

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

Date: June 8, 2021

9:02 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

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 Pugleasa, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Interim Recorder Mary Betz, Environmental Services Director/Zoning Administrator Amelia Meiners, IT Director Andrew Milde, Dave Augedahl, Adam Augedahl

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. The closed session was removed from the agenda, and tabled until the following week.

Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion unanimously carried to approve the board meeting minutes from June 1, 2021.

Public Comment: No public comments were made.

Public Health and Human Services Director Pugleasa provided an update on the COVID-19 pandemic and response from Public Health and Human Services. Pugleasa stated that cases in Houston County remained flat. He said 99.1% of the County's 65 and older population had been vaccinated. He also shared that 57% of the County's total population had been vaccinated. Houston County continued to be in the top ten Counties in the State for vaccination rates. Pugleasa said he was grateful to community volunteers and other community partners for their efforts in vaccinating Houston County residents.

CONSENT AGENDA

Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Hire Dylan Felten, as a probationary Appraiser Trainee B22, Step 1, effective June 9, 2021, conditioned upon satisfactory completion of a background check.
- 2) Confirm the resignation of Olivia Denney, Emergency Management Coordinator, effective May 28, 2021.
- 3) Approve the State of Minnesota and Houston County 2022 Sentence to Serve Agreement.
- 4) Approve Peddler's License Applications for three applicants: Ries Bohr, Joshua Loso, and Riley Smith.

## ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve an IUP for Mathy Construction for a Temp Bituminous Plant in Spring Grove Township. The motion included adopting the Planning Commission's findings and included four conditions: 1. The permittee shall comply with all federal, state, and local laws and regulations; 2. The County may enter onto the premises at reasonable times in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinances; 3. Runoff from within the plant footprint shall be contained within the existing quarry floor; 4. Permit expiration shall be December 31, 2021.

File No. 2 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve a CUP for Joseph Baxter for a non-farm dwelling in Jefferson Township. The motion included adopting the Planning Commission's findings and included three conditions: 1. The permittee shall comply with all federal, state, and local laws and regulations; 2. The County may enter onto the premises at reasonable times in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinances; 3. Thirty-three feet of owned or easement access to the public road is required prior to any building permit issuance.

File No. 3 – Commissioner Johnson moved, Commissioner Walter seconded, motion carried to approve a CUP for Matt and Marcia Welch for a non-farm dwelling in Houston Township. All members voted in favor except for Chairperson Burns who abstained due to a family relation. The motion included adopting the Planning Commission's findings and included two conditions: 1. The permittee shall comply with all federal, state, and local laws and regulations; 2. The County may enter onto the premises at reasonable times in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinances.

File No. 4 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve a CUP for William Gerdes to operate a farm outlet to sell milk/farm products in Caledonia Township. The motion included adopting the Planning Commission's findings and included two conditions: 1. The permittee shall comply with all federal, state, and local laws and regulations; 2. The County may enter onto the premises at

reasonable times in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinances.

File No. 5 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to accept a quote from Heating and Cleaning Solutions, LLC for the pressure washer for the new Highway Shop Building for \$9,007.43.

File No. 6 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve Change Order Request No. 10 for the Highway Department Building. The change order was to provide an electrical vault (basement) below the main service transformer as a requirement by the electric utility company.

## DISCUSSION ITEMS

Commissioners had a discussion with Adam Augedahl, Dave Augedahl, and Engineer Pogodzinski regarding a building and driveway belonging to Adam Augedahl on County Highway 10. Chairperson Burns said the initial garage was built below base flood elevation. A County permit had been issued before the garage was built. Commissioners discussed with the Augedahls the previous permit that had been issued, and possible changes to the road that would affect the slope of the current driveway. No formal decisions were made on the topic and the Commissioners said they would revisit the topic at the next regular meeting.

Commissioners discussed recent meetings they had attended including an AMC District Meeting, Extension Meeting, and Highway Department Meeting. Commissioner Walter shared she had attended a Community Health Meeting with Veteran Services and Human Services. She also shared she had received some information from the National Association of Counties (NACO) regarding the American Rescue Plan dollars counties would be receiving and would share the information with the other Commissioners and County staff. Commissioner Severson told the board he would be out of State for the next regular meeting and would be attending the meeting remotely via zoom. Commissioner Myhre asked about the overall County Highway Shop building timeline and budget. Engineer Pogodzinski said that they were hoping for a move in date of early to mid December 2021. The Highway Shop project was still within the initial budget, and they had not had to use any of the contingency funds to date.

There being no further business at 10:47 a.m., a motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on June 15, 2021.

## BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Robert Burns, Chairperson

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Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 15, 2021

9:00a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Finance Director Carol Lapham, EDA Director/Board Clerk Allison Wagner, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Engineer Brian Pogodzinski, IT Director Andrew Milde, Surveyor Eric Schmitt, Schneider GIS Insourcing Manager Jeff Lewis, Schneider Noah Kramer, AcenTek CEO Todd Roesler, AcenTek Chief Financial Officer Darren Moser, AcenTek Board Chairperson Joe Thesing, Spring Grove Communications GM/CEO Jill Fishbaugher, Spring Grove Communications Director of Business and Community Affairs Jaqui VanMinsel, Spring Grove Communications Administrative Assistant Nicole Schulte

Board Workgroup Session

Call to order.

Visitors Jeff Lewis and Noah Kramer from Schneider introduced themselves to the Commissioners. They shared that they do work on Beacon, the County's geographic information system (GIS). Their work included parcel splits, addressing, permitting, and visualizations.

Commissioners discussed potential broadband projects in Houston County with representatives from AcenTek and Spring Grove Communications. Broadband was an eligible use of American Rescue Plan (ARP) dollars under the infrastructure category.

Commissioners discussed the ARP dollars the County was anticipating receiving, and possible uses for the funds. They asked department heads to start putting together numbers for potential qualifying projects. The Treasury's deadline submit comments on the ARP would be July 16, 2021. After the comment period the Treasury would be finalizing the guidelines for the funds. Funds would need to be incurred and obligated by December 31, 2024. Funds needed to be expended to cover obligations and all work needed to be completed by December 31, 2026.

Commissioners discussed the property located at 315 South Chase Street in Houston. Auditor/Treasurer Trehus said no one had attended the recent auction to bid on the property. She

recommended lowering the minimum bid amount to \$8,000.00 and advertising an auction again. The Commissioners agreed.

Commissioners briefly discussed additional items including an engineered plan for the steps at the Historic County Courthouse, repairs that were needed on the second floor of the Historic Courthouse, the Historic Courthouse roof and possible grant funding, Highway Department projects, and a future road project on County Highway 10 near Adam Augedahl's property.

The meeting was adjured at 11:33 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Robert Burns, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

# Houston County Agenda Request Form

Date Submitted: June 9, 2021

BOARD DATE: June 22, 2021

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

Closed session to discuss the Mound Prairie Township lawsuit litigation. Attorney Jason Kuboushek from Iverson Reuvers law firm will be present during the closed session.

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

**Justification:**

MN Statute 13D.05, Subd. 3(b) allows the meeting to be closed for attorney-client privilege.

**Action Requested:**

Closed session to discuss ongoing litigation.

## For County Use Only

**Reviewed by:**

_____ County Auditor	_____ County Attorney	_____ Zoning Administrator
_____ Finance Director	_____ County Engineer	_____ Environmental Services
_____ IS Director	_____ Other (indicate dept)	_____

**Recommendation:**

**Decision:**

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  
June 22, 2021**

**Date Submitted: June 17, 2021**

**By: Lucas Onstad**

**APPOINTMENT REQUEST**

- **CLOSED SESSION** (Please assign time)

**Closed session with the Board pursuant to MS 13D.05, subd.3(b)  
Attorney/Client privilege to discuss pending litigation regarding a tax  
court case.**

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



**HOUSTON COUNTY  
AGENDA REQUEST FORM  
Meeting Date, 2021**

**Date Submitted: 6/14/2021**

**By: Brian Swedberg, Chief Deputy**

**Consent Agenda:**

**Approve 2022 Toward Zero Deaths State Road Grant Resolution: 10/1/2021 to 9/30/23. (Swedberg)**

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

RESOLUTION NO. 21-28

**AUTHORIZATION TO EXECUTE  
2021 TOWARD ZERO DEATHS STATE ROADS GRANT**

June 22, 2021

BE IT RESOLVED the Houston County Board of Commissioners authorizes the Houston County Sheriff's Office to enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period from October 1, 2021 through September 30, 2023.

THEREFORE, BE IS RESOLVED, the Houston County Sheriff, is hereby authorized to execute such agreements and amendments as are necessary to implement the project, be the fiscal agent, and administer the grant on behalf of Houston County.

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

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Donna Trehus, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated June 22, 2021.

WITNESS my hand and the seal of my office this 22<sup>nd</sup> day of June 2021.

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Donna Trehus, County Treasurer

## HOUSTON COUNTY

### AGENDA REQUEST FORM

**Date Submitted: 06.16.2021**

**By: Donna Trehus, Auditor/Treasurer**

#### CONSENT AGENDA REQUEST:

Authorize Auditor/Treasurer to conduct a public sale for a vacant lot located in Crescent Hills , Second Addition to the township of La Crescent, pursuant to M.S. 282.01; to be held at 10:00 a.m. on July 29, 2021, in the Commissioners Room at the Houston County Courthouse.

The property will be sold for not less than the minimum sale price of \$3,200.00 and full payment of the purchase price shall be due at the time of sale. Parcel ID #08.0796.000 consists of Outlot D, Block One (1), Crescent Hills Second Addition to the township of la Crescent, Houston County, Minnesota , Minnesota according to the plat thereof on file and of record in the office of the Houston County Recorder.

#### ACTION ITEM:

**Reviewed by:**

\_\_\_\_ HR Director

\_\_\_\_ Finance Director

\_\_\_\_ IS Director

X  County Attorney

\_\_\_\_ Environmental Svcs

County

Sheriff

County

Engineer

PHHS

Other

(indicate

dept)

Auditor/Treasurer

**Recommendation:**

**Decision:**

**Notice of Public Auction  
Tax Forfeited Property**

Notice is hereby given that a parcel of land located in the Township of La Crescent, La Crescent MN shall be sold to the highest bidder at public sale. The sale will be governed by the provisions of M.S. 282.01 and by the resolution of the Houston County Board of Commissioners authorizing such sale. The resolution reads as follows:

BE IT RESOVED THAT Parcel #08.0796.000 of tax-forfeited land, located in the Township of La Crescent, Minnesota be classified as non-conservation land: that the basic sale price be set at \$3,200.00, and that authorization for a public sale of this land be granted, pursuant to M.S. 282.01; that the sale will be held at 10:00 a.m. on Thursday, July 29, 2021, by the Houston County Auditor-Treasurer in the Commissioners Room at the Houston County Courthouse; the property will be sold for not less than the basic sale price; and full payment of the purchase price and the additional costs shall be due at the time of sale.

WHEREAS, Parcel ID #08.0796.000 consists of Outlot D, Block One (1), Crescent Hills Second Addition to the township of la Crescent, Houston County, Minnesota.

In addition to the sale price, the purchaser shall be responsible for the following costs: 3% surcharge for the state assurance account; State Deed Fee of \$25.00; Deed Filing Fee of \$46.00: State Deed Tax in the amount of 0.33% of the sales price.

For further information contact the Auditor's Office, 304 S. Marshall Street; Room #116; Caledonia, MN 55921. Telephone (507) 725-5803.

By: Donna Trehus  
Houston County Auditor-Treasurer

ADV: June 30th & July 7, 2021

Please forward Affidavit of Publication

## **Resolution No. 21-XX**

BE IT RESOVED THAT Parcel #08.0796.000 of tax-forfeited land, located in the Township of La Crescent in Houston County be classified as non-conservation land: that the basic sale price be set at \$3,200.00 and that authorization for a public sale of this land be granted, pursuant to M.S. 282.01; that the sale will be held at 10:00 a.m. on Thursday, July 29, 2021, by the Houston County Auditor-Treasurer in the Commissioners Room at the Houston County Courthouse; the property will be sold for not less than the basic sale price; and full payment of the purchase price and the additional costs shall be due at the time of sale.

WHEREAS, Parcel ID #08.0796.000 consists of Outlot D, Block One (1), Crescent Hills Second Addition to the Township of La Crescent, Houston County, Minnesota.

### **\*\*\*\*\*CERTIFICATION\*\*\*\*\***

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Donna Trehus, Houston County 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 on June 22, 2021.

WITNESS my hand and the seal of my office this 22nd day of June, 2021.

(SEAL)

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Donna Trehus

Houston County Auditor-Treasurer

## HOUSTON COUNTY

### AGENDA REQUEST FORM

**Date Submitted: 06.16.2021**

**By: Donna Trehus, Auditor/Treasurer**

#### CONSENT AGENDA REQUEST:

Authorize Auditor/Treasurer to conduct a public sale for property located in the city of Houston at 315 S Chase Street, pursuant to M.S. 282.01; to be held at 10:00 a.m. on July 29, 2021, in the Commissioners Room at the Houston County Courthouse.

The property will be sold for not less than the minimum sale price of \$8,000.00 and full payment of the purchase price shall be due at the time of sale. Parcel ID #24.0222.000 consists of Lot 6 of Block 33 of Mons Anderson's Addition to the City (formally Village) of Houston, Minnesota according to the plat thereof on file and of record in the office of the Houston County Recorder.

#### ACTION ITEM:

**Reviewed by:**

\_\_\_\_ HR Director

\_\_\_\_ Finance Director

\_\_\_\_ IS Director

X  County Attorney

\_\_\_\_ Environmental Svcs

County

Sheriff

County

Engineer

PHHS

Other

(Indicate

dept)

Auditor/Treasurer

**Recommendation:**

**Decision:**

**Notice of Public Auction  
Tax Forfeited Property**

Notice is hereby given that a parcel of land located at 315 Chase St. S., Houston, MN shall be sold to the highest bidder at public sale. The sale will be governed by the provisions of M.S. 282.01 and by the resolution of the Houston County Board of Commissioners authorizing such sale. The resolution reads as follows:

BE IT RESOVED THAT Parcel #24.0222.000 of tax-forfeited land, located in the City of Houston, Minnesota be classified as non-conservation land: that the minimum sale price be set at \$8,000.00 and that authorization for a public sale of this land be granted, pursuant to M.S. 282.01; that the sale will be held at 10:00 a.m. on Thursday, July 29, 2021, by the Houston County Auditor-Treasurer in the Commissioners Room at the Houston County Courthouse; the property will be sold for not less than the minimum sale price; and full payment of the purchase price and the additional costs shall be due at the time of sale.

