

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

Date: November 28, 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: Interim Auditor/Treasurer Polly Heberlein, Reporter Charlene Selbee, Reporter Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Environmental Services Director Martin Herrick, Public Health and Human Services Director John Pugleasa, IT Director Andrew Milde, Financial Assistance Supervisor Karen Kohlmeyer, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Eliana Babinski, Sheriff Brian Swedberg, Surveyor Eric Schmitt, Human Resource Technician Ann Diersen, Floyd Hackman, Chris Priebke, Larry Gaustad, Jon Bauer, Roy Lemke, Tony Oldenburg, Lori Bauer, George Johnston, Steve Thompson, Patty Thompson, Erik Abnet, Jean Kathan, and Burdell Hahn

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Prior to any motions being made Commissioner Johnson said he wanted Action Item No. 6 to be pulled from the agenda: Consider adjusting D range non-represented employee pay rates for 2024 to that of the represented pay rate adjustments of the represented D range employees for 2024, whose pay status was grandfathered subsequent to the compensation study. Johnson said the Personal Committee had not yet discussed the matter. Motion was made by Commissioner Myhre, seconded by Commissioner Burns, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Johnson, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from November 14, 2023.

Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to approve the workgroup session minutes from November 21, 2023.

Public Comment:

Public comments regarding zoning items were discussed during Action Items. See Action Items No. 1, 2, and 3.

## APPOINTMENTS

Erik Sievers, Hiawatha Valley Mental Health Center (HVMHC) Executive Director, gave a HVMHC presentation to the board. He said HVMHC was established in 1965 by a group of concerned citizens. He said HVMHC values included integrity, respect, people and community focus, continued improvement, compassion, partnership and collaboration. Sievers said one in five adults and one in six youth have some type of mental health condition. He said suicide rates in the State of Minnesota were increasing. He said beginning in January 2022 HVMHC had become a Certified Community Behavioral Health Clinic (CCBHC). This was “to help reduce long term challenges and access to care”. He said HVMHC had community services based in schools and homes. They had increased access and advanced integration of behavior health with physical care. They were a 24/7 mobile crisis provider in Houston County.

## CONSENT AGENDA

Prior to any motions being made Commissioner Johnson asked why FTE was being increased for the Veteran’s Service office and not also the Extension office. He said he understood the need for both, but asked why only one item was on the consent agenda, as both had been discussed by the Personal Committee and at a recent board meeting. Human Resources Director Kruger said she would put the Extension request on the next agenda. Motion by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda.

- 1) Approve the re-placement of Manager Dan Goetzinger of the Crooked Creek Watershed District to Scott Standish. Scott’s term will expire on 11/30/24.
- 2) Approve 2024-2026 Xcel MN CFL Recycling Contracts with Houston County.
- 3) Promote Ryly Patterson from Highway Maintenance Specialist B23 to probationary Highway Maintenance Specialist Senior B24, Step 7, effective 12/03/2023.
- 4) Accept the retirement notice of Myra Harris Johnson, Social Worker (Children’s unit) effective 12/14/2023 and thank Myra for her service.
- 5) Approve initiating a competitive search for a Children’s Mental Health Social Worker.
- 6) Change Theresa Gavin-Kubitz from .75 FTE to 1.0 FTE effective 12/04/2023.
- 7) Hire Leigh Goetzinger as a 1.0 FTE probationary Case Aide B22, step 2, effective 12/11/2023.

## ACTION ITEMS

File No. 1 – Prior to any motions being made Commissioners discussed a CUP request from Josh Dahl to expand his feedlot from 342 au to 534 au in Yucatan Township with Environmental Services Director Herrick and Yucatan Township Supervisors Larry Gaustad and Burdell Hahn. Gaustad asked if the County could enforce conditions that went with the CUP. Gaustad said the township was not against the expansion, but wanted to make sure conditions relating to the road were followed. The planning commission had recommended the Commissioners approve the expansion. They also recommended conditions that the County

could enter onto the premises at reasonable times to ensure the permit holder was in compliance with conditions, that no manure, mud, or other dirt associated with the operation of the site should be applied, spilled, tracked, or otherwise become located on or within the roadway or right of way, and that anything tracked on the roadway would be cleaned up in a timely manner. Commissioner Myhre said non compliance could result in fines. Commissioner Johnson suggested that an additional condition be included stating that the County would do a biannual inspection of the property. Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to approve a CUP for Josh Dahl to expand feedlot from 342 au to 534 au in Yucatan Township with the additional condition.

