to upgrade their VASIs system to PAPIs. Bolton & Menk proposed the FAA allow the city to replace the entire airfield lighting system as one project, resulting in significant cost savings versus completing the project over a period of years. The project involved installation of new edge lights, threshold lights, PAPIs, and REILs.

Runway 16/34 Edge Lighting System, Long Prairie Municipal Airport

Contact: Ted Gray, City Administrator, 320-732-2167,

tgray@cityoflongprairie.com

As part of the Runway 16/34 reconstruction and extension project, the entire airfield lighting system was replaced. This included edge lights, threshold lights, guidance signs, PAPIs, REILs, beacon, and windcone. The edge lighting, REILs, windcone, and beacon installed were LED, resulting in increased energy savings and less maintenance, making it easier for future maintenance.



CLIENT REFERENCES

Section 5



CLIENT REFERENCES

Client satisfaction through quality deliverables, cost-effective rates, and timely project delivery are top priorities for Bolton & Menk. Please contact the following references to evaluate our performance on similar projects.

Fillmore County

Pam Schroeder, Airport Manager
pschroeder@co.fillmore.mn.us
507-765-3854



City of Redwood Falls

Jim Doering, Public Works Coordinator
jdoering@ci.redwood-falls.mn.us
507-616-7400



City of Hutchinson

John Olson, Public Works Manager
jolson@ci.hutchinson.mn.us
320-234-4473



City of Worthington

Todd Wietzema, Public Works Director
tew@ci.worthington.mn.us
507-360-8764



SUPPORTING **DATA** Section 6



SUPPORTING DATA

Ability to Meet Schedules and Budgets

Bolton & Menk understands the importance of establishing a schedule and budget and sticking to them. Below is our project history for the past five years, showing our ability to meet project goals.

Year	Airport	Project Description	Engineer's Estimate	Actual Bid Cost	% Change Est. vs. Bid Cost	Final Cost	% Change Bid vs. Final Cost	Compl. on Schedule
2020	Litchfield	Snow Removal Equipment Building	\$451,424	\$364,400	-24%	\$365,500	0%	✓
2020	Worthington	Concrete Apron Reconstruction	\$601,500	\$568,525	-6%	\$565,321	-1%	✓
2020	Hutchinson	Runway 15/33 Pavement Maintenance	\$138,335	\$105,880	-31%	\$105,880	0%	✓
2020	Willmar	Runway 13/31 Pavement Maintenance	\$1,100,500	\$1,008,255	-9%	\$978,621	-3%	✓
2019	Hutchinson	8-Unit T-Hangar	\$949,675	\$802,267	-18%	\$814,262	1%	✓
2019	Long Prairie	Runway 34 Extension	\$1,107,512	\$895,427	-24%	\$885,619	-1%	✓
2019	Paynesville	10-Unit T-Hangar	\$1,415,125	\$1,487,513	5%	\$1,501,225	1%	✓
2019	Winsted	Runway 9/27 Reconstruction	\$1,855,517	\$1,797,423	-3%	\$1,750,469	-3%	✓
2018	Granite Falls	Entrance Road Reclamation	\$151,276	\$144,908	-4%	\$122,182	-19%	✓
2018	Mahnomen	Arrival/Departure Building	\$628,441	\$601,216	-5%	\$606,416	1%	✓
2018	Pine River	Apron Reconstruction	\$338,950	\$205,413	-65%	\$213,442	4%	✓
2018	Redwood Falls	7 Bay Hangars Construction	\$1,406,271	\$1,296,032	-9%	\$1,290,682	0%	✓
2018	Sauk Centre	Entrance Road Paving	\$91,268	\$76,727	-19%	\$70,727	-8%	✓
2017	Blue Earth	Snow Removal Equipment Building	\$356,620	\$323,500	-10%	\$323,500	0%	✓
2017	Hawley	8-Unit T-Hangar	\$771,300	\$631,800	-22%	\$631,800	0%	✓
2017	Le Sueur	Runway 13/31 Crack Repair and Seal Coat	\$216,687	\$126,850	-71%	\$125,803	-1%	✓
2017	Pine River	Apron Pavement Reclamation	\$236,980	\$213,675	-11%	\$213,442	0%	✓
2017	Pipestone	Parking Lot Expansion	\$138,545	\$83,879	-65%	\$90,459	7%	✓
2017	Preston	Runway 11/29 Crack Repair and Seal Coat	\$229,295	\$239,946	4%	\$236,946	-1%	✓
2017	South St. Paul	Snow Removal Equipment - Loader	\$250,000	\$241,630	-3%	\$241,630	0%	✓
2017	Willmar	East Taxilanes Reconstruction	\$297,359	\$321,578	8%	\$325,184	1%	✓
2017	Worthington	Runway 11/29 Crack Repair and Seal Coat	\$680,146	\$741,155	8%	\$740,160	0%	✓
2016	Aitkin	6,000 Gallon Jet A Fuel System	\$155,200	\$156,440	1%	\$156,440	0%	✓
2016	Buffalo	Construct Parking Lot	\$179,705	\$202,644	11%	\$203,039	0%	✓
2016	Granite Falls	Runway 15/33 Reconstruction	\$887,621	\$795,702	-12%	\$822,224	3%	✓
2016	Owatonna	Runway 5/23 Crack Repair and Seal Coat	\$220,625	\$188,176	-17%	\$179,761	-5%	✓
2016	Pipestone	Runway 18/36 Mill and Overlay	\$561,277	\$470,453	-19%	\$458,599	-3%	✓
2016	Sauk Centre	Runway 14/32 Reconstruction	\$2,604,138	\$1,891,352	-38%	\$1,986,603	5%	✓
2016	Worthington	Taxiway C Crack Repair and Seal Coat	\$112,758	\$92,680	-22%	\$96,925	4%	✓
2015	Aitkin	Construct Taxilanes	\$445,905	\$426,960	-4%	\$420,116	-2%	✓
2015	Blue Earth	Taxilane Reconstruction	\$848,575	\$794,121	-6%	\$827,265	4%	✓
2015	Hutchinson	Runway 15/33 Reconstruction	\$2,888,810	\$2,128,150	-26%	\$1,880,674	-12%	✓
2015	Litchfield	Runway 13/31 Reconstruction	\$2,574,413	\$2,160,826	-16%	\$1,721,196	-20%	✓
2015	Owatonna	Taxilane Reconstruction	\$413,796	\$438,597	6%	\$454,184	4%	✓
2015	Wheaton	210' x 70' Multi-Bay Hangar	\$1,411,465	\$1,242,436	-12%	\$1,282,234	3%	✓
2015	Worthington	Taxiway C Extension	\$923,650	\$885,969	-4%	\$768,959	-13%	✓
Totals			\$25,348,905	\$22,105,445	-15%	\$21,442,167	-3%	

