

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

Date: April 25, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

### **Members Present:**

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

### **Others Present:**

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pugleasa, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Deputy Auditor/Treasurer Mark Bennett, Engineer Brian Pogodzinski, Fireside Management LLC owner Amber Miller, Fireside Management LLC owner Steve Goetzinger, Attorney Samuel Jandt, Leonard Myhrah, Dan Gavin, Jennifer Meindel, Brandon Ranzenberger, and Jan Kraabel

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the Board Meeting Minutes from April 11, 2023.

Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion carried four to one to approve the Workgroup Session Minutes from April 18, 2023. Commissioner Myhre abstained due to being absent from the meeting.

### **Public Comment:**

Daniel Gavin asked the Commissioners about the possibility of passing a second amendment resolution, and if the Commissioners intended to do so. Commissioner Severson said they were still looking into the matter, and that no final decisions had been made.

Jan Kraabel said she was “greatly opposed and concerned” about the possibly of the County Board passing a second amendment resolution. She said some other counties had done so, and there had been repercussions. She said other second amendment resolutions that had been

passed indicated that those counites would not follow some laws. She said she was against any government body picking and choosing what laws to follow.

#### APPOINTMENTS

At 9:05 a.m. a motion was made by Commissioner Johnson, seconded by Commissioner Myhre, motion unanimously carried to close the regular session and open a public hearing regarding approving the combination on/off sale and Sunday liquor license for Shellhorn Enterprises LLC D/B/A Shellhorn Bar and Grill. The public hearing was needed as the business had new owners. New owners, Jennifer Meindel and Brandon Ranzenberger said they were excited to be the new owners of the business, and planned to open on May 1, 2023. No other public comments were made. It was the general consensus of the Commissioners that they were glad to see the business opening up again. They thanked the new owners for being at the hearing. Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to close the public hearing and return to the regular meeting.

#### CONSENT AGENDA

Motion by Commissioner Burns, seconded by Commissioner Johnson, motion unanimously carried to approve the consent agenda.

- 1) Approve Annual Minnesota Lawful Gambling Application LG214 for Caledonia Sno-Gophers Snowmobile Club for gambling activities to be conducted at Shellhorn Enterprises LLC D/B/A Shellhorn Bar and Grill in Brownsville Township and Resolution No. 23-20. See resolution below.

#### RESOLUTION NO. 23-20

#### **MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL CALEDONIA SNO-GOPHERS SNOWMOBILE CLUB**

April 25, 2023

BE IT RESOLVED, the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application LG214 for Caledonia Sno-Gophers Snowmobile Club for gambling activities to be conducted at Shellhorn Enterprises LLC D/B/A Shellhorn Bar and Grill in Brownsville Township.

- 2) Approve Combination On/Off Sale and Sunday Liquor License for Shellhorn Enterprises, LLC d/b/a Shellhorn Bar and Grill (New Owners-Jennifer Meindel/Brandon Ranzenberger) which would expire on 6/30/23.
- 3) Approve advertising for temporary/casual (67 day) Sheriff's deputies to cover boat patrol shifts for the 2023 boating season.
- 4) Approve advertising for temporary/casual (67 day) Sheriff's deputies for road patrol shift coverage.

## **ACTION ITEMS**

File No. 1 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the re-appointment of Commissioner Robert Burns to the SELCO/SELS Board of Directors for a three year term. His current term would end on July 31, 2023. Commissioner Burns was eligible to serve another three year term.

File No. 2 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to approve Resolutions 23-16 Viking Ridge Riders Snowmobile Trail, 23-17 La Crescent Snowmobile Trail, 23-18 Houston Money Creek Snowmobile Trail, and 23-19 Gopherland Snowmobile Trail. See resolutions below.

### **RESOLUTION NO. 23-16**

#### **VIKING RIDGE RIDERS SNOWMOBILE TRAIL**

April 25, 2023

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, approves the Maintenance and Grooming application of Viking Ridge Riders Trail and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

WHEREAS, Houston County desires to establish a public trail in furtherance of its public recreation program, and

WHEREAS, the Viking Ridge Riders Snowmobile Club agrees to act as an independent contractor to help and assist Houston County to acquire, construct, and maintain said trail, and is registered as a nonprofit corporation, and

WHEREAS, the State of Minnesota offers financial and technical assistance to Houston County for the construction of an approval trail.

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota shall enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the Viking Ridge Riders Trail for the 2023-2024 snowmobile season.

### **RESOLUTION NO. 23-17**

#### **LA CRESCENT SNOWMOBILE TRAIL**

April 25, 2023

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, approves the Maintenance and Grooming application of La Crescent Snowmobile Trail and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

WHEREAS, Houston County desires to establish a public trail in furtherance of its public recreation program, and

WHEREAS, the La Crescent Snowmobile Club agrees to act as an independent contractor to help and assist Houston County to acquire, construct, and maintain said trail, and is registered as a nonprofit corporation, and

WHEREAS, the State of Minnesota offers financial and technical assistance to Houston County for the construction of an approval trail.