File No. 2 – Commissioners discussed with Herrick approving or denying a CUP for Bluff Country LLC to place a dwelling in an ag district in La Crescent Township (North). Herrick said the planning commission had recommended the Commissioners deny the request. Herrick said the applicant had argued that the land was not ag land, however the planning commission had strongly disagreed. The Commissioners heard from Houston County residents opposed to the CUP request. Jon Bauer said he was the adjoining neighbor to the west of the property. He passed out to the Commissioners records that he said showed FSA reported acres. George Johnston from La Crescent Township said he did not see how the CUP could be approved. He said it went against the Comprehensive Land Use Plan and Zoning ordinances. He read from the Comp Plan stating ag land should be preserved and that Houston County recognizes the importance of ag. He said the request did not meet numerous criteria. Lori Bauer, an adjoining property owner said a lot of people already complained about tractors, cows crying, etc., from their farm operation and asked what would happen if more development occurred. She said she was against the CUP. Patty Thompson said she was against the CUP because she did not think the current road could support the project. She said the Township would need to build a better road in order to support the project. Commissioner Johnson said the current Comp Plan supported the preservation of ag land and discouraged leap frog development. Commissioner Johnson moved, Commissioner Myhre seconded, motion carried unanimously to deny a CUP for Bluff Country LLC to place a dwelling in an ag district in La Crescent Township (North).

File No. 3 – Herrick said the next request had the same issues as the one before it. The Commissioners voted by roll. Commissioner Johnson moved, Commissioner Schuldt seconded, motion carried unanimously carried to deny a CUP for Bluff Country LLC to place a dwelling in an ag district in La Crescent Township (South).

File No. 4 – Herrick said the Planning Commission was recommending the Commissioners approve a request for a CUP for Skyline Materials LTD & Wesley Fort to do mineral extraction in an ag district in Money Creek Township. Commissioner Johnson moved, Commissioner Burns seconded, motion carried unanimously to approve a CUP for Skyline Materials LTD & Wesley Fort to do mineral extraction in an ag district in Money Creek Township.

File No. 5 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to approve adopting the Non-Represented wage and salary pay scale 3% for 2024.

File No. 6 – This item was removed from the agenda.

File No. 7 – Prior to any motions being made Commissioner Schuldt asked if adjusting the temporary/seasonal employee wage scales for seasonal workers, Veterans Service Drivers, Sheriff's Office Transport Officers, and Drop Site Supervisors was consistent with what had been done in the past. Kruger said it was. Finance Director Lapham said the adjustment was already reflected in the preliminary budget. Commissioner Severson moved, Commissioner Burns seconded, motion carried unanimously to adjust the temporary/seasonal employee wage scales for seasonal workers, Veterans Service Drivers, Sheriff's Office Transport Officers, and Drop Site Supervisors 3% for 2024. See resolution below.

File No. 8 – Commissioner Myhre moved, Commissioner Severson seconded, motion carried unanimously to adopt Resolution No. 23-44 Final Acceptance for SAP 028-599-083 and SAP 028-599-084, Contract #329 with Minnow Construction, Inc. for the replacement of two bridges with box culverts. The total cost was \$559,531.60.

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#### **RESOLUTION NO. 23-44**

##### **FINAL ACCEPTANCE FOR SAP 028-599-083 and SAP 028-599-084 WIEBKE HILL ROAD – BOX CULVERTS**

##### **CONTRACT # 329 – MINNOW CONSTRUCTION, INC**

**November 28, 2023**

WHEREAS, Contract No. 329 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.