WHEREAS, Parcel ID #24.0222.000 consists of Lot 6 of Block 33 of Mons Anderson's Addition to the City (formally Village) of Houston, Minnesota according to the plat thereof on file and of record in the office of the Houston County Recorder.

In addition to the sale price, the purchaser shall be responsible for the following costs: 3% surcharge for the state assurance account; State Deed Fee of \$25.00; Deed Filing Fee of \$46.00: State Deed Tax in the amount of 0.33% of the sales price.

For further information contact the Auditor's Office, 304 S. Marshall Street; Room #116; Caledonia, MN 55921. Telephone (507) 725-5803.

By: Donna Trehus  
Houston County Auditor-Treasurer

ADV: June 30 & July 7, 2021

Please forward Affidavit of Publication

## **Resolution No. 21-XX**

BE IT RESOVED THAT Parcel #24.0222.000 of tax-forfeited land, located in the City of Houston, Minnesota be classified as non-conservation land: that the minimum sale price be set at \$8,000.00, and that authorization for a public sale of this land be granted, pursuant to M.S. 282.01; that the sale will be held at 10:00 a.m. on Thursday, July 29, 2021, by the Houston County Auditor-Treasurer in the Commissioners Room at the Houston County Courthouse; the property will be sold for not less than the minimum sale price; and full payment of the purchase price and the additional costs shall be due at the time of sale.

WHEREAS, Parcel ID #24.0222.000 consists of Lot 6 of Block 33 of Mons Anderson's Addition to the City (formally Village) of Houston, Minnesota according to the plat thereof on file and of record in the office of the Houston County Recorder.

### **\*\*\*\*\*CERTIFICATION\*\*\*\*\***

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Donna Trehus, Houston County 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 on June 22, 2021.

WITNESS my hand and the seal of my office this 22nd day of June, 2021.

(SEAL)

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Donna Trehus

Houston County Auditor-Treasurer



## HOUSTON COUNTY

### AGENDA REQUEST FORM

**Date Submitted: 06.16.2021**

**By: Donna Trehus, Auditor/Treasurer**

#### CONSENT AGENDA REQUEST:

Approve the Minnesota Lawful Gambling Application for Exempt Permit on behalf of Sheldon Valley Sportsman's Association for gambling activities to be conducted at the Sheldon Valley Sportsman's Association Gun Range in Caledonia Township, with no waiting period. The event will be held on October 24, 2021.

#### ACTION ITEM:

<b><u>Reviewed by:</u></b>	<input type="checkbox"/> HR Director	<input type="checkbox"/> County Sheriff	<input type="text"/>
	<input 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 type="checkbox"/> Environmental Svcs		<input type="text"/>
<b><u>Recommendation:</u></b>	<input type="text"/>		
<b><u>Decision:</u></b>	<input type="text"/>		

RESOLUTION NO. 21-XX

**MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL  
SHELDON VALLEY SPORTSMAN'S ASSOCIATION**

June 22, 2021

BE IT RESOLVED, the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application for Exempt Permit on behalf of Sheldon Valley Sportsman's Association for gambling activities to be conducted at the Sheldon Valley Sportsman's Association Gun Range in Caledonia Township, with no waiting period.

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

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Donna Trehus, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated June 22, 2021.

WITNESS my hand and the seal of my office this 22nd day of June 2021.

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Donna Trehus, Auditor-Treasurer

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Sheldon Valley Sportsman's Association

Previous Gambling Permit Number: X-93595

Minnesota Tax ID Number, if any: \_\_\_\_\_

Federal Employer ID Number (FEIN), if any: 46-3101103

Mailing Address: PO Box 592

City: Houston State: MN Zip: 55943 County: Houston

Name of Chief Executive Officer (CEO): Chad Walters

CEO Daytime Phone: 507-313-3017

CEO Email: wallyofhouston@acegroup.cc

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted

(for raffles, list the site where the drawing will take place): Sheldon Valley Sportsman's Association Range

Physical Address (do not use P.O. box): 11511 County Road 10

Check one:

☐ City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

☒ Township: Caledonia Zip: 55921 County: Houston

Date(s) of activity (for raffles, indicate the date of the drawing): October 24, 2021

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

# LG220 Application for Exempt Permit

11/17  
Page 2 of 2

## LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

### CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

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

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

### COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

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

### TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

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

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: \_\_\_\_\_

(Signature must be CEO's signature; designee may not sign)

Date: 5-25-21

Print Name: Chad Walters

## REQUIREMENTS

### Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

### Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

## MAIL APPLICATION AND ATTACHMENTS

### Mail application with:

- \_\_\_\_\_ a copy of your proof of nonprofit status; and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

### Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
June 22, 2021**

**Date Submitted: 06.17.2021**

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

**ACTION REQUEST**

None

**APPOINTMENT REQUEST**

- **CLOSED SESSION**

Labor Negotiations – Closed Session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections [179A.01](#) to [179A.25](#)

**HR CONSENT AGENDA REQUEST**

**Environmental Services**

- Hire Sam Benson as a Dropsite Supervisor, 67 day casual/temporary employee. Dropsite wage scale, step 1
- Adjust Holly Felten's assignment from from .95 FTE to 1.0 FTE effective July 1, 2021
- Approve Holly Felten's job classification to C42, Step 2, effective January 1, 2021
- Confirm Terry Ranzenberger's resignation effective end of shift June 17, 2021
- Hire Mark Tewes as a probationary Recycling Center Lead, B-23, Step 3, effective July 6, 2021, conditioned upon satisfactory background check

**Facilities**

- Conduct a competitive search for a probationary Custodian II

<b>Reviewed by:</b>	<input checked="" type="checkbox"/> X	HR Director	<input type="checkbox"/> Sheriff	_____
	<input checked="" type="checkbox"/> X	Finance Director	<input type="checkbox"/> Engineer	_____
	<input type="checkbox"/>	IS Director	<input type="checkbox"/> PHHS	_____
	<input type="checkbox"/>	County Attorney	<input type="checkbox"/> (indicate	_____
	<input type="checkbox"/>		<input type="checkbox"/> other dept)	_____
	<input checked="" type="checkbox"/> X	Environmental Svcs		

## HOUSTON COUNTY

## AGENDA REQUEST FORM

**Date Submitted:** 06.17.2021

**By:** Donna Trehus, Auditor/Treasurer

### CONSENT AGENDA REQUEST:

Approve the Ma Cal Grove County Club, Inc. Liquor license.

### ACTION ITEM:

**Reviewed by:**

\_\_\_ HR Director

\_\_\_ Finance Director

\_\_\_ IS Director

\_\_\_ County Attorney

\_\_\_ Environmental Svcs

County

Sheriff

County

Engineer

PHHS

Other

(indicate

dept)

\_\_\_ Auditor/Treasurer

**Recommendation:**

**Decision:**





Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
651-201-7510 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION FOR COUNTY ON-SALE  
INTOXICATING LIQUOR LICENSE**

No license will be approved or released until MN Alcohol and Gambling Enforcement receives the \$20 retailer ID card fee.  
To apply for MN Sales tax number call 651-296-6181

Workers compensation insurance company name Wadena Ins Co Policy Number W034326

Licensee's MN sales and Use Tax ID # 9092420 Licensee's Federal Tax ID # 41-0843633

Business Name (Business, Partnerships, Corporation) <u>Ma cal Grove Country Club Inc</u>		DOB	SSN	Trade Name or DBA
Business Address <u>15939 STATE HWY 76/44</u>		Business Phone <u>507-725-2733</u>		Applicant's Home Phone <u>651-262-7977</u>
City <u>Caledonia</u>	County <u>USA</u>	State <u>MN</u>	Zip Code <u>55921</u>	License Period From <u>07/01/2021</u> To <u>06/30/2022</u>
Give information requested below for all partners, or the officers and directors of a partnership or corporation, and the percent of stock held by each officer if applicable.				
Name, title, and percent ownership <u>David Selness</u>		Home Address <u>19406 County 4 Spring Grove MN 55974</u>		DOB <u>05/10/65</u>
Name, title, and percent ownership		Home Address		DOB <u>[REDACTED]</u>
Name, title, and percent ownership		Home Address		DOB <u>[REDACTED]</u>
Name, title, and percent ownership		Home Address		DOB <u>[REDACTED]</u>
Date of Incorporation <u>August 1, 1961</u>	State of Incorporation	Certificate Number	Is corporation authorized to do business in Minnesota? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Purpose of corporation <u>Golf Course, Restaurant, Bar</u>		If a subsidiary of another corporation, give name		
Describe the premises to be licensed <u>15939 STATE HWY 76/44 Caledonia, MN 55921</u>				
Floor establishment is located on	Number of restaurant employees <u>23</u>	Seating capacity <u>220</u>	Hours food will be available <u>8 hours</u>	
Number of months per year establishment will be open <u>12 months</u>		Name of manager <u>Christa Rompolt</u>		
If the restaurant is in conjunction with another business (resort etc.), describe business <u>GOLF COURSE</u>				
Name the nearest municipality on sale licenses are issued.				

☐ Yes ☒ No Has applicant, partners, officers or employees ever had any felony convictions or liquor law violations in Minnesota or elsewhere. If so, give names, dates, violations and final outcome details.

☐ Yes ☒ No Is the applicant or any of the associates in this application a member of the county board or the city council, which will issue this license? If yes, in what capacity?  
(If the applicant is the spouse of a member of the governing body, or another family relationship exists, the member shall not vote on this application.)

☐ Yes ☒ No Have the applicants any interests, directly or indirectly, in any other liquor establishments in Minnesota? If yes, give name and address of establishment.

☐ Yes ☒ No During the past license year, has a summons been issued under the liquor civil liability (Dram Shop)(M.S. 340A.802). If Yes, attach copy of the summons.

☒ Yes ☐ No Will you serve liquor on Sunday? Amount of Sunday license fee

☒ Yes ☐ No Is this establishment located in an organized township? If so, attach township approval.

☒ Yes ☐ No Has a restaurant license been issued by the state or local health department for this establishment?

I CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND THAT THE ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Christa Romportt  
Name of applicant (please print or type)

[Signature]  
Signature of Applicant

06/17/2021  
Date

The licensee must have one of the following:

- ☐ Liquor liability insurance (Dram Shop) \$50,000 per person; \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support. Attach "CERTIFICATE OF INSURANCE" to this form.
- ☐ A surety bond from a surety company with minimum coverage as specified above.
- ☐ A certificate from the state treasurer that the licensee has deposited with the state, trust funds having a market value of \$100,000 or \$100,000 in cash or securities.

IF LICENSE IS ISSUED BY THE COUNTY BOARD, REPORT OF COUNTY ATTORNEY

☒ Yes ☐ No I certify that to the best of my knowledge the applicants named above are eligible to be licensed. If no, state reason.

[Signature]  
Signature County Attorney

Houston  
County

6-17-21  
Date

REPORT BY POLICE OR SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates, named herein have not been convicted within the past five years for any violation of laws of the State of Minnesota, Municipal or County ordinances relating to intoxicating liquor, except as follows:

[Signature]  
Signature  
Mark Inglett-Sheriff

Houston Co. Sheriff  
Department and Title

6-17-21  
Date

IMPORTANT NOTICE

ALL RETAIL LIQUOR LICENSEES MUST REGISTER WITH THE ALCOHOL, TOBACCO TAX AND TRADE BUREAU.  
FOR INFORMATION CALL 513-684-2979 OR 1-800-937-8864

A \$30.00 service charge will be added to all dishonored checks. You may also be subjected to a civil penalty of \$100.00 or 100 % of the value of the check, whichever is greater, plus interest and attorney fees.



# Houston County Agenda Request Form

**Date Submitted:** June 9, 2021 **Board Date:** June 22, 2021

**Person requesting appointment with County Board:** Brian Pogodzinski

**Issue:**

Project # SP 028-599-095 with Van Gundy Excavating, LLC who provided for the bridge replacement on Gates Coulee Drive in Money Creek Township is complete and ready for final payment.

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

**Final Contract Voucher (5 need to be signed)**

**(1-County Claim, 1 Contractor, 1-Auditor's office, and 2-Highway Dept)**

**Justification:**

**Action Requested:**

**Resolution for Final Acceptance needed for contract.**

**Language for Minutes:**

Commissioner \_\_\_\_\_ moved, Commissioner \_\_\_\_\_ seconded, unanimously carried to approve Resolution 21- 32 Final Acceptance of Contract #305 – Van Gundy Excavating, LLC completes SAP 028-599-095 at a total cost of \$267,418.14.

