

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: October 5, 2021

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, 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 Puggleasa, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, and Interim Recorder Mary Betz

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Severson, seconded by Commissioner Johnson, motion unanimously carried to approve the board meeting minutes from September 28, 2021. Board Clerk Wagner noted that there was a typo on the last page of the minutes that had been updated.

Public Comment: No public comments were made.

### CONSENT AGENDA

Motion by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Assign Kelly Rohland, Child Protective Services Social Worker, C41, to Adult Services Social Worker, C41, (lateral transfer) effective October 18, 2021.
- 2) Approve the attached PSAP/Emergency Management Coordinator Position, C43 Exempt.
- 3) Assign Mark Olson, Lead Jailer C32, to PSAP/Emergency Management Coordinator C43 Step 7 on the Non-Represented pay grid, effective October 6, 2021.
- 4) Approve a competitive internal search for a Program Coordinator/Lead Jailer C32.

## ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve a CUP for Kerry Ruffridge to change the use of an existing building into a dwelling on less than 40 acres in Spring Grove Township.

File No. 2 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve a CUP for Josh Ross to build an accessory building in a residential district in Union Township.

File No. 3 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve the Multi County Supplemental Nutritional Assistance Program (SNAP) Employment & Training Agreement and authorizing signatures.

## DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including the Annual Township Meeting.

Commissioners discussed with Human Resources Director Theresa Arrick-Kruger the possibility of doing interviews with three candidates for Environmental Services Director during the next workgroup session on October 19, 2021 since all Commissioners had expressed interest in attending the interviews. It was the general consensus of the Commissioners to have Kruger schedule the interviews during the next workgroup session.

Public Comment: No public comments were made.

There being no further business at 9:35 a.m., a motion was made by Commissioner Severson, seconded by Commissioner Walter, motion unanimously carried to adjourn the meeting. The next meeting would be regular board meeting on October 12, 2021.

## BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
October 12, 2021**

**Date Submitted: 10.07.2021**

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

**ACTION REQUEST**

**None**

**APPOINTMENT REQUEST**

**None**

**HR CONSENT AGENDA REQUEST**

**Sheriff's Office**

- **Change the employment status of Ben Novak, Lead Jailer, from probationary to regular, effective October 26, 2021**
- **Assign Dean Ott, Lead Jailer B32, as Jail Administrator, C43 Exempt MAPE Step 7, effective October 13, 2021**
- **Approve a competitive search for a Lead Jailer B32**

<b><u>Reviewed by:</u></b>	<u>X</u>	HR Director	<u>X</u>	Sheriff	
	<u>X</u>	Finance Director	<u>      </u>	Engineer	<u>                    </u>
	<u>      </u>	IS Director	<u>      </u>	PHHS	<u>                    </u>
	<u>      </u>	County Attorney	<u>      </u>	(indicate other dept)	<u>                    </u>
	<u>      </u>	Environmental Svcs	<u>      </u>		
<b><u>Recommendation:</u></b>					
<b><u>Decision:</u></b>					

## Houston County Agenda Request Form

**Date Submitted:** October 4, 2021 **Board Date:** October 12, 2021

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

**Issue:**

Project # CP 2021-01 with Bruening Rock Products, Inc who provided shouldering on various Houston County Roads 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 21-49 Final Acceptance of Contract #314 – Bruening Rock Products Inc completes CP 2021-01 Shouldering for a total cost of \$269,682.09.

WHEREAS, Contract No. 314 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

CP 2021-01 Shouldering

Final Payment No. 3

**Contractor:** Bruening Rock Products inc.  
900 Montgomery St.  
Decorah, IA 52172

**Contract No.** 314  
**Vendor Number:** 5937  
**Up To Date:** 9/15/2021  
**Warrant #** \_\_\_\_\_ **Date** \_\_\_\_\_

## Contract Amount

Original Contract	\$267,638.45
Contract Changes	\$0.00
Revised Contract	\$267,638.45

## Funds Encumbered

Original	\$267,638.45
Additional	N/A
Total	\$267,638.45

## Work Certified To Date

Base Bid Items	\$269,682.09
Contract Changes	\$
Material On Hand	\$0.00
Total	\$269,682.09

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$0.00	\$269,682.09	\$0.00	\$256,197.99	\$13,484.10	\$269,682.09
Percent: Retained: 0%			Percent Complete: 100.76%		
<b>Amount Paid This Partial Payment</b>				<b>\$13,484.10</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 Bruening Rock Products inc.