File No. 9 – Prior to any motions being made Commissioner Johnson said the Courthouse Parking Lot Project had come in over budget. He said the original bid had been \$297,000. Part of the overage was due to asphalt costs. Johnson said the asphalt amounts should have been correct in the bid. Commissioner Myhre moved, Commissioner Burns seconded, motion carried four to one to adopt Resolution No. 23-45 Final Acceptance for CP 2022-08, Contract #802 with Zenke, Inc. for the Courthouse Parking lot project. Commissioner Johnson voted no. Total cost was \$325,964.12. See resolution below.

#### **RESOLUTION NO. 23-45**

**FINAL ACCEPTANCE FOR CP 2022-08  
COURTHOUSE PARKING LOT**

**CONTRACT # 802 – ZENKE, INC**

**November 28, 2023**

WHEREAS, Contract No. 802 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.

File No. 10 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion carried unanimously to adopt Resolution No. 23-46 Resolution of Support for and Agreement to Sponsor Wilmington Township's Pursuit of 2023 Local Road Improvement Program Funding for the Nine Oaks Subdivision Paving Project. See resolution below.

**RESOLUTION NO. 23-46**

**RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR  
WILMINGTON TOWNSHIP'S PURSUIT OF 2023 LOCAL ROAD  
IMPROVEMENT PROGRAM FUNDING FOR THE NINE OAKS SUBDIVISION  
PAVING PROJECT**

WHEREAS, the Nine Oaks Subdivision Paving Project ("Project") includes Nine Oaks Dr and Nine Oaks Rd; and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development; and

WHEREAS, the Nine Oaks Subdivision Paving Project is regionally significant, results in safety improvements, addresses transportation deficiencies, and contributes to economic development for the following reasons:

- 1) By providing direct access to TH 44 for local and commercial traffic,
- 2) By providing a paved surface with a 10-ton capacity,
- 3) By improving surface drainage; and
- 4) By expanding access to commercial and industrial properties

WHEREAS, the project would not be financially feasible for the Township without LRIP funding; and

WHEREAS, the Local Road Improvement Program (LRIP) requires a township, such as Wilmington, to have a county sponsor and the support of the County Board; and

WHEREAS, the proposed year for project construction is 2024.

NOW, THEN BE IT RESOLVED, that:

1. The County supports Wilmington Township's pursuit of LRIP funds for the construction of resurfacing of Nine Oaks Dr and Nine Oaks Rd.
2. The County agrees to sponsor Wilmington Township's Local Road Improvement Program application to MnDot.

File No. 11 – Commissioner Johnson moved, Commissioner Burns seconded, motion carried unanimously to adopt Resolution No. 23-47 to Approve and Accept Houston County Right of Way Plat No. 87 for the Reconstruction of State Aid Project 028-620-016 and authorize, execute, and sign the Certification statement on Right of Way Plat No. 87. See resolution below.

#### RESOLUTION NO. 23-47

#### RESOLUTION TO APPROVE AND ACCEPT HOUSTON COUNTY RIGHT OF WAY PLAT NO. 87 FOR THE RECONSTRUCTION OF STATE AID PROJECT 028-620-016.

WHEREAS; Houston County desires to improve and reconstruct County State Aid Highway 20, Located 2.5 Miles South of the Junction with MNTH 44, with Grading, Bridge Replacement (No. 88431 Old)(No. 28J70 New), Aggregate Base, identified as SAP 028-620-016; and

WHEREAS; the Houston County Highway Department and the Houston County Surveyor have prepared Houston County Right of Way Plat Number 87 to identify and delineate the right of way within the State of Minnesota required for this project; and

NOW THEREFORE BE IT RESOLVED; that Houston County approves and accepts Houston County Right of Way Plat No. 87 as designating the definite location of that part of County State Aid Highway 4, located in Section 25, Township 103 North, Range 5 West, as presented on this date, November 28, 2023, and authorizes it to be filed of record with the Houston County Recorder.