WHEREAS, Contract No. 305 has in all things been completed, and the County Board being fully advised in the premises; and

**THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners accepts said completed project for and on behalf of the Houston County DOT and authorize final payment as specified herein.**

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

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

# Houston County Highway Department

1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-095 Gates Coulee Drive  
Final Payment No. 3

**Contractor:** VanGundy Excavating LLP  
3383 State 76  
Houston, MN 55943

**Contract No.** 305  
**Vendor Number:** 5559  
**Up To Date:** 5/20/2021  
**Warrant #** \_\_\_\_\_ **Date** \_\_\_\_\_

## Contract Amount

Original Contract	\$278,022.00
Contract Changes	\$0.00
Revised Contract	\$278,022.00

## Funds Encumbered

Original	\$278,022.00
Additional	N/A
Total	\$278,022.00

## Work Certified To Date


Base Bid Items	\$267,418.14
Contract Changes	\$
Material On Hand	\$0.00
Total	\$267,418.14

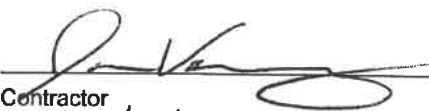
Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$1,750.00	\$267,418.14	\$0.00	\$263,011.46	\$4,406.68	\$267,418.14
Percent: Retained: 0%			Percent Complete: 96.19%		
<b>Amount Paid This Partial Payment</b>				<b>\$4,406.68</b>	

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Approved By VanGundy Excavating LLP

  
County Engineer  
Date 6/10/2021

  
Contractor  
Date 6/4/2021

**Certificate of Final Contract Acceptance**  
**Final Voucher Number: number**

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

Dated 6/1/2021 Signature [Signature] County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$267,418.14 and agrees to the amount of \$4,406.68 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: name By [Signature]

And \_\_\_\_\_ And \_\_\_\_\_ State of ,

On This 4 Day June, 2021, Before me appeared Jason VanGundy To me known to

(Individual Acknowledgment)

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

(Corporate Acknowledgment)

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

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

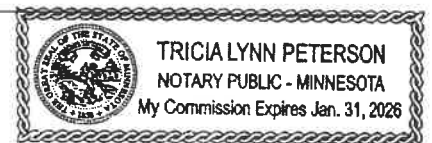
\_\_\_\_\_ Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

\_\_\_\_\_ and said \_\_\_\_\_ and \_\_\_\_\_

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

Notarial My Commission as Notary Public in Houston County

Seal Expires Jan 31st, 2026 Signature [Signature]



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

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

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

Houston County Highway Department  
1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-095 Gates Coulee Drive  
Final Payment No. 3

**Houston County Highway Department  
Certificate of Final Acceptance  
Board Acknowledgment**

Contract Number: 305  
Contractor: VanGundy Excavating LLP  
Date Certified: 5/20/2021  
Payment Number: 3

Whereas; Contract No.305 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Houston County Highway Department a and authorize final payment as specified herein.

State of

I, Donna Trehus, Houston County Auditor-Treasurer, within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

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

At Caledonia, Minnesota

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

(SEAL)

Houston County Highway Department  
1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-095 Gates Coulee Drive  
Final Payment No. 3

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	10/26/2020	\$238,127.90	\$11,906.40	\$226,221.50
2	12/18/2020	\$27,540.24	(\$9,249.72)	\$36,789.96
3	5/20/2021	\$1,750.00	(\$2,656.68)	\$4,406.68

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
SAP 028-599-095 Non-Participating	0	\$43,006.84	\$0.00	\$40,844.28	\$2,162.56	\$43,006.84
SAP 028-599-095 Participating	0	\$224,411.30	\$0.00	\$222,167.18	\$2,244.12	\$224,411.30

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
5085	Town Bridge	\$4,306.68			\$257,418.14
5086	Local	\$100.00			\$10,000.00

Contract Item Status								
Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2021.501 MOBILIZATION (LS)	\$1,000.00	0.85	0	\$0.00	0.85	\$850.00
Base Bid	2	2412.502 14X5 PRECAST CONCRETE BOX CULV END SECT (EACH)	\$21,500.00	4	0	\$0.00	4	\$86,000.00
Base Bid	3	2412.503 14X5 PRECAST CONCRETE BOX CULVERT (L F)	\$1,000.00	122	0	\$0.00	122	\$122,000.00
Base Bid	4	2451.507 COARSE AGGREGATE BEDDING (CV) (C Y)	\$30.00	296	0	\$0.00	251.17	\$7,535.10
Base Bid	5	2511.507 RANDOM RIPRAP CLASS IV (C Y)	\$30.00	443	0	\$0.00	225.04	\$6,751.20
Base Bid	6	2563.601 TRAFFIC CONTROL (LS)	\$1,500.00	0.85	0	\$0.00	0.85	\$1,275.00
Base Bid	7	2021.501 MOBILIZATION (LS)	\$1,000.00	0.15	0	\$0.00	0.15	\$150.00
Base Bid	8	2101.501 CLEARING & GRUBBING (LS)	\$500.00	1	0	\$0.00	1	\$500.00
Base Bid	9	2105.507 COMMON EXCAVATION (P) (C Y)	\$10.00	726	0	\$0.00	726	\$7,260.00
Base Bid	10	2105.507 COMMON BORROW (EV) (C Y)	\$12.00	39	0	\$0.00	0	\$0.00
Base Bid	11	2105.507 SUBGRADE EXCAVATION (C Y)	\$10.00	100	100	\$1,000.00	100	\$1,000.00
Base Bid	12	2211.509 AGGREGATE BASE CLASS 5 (TON)	\$18.00	614	0	\$0.00	705.71	\$12,702.78
Base Bid	13	2211.509 AGGREGATE BASE CLASS 5Q (TON)	\$18.00	657	0	\$0.00	615.74	\$11,083.32

Houston County Highway Department  
1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-095 Gates Coulee Drive  
Final Payment No. 3

**Contract Item Status**

Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	14	2442.501 REMOVE EXISTING BRIDGE (LS)	\$2,500.00	1	0	\$0.00	1	\$2,500.00
Base Bid	15	2563.601 TRAFFIC CONTROL (LS)	\$1,500.00	0.15	0	\$0.00	0.15	\$225.00
Base Bid	16	2575.501 TURF ESTABLISHMENT (LS)	\$1,500.00	1	0.5	\$750.00	1	\$1,500.00
Base Bid	17	2575.504 EROSION CONTROL BLANKETS CATEGORY 3N (S Y)	\$2.00	4623	0	\$0.00	3042.87	\$6,085.74
<b>Base Bid Totals:</b>						<b>\$1,750.00</b>		<b>\$267,418.14</b>

**Project Category Totals**

Project	Category	Amount This Request	Amount To Date
SAP 028-599-095	Participating	\$0.00	\$224,411.30
SAP 028-599-095	Non-Participating	\$1,750.00	\$43,006.84

**Contract Change Item Status**

Project	CC	CC#	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
<b>Contract Change Totals:</b>								\$		\$

**Contract Total** **\$267,418.14**

**Contract Change Totals**

Number	Description	Amount This Request	Amount To Date

**Material On Hand Additions**

Line	Item	Description	Date	Added	Comments

**Material On Hand Balance**

Line	Item	Description	Date	Added	Used	Remaining

Houston County Highway Department  
1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-095 Gates Coulee Drive  
Final Payment No. 3

**Contract Item Status by Funding Breakdown**

Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 028-599-095 Non-Participating	7	2021.501 MOBILIZATION (LS)	\$1,000.00	0.15	0	\$0.00	0.15	\$150.00
SAP 028-599-095 Non-Participating	8	2101.501 CLEARING & GRUBBING (LS)	\$500.00	1	0	\$0.00	1	\$500.00
SAP 028-599-095 Non-Participating	9	2105.507 COMMON EXCAVATION (P) (C Y)	\$10.00	726	0	\$0.00	726	\$7,260.00
SAP 028-599-095 Non-Participating	10	2105.507 COMMON BORROW (EV) (C Y)	\$12.00	39	0	\$0.00	0	\$0.00
SAP 028-599-095 Non-Participating	11	2105.507 SUBGRADE EXCAVATION (C Y)	\$10.00	100	100	\$1,000.00	100	\$1,000.00
SAP 028-599-095 Non-Participating	12	2211.509 AGGREGATE BASE CLASS 5 (TON)	\$18.00	614	0	\$0.00	705.71	\$12,702.78
SAP 028-599-095 Non-Participating	13	2211.509 AGGREGATE BASE CLASS 5Q (TON)	\$18.00	657	0	\$0.00	615.74	\$11,083.32
SAP 028-599-095 Non-Participating	14	2442.501 REMOVE EXISTING BRIDGE (LS)	\$2,500.00	1	0	\$0.00	1	\$2,500.00
SAP 028-599-095 Non-Participating	15	2563.601 TRAFFIC CONTROL (LS)	\$1,500.00	0.15	0	\$0.00	0.15	\$225.00
SAP 028-599-095 Non-Participating	16	2575.501 TURF ESTABLISHMENT (LS)	\$1,500.00	1	0.5	\$750.00	1	\$1,500.00
SAP 028-599-095 Non-Participating	17	2575.504 EROSION CONTROL BLANKETS CATEGORY 3N (S Y)	\$2.00	4623	0	\$0.00	3042.87	\$6,085.74
SAP 028-599-095 Participating	1	2021.501 MOBILIZATION (LS)	\$1,000.00	0.85	0	\$0.00	0.85	\$850.00
SAP 028-599-095 Participating	2	2412.502 14X5 PRECAST CONCRETE BOX CULV END SECT (EACH)	\$21,500.00	4	0	\$0.00	4	\$86,000.00

Houston County Highway Department  
 1124 E Washington St, Caledonia, MN 55921  
 SAP 028-599-095 Gates Coulee Drive  
 Final Payment No. 3

Contract Item Status by Funding Breakdown								
Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 028-599-095 Participating	3	2412.503 14X5 PRECAST CONCRETE BOX CULVERT (L F)	\$1,000.00	122	0	\$0.00	122	\$122,000.00
SAP 028-599-095 Participating	4	2451.507 COARSE AGGREGATE BEDDING (CV) (C Y)	\$30.00	296	0	\$0.00	251.17	\$7,535.10
SAP 028-599-095 Participating	5	2511.507 RANDOM RIPRAP CLASS IV (C Y)	\$30.00	443	0	\$0.00	225.04	\$6,751.20
SAP 028-599-095 Participating	6	2563.601 TRAFFIC CONTROL (LS)	\$1,500.00	0.85	0	\$0.00	0.85	\$1,275.00
<b>Totals:</b>						<b>\$1,750.00</b>		<b>\$267,418.14</b>





Your Contractor Affidavit request is Approved. A copy of this page **MUST** be provided to the contractor or government agency that hired you.

Submitted Date and Time: 4-Jun-2021 12:35:32 PM  
Confirmation Number: 1-021-530-272  
Name: VANGUNDY EXCAVATING LLP  
ID: 4230238  
**Affidavit Number: 1991380992**  
Project Owner: HOUSTON COUNTY HIGHWAY DEPT.  
Project Number: SAP 028-599-095  
Project Begin Date: 9/28/2020  
Project End Date: 11/3/2020  
Project Location: GATES COULEE  
Project Amount: \$267,418.14  
Subcontractors: No Subcontractors

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

# Houston County Agenda Request Form

**Date Submitted:** June 10, 2021 **Board Date:** June 22, 2021

**Person requesting appointment with County Board:** Brian Pogodzinski

**Issue:**

Project # SP 028-599-093 with Icon Constructors, LLC who provided for the bridge replacement on Prairie Ridge Road in Sheldon Township is complete and ready for final payment.

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

**Final Contract Voucher (5 need to be signed)**

(1-County Claim, 1 Contractor, 1-Auditor's office, and 2-Highway Dept)

**Justification:**

**Action Requested:**

**Resolution for Final Acceptance needed for contract.**

**Language for Minutes:**

Commissioner \_\_\_\_\_ moved, Commissioner \_\_\_\_\_ seconded, unanimously carried to approve Resolution 21- 33 Final Acceptance of Contract #307 – Icon Constructors, LLC completes SAP 028-599-093 at a total cost of \$552,254.00.

WHEREAS, Contract No. 307 has in all things been completed, and the County Board being fully advised in the premises; and

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners accepts said completed project for and on behalf of the Houston County DOT and authorize final payment as specified herein.

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

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

# Houston County Highway Department

1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-093 Prairie Ridge Road  
Final Payment No. 4

**Contractor:** ICON Constructors, LLC  
13498 County Road 28  
Mabel, MN 55954

**Contract No.** 307  
**Vendor Number:** 6139  
**Up To Date:** 5/27/2021  
**Warrant #** \_\_\_\_\_ **Date** \_\_\_\_\_

## Contract Amount

Original Contract	\$551,799.00
Contract Changes	\$0.00
Revised Contract	\$551,799.00

## Funds Encumbered

Original	\$551,799.00
Additional	N/A
Total	\$551,799.00

## Work Certified To Date

Base Bid Items	\$552,254.00
Contract Changes	\$
Material On Hand	\$0.00
Total	\$552,254.00

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$500.00	\$552,254.00	\$0.00	\$546,236.46	\$6,017.54	\$552,254.00
Percent: Retained: 0%			Percent Complete: 100.08%		
<b>Amount Paid This Partial Payment</b>				<b>\$6,017.54</b>	

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Approved By ICON Constructors, LLC



County Engineer

Contractor

Date 6/11/2021

Date

**Certificate of Final Contract Acceptance**  
**Final Voucher Number: number**

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

Dated 6/11/2021 Signature [Signature] County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$552,254.00 and agrees to the amount of \$6,017.54 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: name By ILON CONSTRUCTORS, LLC [Signature]  
And \_\_\_\_\_ And \_\_\_\_\_ State of MINNESOTA  
On This 8 Day JUNE, 2021, Before me appeared Laura Thorsen To me known to

(Individual Acknowledgment)

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

(Corporate Acknowledgment)

LAURA THORSEN And NA, to me personally known, who, being each by me duly sworn

each did say that they are respectively the CEO and NA of the

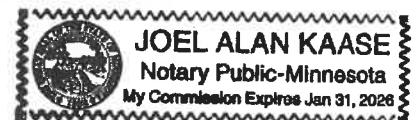
ILON CONSTRUCTORS, LLC Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

CEO and said \_\_\_\_\_ and \_\_\_\_\_

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

Notarial My Commission as Notary Public in FILLMORE County

Seal Expires 1/31/26 Signature [Signature]



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

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

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

Houston County Highway Department  
1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-093 Prairie Ridge Road  
Final Payment No. 4

**Houston County Highway Department  
Certificate of Final Acceptance  
Board Acknowledgment**

Contract Number: 307  
Contractor: ICON Constructors, LLC  
Date Certified: 5/27/2021  
Payment Number: 4

Whereas; Contract No.307 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Houston County Highway Department a and authorize final payment as specified herein.