Houston County Agenda Request Form

Date Submitted: March 16, 2021 Board Date: March 23, 2021

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

The Houston County Airport is looking to move forward to purchase property for airport improvements. The first step is to have the property appraised. John Campe is willing to complete this task for \$2,500.

Attachments/Documentation for the Board's Review:

Justification:

To approve John Campe to prepare a Condemnation Appraisal Report of 7 acres more/ or less located within Parcel ID 030397000, Section 36, Township 102 North Range 6 West, Houston County, Minnesota.

Action Requested:

Approval to hire the appraiser.

For County Use Only			
<u>Reviewed by:</u>	<u> </u> County Auditor	<u> </u> County Attorney	<u> </u> Zoning Administrator
	<u> </u> Finance Director	<u> </u> County Engineer	<u> </u> Environmental Services
	<u> </u> IS Director	<u> </u> Other (indicate dept)	
<u>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 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: 3-18-21

Person requesting appointment with County Board: Donna Trehus, County Auditor/Treasurer

Issue:

Transfer of Real Property in Houston County Parcel ID# 21.0022.000 to the City of Caledonia belonging to John H. Hauser Sr. and Diane Hauser, husband and wife.

Attachments/Documentation for the Board's Review:

Board Resolution, Breakdown of Proceeds from Sale of Property

Letter of Intent from City of Caledonia dated 2-10-2021, Amended letter-City of Caledonia dated 3-5-21

Justification:

Action Requested:

Approve Auditor/Treasurer Trehus to Transfer Real Property as described in Resolution.