BE IT FURTHER RESOLVED that Dewey Severson, Houston County Board of Commissioners Chairperson, is hereby authorized to execute and sign the Certification statement on said plat on behalf of Houston County.

#### DISCUSSION ITEMS

Commissioners discussed with Public Health and Human Services Director Pugleasa pros and cons of exercising Public Health Authority regarding cannabis business registration in

Houston County. He advised the Commissioners to wait to make any decisions on the matter until they were able to consult with Attorney Jandt. Commissioner Schuldt questioned if Houston County would even be able to exercise public health authority. He said they would need to consult with the County Attorney to find out. He also asked what other counties were doing. Pogleasa said he would look into the approach other counties were taking and get back to the board. Commissioner Johnson said if the County was able to exercise public health authority they would need to decide how many businesses they would allow to operate in Houston County. Pogleasa said the rule was at least one business per 12,500 people, so Houston County would most likely need at least two businesses, and could not be a dry County. He said the County would also need to decide if the Cities would fall under the County's public health authority if they went that route.

Commissioners discussed recent meetings they had attended and upcoming meetings including a Zoning, SELCO, Joint Board of Health, Finance, Department Head, City Council meetings, Root River One Watershed, and the upcoming AMC meeting.

Public Comment:

None.

There being no further business at 11:09 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on December 12, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

Attest: \_\_\_\_\_  
Polly Heberlein, Interim Auditor/Treasurer

## BOC admission for next meeting

Houston County Fair <houstoncountyfair@rocketmail.com>

Tue 12/5/2023 12:25 PM

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

📎 3 attachments (3 MB)

2023 Grandstand Results.docx; 4-H Partnership Agreement-Original.pdf; Profit and Loss.pdf;

**\*\*\* HOUSTON COUNTY SECURITY NOTICE \*\*\***

**This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact HelpDesk.**

Allison,  
Please let me know if you need anything further.  
Thanks

Greetings from the Houston County Fair,

Attached you will find a copy to summarize our year (Profit and Loss Statement, Partnership Agreement with 4-H, and Grandstand Results).

While the heat was definitely a challenge this last year we still found success at the 2023 Houston County Fair.

Our Grandstand events did well this year with a loss for the rodeo of just under \$300 and a small loss for the Ag Olympics (Note the fair donates the admissions to the next phase of the building Project.)

Our goal for this next year is to do more fundraising/sponsorships outside of the county for businesses that many of Houston County Residents use.

It's been a year since we built our partnership agreement with 4-H to better outline what each entity brings to the table.

Each year after the fair we survey fairgoers and look for improvements. We understand the midway area is a concern and we're working hard to improve either a potential carnival or alternative for this area.

With the ARPA funds received last year we are reserving this first for absolute needs not wants. We have uncovered some major structural issues with floral hall due to water runoff where an entire wall is rotting. We are committed to fixing the water issue and repairing the building. Once this project is complete we will continue to assess any major needs/upgrades and continue to carefully use these funds for improvements.

We had our annual meeting in November where we had a great turn out of voters from the community and many people excited to run and for a positive change for the upcoming 2024 fair.

Our Officers are:

**President:** Pat Molling

**Vice President:** Jon Kulas

**Manager:** Jessica Heberlein

**Secretary:** Raychel Christensen

**Treasurer:** Stephani Smith

**Thank You**

Jessica Heberlein

Houston County Fair Manager

# 2023 Grandstand Results

## Super Farmer Ag Olympics

Admission collected at front gate (Deposited into Livestock Account)	\$365.00
Pit Income- Participation Fee	\$90.00
Prizes paid out	<u>-\$600.00</u>
Overall results in general funds	<b>-\$510.00</b>
(-\$145.00 with Building account deposit)	

## Rogue Rodeo

Admissions Collected (Front Gate)	\$17119.00
Admissions Collected (Back Gate)	\$ 225.00
Rain Insurance	-\$1401.50
Ambulance	-\$330.00
Rogue Rodeo Contract	<u>-\$15850.00</u>
Overall Results of the show	<b>-\$237.50</b>