County Engineer

Date 10/15/2021

Contractor

Date

BRP, Inc.

X. Bruening

9-27-2021

SEC-TREAS.

**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 10/5/2021 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 \$269,682.09 and agrees to the amount of \$13,484.10 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: name By Keith B Breenly

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

On This 26 Day September, 2021, Before me appeared Keith B Breenly 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 Secretary/Treasurer and \_\_\_\_\_ of the

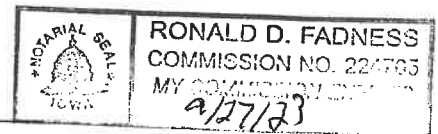
\_\_\_\_\_ Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

Director and said Keith B Breenly and \_\_\_\_\_

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

Notarial My Commission as Notary Public in Winneshiek County

Seal Expires 9/27/23 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  
CP 2021-01 Shouldering  
Final Payment No. 3

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

Contract Number: 314  
Contractor: Bruening Rock Products inc.  
Date Certified: 9/15/2021  
Payment Number: 3

Whereas; Contract No.314 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  
CP 2021-01 Shouldering  
Final Payment No. 3

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	8/25/2021	\$69,649.45	\$3,482.47	\$66,166.98
2	9/10/2021	\$200,032.64	\$10,001.63	\$190,031.01
3	9/15/2021	\$0.00	(\$13,484.10)	\$13,484.10

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
CP 2021-01	1	\$269,682.09	\$0.00	\$256,197.99	\$13,484.10	\$269,682.09

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
043	County Levy	\$13,484.10	\$267,638.45	\$267,638.45	\$269,682.09

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	2221.509 SHOULDER BASE AGGREGATE CLASS 1 (TON)	17.479	15,312.00	0.00	\$0.00	15,428.92	\$269,682.09
Base Bid Totals:						\$0.00		\$269,682.09

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
CP 2021-01	CP 2021-01	\$0.00	\$269,682.09

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
Contract Change Totals:								\$		\$

<b>Contract Total</b>	<b>\$269,682.09</b>
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments



Houston County Highway Department  
 1124 E Washington St, Caledonia, MN 55921  
 CP 2021-01 Shouldering  
 Final Payment No. 3

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
CP 2021-01	1	2221.509 SHOULDER BASE AGGREGATE CLASS 1 (TON)	17.479	15,312.00	0.00	\$0.00	15,428.92	\$269,682.09
<b>Totals:</b>						<b>\$0.00</b>		<b>\$269,682.09</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: 29-Sep-2021 10:23:19 AM

Confirmation Number: 1-510-485-152

Name: BRUENING ROCK PRODUCTS INC

ID: 6488964

**Affidavit Number: 1948454912**

Project Owner: HOUSTON COUNTY

Project Number: CP 2021-01

Project Begin Date: 7/27/2021

Project End Date: 9/3/2021

Project Location: HOUSTON CO SHOULDERS

Project Amount: \$269,682.09

Subcontractors: No Subcontractors

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



**RESOLUTION NO. 21-49**

**FINAL ACCEPTANCE FOR CP 2021-01 SHOULDERING  
CONTRACT # 314-BRUENING ROCK PRODUCTS**

**October 12, 2021**

WHEREAS, Contract No. 314 has in all things been completed, and the County Board  
being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for  
and in behalf of the County of Houston and authorize final payment as specified herein.

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

STATE OF MINNESOTA  
COUNTY OF HOUSTON

I, Donna Trehus, County Auditor/Treasurer do certify that the above is a true and correct  
copy of a resolution adopted by the Houston County Board of Commissioners at the session  
dated October 12, 2021.

WITNESS my hand and the seal of my office this 12th day of October 2021.

Signed by \_\_\_\_\_

Houston County Auditor - Treasurer

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
October 12, 2021**

**Date Submitted: October 8, 2021**

**By: Carol Lapham**

Action item:

Request approval of 2021 fee schedule that has been updated to include fees the Highway Department has typically billed for services but had not been listed on the fee schedule.