For County Use Only			
<u>Reviewed by:</u>	<div style="display: flex; align-items: center;"><div style="text-align: center; width: 30px;"><input checked="" type="checkbox"/></div><div>County Auditor/ <i>Treasurer</i></div></div> <div style="display: flex; align-items: center;"><div style="text-align: center; width: 30px;"><input checked="" type="checkbox"/></div><div>Finance Director</div></div> <div style="display: flex; align-items: center;"><div style="text-align: center; width: 30px;"><input type="checkbox"/></div><div>IS Director</div></div>	<div style="display: flex; align-items: center;"><div style="text-align: center; width: 30px;"><input checked="" type="checkbox"/></div><div>County Attorney</div></div> <div style="display: flex; align-items: center;"><div style="text-align: center; width: 30px;"><input type="checkbox"/></div><div>County Engineer</div></div> <div style="display: flex; align-items: center;"><div style="text-align: center; width: 30px;"><input type="checkbox"/></div><div>Other (indicate dept)</div></div>	<div style="display: flex; align-items: center;"><div style="text-align: center; width: 30px;"><input type="checkbox"/></div><div>Zoning/Planning/E.S.</div></div> <div style="display: flex; align-items: center;"><div style="text-align: center; width: 30px;"><input type="checkbox"/></div><div>Human Resources</div></div>
<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 reequests and determine if the request will be heard at a County Board meeting.

RESOLUTION NO. 21-22
TRANSFER OF REAL PROPERTY IN HOUSTON COUNTY TO THE CITY OF CALEDONIA

WHEREAS, there is a property within the City of Caledonia, Houston County, Minnesota as follows:

Parcel ID# 21.0022.000

The West Sixty (60) feet of the South Sixty (60) feet of Lot One (1) in Block Two (2) of the Original Plat of the Village of Caledonia;

Together with an easement over and across the West Ten (10) feet of the East Sixty (60) feet of the West 120 feet of the South Sixty (60) feet of Lot One (1) Block Two (2) of the Original Plat of the Village of Caledonia.

WHEREAS, Houston County has accepted a Quit Claim Deed from property owners, John H. Hauser Sr. and Diane Hauser, husband and wife that conveys ownership of the above described parcel to Houston County.

WHEREAS, a special assessment of \$33,594.06 for the removal of the hazardous building was placed on Parcel ID #21.0022.000 per the request of City Administrator, Adam Swann on February 22, 2021.

WHEREAS, the City of Caledonia has requested to purchase the parcel as described above for the fair market value price of \$13,200.00 by means of a Quit Claim Deed.

WHEREAS, the proceeds from the sale price will pay all delinquent taxes and the remaining balance will be applied to the assessment that was placed on the property.

WHEREAS, the City of Caledonia as represented by City Administrator, Adam Swann, intends to waive the remaining portion of the special assessment not repaid to the City from the sale proceeds documented in the City's letter dated March 5, 2021.

NOW, THEREFORE, BE IT RESOLVED, that the County of Houston accepts the request for the current fair market value (\$13,200.00) as purchase price from the City of Caledonia and approves the conveyance of Parcel 21.0022.000 from Houston County to the City of Caledonia.

*******CERTIFICATION*******

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Donna Trehus, Auditor/Treasurer do hereby certify that the above is a true and correct copy of a resolution adopted by the Houston County Board of Commissioners dated March 23, 2021.

WITNESS my hand and the seal of my office this 23rd day of March, 2021.

(SEAL)

Donna Trehus, Houston County Auditor/Treasurer



City of Caledonia

231 East Main Street, Caledonia, Minnesota 55921 (507) 725-3450 www.caledoniamn.gov

February 10, 2021

Via Email [Donna.Trehus@co.houston.mn.us]

Donna Trehus
Houston County Auditor/Treasurer
304 S. Marshall St., Room 112
Caledonia, MN 55921

Re: Offer to Purchase Real Property at 119 S. Kingston St. (Parcel ID 210022000)

Dear Ms. Trehus:

Please be advised that during the Caledonia City Council meeting on Monday, February 8, 2021, the Caledonia City Council discussed the future of the real property located at 119 S. Kingston St. (Parcel ID 210022000), which as you are aware is delinquent on local property taxes and subject to the City's special assessment for removing the hazardous building formerly located on the property. The City Council voted 4-0 to offer to buy the property from Houston County for the fair market value of \$13,200, which is the 2020 assessed value for taxes payable in 2021. The City Council intends to use the property for an authorized public purpose, which at least in the near term will be a pocket park with a large 3D mural.

Please let me know if you have any questions regarding the City's offer or planned use of the property. Thank you for taking action to complete the tax forfeiture process so that the property in question can be better utilized.