## Demo Derby

Admissions Collected (Front Gate)	\$14569.00
Admissions Collected (Back Gate)	\$8110.00
Admissions Collected (Side Gate)	\$4120.00
Promotor and Payout	-\$18500.00
Rain Insurance	-\$1401.50
Ambulance	-\$210.00
Liability Insurance	<u>-\$206.08</u>
Overall Results of the show	<b>+\$6481.42</b>

## Tuff Trucks

Admissions Collected (Front Gate)	\$1520.00
Liability Insurance	-\$206.08
Ambulance	<u>-\$150.00</u>
Overall Results of the show	<b>+\$1163.92</b>



## Houston County Ag Society & Houston County 4-H Shared Agreement of Responsibilities

The purpose of this agreement is to build a stronger working relationship between Houston County 4-H and Houston County Ag Society, which involves reviewing and clarifying operation details, increasing communication and identifying responsibilities between both organizations.

### **Communications**

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- Fairboard & 4-H will form a small committee of 4-6 people (2-3 people from each organization) to be liaisons between both organizations.
- All email communications should include all current committee members
- The group will meet quarterly (January, April, July and October)
  - The *October* Meeting will include a review of the Partnership agreement overall. Changes will be for the upcoming year, starting January 1. All changes will be communicated and approved by each organization, as needed, prior to January 1.
  - The *January* meeting will include a review of Judges fees and premium schedules.
  - The *April* meeting will include a review of fair schedules, premium book/newspaper content, Judges meals, etc.
  - The *July* meeting (after July 15) will include a review of county fair details and current numbers (livestock, projects, judges, etc), plus any last minute details that need to be discussed (Ex: food stand, events that affect 4-H members, etc).
- The group will attend or check in prior to 4-H federation and fairboard meetings for updates, agenda items, etc.
- Communications, including board minutes, meeting agendas or 4-H weekly newsletters, will be sent to all committee members.
- Both the Fair Board and 4-H are able to provide announcements that can be added to each organization's communications. (Ex: fair queen sign-up)
- If any issues/concerns arise, this group will meet to have a pre-planning discussion prior to bringing it forward to the large group organization.
- Reports -
  - 4-H will provide a county fair report to the fairboard with final numbers of 4-H exhibits, youth and other 4-H highlights by the end of October.
  - The fairboard will provide a report to 4-H with overall fair results including fair board incurred 4-H expenses (ex ribbon, judge and premium costs)

## Contracts

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- UMN requires fully executed use agreement contracts, using the UMN templates.
- We currently have one for the food stand and one for usage of grounds throughout the year.
- They are drafted by 4-H and signed by the fairboard and UMN staff.
- 4-H and Fairboard will review prior to contract renewal dates.

## Premium Book

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- 4-H will provide a paper copy and online link of 4-H premium book for 4-H families
- 4-H will send a link for 4-H premium book to the fairboard once completed and provide a paper copy
- 4-H premium book will be printed by May Federation Meeting
- 4-H premium book will include paid premium list, updated fairboard/4-H rules, arrival and release times
- Fairboard premium book/newspaper will be printed by July 4th
- Fairboard will bring a stack of fair premium books/newspapers to Extension office in July
- 4-H will provide a write up/article for the fairboard premium book (by Mid-May)
- Fairboard premium book/newspaper will include 4-H show schedules and other highlighted events
  - Change of Show Schedules must be done by March 1st

## Ribbons

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- 4-H houses 4-H ribbons and keeps track of inventory. 4-H submits their next year's order to the fairboard by the end of December.
- Fairboard and 4-H agree on a supply base to keep on hand.
- The fairboard covers the cost of 4-H stickers and ribbons until July 20th.
  - If orders are placed after July 20th, all expenses are paid by 4-H
- Ribbon numbers may fluctuate due to old ribbons being donated back
- Cost of the extra-large rosettes are covered by 4-H through sponsorship
- Ribbons typically are delivered to the 4-H office by mid-July