State of

I, Donna Trehus, Houston County Auditor-Treasurer, within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

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

At Caledonia, Minnesota

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

(SEAL)

Houston County Highway Department  
1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-093 Prairie Ridge Road  
Final Payment No. 4

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	10/9/2020	\$293,102.00	\$14,655.10	\$278,446.90
2	11/25/2020	\$258,652.00	\$12,932.60	\$245,719.40
3	12/18/2020	\$0.00	(\$22,070.16)	\$22,070.16
4	5/27/2021	\$500.00	(\$5,517.54)	\$6,017.54

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Non-Participating	2	\$111,356.00	\$0.00	\$109,747.44	\$1,608.56	\$111,356.00
Participating	1	\$440,898.00	\$0.00	\$436,489.02	\$4,408.98	\$440,898.00

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
5110	Town Bridge	\$5,917.54			\$542,254.00
5111	Local	\$100.00			\$10,000.00

**Contract Item Status**

Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2021.501 MOBILIZATION (LS)	\$25,000.00	0.84	0	\$0.00	0.84	\$21,000.00
Base Bid	2	2401.503 TYPE S (TL-4) BARRIER CONC (3S52) (P) (L F)	\$95.00	164	0	\$0.00	164	\$15,580.00
Base Bid	3	2401.507 STRUCTURAL CONCRETE (3B52) (P) (C Y)	\$600.00	169	0	\$0.00	169	\$101,400.00
Base Bid	4	2401.508 REINFORCEMENT BARS (EPOXY COATED) (P) (LB)	\$1.10	54680	0	\$0.00	54680	\$60,148.00
Base Bid	5	2401.601 FOUNDATION PREPARATION PIER (LS)	\$25,000.00	1	0	\$0.00	1	\$25,000.00
Base Bid	6	2401.601 SLOPE PREPARATION (LS)	\$5,000.00	1	0	\$0.00	1	\$5,000.00
Base Bid	7	2401.601 STRUCTURE EXCAVATION (LS)	\$15,000.00	1	0	\$0.00	1	\$15,000.00
Base Bid	8	2401.618 BRIDGE SLAB CONCRETE (3YHPC-M) (P) (S F)	\$35.00	2539	0	\$0.00	2539	\$88,865.00
Base Bid	9	2402.502 FLOOR DRAIN TYPE B702 MODIFIED (EACH)	\$750.00	1	0	\$0.00	1	\$750.00
Base Bid	10	2402.508 STRUCTURAL STEEL (3306) (P) (LB)	\$6.00	470	0	\$0.00	470	\$2,820.00
Base Bid	11	2452.502 PILE TIP PROTECTION 10" (EACH)	\$250.00	8	0	\$0.00	8	\$2,000.00
Base Bid	12	2452.502 PILE TIP PROTECTION 12" (EACH)	\$350.00	12	0	\$0.00	12	\$4,200.00
Base Bid	13	2452.502 STEEL H-TEST PILE 70 FT LONG 10" (EACH)	\$7,500.00	2	0	\$0.00	2	\$15,000.00

Houston County Highway Department  
1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-093 Prairie Ridge Road  
Final Payment No. 4

**Contract Item Status**

Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	14	2452.502 STEEL H-TEST PILE 85 FT LONG 12" (EACH)	\$8,500.00	2	0	\$0.00	2	\$17,000.00
Base Bid	15	2452.603 STEEL H-PILING 10" (L F)	\$30.00	360	0	\$0.00	376	\$11,280.00
Base Bid	16	2452.603 STEEL H-PILING 12" (L F)	\$35.00	750	0	\$0.00	849	\$29,715.00
Base Bid	17	2502.501 DRAINAGE SYSTEM TYPE (B910) (LS)	\$2,000.00	1	0	\$0.00	1	\$2,000.00
Base Bid	18	2511.507 GRANULAR FILTER (C Y)	\$40.00	150	0	\$0.00	150	\$6,000.00
Base Bid	19	2511.507 RANDOM RIPRAP CLASS IV (C Y)	\$40.00	401	0	\$0.00	401	\$16,040.00
Base Bid	20	2563.601 TRAFFIC CONTROL (LS)	\$2,500.00	0.84	0	\$0.00	0.84	\$2,100.00
Base Bid	21	2101.501 CLEARING & GRUBBING (LS)	\$2,500.00	1	0	\$0.00	1	\$2,500.00
Base Bid	22	2104.503 REMOVE GUARDRAIL (L F)	\$2.00	184	0	\$0.00	184	\$368.00
Base Bid	23	2105.507 COMMON EXCAVATION (P) (C Y)	\$8.00	735	0	\$0.00	735	\$5,880.00
Base Bid	24	2118.507 AGGREGATE SURFACING (CV) CLASS 5 (C Y)	\$35.00	182	0	\$0.00	176	\$6,160.00
Base Bid	25	2211.507 AGGREGATE BASE (CV) CLASS 5Q (C Y)	\$35.00	198	0	\$0.00	182	\$6,370.00
Base Bid	26	2442.501 REMOVE EXISTING BRIDGE (LS)	\$40,500.00	1	0	\$0.00	1	\$40,500.00
Base Bid	27	2501.502 24" GS PIPE APRON (EACH)	\$300.00	2	0	\$0.00	2	\$600.00
Base Bid	28	2501.503 24" CS PIPE CULVERT (L F)	\$50.00	50	0	\$0.00	50	\$2,500.00
Base Bid	29	2511.507 GRANULAR FILTER (C Y)	\$40.00	260	0	\$0.00	208	\$8,320.00
Base Bid	30	2511.507 RANDOM RIPRAP CLASS IV (C Y)	\$40.00	644	0	\$0.00	654	\$26,160.00
Base Bid	31	2573.503 FLOTATION SILT CURTAIN TYPE MOVING WATER (L F)	\$15.00	200	0	\$0.00	200	\$3,000.00
Base Bid	32	2573.503 SEDIMENT CONTROL LOG TYPE WOOD FIBER (L F)	\$5.00	88	0	\$0.00	0	\$0.00
Base Bid	33	2573.503 SILT FENCE; TYPE MS (L F)	\$2.00	858	0	\$0.00	474	\$948.00
Base Bid	34	2575.501 TURF ESTABLISHMENT (LS)	\$1,000.00	1	0.5	\$500.00	1	\$1,000.00
Base Bid	35	2575.504 EROSION CONTROL BLANKETS CATEGORY 3N (S Y)	\$2.00	1126	0	\$0.00	1325	\$2,650.00
Base Bid	36	2575.505 RAPID STABILIZATION METHOD 1 (ACRE)	\$1,000.00	0.23	0	\$0.00	0	\$0.00

Houston County Highway Department  
1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-093 Prairie Ridge Road  
Final Payment No. 4

**Contract Item Status**

Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	37	2021.501 MOBILIZATION (LS)	\$25,000.00	0.16	0	\$0.00	0.16	\$4,000.00
Base Bid	38	2563.601 TRAFFIC CONTROL (LS)	\$2,500.00	0.16	0	\$0.00	0.16	\$400.00
<b>Base Bid Totals:</b>						<b>\$500.00</b>		<b>\$552,254.00</b>

**Project Category Totals**

Project	Category	Amount This Request	Amount To Date
SAP 028-599-093	Participating	\$0.00	\$440,898.00
SAP 028-599-093	Non-Participating	\$500.00	\$111,356.00

**Contract Change Item Status**

Project	CC	CC#	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
<b>Contract Change Totals:</b>								\$		\$

**Contract Total**

**\$552,254.00**

**Contract Change Totals**

Number	Description	Amount This Request	Amount To Date

**Material On Hand Additions**

Line	Item	Description	Date	Added	Comments

**Material On Hand Balance**

Line	Item	Description	Date	Added	Used	Remaining

**Contract Item Status by Funding Breakdown**

Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Non-Participating	21	2101.501 CLEARING & GRUBBING (LS)	\$2,500.00	1	0	\$0.00	1	\$2,500.00



Houston County Highway Department  
1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-093 Prairie Ridge Road  
Final Payment No. 4

**Contract Item Status by Funding Breakdown**

Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Non-Participating	22	2104.503 REMOVE GUARDRAIL (L F)	\$2.00	184	0	\$0.00	184	\$368.00
Non-Participating	23	2105.507 COMMON EXCAVATION (P) (C Y)	\$8.00	735	0	\$0.00	735	\$5,880.00
Non-Participating	24	2118.507 AGGREGATE SURFACING (CV) CLASS 5 (C Y)	\$35.00	182	0	\$0.00	176	\$6,160.00
Non-Participating	25	2211.507 AGGREGATE BASE (CV) CLASS 5Q (C Y)	\$35.00	198	0	\$0.00	182	\$6,370.00
Non-Participating	26	2442.501 REMOVE EXISTING BRIDGE (LS)	\$40,500.00	1	0	\$0.00	1	\$40,500.00
Non-Participating	27	2501.502 24" GS PIPE APRON (EACH)	\$300.00	2	0	\$0.00	2	\$600.00
Non-Participating	28	2501.503 24" CS PIPE CULVERT (L F)	\$50.00	50	0	\$0.00	50	\$2,500.00
Non-Participating	29	2511.507 GRANULAR FILTER (C Y)	\$40.00	260	0	\$0.00	208	\$8,320.00
Non-Participating	30	2511.507 RANDOM RIPRAP CLASS IV (C Y)	\$40.00	644	0	\$0.00	654	\$26,160.00
Non-Participating	31	2573.503 FLOTATION SILT CURTAIN TYPE MOVING WATER (L F)	\$15.00	200	0	\$0.00	200	\$3,000.00
Non-Participating	32	2573.503 SEDIMENT CONTROL LOG TYPE WOOD FIBER (L F)	\$5.00	88	0	\$0.00	0	\$0.00
Non-Participating	33	2573.503 SILT FENCE; TYPE MS (L F)	\$2.00	858	0	\$0.00	474	\$948.00
Non-Participating	34	2575.501 TURF ESTABLISHMENT (LS)	\$1,000.00	1	0.5	\$500.00	1	\$1,000.00
Non-Participating	35	2575.504 EROSION CONTROL BLANKETS CATEGORY 3N (S Y)	\$2.00	1126	0	\$0.00	1325	\$2,650.00
Non-Participating	36	2575.505 RAPID STABILIZATION METHOD 1 (ACRE)	\$1,000.00	0.23	0	\$0.00	0	\$0.00
Non-Participating	37	2021.501 MOBILIZATION (LS)	\$25,000.00	0.16	0	\$0.00	0.16	\$4,000.00
Non-Participating	38	2563.601 TRAFFIC CONTROL (LS)	\$2,500.00	0.16	0	\$0.00	0.16	\$400.00
Participating	1	2021.501 MOBILIZATION (LS)	\$25,000.00	0.84	0	\$0.00	0.84	\$21,000.00
Participating	2	2401.503 TYPE S (TL-4) BARRIER CONC (3S52) (P) (L F)	\$95.00	164	0	\$0.00	164	\$15,580.00
Participating	3	2401.507 STRUCTURAL CONCRETE (3B52) (P) (C Y)	\$600.00	169	0	\$0.00	169	\$101,400.00
Participating	4	2401.508 REINFORCEMENT BARS (EPOXY COATED) (P) (LB)	\$1.10	54680	0	\$0.00	54680	\$60,148.00

Houston County Highway Department  
1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-093 Prairie Ridge Road  
Final Payment No. 4

**Contract Item Status by Funding Breakdown**

Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Participating	5	2401.601 FOUNDATION PREPARATION PIER (LS)	\$25,000.00	1	0	\$0.00	1	\$25,000.00
Participating	6	2401.601 SLOPE PREPARATION (LS)	\$5,000.00	1	0	\$0.00	1	\$5,000.00
Participating	7	2401.601 STRUCTURE EXCAVATION (LS)	\$15,000.00	1	0	\$0.00	1	\$15,000.00
Participating	8	2401.618 BRIDGE SLAB CONCRETE (3YHPC-M) (P) (S F)	\$35.00	2539	0	\$0.00	2539	\$88,865.00
Participating	9	2402.502 FLOOR DRAIN TYPE B702 MODIFIED (EACH)	\$750.00	1	0	\$0.00	1	\$750.00
Participating	10	2402.508 STRUCTURAL STEEL (3306) (P) (LB)	\$6.00	470	0	\$0.00	470	\$2,820.00
Participating	11	2452.502 PILE TIP PROTECTION 10" (EACH)	\$250.00	8	0	\$0.00	8	\$2,000.00
Participating	12	2452.502 PILE TIP PROTECTION 12" (EACH)	\$350.00	12	0	\$0.00	12	\$4,200.00
Participating	13	2452.502 STEEL H-TEST PILE 70 FT LONG 10" (EACH)	\$7,500.00	2	0	\$0.00	2	\$15,000.00
Participating	14	2452.502 STEEL H-TEST PILE 85 FT LONG 12" (EACH)	\$8,500.00	2	0	\$0.00	2	\$17,000.00
Participating	15	2452.603 STEEL H-PILING 10" (L F)	\$30.00	360	0	\$0.00	376	\$11,280.00
Participating	16	2452.603 STEEL H-PILING 12" (L F)	\$35.00	750	0	\$0.00	849	\$29,715.00
Participating	17	2502.501 DRAINAGE SYSTEM TYPE (B910) (LS)	\$2,000.00	1	0	\$0.00	1	\$2,000.00
Participating	18	2511.507 GRANULAR FILTER (C Y)	\$40.00	150	0	\$0.00	150	\$6,000.00
Participating	19	2511.507 RANDOM RIPRAP CLASS IV (C Y)	\$40.00	401	0	\$0.00	401	\$16,040.00
Participating	20	2563.601 TRAFFIC CONTROL (LS)	\$2,500.00	0.84	0	\$0.00	0.84	\$2,100.00
<b>Totals:</b>						<b>\$500.00</b>		<b>\$552,254.00</b>



Your Contractor Affidavit request is Approved. A copy of this page MUST be provided to the contractor or government agency that hired you.