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota shall enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the La Crescent Trail for the 2023-2024 snowmobile season.

RESOLUTION NO. 23-18

**HOUSTON MONEY CREEK SNOWMOBILE TRAIL**

April 25, 2023

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, approves the Maintenance and Grooming application of Houston Money Creek Snowmobile Club and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

WHEREAS, Houston County desires to establish a public trail in furtherance of its public recreation program, and

WHEREAS, the Houston Money Creek Snowmobile Club agrees to act as an independent contractor to help and assist Houston County to acquire, construct, and maintain said trail, and is registered as a nonprofit corporation, and

WHEREAS, the State of Minnesota offers financial and technical assistance to Houston County for the construction of an approval trail.

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota shall enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the Houston Money Creek Trail for the 2023-2024 snowmobile season.

RESOLUTION NO. 23-19

**GOPHERLAND SNOWMOBILE TRAIL**

April 25, 2023

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, approves the Maintenance and Grooming application of Gopherland Trails and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

WHEREAS, Houston County desires to establish a public trail in furtherance of its public recreation program, and

WHEREAS, the Gopherland Trails agrees to act as an independent contractor to help and assist Houston County to acquire, construct, and maintain said trail, and is registered as a nonprofit corporation, and

WHEREAS, the State of Minnesota offers financial and technical assistance to Houston County for the construction of an approval trail.

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota shall enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the Gopherland Trail for the 2023-2024 snowmobile season.

File No. 3 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to approve a revised work order under the MnDot Partnership agreement for the MN 26/CSAH 3 project that was approved on March 14, 2023. MnDot had sent the agreement back to update the wording in a few sections, and to include the attachments within the agreement.

File No. 4 – Commissioners discussed with Amber Miller and Steve Goetzinger owners of Fireside Management LLC a contract with Fireside Management LLC to manage Wildcat Park for the 2023 camping season. Miller had sent back a copy of the proposed contract with some clarifications and updates. Attorney Jandt said he saw the revised contract with Miller's updates as a counter offer to the County. He said he was okay with the updates in the counter offer. Miller had suggested a split in the proceeds of concessions net profits of 15/85. This would

include 15% going to the County and 85% going to Fireside Management LLC. She had also suggested boat launch fee proceeds of 85% going to the County and 15% going to Fireside Management LLC. Commissioner Severson asked for clarification on who would be paying for phone and internet at the campground. Miller said Fireside Management LLC would pay for phone and internet. Attorney Jandt said the contract was a one year contract that could be changed or updated after the first year. He said they would know more after the 2023 camping season. Engineer Pogodzinski said the County was looking into the cost of creating a new camping space near the main office for Miller and Goetzinger to have their camper. He said they were also getting cost estimates for creating additional camping spaces in addition to the one for the park manager. Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve the contract with Fireside Management LLC and owners Amber Miller and Steve Goetzinger to manage Wildcat Park for the 2023 camping season with Miller's edits.

File No. 5 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to reappoint Joan Heim-Welch to the Water Plan Committee. (Term Jan. 1, 2022 – December 31, 2024)

#### DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended. These included a department head, and finance meeting.

There being no further business at 10:02 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Johnson motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on May 2, 2023.

#### BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Dewey Severson, Chairperson

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

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
May 4, 2023**

**Date Submitted: 4/24/2023**

**By: Brian Swedberg, Sheriff**

**ACTION REQUEST:**

**CONSENT AGENDA REQUEST:**

Request to approve applying for 2023 Federal Boat Safety Supplemental Patrol Grant in the amount of \$6,500. The 2023 grant is increased from the 2022 grant of \$5,000.

<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>			

# 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: April 26, 2023 for May 2, 2023

Person requesting appointment with County Board: Amelia Meiners

**Issue:**

Seeking approval on the 2022 Feedlot Program Annual Report and Financial Report.

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

2022 Feedlot Financial Report and Annual Report

**Justification:**

This has been approved by the MPCA and now requires final approval by our Board.

**Action Requested:**

Will require a signature if approved.

### 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



reequests and determine if the request will be heard at a County Board meeting.

# 2022 County Feedlot Officer (CFO) Annual Report

(Data for the Period: January 1, 2022 - December 31, 2022)

Revised November 2022

County: Houston

Contact Person: Amelia Meiners

Phone: 507-725-5800

E-Mail Address: amelia.meiners@co.houston.mn.us

Signature: \_\_\_\_\_

(Signature of County Board Commissioner)

(Date)

All data must be entered in accordance with the Annual CFO Report Guidance Document.