<b><u>Reviewed by:</u></b>	<input type="checkbox"/> HR Director	<input type="checkbox"/> County Sheriff	
	<input type="checkbox"/> Finance Director	<input checked="" 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 recelpted 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/Materials	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)
Highway Department	Equipment Rental Hourly Rates	\$65 Backhoe \$50 Brush Chipper \$74 Dozer \$65 Drum Roller \$115 Grader \$65 Loader - Compact \$84 Loader - Wheel \$55 Mowing Tractor (large) \$45 Mowing Tractor (small) \$50 Sign Truck \$70 Tandem Truck - Hauling \$105 Tandem Truck - Plowing \$15 Trailer
Highway Department	Labor Charge	Labor agreement in place plus 60% markup for fringe benefits
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	\$29.17 per hour/one hour minimum
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	<u>\$5 first page, \$2 per page after</u>
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

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
October 12, 2021**

**Date Submitted: October 8, 2021**

**By: Carol Lapham**

Action item:

Request approval to issue credit cards to Mark Olson, PSAP/Emergency Management Coordinator and Dean Ott, Jail Administrator.

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

**HOUSTON COUNTY'S  
CREDIT CARD POLICY  
EMPLOYEE ACKNOWLEDGMENT**

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- I have received a copy of Credit Card Policy (Article 15 of the Houston County Accounting Manual) and understand its contents;
- I further understand that I am to abide by the policy and follow the guidelines contained therein; and
- I also understand that any failure to comply with this Policy may result in personal liability, disciplinary action, as well as the loss of the privilege to use the County's Credit Card.

Date: 10/8/21

Employee Name: Mark Olson  
(Print)

Employee Signature: Mark Olson

Department: Sheriff's Office

Card Issue Name: \_\_\_\_\_

**HOUSTON COUNTY'S  
CREDIT CARD POLICY  
EMPLOYEE ACKNOWLEDGMENT**

---

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- I further understand that I am to abide by the policy and follow the guidelines contained therein; and
- I also understand that any failure to comply with this Policy may result in personal liability, disciplinary action, as well as the loss of the privilege to use the County's Credit Card.

Date: 10-7-21

Employee Name: Dean W. Ott  
(Print)

Employee Signature: 

Department: HC - Sheriff Office

Card Issue Name: Dean Ott

## Houston County Agenda Request Form

Date Submitted: October 8, 2021 Board Date: October 12, 2021

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

Attached are two (2) change order requests.

**Change Order Request #22** to eliminate drop ceiling in sign shop, change lighting, and line walls

**Change Order Request #23** to change closure mechanism on 4 doors

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

Change Order Requests #22 & #23 for the Highway Facility project are attached.

**Justification:**

**Action Requested:**

Approve Change Order Requests #22 & 23.

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

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



## CHANGE ORDER REQUEST #22

**Project Name:** Houston County Hwy Department

**Job #** 220193

**Date:** 10/4/2021

### DESCRIPTION OF WORK TO BE DONE:

Provide and install four (4) type B light fixtures for the sign shop. Install steel liner panel on walls above the 12' height per (RFI #22).

	<b>Sub Quote</b>	<b>Labor Total</b>	<b>Tax Exempt Material Total</b>	<b>Mat / Equip Total</b>	<b>Total Cost</b>
Kish Electric	\$1,535.00				\$1,535.00
Twin City Acoustics	-\$560.00				-\$560.00
Added Liner Panel for higher walls		\$1,416.00			\$1,416.00
Subtotal	\$975.00	\$1,416.00	\$0.00	\$0.00	
<b>Subtotal</b>					<b>\$2,391.00</b>
<b>Contractor's Fee</b>					<b>\$239.10</b>
<b>Total for Change Order</b>					<b>\$2,630.10</b>





## CHANGE ORDER REQUEST #23

**Project Name:** Houston County Highway Department

**Job #** 220193

**Date:** 10/4/2021

**DESCRIPTION OF WORK TO BE DONE:**

Install alternate electronic hold open hardware in lieu of that specified due to physical obstructions on doors #127 & #128. (RFI #21)

	Sub Quote	Labor Total	Tax Exempt Material Total	Material Total	Total Cost
Valley Builders Hardware			\$3,060.00		\$3,060.00
Wieser Brothers		\$211.00			\$211.00
Subtotal	\$0.00	\$211.00	\$3,060.00	\$0.00	
Subtotal					\$3,271.00
Contractor's Fee					\$327.10
Total for Change Order					\$3,598.10

**Approval:** \_\_\_\_\_

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