Submitted Date and Time: 8-Jun-2021 4:12:01 PM

Confirmation Number: 1-556-271-264

Name: ICON CONSTRUCTORS, LLC

ID: 3014475

**Affidavit Number: 1857163264**

Project Owner: HOUSTON COUNTY DEPARTMENT OF TRANSPORTATION

Project Number: SAP 028-599-093

Project Begin Date: 9/2/2020

Project End Date: 11/5/2020

Project Location: HOUSTON COUNTY (SHELDON, MN)

Project Amount: \$552,254.00

Subcontractors:

Name	ID	Affidavit Number
SUPERIOR TRAFFIC CONTROL LLC	4396051	621273088
REGER COMPANIES	2332702	285728768

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



Your Contractor Affidavit request is Approved. A copy of this page **MUST** be provided to the contractor or government agency that hired you.

Submitted Date and Time: 18-Dec-2020 2:25:56 PM  
Confirmation Number: 0-021-414-688  
Name: REGER COMPANIES  
ID: 2332702  
**Affidavit Number: 285728768**  
Project Owner: HOUSTON COUNTY DOT  
Project Number: SAP 028-599-093  
Project Begin Date: 9/12/2020  
Project End Date: 10/23/2020  
Project Location: SHELDON, MN  
Project Amount: \$19,138.00  
Subcontractors: No Subcontractors

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



Your Contractor Affidavit request is Approved. A copy of this page MUST be provided to the contractor or government agency that hired you.

Submitted Date and Time: 6-Jan-2021 3:42:47 PM  
Confirmation Number: 0-933-352-224  
Name: SUPERIOR TRAFFIC CONTROL LLC  
ID: 4396051  
Affidavit Number: 621273088  
Project Owner: HOUSTON COUNTY  
Project Number: SAP 028-599-093  
Project Begin Date: 9/7/2020  
Project End Date: 11/23/2020  
Project Location: HOUSTON COUNTY  
Project Amount: \$2,400.00  
Subcontractors: No Subcontractors

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

## Houston County Agenda Request Form

Date Submitted: June 17, 2021 Board Date: June 22, 2021

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

Project # SP 028-599-092 with Minnowa Construction Inc who provided for the bridge replacement on Eitzen Creek Drive in Winnebago Township is complete and ready for final payment.

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

Final Contract Voucher (5 need to be signed)

(1-County Claim, 1 Contractor, 1-Auditor's office, and 2-Highway Dept)

**Justification:**

**Action Requested:**

Resolution for Final Acceptance needed for contract.

**Language for Minutes:**

Commissioner \_\_\_\_\_ moved, Commissioner \_\_\_\_\_ seconded, unanimously carried to approve Resolution 21- 34 Final Acceptance of Contract #310 – Minnowa Construction Inc completes SAP 028-599-092 at a total cost of \$86,298.96

WHEREAS, Contract No. 310 has in all things been completed, and the County Board being fully advised in the premises; and

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners accepts said completed project for and on behalf of the Houston County DOT and authorize final payment as specified herein.

For County Use Only			
<b><u>Reviewed by:</u></b>	<div style="margin-bottom: 5px;">_____ County Auditor</div> <div style="margin-bottom: 5px;">_____ Finance Director</div> <div style="margin-bottom: 5px;">_____ IS Director</div>	<div style="margin-bottom: 5px;">_____ County Attorney</div> <div style="margin-bottom: 5px;">_____ County Engineer</div> <div style="margin-bottom: 5px;">_____ Other (indicate dept)</div>	<div style="margin-bottom: 5px;">_____ Zoning Administrator</div> <div style="margin-bottom: 5px;">_____ Environmental Services</div>
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

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

# Houston County Highway Department

1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-092 Box Culvert Eltzen Creek Dr. 28J61  
Final Payment No. 3

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

**Contract No.** 310  
**Vendor Number:** 9652  
**Up To Date:** 5/27/2021  
**Warrant #** \_\_\_\_\_ **Date** \_\_\_\_\_

## Contract Amount

Original Contract	\$89,394.20
Contract Changes	\$0.00
Revised Contract	\$89,394.20

## Funds Encumbered

Original	\$89,394.20
Additional	N/A
Total	\$89,394.20

## Work Certified To Date

Base Bid Items	\$86,298.96
Contract Changes	\$
Material On Hand	\$0.00
Total	\$86,298.96

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$650.00	\$86,298.96	\$0.00	\$84,792.47	\$1,506.49	\$86,298.96
Percent: Retained: 0%			Percent Complete: 96.54%		
<b>Amount Paid This Partial Payment</b>				<b>\$1,506.49</b>	

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By


Approved By Minnowa Construction Inc.

County Engineer

Date

Contractor

Date

  
6/7/21

Houston County Highway Department  
1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-092 Box Culvert Eitzen Creek Dr. 28J61  
Final Payment No. 3

**Certificate of Final Contract Acceptance**  
**Final Voucher Number: number**

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

Dated \_\_\_\_\_ Signature \_\_\_\_\_ County/City/Project Engineer \_\_\_\_\_

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$86,298.96 and agrees to the amount of \$1,506.49 as Final Payment on this Contract in accordance with this Final Voucher.

MINNOWA CONST  
Contractor: name By [Signature]

And \_\_\_\_\_ And \_\_\_\_\_ State of MN

On This 7<sup>th</sup> Day June, 2021, Before me appeared \_\_\_\_\_ To me known to \_\_\_\_\_

(Individual Acknowledgment)

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

(Corporate Acknowledgment)

STANLEY SANDER And \_\_\_\_\_, to me personally known, who, being each by me duly sworn

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

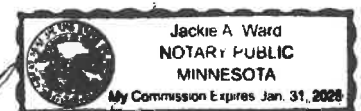
MINNOWA CONST Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

Brenda J. Pearson and said \_\_\_\_\_ and \_\_\_\_\_

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

Notarial My Commission as Notary Public in Sillman County

Seal Expires 1-31-25 Signature Jackie A. Ward



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

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

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



Houston County Highway Department  
1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-092 Box Culvert Eitzen Creek Dr. 28J61  
Final Payment No. 3

**Houston County Highway Department  
Certificate of Final Acceptance  
Board Acknowledgment**

Contract Number: 310  
Contractor: Minnowa Construction Inc.  
Date Certified: 5/27/2021  
Payment Number: 3

Whereas; Contract No.310 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Houston County Highway Department a and authorize final payment as specified herein.

State of

I, Donna Trehus, Houston County Auditor-Treasurer, within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

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

At Caledonia, Minnesota

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

(SEAL)

Houston County Highway Department  
1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-092 Box Culvert Eitzen Creek Dr. 28J61  
Final Payment No. 3

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	11/9/2020	\$85,648.96	\$4,282.45	\$81,366.51
2	12/18/2020	\$0.00	(\$3,425.96)	\$3,425.96
3	5/27/2021	\$650.00	(\$856.49)	\$1,506.49

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Non-Participating	2	\$20,748.46	\$0.00	\$19,897.48	\$850.98	\$20,748.46
Participating	1	\$65,550.50	\$0.00	\$64,894.99	\$655.51	\$65,550.50

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
5100	Town Bridge	\$2,142.99			\$67,037.98
5101	Local	(\$9,897.48)			\$10,000.00
5102	Special Town Bridge	\$9,260.98			\$9,260.98

Contract Item Status								
Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2021.501 MOBILIZATION (LS)	\$10,000.00	0.79	0	\$0.00	0.79	\$7,900.00
Base Bid	2	2412.502 14 X 6 PRECAST CONCRETE BOX CULVERT END SECTION (EACH)	\$10,500.00	2	0	\$0.00	2	\$21,000.00
Base Bid	3	2412.503 14 X 6 PRECAST CONCRETE BOX CULVERT (LIN FT)	\$900.00	34	0	\$0.00	34	\$30,600.00
Base Bid	4	2511.507 RANDOM RIPRAP CLASS IV (C Y)	\$45.00	119	0	\$0.00	109	\$4,905.00
Base Bid	5	2563.601 TRAFFIC CONTROL (LS)	\$1,450.00	0.79	0	\$0.00	0.79	\$1,145.50
Base Bid	6	2021.501 MOBILIZATION (LS)	\$10,000.00	0.21	0	\$0.00	0.21	\$2,100.00
Base Bid	7	2101.501 CLEARING & GRUBBING (LS)	\$5,000.00	1	0	\$0.00	1	\$5,000.00
Base Bid	8	2105.507 COMMON EXCAVATION (P) (C Y)	\$10.00	57	0	\$0.00	57	\$570.00
Base Bid	9	2105.507 COMMON BORROW (EV) (C Y)	\$10.00	146	0	\$0.00	358	\$3,580.00
Base Bid	10	2105.507 SELECT GRANULAR BORROW (CV) (P) (C Y)	\$22.00	212	0	\$0.00	0	\$0.00
Base Bid	11	2211.509 AGGREGATE BASE CLASS 5 (TON)	\$14.00	58	0	\$0.00	81.84	\$1,145.76
Base Bid	12	2211.509 AGGREGATE BASE CLASS 5Q (TON)	\$14.00	62	0	\$0.00	61.4	\$859.60
Base Bid	13	2442.501 REMOVE EXISTING BRIDGE (LS)	\$3,500.00	1	0	\$0.00	1	\$3,500.00

Houston County Highway Department  
1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-092 Box Culvert Eitzen Creek Dr. 28J61  
Final Payment No. 3

**Contract Item Status**

Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	14	2563.601 TRAFFIC CONTROL (LS)	\$1,450.00	0.21	0	\$0.00	0.21	\$304.50
Base Bid	15	2575.501 TURF ESTABLISHMENT (LS)	\$1,300.00	1	0.5	\$650.00	1	\$1,300.00
Base Bid	16	2575.504 EROSION CONTROL BLANKETS CATEGORY 3N (S Y)	\$3.60	782	0	\$0.00	663.5	\$2,388.60
<b>Base Bid Totals:</b>						<b>\$650.00</b>		<b>\$86,298.96</b>

**Project Category Totals**

Project	Category	Amount This Request	Amount To Date
SAP 028-599-092	Participating	\$0.00	\$65,550.50
SAP 028-599-092	Non-Participating	\$650.00	\$20,748.46

**Contract Change Item Status**

Project	CC	CC#	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
<b>Contract Change Totals:</b>								\$		\$

**Contract Total**

**\$86,298.96**

**Contract Change Totals**

Number	Description	Amount This Request	Amount To Date

**Material On Hand Additions**

Line	Item	Description	Date	Added	Comments

**Material On Hand Balance**

Line	Item	Description	Date	Added	Used	Remaining

Houston County Highway Department  
1124 E Washington St, Caledonia, MN 55921  
SAP 028-599-092 Box Culvert Eitzen Creek Dr. 28J61  
Final Payment No. 3

Contract Item Status by Funding Breakdown								
Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Non-Participating	6	2021.501 MOBILIZATION (LS)	\$10,000.00	0.21	0	\$0.00	0.21	\$2,100.00
Non-Participating	7	2101.501 CLEARING & GRUBBING (LS)	\$5,000.00	1	0	\$0.00	1	\$5,000.00
Non-Participating	8	2105.507 COMMON EXCAVATION (P) (C Y)	\$10.00	57	0	\$0.00	57	\$570.00
Non-Participating	9	2105.507 COMMON BORROW (EV) (C Y)	\$10.00	146	0	\$0.00	358	\$3,580.00
Non-Participating	10	2105.507 SELECT GRANULAR BORROW (CV) (P) (C Y)	\$22.00	212	0	\$0.00	0	\$0.00
Non-Participating	11	2211.509 AGGREGATE BASE CLASS 5 (TON)	\$14.00	58	0	\$0.00	81.84	\$1,145.76
Non-Participating	12	2211.509 AGGREGATE BASE CLASS 5Q (TON)	\$14.00	62	0	\$0.00	61.4	\$859.60
Non-Participating	13	2442.501 REMOVE EXISTING BRIDGE (LS)	\$3,500.00	1	0	\$0.00	1	\$3,500.00
Non-Participating	14	2563.601 TRAFFIC CONTROL (LS)	\$1,450.00	0.21	0	\$0.00	0.21	\$304.50
Non-Participating	15	2575.501 TURF ESTABLISHMENT (LS)	\$1,300.00	1	0.5	\$650.00	1	\$1,300.00
Non-Participating	16	2575.504 EROSION CONTROL BLANKETS CATEGORY 3N (S Y)	\$3.60	782	0	\$0.00	663.5	\$2,388.60
Participating	1	2021.501 MOBILIZATION (LS)	\$10,000.00	0.79	0	\$0.00	0.79	\$7,900.00
Participating	2	2412.502 14 X 6 PRECAST CONCRETE BOX CULVERT END SECTION (EACH)	\$10,500.00	2	0	\$0.00	2	\$21,000.00
Participating	3	2412.503 14 X 6 PRECAST CONCRETE BOX CULVERT (LIN FT)	\$900.00	34	0	\$0.00	34	\$30,600.00
Participating	4	2511.507 RANDOM RIPRAP CLASS IV (C Y)	\$45.00	119	0	\$0.00	109	\$4,905.00
Participating	5	2563.601 TRAFFIC CONTROL (LS)	\$1,450.00	0.79	0	\$0.00	0.79	\$1,145.50
<b>Totals:</b>						<b>\$650.00</b>		<b>\$86,298.96</b>



Your Contractor Affidavit request is Approved. A copy of this page MUST be provided to the contractor or government agency that hired you.