Except where identified, this report only addresses non-CAFO/NPDES/SDS sites required by 7020 to be registered.

STAFFING LEVEL						
1	FTEs - (Full Time Equivalents) supplied by the CFO(s):	0.7				
2	FTEs supplied by other county staff, including administrative and support staff assigned to the feedlot program:	0.45				
3	FTEs supplied through contract with other local government units:	0				
4	Total Number of FTE positions that supported county program:	1.15				
REGISTRATION (Report your current numbers - base grant numbers are displayed for reference)						
		Base	Current			
5	Feedlots in shoreland with 10 - 49 AU:	34	30			
6	Feedlots with 50 - 299 AU:	256	239			
7	Non-CAFO/NPDES/SDS ≥ 300 AU:	37	35			
8	CAFOs without NPDES or SDS permits 300-999 AU ("Gap Sites")	0	0			
9	Feedlots with NPDES or SDS permits:	2	2			
10	<b>Total - Feedlots required to be registered:</b>	<b>329</b>	<b>306</b>			
11	<b>Total - Feedlots Eligible for Funding (FROM AGENCY BASE GRANT AWARD NUMBER)</b>		<b>354</b>			
Feedlot Sites Inspected		Minimum number of FEEDLOT SITES required to register that must be inspected (7%):			25	
12	Number of FEEDLOT SITES that received a compliance, construction, desktop N&P, or in-field land app inspection (count in-field land app inspections as 1/2 of an inspection)				27	
INSPECTION REPORTING						
Types of Inspections (at sites required to be registered)		10 - 49 AU (in shoreland)	50 - 299 AU (except where noted)	300 or more AU (Non-CAFO/NPDES/SDS)		
Only count first instance of each type of inspection per feedlot						
13	Compliance inspections	1	22	3		
	13.1) How many included the optional P review			0		
14	Construction inspections	0	0	1		
	14.1) How many received a 2nd construction inspection	0	0	0		
15	Desktop N&P records inspection (P review as part of a compliance inspection should be reported in 13.1)		0	100+ AU & in DWSMA	0	
16	In-field land application inspection	0	0	0		
17	Complaint initiated inspections (any non-CAFO/NPDES/SDS)	0	0	1		
18	Routine or follow-up stockpile only inspection	0	0	0		
Other Inspection Related Info						
19	CAFO/NPDES/SDS sites inspected at the MPCA's request				0	
20	Number of feedlots inspected within shoreland or a DWSMA.				2	
21	Number of feedlots inspected within the County's priority areas as designated in the work plan.				27	
22	Number of sites inspected found to be non-compliant with water quality discharge standards.				3	
23	Number of sites inspected with 100+ AU found to be non-compliant with N and/or P requirements.				7	
INSPECTION Performance Credits (Summarized from entries above)		Total	Not PC eligible	PC eligible	PC	PC Total
NOTE: Inspections assumed to satisfy the 7% minimum are not PC eligible						
24	Compliance inspections min. # of compliance inspections: 13	26	25	1	1.5	1.5
25	Construction inspections	1	0	1	1	1
26	Desktop N&P records inspections	0	0	0	1.5	0
27	In-field land application inspections	0	0	0	0.5	0
28	Compliance inspections that include optional P review			0	0.5	0
29	Number of facilities that received 2 or more construction inspections.			0	0.5	0
30	CAFO/NPDES/SDS sites inspected at the MPCA's request			0	0.5	0
31	Complaint initiated inspections (any non-CAFO/NPDES/SDS) (only count 1 per feedlot):			1	0.5	0.5
32	Routine or follow-up stockpile only inspection. (only count 1 per feedlot)			0	0.25	0

## Additional Performance Credit Calculations and Supplemental Information

Describe below the progress made in meeting your program year work plan inspection goals. You must provide quantitative results for each compliance inspection and land application goal listed in your work plan.

The following were identified as inspection strategies for 2022: conduct inspections at existing sites that have submitted permit applications proposing construction or expansion (goal 2, actual 0); sites with an interim or CSF permit with more than 300 AU and sites that received feedlot cost-share (goal 6, actual 1); sites required to be registered that have never been inspected, including those with open lot areas without runoff controls and 1W1P (goal 6, actual 12); sites within Root River and WinLac 1W1P and other priority watersheds (goal 10, actual 27); and sites that have not been maintaining adequate land application records (goal 1, actual 1).