Sincerely,

Adam G. Swann
City Clerk/Administrator

Cc: Robert Burns, Chairman, Houston County Board of Commissioners (*via email only*)



City of Caledonia

231 East Main Street, Caledonia, Minnesota 55921 (507) 725-3450 www.caledoniamn.gov

March 5, 2021

Via Email [Donna.Trehus@co.houston.mn.us]

Donna Trehus
Houston County Auditor/Treasurer
304 S. Marshall St., Room 112
Caledonia, MN 55921

Re: Offer to Purchase Real Property at 119 S. Kingston St. (Parcel ID 210022000)

Dear Ms. Trehus:

I am writing to amend the City of Caledonia's prior offer, dated February 10, 2021, to purchase the real property at 119 S. Kingston St. (Parcel ID 21.0022.000) for the amount of \$13,200. The City's offer is contingent on the City recovering from the County the delinquent taxes, fees, and penalties owed to the City by the Hausers, which totaled approximately \$1,359.74 in early February 2021. The City's offer is also contingent on the City recovering from the County a portion of the City's \$33,594.06 special assessment for removing the hazardous building formerly located on the property; specifically, the City expects to receive from the County the net proceeds of its offer price after the County deducts the delinquent taxes, penalties, interest, and fees owed to the local jurisdictions and also deducts the administrative expenses for recovering these delinquent amounts. The net proceeds the City would receive from the County as a result of the special assessment should total approximately \$6,630.05 based upon the estimates provided by the County auditor to the City in February.

In summary, of the City's \$13,200 offer price, approximately \$7,989.79 should be returned to the City as a result of the special assessment and delinquent taxes, fees, and penalties owed to the City. After taking ownership of the property, the City intends on waiving the remaining portion of the special assessment not repaid to the City from the sale proceeds, as the City will then be the fee title owner of the property. (The City may pursue other collection methods directly against the Hausers.) Please let me know if you have any questions regarding the terms of the City's amended offer. Thank you for your consideration regarding this matter.

Sincerely,

Adam G. Swann
City Clerk/Administrator

Cc: Robert Burns, Chairman, Houston County Board of Commissioners (*via email only*)

John H & Diane Mary Hauser property, located at 119 S. Kingston Street in Caledonia MN 55921

Parcel ID #21.0022.000

Amount due to Houston County as of 3/31/2021 (Breakdowns by year are shown below)

Taxes:	\$4,594.00
Penalties:	\$610.22
Interest:	\$1,389.37
Fees:	\$30.00
Postage:	\$15.90
Total:	\$6,639.49

2016 Taxes Due

Taxes:	\$1,214.00	
Penalty:	\$169.96	
Interest:	\$600.93	
Fees:	\$30.00	
	\$2,014.89	2016 Total Due as of 3/31/2021

2017 Taxes Due

Taxes:	\$1,184.00	
Penalty:	\$165.76	
Interest:	\$438.68	
	\$1,788.44	2017 Total Due as of 3/31/2021

2018 Taxes Due

Taxes:	\$856.00	
Penalty:	\$107.00	
Interest:	\$216.67	
	\$1,179.67	2018 Total Due as of 3/31/2021

2019 Taxes Due

Taxes:	\$848.00	
Penalty:	\$106.00	
Interest:	\$119.25	
	\$1,073.25	2019 Total Due as of 3/31/2021

2020 Taxes Due

Taxes:	\$492.00	
Penalty:	\$61.50	
Interest:	\$13.84	
	\$567.34	2020 Total Due as of 3/31/2021

A Special Assessment in the amount of \$33,594.06 was placed on the parcel as requested from the City of Caledonia Administrator.

Attached is the letter of interest from the City of Caledonia in purchasing the Hauser Property. (Dated Feb. 10, 2021)
The Offer to Purchase was the fair market value assessed on the 2020 taxes payable in 2021 which is \$13,200.00.

The breakdown of the sale proceeds are shown below:

Offer to Purchase from City of Caledonia	\$13,200.00
Less County for taxes	-\$4,594.00
Less County for Penalties	-\$610.22
Less County for Interest	-\$1,389.37
Less County for Fees	-\$30.00
Less County for Postage	-\$15.90
Subtotal	\$6,560.51

Less City of Caledonia for portion of Assessment	-\$6,560.51
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Total	\$0.00
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Balance of unpaid Assessment	\$27,033.55
\$33,594.06-\$6,560.51	
(To be waived per the City of Caledonia)	