Submitted Date and Time: 15-Jun-2021 11:03:56 AM  
Confirmation Number: 0-948-963-488  
Name: MINNOWA CONSTRUCTION INC  
ID: 4962954  
Affidavit Number: 745672704  
Project Owner: HOUSTON COUNTY  
Project Number: SAP 028-599-092  
Project Begin Date: 10/16/2020  
Project End Date: 10/26/2020  
Project Location: HOUSTON CO-EITZEN/BOX CULVERT  
Project Amount: \$89,394.20  
Subcontractors:

Name	ID	Affidavit Number
NORTHERN EROSION LLC	9917969	2094403584
WARNING LITES OF MINNESOTA INC	3086922	1945243648

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

## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	1-008-234-656
Submitted Date and Time:	11-Jun-2021 4:08:22 PM
Legal Name:	NORTHERN EROSION LLC
Federal Employer ID:	30-0549217
User Who Submitted:	andywein
Type of Request Submitted:	Contractor Affidavit

<b>Affidavit Number:</b>	<b>2094403584</b>
Minnesota ID:	9917969
Project Owner:	HOUSTON COUNTY
Project Number:	028-599-092
Project Begin Date:	29-Oct-2020
Project End Date:	29-Oct-2020
Project Location:	HOUSTON COUNTY
Project Amount:	\$3,937.00
Subcontractors:	No Subcontractors

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

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-667-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

### How to View and Print this Request

You can see copies of your requests by going into your History.

This message and any attachments are solely for the intended recipient and may contain nonpublic / private data. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify us and immediately and permanently delete this message and any attachments. Thank you.



Your Contractor Affidavit request is Approved. A copy of this page MUST be provided to the contractor or government agency that hired you.

Submitted Date and Time: 7-Jun-2021 3:32:05 PM  
Confirmation Number: 0-180-015-264  
Name: WARNING LITES OF MINNESOTA INC  
ID: 3086922  
Affidavit Number: 1945243648  
Project Owner: HOUSTON COUNTY  
Project Number: SAP 028-599-092  
Project Begin Date: 10/14/2020  
Project End Date: 11/18/2020  
Project Location: EITZEN CREEK DRIVE  
Project Amount: \$1,300.00  
Subcontractors: No Subcontractors

Please print this page for your records using the print or save functionality built into your browser.

# Houston County Agenda Request Form

Date Submitted: 5/17/2021

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

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

**Issue:**

Establish contract with Driftless Region Vector Control LLC to canvass specifically identified Houston County communities for potential mosquito related human health hazards.

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

Two copies of contract for signature

**Justification:**

**Action Requested:**

Review and approve contract as presented.

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

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



## **PURCHASE CONTRACT FOR MOSQUITO ABATEMENT SERVICES**

### **I. PARTIES.**

This Contract is made and entered into this 8<sup>th</sup> day of June, 2021 by and between Driftless Region Vector Control LLC, hereinafter referred to as Provider, and Houston County, Minnesota, hereinafter referred to as Purchaser.

Provider's employee responsible for administration of this Contract will be Joseph Writz, Owner of Driftless Region Vector Control LLC, whose principal address is PO Box 2722, La Crosse, WI 54602.

Purchaser's employee responsible for administration of this Contract will be Heather Myhre, Public Health Supervisor, whose principal address is 611 Vista Drive, Suite 1, Caledonia, MN 55921.

### **II. SERVICES TO BE PROVIDED AND CONTRACT PERIOD.**

- a. Purchaser has an endemic area for arboviruses that are dangerous to the health and well being of its residents, and wishes to purchase services to address the issue. Provider is experienced with the elimination and abatement of mosquitoes that can bear the La Crosse strain of Encephalitis and other arboviruses, and can provide these services.
- b. Provider will provide services to canvass communities for potential mosquito-related human health hazards, identify and larvicide habitat sites for mosquito abatement, and provide Purchaser with list of found sites and activities, in Houston County.

Communities/Areas to canvass include:

Eitzen, Golfview Dr Area (west of Hokah), Hokah, Houston, Money Creek, Outer La Crescent (residential area just outside western city limits).

- c. When a potential mosquito-related human health hazard site is identified (seen from the road or complaint site), Provider will follow these steps:
  - 1. Attempt to communicate with owner of property where habitat is located. Provider will leave the property if instructed by property owner and will not enter posted property or properties with aggressive people or animals.
  - 2. Educate owner and provide pamphlet about the issue.
  - 3. Check habitat for mosquito presence and treat with larvicide.
  - 4. Keep record of all information obtained at the site.

5. Notify Purchaser about sites when permission is not given to check and treat habitat.

- d. Provider will fully canvass communities listed in II. b. once. The sites found in the initial canvassing will be rechecked twice to update the site list. If Provider is given a letter of permission or authority by Purchaser, non-compliant sites may be entered and human health hazards may be treated during rechecks if no immediate contact is made.
- e. Provider may also set up and monitor ovitraps throughout Purchaser's County designed to collect and remove the eggs of vector mosquito species in coordination with Purchaser's officials.
- f. Purchaser agrees to purchase and Provider agrees to provide the above described mosquito abatement services during the period of:

June 8, 2021 to December 31, 2021

### **III. PAYMENT FOR SERVICES.**

- a. Purchaser agrees to pay Provider for the services provided in accordance with this Contract.
- b. Purchaser will pay compensation to Provider for Services in the amount of \$2,500. Payments will be made as follows:

Date and Payment Amount

15 <sup>th</sup> of June, 2021	<u>\$1,250</u>
1 <sup>st</sup> of September, 2021	<u>\$1,250</u>

- c. Purchaser will pay Provider within 30 days of the payment date.
- d. If Purchaser requests additional services from Provider, Purchaser will provide additional resources to Provider.

### **IV. INSURANCE.**

- a. Purchaser shall not provide insurance coverage of any kind for Provider or Provider's employees or contract personnel. Provider shall obtain the following insurance coverage and maintain it during the entire term of this Contract:
  - 1. Automobile liability insurance for each vehicle used in the performance of this Contract -- including owned, non-owned (for example, owned by Provider's employees), leased, or hired vehicles -- in the minimum amount of \$1.5 million combined single limit per occurrence for bodily injury and property damage.

# 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: 5/17/2021

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

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

**Issue:**

Fraud Prevention and Investigation Contract (FPI). This is a five County FPI grant funded contract hosted by Waubahsa County that provides investigation into suspected public assistance fraud cases, as well as a basis for overpayments, program disqualification and criminal prosecution as appropriate.

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

Two copies of each contract for review and signature

**Justification:**

**Action Requested:**

Approve and sign contract as proposed.

## For County Use Only

<b><u>Reviewed by:</u></b>	<u>          </u> County Auditor	<u>          </u> County Attorney	<u>          </u> Zoning/Environmental Service
	<u>          </u> Finance Director	<u>          </u> County Engineer	<u>          </u> HR/Personnel
	<u>          </u> IS Director	<u>          </u> Other (indicate dept)	<u>          </u>

**Recommendation:**

**Decision:**

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

**REGIONAL ADMINISTRATIVE AGENCY  
COOPERATIVE AGREEMENT  
FRAUD PREVENTION INVESTIGATION PROGRAM**

This Agreement by and between WABASHA County Human Services, acting as the lead agency for the regional Fraud Prevention Investigation (FPI) program (hereinafter REGIONAL ADMINISTRATIVE AGENCY) and HOUSTON County through its Human Services Department (hereinafter COUNTY AGENCY).

WHEREAS, the REGIONAL ADMINISTRATIVE AGENCY contracts with the State of Minnesota's Department of Human Services, Financial Fraud and Abuse Investigations Division (hereinafter STATE) to administer the FPI program in HOUSTON County, under contract number GRK% 194359 which is incorporated herein by reference.

WHEREAS, the intent of this Agreement achieves mutually beneficial goals by establishing the organizational and operational structures for providing FPI services to counties in a geographical area in accordance with operational requirements, forms and reporting mechanisms as contained in the FPI Program Guidelines (FPI Guidelines) which are incorporated herein by reference.

NOW, THEREFORE, it is agreed:

**1. TERM OF AGREEMENT.**

- 1.1 **Effective date.** The effective date of this Agreement is 07/01/2021.
- 1.2 **Expiration date.** The expiration date of this Agreement is 06/30/2023.

**2. COUNTY AGENCY DUTIES.** The COUNTY AGENCY will:

- 2.1 Cooperate with the STATE and the FPI REGIONAL ADMINISTRATIVE AGENCY in fulfilling goals and objectives of the FPI Program pursuant to the FPI Guidelines, United States laws, federal regulations, State of Minnesota (State or state) laws, applicable Department rules and county ordinances.
- 2.2 Cooperate with the REGIONAL ADMINISTRATIVE AGENCY in monitoring fraud referrals, completed investigations and case actions taken as a result of fraud prevention investigations.
- 2.3 Cooperate with the REGIONAL ADMINISTRATIVE AGENCY and the STATE in submission of narrative, financial and/or statistical reports either as required in FPI Guidelines or as requested by the STATE.
- 2.4 Ensure that eligibility workers under its control make FPI referrals to the investigator representing the REGIONAL ADMINISTRATIVE AGENCY, cooperate with case action reporting requirements and participate in funded FPI program related training.
- 2.5 Evaluate FPI referral rates among COUNTY AGENCY eligibility workers in order to help identify fraud detection training needs.
- 2.6 Refer for criminal prosecution public assistance recipients and providers who have committed intentional program violations (IPV) or, when such prosecutions are declined by a COUNTY AGENCY attorney or the COUNTY AGENCY decides not to pursue criminal

prosecution of an IPV, pursue administrative disqualification of a provider or recipient in lieu of criminal prosecution in compliance with Minnesota Statutes, section 256.046.

3. **REGIONAL ADMINISTRATIVE AGENCY DUTIES.** The REGIONAL ADMINISTRATIVE AGENCY will:
  - 3.1 Provide FPI services and report FPI Program activity to the COUNTY AGENCY.
  - 3.2 Use qualified investigative staff to provide FPI services.
  - 3.3 Annually provide training to COUNTY AGENCY eligibility workers in fraud detection to assist them in identifying cases that should be referred. Provide training to COUNTY AGENCY eligibility workers on FPI forms and procedures.
  - 3.4 Assist the COUNTY AGENCY in the identification and disqualification of individuals through the administrative disqualification hearing process when a completed fraud prevention investigation identifies an intentional program violation and no criminal action is contemplated.
4. **CONSIDERATION AND PAYMENT.** There will be no funds paid out by either agency under this Agreement. Each agency will be responsible for its own costs in performing its stated duties.
5. **AUTHORIZED REPRESENTATIVES.**
  - 5.1 **REGIONAL ADMINISTRATIVE AGENCY.** The REGIONAL ADMINISTRATIVE AGENCY's authorized representative is John Dahlstrom or his/her successor.
  - 5.2 **COUNTY AGENCY.** The COUNTY AGENCY's authorized representative is John Pugleasa or his/her successor.
6. **ASSIGNMENT.** COUNTY AGENCY shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of the REGIONAL ADMINISTRATIVE AGENCY.
7. **AMENDMENTS.** Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original Agreement, or their successors in office.
8. **CANCELLATION.** This Agreement may be canceled by the REGIONAL ADMINISTRATIVE AGENCY or COUNTY AGENCY at any time, with or without cause, upon thirty (30) days written notice to the other party.
9. **STATE AUDITS.** Under Minn. Stat. §16C.05, subd. 5, the books, records, documents, and accounting procedures and practices of the COUNTY AGENCY and its employees, agents, or subcontractors relevant to this contract shall be made available and subject to examination by the REGIONAL ADMINISTRATIVE AGENCY and STATE, including the FPI contracting Agency/Division, Legislative Auditor, and State Auditor for a minimum of six years from the end of this Agreement.
10. **INFORMATION PRIVACY AND SECURITY.** For purposes of executing its responsibilities and to the extent set forth in this Agreement, the COUNTY AGENCY will be processing health care bills or payments on behalf of the State, and/or conducting other health care operations on behalf of State. In carrying out its duties, COUNTY AGENCY will be handling protected health information and other private information concerning individual State clients. As such, COUNTY AGENCY

agrees to be bound by the state and federal laws protecting the privacy of information, including the Data Practices Act, Minnesota Health Records Act, Health Insurance Portability Accountability Act (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) (42 USC 201 note, 42 USC 17931), and federal drug and alcohol treatment regulations.

Because COUNTY AGENCY is handling protected health information and providing health care services to clients on behalf of State, COUNTY AGENCY must comply with the terms of the Information Privacy Agreement signed by its County Administrator and the STATE, which is on file in the State Privacy Official's Office located at State's Central Office, 540 Cedar Street, St. Paul, MN 55164-0998 and is incorporated herein by reference.

11. **LIABILITY.** The COUNTY AGENCY and the REGIONAL ADMINISTRATIVE AGENCY agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other and the results thereof. The COUNTY AGENCY and the REGIONAL ADMINISTRATIVE AGENCY liabilities shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes, section 466.01 to 466.15, and other applicable law.

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

COUNTY AGENCY certifies that neither it nor its principals is presently debarred or suspended by the state, or any of its departments, commissions, agencies, or political subdivisions. COUNTY AGENCY'S certification is a material representation upon which this contract is based. COUNTY AGENCY shall provide immediate written notice to the REGIONAL ADMINISTRATIVE AGENCY'S Authorized Representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION**

Federal money will be used or may potentially be used to pay for all or part of the work under the grant contract, therefore the COUNTY AGENCY must certify the following, as required by the regulations implementing Executive Order 12549. COUNTY AGENCY'S certification is a material representation upon which this contract award is based.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY AND VOLUNTARY EXCLUSION- LOWER TIER COVERED TRANSACTIONS**

1. The prospective lower tier participant certifies, by submission of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract.
13. **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 REGIONAL ADMINISTRATIVE AGENCY'S County, Minnesota.

14. **WAIVER.** If the REGIONAL ADMINISTRATIVE AGENCY fails to enforce any provision of this contract, that failure does not waive the provision or the REGIONAL ADMINISTRATIVE AGENCY'S right to enforce it.
15. **CONTRACT COMPLETE.** This contract contains all negotiations and agreements between the REGIONAL ADMINISTRATIVE AGENCY and the COUNTY AGENCY. No other understanding regarding this contract, whether written or oral may be used to bind either party.
16. **OTHER PROVISIONS.** None.