PERMITTING		Number	PC	PC Total
33	30-day construction or expansion notifications received:	1	---	---
34	Interim Permits Issued or Modified:	0	2	0
35	Construction Short-Form Permits Issued or Modified at Sites $\geq$ 300 AU:	0	1	0
36	Public meetings held for construction or expansion to $\geq$ 500 AU:	0	---	---
ENVIRONMENTAL REVIEW (EAW)		Number	PC	PC Total
37	EAW petitions received:	0	---	---
38	EAWs prepared by county:	0	4	0
EMERGENCY RESPONSE		Number	PC	PC Total
39	Events where emergency response was conducted: (on-site visit)	1	2	2
ENFORCEMENT ACTIONS		Number	PC	PC Total
40	Letters of Warning (LOW) issued:	0	---	---
41	Notices of Violation (NOV) issued:	0	---	---
42	Court actions commenced:	0	---	---
FEEDLOT SITE SCHEDULED COMPLIANCE (Achieved in current reporting year)		Number	PC	PC Total
43	Feedlots where a partial environmental upgrade was achieved:	0	---	---
44	Feedlots where a complete environmental upgrade was achieved:	0	6	0
LAND APPLICATION SCHEDULED COMPLIANCE (Achieved in current reporting year)		Number	PC	PC Total
45	Feedlots 100+ AU where N records requirements were returned to compliance:	0	---	---
46	Feedlots 300+ AU (or 100+ DWSMA) where N&P requirements were returned to compliance:	0	---	---
47	Feedlots 100+ AU where in-field inspection non-compliance was resolved:	0	---	---

OWNER ASSISTANCE AND OUTREACH		Number	PC	PC Total
48	Sites visited to provide assistance	0	---	---
49	Workshops/trainings hosted/sponsored by the CFO:	0	2	0
	49.1) Total number of feedlot owners attending these events	0	---	---
50	CFO presentations at informational or producer group events: (per event)	0	1	0
51	Number of mailings to feedlot owners:	0	---	---
52	Feedlot articles placed in newspapers and/or social media:	0	---	---
Describe your workshops, trainings, newsletters, mailings, articles, or other assistance and outreach activities.				
<b>Date</b>	<b>Description</b>			
1-Aug	Houston County Fair - Env. Services hosted a booth with information about services provided by department.			
CFO TRAINING AND MENTORING		Number	PC	PC Total
53	CFO - training CEUs: (Enter total training hours earned - list events below)	26.5	---	---
54	Hours mentoring New CFOs (describe on a separate sheet):	0	0.25	0
List the training events attended.				
<b>Date</b>	<b>Description</b>	<b>Hours</b>		
1/12/2022	Online Permitting	1		
1/19/2022	Webex	1.5		
16-Feb	Webex	1		
16-Mar	Webex	1		
20-Apr	Webex	1.5		
5/19/2022	Webex	1.25		
6/29/2022	Regional Meeting	4		
6/15/2022	Webex	1.25		
7/27/2022	Webex	1.5		
8/17/2022	Webex	1.5		
9/21/2022	Webex	1.5		
10/19/2022	Webex	1.25		
11/16/2022	Webex	0.75		
12/21/2022	Webex	1.5		
January	New CFO online training (for new ES Director, not a new CFO)	6		
OTHER PROGRAM ACTIVITIES		Number	PC	PC Total
55	Feedlots where a MinnFARM was conducted (list sites below):	0	1	0
56	Notifications received claiming air quality exemptions:	1	---	---
57	Meetings with other local government and producer groups:	0	---	---
58	Feedlot ordinance revisions likely, in progress, or completed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If Yes describe below		
<b>MinnFARM completed by CFO</b>		Describe other county program activities not identified elsewhere.		
registration no.	Site Name	None.		
TEMPO DATA ENTRY - completed by MPCA staff via TEMPO review		Max Eligible PC	PC Earned	
59	Reviewed registration files have ALL documentation uploaded to TEMPO, if applicable.	2	2	
60	All four inspection files have ALL documentation uploaded to TEMPO	2	2	
61	Both permit files have ALL documentation uploaded to TEMPO	4	0	
62	90% of inspection data entered within 60 days of inspection	2	2	
<b>TOTAL PERFORMANCE CREDITS</b>				<b>11.00</b>

CY2022 MPCA County Feedlot Financial Report			
The county may show all county expenditures beyond the required match.			
Revised 11/29/22			
County	Houston		
County Feedlot Officer	Amelia Meiners	507-725-5800	
	NAME	PHONE	
	Budgeted	Spent	Balance Remaining
2021 Funds Leftover	\$ 13,978.00	\$ 13,978.00	0
2022 Grant Award Amount	\$ 39,367.00	\$ 14,569.00	24798
2022 Required Match Amount	\$ 27,412.00	\$ 27,412.00	0
<b>TOTAL</b>	<b>\$ 80,757.00</b>	<b>\$ 55,959.00</b>	<b>24798</b>
PC NUMBER earned (per MPCA) in 2022 for 2021 work	\$ 21.00		
PC DOLLAR amount rec'd in 2022 for 2021 work	\$ 3,896.87		
<b>Activity</b>	<b>Spent</b>		
Complaint Response	\$ 1,040.00		
Inspections & Compliance	\$ 12,262.00		
Owner Assistance	\$ 27.00		
Permitting	\$ 574.00		
Registration/Inventories	\$ 830.00		
Training/Conferences	\$ 2,097.00		
Administration	\$ 39,129.00		
Other (explain)			
Choose either "overhead lump sum" or "overhead broken down" below. If Overhead is figured into CFO's salary which is in turn figured into program activity costs above, state that here -> and do not enter Overhead costs.	Overhead is figured into salary. Program activities include overhead.		
Overhead Lump Sum (if you do not break down overhead expenses but track them in a lump some or in addition to salary, enter that amount.)	Spent		
Overhead Broken Down (If you break down overhead expenses please enter amount spent for each.)	Spent		
Office (lease, utilities, furniture, insurance, etc.)			
Vehicle (lease, fuel, mtnc., etc.)			
Supplies (computer, internet, phone, copier, fax, paper, postage, etc.)			
Other (explain)			
Reasearch fees			
<b>TOTAL</b>	<b>\$55,959.00</b>		
<b>Employee Name</b>	<b>FTE</b>	<b>Grant Salary Expense (includes insurance/benefits)</b>	
Amelia Meiners	0.7	\$ 79,657.76	
Amy Sylling	0.2	\$ 16,823.04	
Environmental Services Director	0.15	\$ 22,807.20	
Environmental Specialist #2	0.1	-	
<b>TOTAL</b>	<b>1.15</b>	<b>\$ 119,288.00</b>	
FTE = Full Time Equivalent; the percentage of employee's time dedicated to the feedlot program in 2019.			

# Houston County Agenda Request Form

Date Submitted: April 23, 2023

Board Date: May 2, 2023

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

Board to consider awarding paving bid from Dunn Blacktop for CSAH 16, SP 028-616-006/SP 028-070-010.  
One bid received.

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

SP 028-616-006/SP 028-070-010

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

**Justification:**

**Action Requested:**

Board approval needed to accept bid.

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 Agenda Request Form

Date Submitted: April 26, 2023

Board Date: May 2, 2023

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

Bids for the Airport Taxilane project were received with Nadeau Companies LLC coming in as the low bid, \$283,601.00. Consider awarding the contract to Nadeau Companies. 2 bids were received.

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

Abstract is available for Board Review.

**Justification:**

**Action Requested:**

Award the project to Nadeau Companies, LLC, however the award needs to be contingent upon issuance of a Federal or State grant.

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.



**BOLTON  
& MENK**

Real People. Real Solutions.

7533 Sunwood Drive NW  
Suite 206  
Ramsey, MN 55303-5119

Ph: (763) 433-2851  
Fax: (763) 427-0833  
Bolton-Menk.com

April 25, 2023

Honorable Board of Commissioners  
Houston County  
304 South Marshall Street  
Caledonia, MN 55921

RE: Bid Results and Award Recommendation  
2023 Airport Hangar Taxilane Construction Project

Dear Commissioners:

On April 25, 2023, two bids were received for the 2023 Airport Hangar Taxilanes Construction project. We recommend the county award the project to the lowest bidder, Nadeau Companies LLC, in the amount of \$283,601.00. The award should be contingent upon issuance of a Federal and State grant. The anticipated funding participation rates are 90% Federal, 5% State, and 5% Local. Below is the bid summary:

BIDDERS		TOTAL BID
1	Nadeau Companies LLC	\$283,601.00
2	Zenke Inc.	\$391,146.40
Engineer's Estimate		\$379,057.52

The total project cost estimate is \$363,601.00 including construction, engineering, and grant administration. The project is being funded primarily with FAA federal entitlement funds. The breakdown of funding is as follows:

- Federal (90%) = \$327,241.00
- State (5%) = \$ 18,180.00
- Local (5%) = \$ 18,180.00

If you have any questions about the 2023 Airport Hangar Taxilanes Construction project, please feel welcome to contact me at 612-987-0138 or [silas.parmar@bolton-menk.com](mailto:silas.parmar@bolton-menk.com)

Sincerely,

Silas Parmar, P.E.  
Aviation Project Manager

Enclosure: Bid Abstract



# Houston County Agenda Request Form

Date Submitted: April 5, 2023

Board Date: May 2, 2023

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

This Bobcat Excavator was approved by the Board on February 8, 2022. We have received notice of a price increase in our order from \$177,161.20 to \$186,248.02. This is a \$9,086.82 price increase. The 2022 quote also included a trade - in of \$45,000. The trade value has been reduced down to \$37,500, a reduction of \$7,500. Actual purchase price goes from \$132,161.20 to \$148,748.02.