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

APPROVED:

COUNTY AGENCY:

BY: [Signature]

TITLE: Director

DATE: 6/16/21

REGIONAL ADMINISTRATIVE AGENCY:

BY: [Signature]

TITLE: SOCIAL SERVICES DIRECTOR

DATE: 5/28/2021

HOUSTON COUNTY

BY: \_\_\_\_\_

Chairperson

Houston County Board of Commissioners

DATED: \_\_\_\_\_

APPROVED AS TO FORM AND EXECUTION

BY: [Signature]

Houston County Attorney

DATED: 6-16-21



2. Comprehensive or commercial general liability insurance coverage in the minimum amount of \$2 million general aggregate combined single limit, including coverage for bodily injury, personal injury, broad form property damage, contractual liability, and cross-liability.

**V. INDEMNITY AND HOLD HARMLESS.**

- a. Except as may be caused by the sole negligence of Provider or its employees, Purchaser agrees to save, hold harmless, defend and indemnify the Provider and all its officers, employees and agents, against any and all liability claims and costs of whatever kind and nature for injury to or death of any person or persons, and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the services, operation or performance of work in connection with this contract.

**VI. INDEPENDENT CONTRACTOR STATUS.**

- a. Subject to terms and conditions of this Contract, Purchaser hereby engages Provider as an independent contractor to perform the services set forth herein, and Provider hereby accepts such engagement.
- b. This Contract shall not render Provider an employee, partner, agent of, or joint venturer with Purchaser for any purpose. Provider is and will remain an independent contractor in relationship to Purchaser. Purchaser shall not be responsible for withholding taxes with respect to Provider's compensation hereunder. Provider shall have no claim against Purchaser hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.
- c. Provider has the right to perform services for others during the term of this Contract.
- d. Provider has the sole right to control and direct the means, manner, and method by which the services required by this Contract will be performed. Provider shall select the routes taken, starting and quitting times, days of work, and order the work is performed.
- e. Provider has the right to hire assistants as subcontractors or to use employees to provide the services required by this Contract.
- f. Neither Provider nor Provider's employees or contract personnel shall be required to wear any uniforms provided by Purchaser.
- g. The services required by this Contract shall be performed by Provider, Provider's employees, or contract personnel, and Purchaser shall not hire, supervise, or pay any assistants to help Provider.

- h. Neither Provider nor Provider's employees or contract personnel shall receive any training from Purchaser in the professional skills necessary to perform the services required by this Contract.
- i. Neither Provider nor Provider's employees or contract personnel shall be required by Purchaser to devote full time to the performance of the services required by this Contract.

**VII. EXPENSES OF SERVICES.**

- a. Provider shall be responsible for all expenses incurred while performing services under this Contract. This includes automobile, truck, and other travel expenses; vehicle maintenance and repair costs; vehicle and other license fees and permits; insurance premiums; road, fuel, and other taxes; fines; larvicide; radio, pager, or cell phone expenses; meals; and all salary, expenses, and other compensation paid to employees or contract personnel the Provider hires to complete the work under this Contract.

**VIII. DATA PRACTICES COMPLIANCE.**

- a. Provider will have access to data collected or maintained by Purchaser to the extent necessary to perform Provider's obligations under this Contract. Provider will not release or disclose the contents of data classified as not public to any person except at the written direction of Purchaser. Upon termination of this contract, Provider agrees to return data to Purchaser, as requested by Purchaser.

**IX. SEVERABILITY.**

- a. If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

**X. CONTRACT REVISION AND/OR TERMINATION.**

- a. Failure to comply with any part of this Contract may be considered cause for revision, suspension, or termination.
- b. Revision of this Contract must be agreed to by Provider and Purchaser by an addendum signed by authorized representatives of both parties.
- c. Provider shall notify Purchaser whenever it is unable to provide the required quality or quantity of services. Upon such notification, Purchaser and Provider shall determine whether such inability will require a revision or cancellation of this Contract.

- d. If either party finds it necessary to revise or terminate the Contract prior to the expiration date for reasons other than nonperformance, actual cost incurred by the Provider may be reimbursed for an amount determined by mutual agreement of both parties.
- e. This Contract can be terminated by thirty (30) day written notice by either party.
- f. The provisions of section V. a. shall survive any termination.

**XI. CONDITIONS OF THE PARTY'S OBLIGATION.**

- a. This Contract is contingent on authorization of Minnesota and United States Laws, and any material amendment or repeal of the same affecting relevant authority shall serve to terminate this agreement except as further agreed to by the parties hereto.
- b. Nothing contained in this Contract shall be construed to supersede the lawful powers or duties of either party.
- c. It is understood and agreed that the entire Contract between the parties is contained herein, except for those matters incorporated herein by reference, and that this Contract supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof.

**XI. CONTRACTOR DEBARMENT, SUSPENSION, AND RESPONSIBILITY CERTIFICATION.**

- a. Federal Regulation 45 CFR 92.35 prohibits Houston County from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes, Section 16C.03, subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State of Minnesota or Houston County. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner. By signing this Contract, the Provider certifies that they are in compliance with these regulations.
- b. By signing this Contract, the Provider certifies that it and its principals and employees:
  - 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental County or agency; and
  - 2. Have not within a three (3) year period preceding this Contract:
    - i. Been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract;

ii. Violated any federal or state antitrust statutes; or

iii. Committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and

3. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for:

i. Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction;

ii. Violating any federal or state antitrust statutes; or

iii. Committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and

4. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Contract are in violation of any of the certifications set forth above.

5. Shall immediately give written notice should Provider come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing: a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

c. "Principals" for the purpose of this certification means officers; directors; owners; partners; and persons having primary management or supervisor responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

d. Directions for on-line access to excluded providers:

1. To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of Inspector General (OIG) website at <http://oig.hhs.gov/>

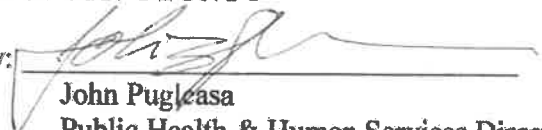
2. If you do not have access to the website, and/or need the information in an alternative format, contact: Houston County Human Services Director, at (507) 725-5886.

**DRIFTLESS REGION VECTOR CONTROL LLC**

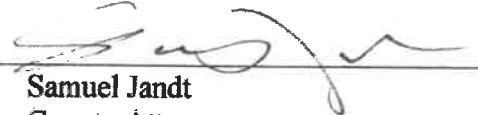
By:   
Joseph W. Writz  
Owner

6/16/21  
Date

**HOUSTON COUNTY**

By:   
John Pugliese  
Public Health & Human Services Director

6/16/21  
Date

By:   
Samuel Jandt  
County Attorney

6-16-21  
Date

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
Date

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
June 22, 2021**

**Date Submitted: June 18, 2021**

**By: Carol Lapham**

Request approval of fee increases as highlighted in the attached 2021 Fee Schedule.

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



# Houston County Fee Schedule

The following fee schedule was adopted by the Houston County Board of Commissioners on June 22, 2021 and is effective on July 1, 2021. This fee schedule is not exhaustive since the Board of Commissioners may adopt or change fees in various formats that may not be reflected here. Note: Unless you contact the County, all overpayments of five dollars or less will not be refunded and will be receipted as "miscellaneous" to improve efficiency and cost effectiveness. Additionally, the County will waive charges if the cost to provide the data is less than the cost to process the payment. Note: General fees for data collection and copies are governed by MN Statute 13, Data Practices, and the type of data and subject of data requested will determine the fees chargeable by the County to recover costs for responding to data requests. There are no fees for inspecting data.

Department	Service	Fee
General Fees	Copies (letter or legal size) - B/W, under 100	\$.25 per printed page
General Fees	Copies (letter or legal size) - B/W, over 100	\$.25 per printed page and actual employee time
General Fees	Copies (letter or legal size) - Color	\$1.00 per printed page
General Fees	Employee time: Research, compile, retrieve data, etc. (See note above ref. MN Statute 13)	\$29.17 per hour (billed for actual time, in 15-min increments. Requestor will be provided a cost estimate, 50% must be remitted prior to commencing the research project.
General Fees	Scanning, Copying, and e-mailing	11x17 \$2.00 18x24 \$9.00 22x34 \$10.00 24x36 \$11.00 Larger than 24X36 \$4.00 per foot
General Fees	E-mailing plats (22x34)	\$10.00
General Fees	Minimum mailing charge	\$1.00
General Fees	Non-Sufficient Funds (NSF)	\$30.00 per check
Attorney	Copies of discovery documents	See general fees....plus \$5.00 per CD
Auditor/Treasurer	Certificate as to taxes & taxable property	\$200 per certificate - \$100 extra for top 25 taxpayers
Auditor/Treasurer	Confession of Judgement	\$80 per judgment
Auditor/Treasurer	Copy of Financial Statement	\$10 per year
Auditor/Treasurer	Copy of Township and Cities Officer List	\$5 per year
Auditor/Treasurer	Delinquent Tax Publication Fee	\$30 per publication
Auditor/Treasurer	Tax Increment Financing set Up	\$225 per district
Auditor/Treasurer	Tax Increment Financing annual maintenance	\$125 per district
Auditor/Treasurer	Administration & collection of special assessments	\$1.35 per assessment per year
Auditor/Treasurer	Tax Certificates	\$5 per parcel plus: \$5 for special assessments \$5 for delinquent taxes no maximum charge
Auditor/Treasurer	Escrow Account Maintenance	\$5 per parcel
Auditor/Treasurer	Revenue Recapture Processing Fee	\$30
Auditor/Treasurer	NSF Check fee	\$30
A/T Licenses and Permits	Fireworks Permit	\$25 per event
A/T Licenses and Permits	Beer License/On Sale	\$50 per year
A/T Licenses and Permits	Beer License/Off Sale	\$50 per year
A/T Licenses and Permits	Liquor License/On Sale	\$1200 per year
A/T Licenses and Permits	Liquor License/Off Sale	\$115 per year
A/T Licenses and Permits	Liquor License/Sunday	\$50 per year
A/T Licenses and Permits	Wine License	\$250 per year

A/T Licenses and Permits	1 to 3 Day 3.2 Beer License	\$10 per event
A/T Licenses and Permits	1 to 4 Day Liquor License	\$25 per event
A/T Licenses and Permits	Tobacco License	\$100 per year
A/T Licenses and Permits	Auctioneer	\$20 per year
A/T Licenses and Permits	Transient Merchant/Peddler's License	\$25 Application Fee (Non Refundable) \$25 per individual 7 Day Transient Merchant License \$75 per individual 30 Day Peddler License \$75 per individual 30 Day Canvasser/Solicitor
Highway Department	County Maps	\$3 \$5.25 mailed \$8.50 for two mailed \$3 per map, plus actual postage for additional
Highway Department	Address Sign - New Address	\$150
Highway Department	Address Sign - reuse sign/post	\$75
Highway Department	Charge for cutting culverts	20 per 1/2 hr of time
Highway Department	Permit for Over dimension Load	\$25 per trip; \$100 annual permit
Highway Department	Permit for Work within ROW	\$20
Highway Department	Permit for Special Event Road Closure	\$20
Highway Department	Entrance Permit (policy of 2 loads of rock being furnished by County is continued)	\$350 residential/field \$450 street/commercial/farm yard
Highway Department	Mailbox installation	\$75 plus cost of materials
Highway Department	Message Board Signs	\$100 Set up plus \$20 per day per sign
Highway Department	Inventory Items	cost + 15%
Highway Department	Driveway Permit	\$50 (temporary access, no rock inc.) \$175 (revised/extension or improvement to an entrance/driveway, includes 10 cyds of rock upon satisfactory completion)
Human Services	Child Care Licensing (background study required)	\$50 initial \$100 2-yr renewal
Public Health	Vaccines (fee fluctuates to match cost)	\$TBD Influenza regular \$TBD Influenza high dose \$100 Adult Hepatitis B \$80 Adult Tdap Contact PH office for other immunization fees - uninsured and underinsured individuals can receive MNVAC vaccine (free from the State) for an administrative fee of \$20 to \$30, waivable if individual is unable to pay
Public Health	Radon Testing Kit	\$10 if picked up \$12 if mailed
Recorder	Real Estate Documents	\$46
Recorder	Plats	\$56
Recorder	Referencing more than 4 documents	\$10 per reference after 4
Recorder	Conforming Copy	\$2
Recorder	Deed Tax & Mortgage Registration Tax	See Treasurer's fees
Recorder	Abstract - Typed Entry	\$5
Recorder	Abstract - Exhibit	\$1
Recorder	Abstract - STL/FTL Certificate	\$5 per name
Recorder	Abstract - Judgement Certificate	\$5 per name
Recorder	Abstract - Tax Certificate per PIN each for Auditor and Treasurer	\$5
Recorder	Landshark Access	\$50 for initial Set-up fee \$50 for Level 1 (1-250 pages per mo.) \$100 for Level 2 (251-500 pages per mo.) \$200 for Level III (501-1000 pages per mo.)
Recorder	Real Estate Research Fee	<b>\$29.17 per hour/one hour minimum</b>
Recorder	Tract Search - limited, uncertified, 1 PIN	\$40 plus copies
Recorder	Copies by staff	\$2 per page