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

2022 state bid information from Bobcat of Rochester and new price quote received April 10, 2023.

**Justification:**

Board needs to consider the price increase as presented.

**Action Requested:**

Approve price increase and purchase of excavator.

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.



## Product Quotation

Quotation Number: JRR-01114v3

Date: 2023-04-10 13:34:33

Customer Name/Address:	Bobcat Delivering Dealer	ORDERS TO BE PLACED WITH: Contract Holder/Manufacturer
<b>HOUSTON COUNTY 271977 Environmental Services ROOM 202 COURTHOUSE Caledonia, MN 55921</b>	<b>Bobcat of the Coulee Region, Inc., Dresbach, MN 31465 VETERANS RD DRESBACH MN 55947 Phone: (507) 643-6781 Fax: (507) 643-7053</b>	<b>Clark Equipment Company dba Bobcat Company 250 E Beaton Dr West Fargo, ND 58078 Phone: 701-241-8719 Fax: 855-608-0681 Contact: Heather Messmer Heather.Messmer@doosan.com</b>

Description	Part No	Qty	Price Ea.	Total
<b>E145 Bobcat Excavator</b>	<b>M3331</b>	<b>1</b>	<b>\$145,028.0</b>	<b>\$145,028.02</b>
<b>3.0m Long Arm</b> <b>4.6m Mono Fixed Boom</b> <b>Auto-Idle</b> <b>Auto Shift, 2 Speed Travel</b> <b>Auto Shut-off</b> <b>Auxiliary Hydraulics with Selectable Flow</b> <b>Battery Disconnect</b> <b>Cab, Enclosed with Auto HVAC - ROPS</b> <ul style="list-style-type: none"> <li>Includes: Adjustable Arm Rests, Cup Holder, Heated and Cooled Heated Air Suspension Seat, Radio (DAB) with Bluetooth Connectivity and USB, Retractable Seat Belt</li> </ul> <b>Camera: Around View Monitoring</b> <b>Control Lock-Out, disabling all machine functionality</b> <b>Control Pattern Selector Valve (ISO/STD)</b> <b>Display, 8" Touch Screen with Jog Shuttle</b> <ul style="list-style-type: none"> <li>Password protection</li> </ul> <b>Emergency Stop Switch</b> <b>Engine/Hydraulic Monitor with Shutdown</b> <b>Engine Restart Prevention System</b> <b>Fingertip Auxiliary Hydraulic Control</b> <b>Foot Pedal Auxiliary Hydraulic Control</b> <b>Fine Swing</b> <b>Horn (joystick mounted)</b> <b>Hydraulic joystick Controls</b>	<b>Hydraulic Pin Grabber Quick Coupler Piping</b> <b>Lift Eye</b> <b>Mirrors, Left, and Right</b> <b>Pin-On Attachment Mounting System</b> <b>Power Boost</b> <b>Power Modes: Power+, Power, Standard, Economy</b> <b>Self-Diagnostics System</b> <b>Smart Power Control (SPC)</b> <b>Smart Key</b> <b>Steel Tracks - 600mm Triple Grouser</b> <b>Telematics - Machine IQ</b> <b>Two Way Piping with Pedal and Fingertip Control</b> <b>Motion Alarm</b> <b>Turbocharged, Tier 4, Non DPF</b> <b>Vandalism Protection</b> <ul style="list-style-type: none"> <li>Includes: Locking Access Panels and Locking Fuel Cap</li> </ul> <b>Water Separator with Fuel Heater</b> <b>Work Lights LED: Boom (2), Front (1), LH Side (1), RH Side (1) and Rear (1)</b> <b>Work Modes: Dig, Lift, One Way Flow, Two Way Flow</b> <b>USB Charger Port</b> <b>12 Volt Power Port</b> <b>24 Volt Power Port</b> <b>Warranty: 2 years, or 2000 hours whichever occurs first</b>	<b>2</b>		
<b>Dozer Blade</b>	<b>M3331-R01-C02</b>	<b>1</b>	<b>\$7,986.84</b>	<b>\$7,986.84</b>
<b>Segmented Rubber Tracks 500mm</b>	<b>M3331-R02-C02</b>	<b>1</b>	<b>\$8,014.96</b>	<b>\$8,014.96</b>
<b>Hydraulic Activated Pin-Grabber Attachment Quick Coupler</b>	<b>M3331-R03-C02</b>	<b>1</b>	<b>\$5,673.40</b>	<b>\$5,673.40</b>
<b>Hydraulic Clamp for 36" Bucket and Hydraulic Pin Grabber</b>	<b>M3331-R04-C06</b>	<b>1</b>	<b>\$6,392.36</b>	<b>\$6,392.36</b>
<b>Trenching Bucket 36"</b>	<b>M3331-A01-C02</b>	<b>1</b>	<b>\$3,757.44</b>	<b>\$3,757.44</b>
<b>Description</b>	<b>Part No</b>	<b>Qty</b>	<b>Price Ea.</b>	<b>Total</b>
<b>60" 90 Deg Tilt Bucket (From Geith)</b>	<b>AT18R-1500</b>	<b>1</b>	<b>\$9,095.00</b>	<b>\$9,095.00</b>

**Total of Items Quoted**  
**Dealer P.D.I.**

**\$185,948.02**  
**\$300.00**

Freight Charges		\$0.00
Dealer Assembly Charges		\$0.00
Trade-in	2007 John Deere 410J - Serial number TO410JX158892	(\$37,500.00)
Other Charges:	Material and Logistics	\$0.00
Quote Total - US dollars		\$148,748.02

**Notes:**

\*Prices per the Minnesota Excavators Contract - 132287 E-95(5)  
 \*Terms Net 60 Days. Credit cards accepted.  
 \*FOB Destination  
 \*State Sales Taxes apply. IF Tax Exempt, please include Tax Exempt Certificate with order.  
 \*TID# 38-0425350  
 \*Orders Must Be Placed with Clark Equipment Company dba Bobcat Company, Govt Sales, 250 E  
 Beaton Drive, West Fargo, ND 58078.  
 \*Quote valid for 30 days

**ORDER ACCEPTED BY:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME AND TITLE

\_\_\_\_\_  
PURCHASE ORDER NUMBER

DELIVERY ADDRESS: \_\_\_\_\_

BILLING ADDRESS (if different than Ship To): \_\_\_\_\_

TAX EXEMPT? \_\_\_\_\_ YES \_\_\_\_\_ NO

Exempt in the State of \_\_\_\_\_

Tax Exempt ID:

FEDERAL - \_\_\_\_\_

STATE - \_\_\_\_\_

Expiration Date: \_\_\_\_\_



# Bobcat

## Product Quotation

Quotation Number: AMS-04294

Date: 2022-01-12 10:11:21

Customer Name/Address:	Bobcat Delivering Dealer	ORDERS TO BE PLACED WITH: Contract Holder/Manufacturer
<b>HOUSTON COUNTY 271977</b> <b>Environmental Services</b> <b>ROOM 202 COURTHOUSE</b> <b>Caledonia, MN 55921</b>	<b>Mike Flanders</b> <b>Bobcat of Rochester, Stewartville,</b> <b>MN</b> <b>630 Schumann Drive NW</b> <b>Stewartville MN 55976</b> <b>Phone: 507-285-0753</b> <b>Fax: 504-285-5799</b>	<b>Clark Equipment Company</b> <b>dba Bobcat Company</b> <b>250 E Beaton Dr</b> <b>West Fargo, ND 58078</b> <b>Phone: 701-241-8719</b> <b>Fax: 855-608-0681</b> <b>Contact: Heather Messmer</b> <b>Heather.Messmer@doosan.com</b>