Recorder	E-mailed copies	\$2 per page
Recorder	Digital copies	\$2 per page
Recorder	Fax	\$5 first page, \$2 per page after
Recorder	Certified Copy	\$10 per document
Recorder	Expedite Fee	\$30 per request
Recorder	Passport Photos (2)	\$20 (includes tax)
Recorder	Vitals - Birth Certificate	\$26 for certified copy \$19 for additional certified copy requested at same time/same person \$13 non-certified copy
Recorder	Vitals - Certificate of No Birth Record on File	\$16
Recorder	Vitals - Death Certificate/Fetal Death Report	\$13 for certified copy \$6 for additional certified copy requested at same time/same person \$13 non-certified copy
Recorder	Vitals - Certificate of No Death Record on File	\$13
Recorder	Genealogy Research	\$29.17 per hour/one hour minimum
Recorder	Marriage License	\$115 per license \$40 per reduced fee license \$20 to correct/reprint any marriage paperwork \$9 for certified Marriage Certificate
Recorder	Ordination Papers recording fee	\$30
Recorder	Notary Commission	\$20 recording fee \$20 name/address change \$5 for Notary Certification
Recorder	Extended Hours Staff Fee	\$50 per hour (if staff is available)
Recorder	Abstractor's Continuation Certificate	\$75
Recorder	Abstractor's Original Certificate	\$100
Recorder	O & E Report (Includes Deed Copy)	\$75
Recorder	O & E Report (2 owner, includes deed copy)	\$100
Recorder	40 year search	\$150 plus copies
Sheriff's Office	Advance Fee: Writ of Execution	\$95
Sheriff's Office	Advance Fee: Writ of Recovery	\$150
Sheriff's Office	Advance Fee: Lien Sales	\$100
Sheriff's Office	Advance Fee: Vehicle Seizures	\$300 from Attorney \$500 Pro Se
Sheriff's Office	Civil Process Service - Personal Service/Non-Service - Posting	\$85 (5 attempts max) per person
Sheriff's Office	Writ of Execution Levy Fee (employer/bank)	15
Sheriff's Office	Writ of Execution Sale	\$100
Sheriff's Office	Commission of Execution	5% of total collected
Sheriff's Office	Mechanic Lien Sale	\$100
Sheriff's Office	Sheriff's Sale (Mortgage Foreclosure)	\$100
Sheriff's Office	Cancellation of Sheriff's Sale	\$50
Sheriff's Office	Postponement of Sheriff's Sale	\$10
Sheriff's Office	Redemption Fee	\$250
Sheriff's Office	Writ of Replevin	\$50 plus deputy time
Sheriff's Office	Writ of Restitution	\$50 plus deputy time
Sheriff's Office	Deputy time/Escort	\$85 per hour, per deputy (2hr min)
Sheriff's Office	Permit to Carry	\$65 County Resident \$100 Out of State \$35 Military/Law Enforcement
Sheriff's Office	Permit to Carry Renewal	\$ 45 County Resident \$75 Out of State \$30 Military/Law Enforcement
Sheriff's Office	Criminal History Check (local records only)	\$10
Sheriff's Office	Copy of Police Report	\$ .25 per page
Sheriff's Office	Copy of Video	\$25 per DVD
Sheriff's Office	Copy of Photos	\$10 per CD \$2 per page (4 photos per page)

Sheriff's Office	Fax Fee	\$5 for 1-10 pages \$.25 per additional page
Sheriff's Office	Transcription	\$50 per hr (2hr min)
Sheriff's Office	Fingerprint Card	\$5 per card
Sheriff's Office	Jail Fee - Pay for Stay Prisoners	\$30 per day
Sheriff's Office	Jail Fee - Weekender Prisoners	\$90
Sheriff's Office	Jail Fee - Out of County Prisoners	\$60 per day (single) \$55 per day (single, contract rate) \$100 per day (Special Supervision Detainee)
Sheriff's Office	Jail - Booking Fee	\$10
Sheriff's Office	UA Tests	\$15
Sheriff's Office	Dangerous Dog	\$200 Initial \$50 Annual Renewal \$15 Warning Symbol \$15 Dangerous Dog Tag \$50 per hour - Hearing Officer
Surveyor	Survey work for private sector, cities and townships	\$65 per hour for County Surveyor \$50 per hour for Assistant County Surveyor
Surveyor	County-wide aerial imagery (digital)	\$525, includes county-provided storage device
Surveyor	Registered land surveys	\$80 plus \$5 per tract
Surveyor	Plat Review	\$150 per plat and/or condo plat plus \$15 per lot and/or condo unit - Incomplete applications may be charged hourly rate for review at County Surveyor's discretion
Environmental Services	Zoning Permit - Accessory Building or Accessory Addition	\$.15/sf, max charge \$300
Environmental Services	Zoning Permit - Dwelling or Addition	\$400 (included deck, porch, attached garage) \$150 for additions
Environmental Services	Septic Permits	\$200 for holding tank \$375 for Type I <2,500 gpd \$400 for Type III \$500 for Type IV \$400 for homeowner install holding tank \$750 for homeowner install non-holding tank \$500 for >2,500 gpd
Zoning	Public Hearing - Variance	\$500
Zoning	Public Hearing - Zoning Appeal	\$500
Zoning	Public Hearing - Conditional Use Permit	\$700
Zoning	Public Hearing - Interim Use Permit	\$700
Zoning	Public Hearing - Rezone	\$700
Zoning	Public Hearing - Ordinance Amendment	\$700
Zoning	Soil Erosion Control Plan	\$80 for Type I \$160 for Type II \$240 for Type III
Zoning	E911 Address Assignment	\$50
Zoning	Wetland Permits	\$150 for no loss or exemption \$300 for replacement or banking
Zoning	Noxious Weed Control	\$20 per Pesticide Applicator Test
Solid Waste and Recycling	Refuse (household garbage)	\$2 per 30 gal bag or under \$2.50 per 45 gal bag \$2 min
Solid Waste and Recycling	Demo/non-household	\$.15 per lbs. or \$18 per c.y.
Solid Waste and Recycling	Large Household Items	\$.15 per lbs. or \$18 per c.y.
Solid Waste and Recycling	Tire Disposal	\$2 per auto tire plus \$4 if on rim \$10 per semi/large truck/implement tire \$20 per tractor tire

Solid Waste and Recycling	Appliance	\$0 per item/residential \$20 per item/business \$20 per item/camper (gas or ammonia) plus \$50 per item if uncleaned
Solid Waste and Recycling	E-waste	\$0 residential \$.35 per lb/business
Solid Waste and Recycling	Mattresses & Box spring	\$5 per mattress if clean/recyclable \$15 per mattress if wet/soiled/unrecyclable
Solid Waste and Recycling	Hauler's License	\$50 per year
Wildcat Park	Seasonal Rates	\$300 per month/\$1500 per season plus tax and actual cost of electricity with \$275 electricity deposit required
Wildcat Park	Monthly Rate	\$425 per month
Wildcat Park	Electric Sites	\$40 per night
Wildcat Park	Primitive Sites	\$20 per night, per tent
Wildcat Park	Shelter Rental	\$50 per day, plus \$50 deposit
Wildcat Park	Boat Launch Fee	\$5 per day \$25 per season \$100 non-compliance fine
Wildcat Park	Non-Camper overnight parking fee	\$5 per night (pre-paid) \$25 per night non-compliance fine

<b><u>Reviewed by:</u></b>	<input 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 type="checkbox"/> Other (indicate dept)	<input type="text"/>
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<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

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Recorder	Landshark Access	\$50 for initial Set-up fee \$50 for Level 1 (1-250 pages per mo.) \$100 for Level 2 (251-500 pages per mo.) \$200 for Level III (501-1000 pages per mo.)
Recorder	Real Estate Research Fee	<b>\$29.17 per hour/one hour minimum</b>
Recorder	Tract Search - limited, uncertified, 1 PIN	\$40 plus copies
Recorder	Copies by staff	\$2 per page



Recorder	E-mailed copies	\$2 per page
Recorder	Digital copies	\$2 per page
Recorder	Fax	\$5 first page, \$2 per page after
Recorder	Certified Copy	\$10 per document
Recorder	Expedite Fee	\$30 per request
Recorder	Passport Photos (2)	\$20 (includes tax)
Recorder	Vitals - Birth Certificate	\$26 for certified copy \$19 for additional certified copy requested at same time/same person \$13 non-certified copy
Recorder	Vitals - Certificate of No Birth Record on File	\$16
Recorder	Vitals - Death Certificate/Fetal Death Report	\$13 for certified copy \$6 for additional certified copy requested at same time/same person \$13 non-certified copy
Recorder	Vitals - Certificate of No Death Record on File	\$13
Recorder	Genealogy Research	\$29.17 per hour/one hour minimum
Recorder	Marriage License	\$115 per license \$40 per reduced fee license \$20 to correct/reprint any marriage paperwork \$9 for certified Marriage Certificate
Recorder	Ordination Papers recording fee	\$30
Recorder	Notary Commission	\$20 recording fee \$20 name/address change \$5 for Notary Certification
Recorder	Extended Hours Staff Fee	\$50 per hour (if staff is available)
Recorder	Abstractor's Continuation Certificate	\$75
Recorder	Abstractor's Original Certificate	\$100
Recorder	O & E Report (Includes Deed Copy)	\$75
Recorder	O & E Report (2 owner, includes deed copy)	\$100
Recorder	40 year search	\$150 plus copies
Sheriff's Office	Advance Fee: Writ of Execution	\$95
Sheriff's Office	Advance Fee: Writ of Recovery	\$150
Sheriff's Office	Advance Fee: Lien Sales	\$100
Sheriff's Office	Advance Fee: Vehicle Seizures	\$300 from Attorney \$500 Pro Se
Sheriff's Office	Civil Process Service - Personal Service/Non-Service - Posting	\$85 (5 attempts max) per person
Sheriff's Office	Writ of Execution Levy Fee (employer/bank)	15
Sheriff's Office	Writ of Execution Sale	\$100
Sheriff's Office	Commission of Execution	5% of total collected
Sheriff's Office	Mechanic Lien Sale	\$100
Sheriff's Office	Sheriff's Sale (Mortgage Foreclosure)	\$100
Sheriff's Office	Cancellation of Sheriff's Sale	\$50
Sheriff's Office	Postponement of Sheriff's Sale	\$10
Sheriff's Office	Redemption Fee	\$250
Sheriff's Office	Writ of Replevin	\$50 plus deputy time
Sheriff's Office	Writ of Restitution	\$50 plus deputy time
Sheriff's Office	Deputy time/Escort	\$85 per hour, per deputy (2hr min)
Sheriff's Office	Permit to Carry	\$65 County Resident \$100 Out of State \$35 Military/Law Enforcement
Sheriff's Office	Permit to Carry Renewal	\$45 County Resident \$75 Out of State \$30 Military/Law Enforcement
Sheriff's Office	Criminal History Check (local records only)	\$10
Sheriff's Office	Copy of Police Report	\$.25 per page
Sheriff's Office	Copy of Video	\$25 per DVD
Sheriff's Office	Copy of Photos	\$10 per CD \$2 per page (4 photos per page)

Sheriff's Office	Fax Fee	\$5 for 1-10 pages \$.25 per additional page
Sheriff's Office	Transcription	\$50 per hr (2hr min)
Sheriff's Office	Fingerprint Card	\$5 per card
Sheriff's Office	Jail Fee - Pay for Stay Prisoners	\$30 per day
Sheriff's Office	Jail Fee - Weekender Prisoners	\$90
Sheriff's Office	Jail Fee - Out of County Prisoners	\$60 per day (single) \$55 per day (single, contract rate) \$100 per day (Special Supervision Detainee)
Sheriff's Office	Jail - Booking Fee	\$10
Sheriff's Office	UA Tests	\$15
Sheriff's Office	Dangerous Dog	\$200 Initial \$50 Annual Renewal \$15 Warning Symbol \$15 Dangerous Dog Tag \$50 per hour - Hearing Officer
Surveyor	Survey work for private sector, cities and townships	\$65 per hour for County Surveyor \$50 per hour for Assistant County Surveyor
Surveyor	County-wide aerial imagery (digital)	\$525, includes county-provided storage device
Surveyor	Registered land surveys	\$80 plus \$5 per tract
Surveyor	Plat Review	\$150 per plat and/or condo plat plus \$15 per lot and/or condo unit - Incomplete applications may be charged hourly rate for review at County Surveyor's discretion
Environmental Services	Zoning Permit - Accessory Building or Accessory Addition	\$.15/sf, max charge \$300
Environmental Services	Zoning Permit - Dwelling or Addition	\$400 (included deck, porch, attached garage) \$150 for additions
Environmental Services	Septic Permits	\$200 for holding tank \$375 for Type I <2,500 gpd \$400 for Type III \$500 for Type IV \$400 for homeowner install holding tank \$750 for homeowner install non-holding tank \$500 for >2,500 gpd
Zoning	Public Hearing - Variance	\$500
Zoning	Public Hearing - Zoning Appeal	\$500
Zoning	Public Hearing - Conditional Use Permit	\$700
Zoning	Public Hearing - Interim Use Permit	\$700
Zoning	Public Hearing - Rezone	\$700
Zoning	Public Hearing - Ordinance Amendment	\$700
Zoning	Soil Erosion Control Plan	\$80 for Type I \$160 for Type II \$240 for Type III
Zoning	E911 Address Assignment	\$50
Zoning	Wetland Permits	\$150 for no loss or exemption \$300 for replacement or banking
Zoning	Noxious Weed Control	\$20 per Pesticide Applicator Test
Solid Waste and Recycling	Refuse (household garbage)	\$2 per 30 gal bag or under \$2.50 per 45 gal bag \$2 min
Solid Waste and Recycling	Demo/non-household	\$.15 per lbs. or \$18 per c.y.
Solid Waste and Recycling	Large Household Items	\$.15 per lbs. or \$18 per c.y.
Solid Waste and Recycling	Tire Disposal	\$2 per auto tire plus \$4 if on rim \$10 per semi/large truck/implement tire \$20 per tractor tire



Solid Waste and Recycling	Appliance	\$0 per item/residential \$20 per item/business \$20 per item/camper (gas or ammonia) plus \$50 per item if uncleaned
Solid Waste and Recycling	E-waste	\$0 residential \$.35 per lb/business
Solid Waste and Recycling	Mattresses & Box spring	\$5 per mattress if clean/recyclable \$15 per mattress if wet/soiled/unrecyclable
Solid Waste and Recycling	Hauler's License	\$50 per year
Wildcat Park	Seasonal Rates	\$300 per month/\$1500 per season plus tax and actual cost of electricity with \$275 electricity deposit required
Wildcat Park	Monthly Rate	\$425 per month
Wildcat Park	Electric Sites	\$40 per night
Wildcat Park	Primitive Sites	\$20 per night, per tent
Wildcat Park	Shelter Rental	\$50 per day, plus \$50 deposit
Wildcat Park	Boat Launch Fee	\$5 per day \$25 per season \$100 non-compliance fine
Wildcat Park	Non-Camper overnight parking fee	\$5 per night (pre-paid) \$25 per night non-compliance fine