Description	Part No	Qty	Price Ea.	Total
<b>E145 Bobcat Excavator</b>	<b>M3330</b>	<b>1</b>	<b>\$135,941.20</b>	<b>\$135,941.20</b>
<b>Auto-Idle</b> <b>Auto Shift, 2 Speed Travel</b> <b>Auto Shut-off</b> <b>Auxiliary Hydraulics with Selectable Flow</b> <b>Battery Disconnect</b> <b>Cab, Enclosed with Auto HVAC - ROPS</b> <ul style="list-style-type: none"> <li>Includes: Adjustable Arm Rests, Cup Holder, Heated Air Suspension Seat, AM/FM Stereo with CD Player &amp; MP3 Port, Retractable Seat Belt</li> </ul> <b>Camera: Rear and Side</b> <b>Control Lock-Out, disabling all machine functionality</b> <b>Control Pattern Selector Valve (ISO/STD)</b> <b>Display, 7" LCD</b> <ul style="list-style-type: none"> <li>Password protection</li> </ul> <b>Emergency Stop Switch</b> <b>Engine/Hydraulic Monitor with Shutdown</b> <b>Engine Restart Prevention System</b> <b>Fingertip Auxiliary Hydraulic Control</b> <b>Foot Pedal Attachment Control</b> <b>Horn (joystick mounted)</b> <b>Hydraulic joystick Controls</b>	<b>Mirrors, Left, and Right</b> <b>Hydraulic Pin Grabber Quick Coupler Ready</b> <b>Pin-On Attachment Mounting System</b> <b>Power Boost</b> <b>Power Modes: Power+, Power, Standard, Economy</b> <b>Self-Diagnostics System</b> <b>Telematics - Machine IQ</b> <b>Smart Power Control (SPC)</b> <b>Steel Tracks</b> <b>Travel Motion &amp; Swing Alarm</b> <b>Turbocharged, Tier 4, Non DPF</b> <b>Two Way Piping with Pedal and Fingertip Control</b> <b>Vandalism Protection</b> <ul style="list-style-type: none"> <li>Includes: Locking Access Panels and Locking Fuel Cap</li> </ul> <b>Work Lights: Boom (2), House (1), and Rear (1)</b> <b>Work Modes: Dig, Lift, Breaker (single directional aux flow), &amp; Shear (dual directional aux flow)</b> <b>12 Volt Power Port</b> <b>Warranty: 2 years, or 2000 hours whichever occurs first</b>			
<b>Dozer Blade</b>	<b>M3330-R01-C02</b>	<b>1</b>	<b>\$7,986.84</b>	<b>\$7,986.84</b>
<b>Segmented Rubber Track</b>	<b>M3330-R02-C02</b>	<b>1</b>	<b>\$8,014.96</b>	<b>\$8,014.96</b>
<b>Hydraulic Activated Pin-Grabber Attachment Quick Coupler</b>	<b>M3330-R03-C02</b>	<b>1</b>	<b>\$5,673.40</b>	<b>\$5,673.40</b>
<b>Hydraulic Clamp, for 36" Bucket and Hydraulic Pin-Grabber</b>	<b>M3330-R04-C06</b>	<b>1</b>	<b>\$6,392.36</b>	<b>\$6,392.36</b>
<b>36" Trenching Bucket</b>	<b>M3330-A01-C02</b>	<b>1</b>	<b>\$3,757.44</b>	<b>\$3,757.44</b>
<b>Description</b>	<b>Part No</b>	<b>Qty</b>	<b>Price Ea.</b>	<b>Total</b>
<b>60" 90 Deg Tilt Bucket (From Geith)</b>	<b>AT18R-1500</b>	<b>1</b>	<b>\$9,095.00</b>	<b>\$9,095.00</b>
<b>Total of Items Quoted</b>				<b>\$176,861.20</b>
<b>Dealer P.D.I.</b>				<b>\$300.00</b>
<b>Dealer Assembly Charges</b>				<b>\$0.00</b>
<b>Quote Total - US dollars</b>				<b>\$177,161.20</b>

**\*Prices per the Minnesota Excavators Contract - 132287 E-95(5)**

**\*Terms Net 60 Days. Credit cards accepted.**

**\*FOB Destination**

**\*State Sales Taxes apply. IF Tax Exempt, please include Tax Exempt Certificate with order.**

**\*TID# 38-0425350**

**\*Orders Must Be Placed with Clark Equipment Company dba Bobcat Company, Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078.**

**\*Quote valid for 30 days**

**ORDER ACCEPTED BY:**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINT NAME AND TITLE**

\_\_\_\_\_  
**PURCHASE ORDER NUMBER**

**DELIVERY ADDRESS:** \_\_\_\_\_

**BILLING ADDRESS (if different than Ship To):** \_\_\_\_\_

**TAX EXEMPT?      \_\_\_\_\_ YES      \_\_\_\_\_ NO**

**Exempt in the State of** \_\_\_\_\_

**Tax Exempt ID:**

**FEDERAL -** \_\_\_\_\_

**STATE -** \_\_\_\_\_

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

**From:** [Chris Hartley](#)  
**To:** [Brian Pogodzinski](#)  
**Subject:** FW: revised E145 quote  
**Date:** Monday, January 31, 2022 8:54:27 AM  
**Attachments:** HOUSTON COUNTY - E145 - AMS-04294 1.12.21.pdf

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**From:** Mike Flanders <MFlanders@sancoequipment.com>  
**Sent:** Wednesday, January 12, 2022 12:03 PM  
**To:** Chris Hartley <Chris.Hartley@co.houston.mn.us>  
**Subject:** revised E145 quote



Hello Chris,

Attached is the revised quote for the E145 with the 60" ditch bucket added. Pricing looks much better this time around compared to the November – It is still up from back in July, but not as bad.

Also revisited the John Deere backhoe – will go up to \$45,000 on that for trade value.

Thank you again for the opportunity, and we will be touch.

Thank you,

## Mike Flanders

Equipment Sales

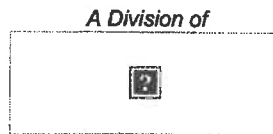
[MFlanders@sancoequipment.com](mailto:MFlanders@sancoequipment.com)

Phone:(507) 285-0753 x709

Mobile:(507) 206-7880



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with value added solutions.*

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