## Judges

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### Livestock

- Flat Rate Judges - Cap of \$275.00 per judge
  - Anything above the cap will be paid for by 4-H unless approved by the Fairboard in advance
- Shows that are 4-H followed by open class *typically* have the same judge doing both shows. 4-H will book these judges (Rabbit, Poultry, Goat, & Sheep).
  - At the January meeting the committee will discuss the flat rates for combined livestock judges (4-H + open class show)

- At the January quarterly meeting there will be discussion on 4-H payment for judges and open class. (What is the fairboard portion for open class with a judge doing both 4-H and open class shows?)
  - Discussion on increasing cap for larger shows (Swine, Dairy, Beef, Horse)
- 4-H contacts judges via communication method of choice
- Smaller shows are considered: Rabbit, Poultry, Goats, and Sheep
- Larger shows are considered: Dairy, Beef, Horses, and Swine (No open class swine)
- Open class dairy judge is *typically* booked by the Dairy Superintendent
- Horse judges are managed by appropriate organizations. (4-H takes care of 4-H and Fairboard manages open class)
- 4-H Livestock Judges are flat rated. No mileage is included.
- 4-H will send out communications to judges
- Fairboard will provide one day parking passes to judges. Fairboard will deliver to 4-H by July 1st. 4-H will mail parking passes with judge's packets.

#### **Non-Livestock (Static)**

- Hourly rate + Mileage
  - Current rate is \$8.00/hr plus mileage
  - Mileage being capped at \$100
  - Clarifying that hourly wage starts at beginning of orientation and ends when handing in box and slip
- Judges can use 4-H food coupons towards meals
  - Committee will touch base at April meeting on meals
  - 4-H will include wording on judge's expense sheet about meal exclusions
- Initial discussion will take place at the January meeting about 4-H contacting judges and how many judges we are looking at for each 4-H project group

#### **Supreme Showmanship**

- \$25 stipend pay per species by the fairboard (8 species)
- 4-H will schedule the Supreme Showmanship judges.

#### **Other - Judges**

- 4-H will provide a list of judges to the fairboard prior to the opening of the fair.
- Judges are typically paid for by the fairboard with exceeded caps paid for by 4-H
- Fair Board is setting a total judge cost cap to not exceed \$5,500.00

#### **Show Superintendents/Volunteers**

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- Fairboard will hire their own superintendents to oversee their project areas
- 4-H will find lead volunteers for each livestock show and non-livestock project area
- Fairboard pays a flat rate to the fair superintendents. 4-H show volunteers are not paid.
- The fair superintendent is responsible for managing any problems within the barn
- A list of each other's superintendents/lead volunteers will be exchanged prior to fair
- 4-H volunteers will handle situations in the barns but will reach out to fair superintendents or 4-H staff or fair board members as needed

## **Stalling**

- The fair board charges fees for use of stalls during the county fair. The stalling fees must be paid to the 4-H office by July 15th or otherwise posted registration and stalling deadline by 4-H.
  - Stall rates are per animal, not per stall/cage
- 4-H collects stalling fee from 4-H families and distributes check to the fairboard prior to the start of fair
- 4-H will find stalling volunteers for 4-H animals and fair board will find stalling volunteers for open class animals.
  - 4-H reports stalling and animal headcount numbers to 4-H stalling volunteers.
  - Fairboard provides the headcount of open class stalling and animals to fair Superintendent
  - Stalling assignments must be posted by noon the Sunday prior to fair.
- Livestock exhibitors may begin stalling set up at noon on Sunday prior to fair
- Missed stalling deadline results in no premiums for all projects (see 'Premiums' section)

## **Grounds/Building Usage**

4-H does not own any buildings or land on the county fairgrounds. All buildings that make up the County Fairgrounds are owned by the Houston County Ag Society. The land that makes up the County Fairgrounds is owned by the Ag Society and Houston County.

### **Outside of Fair**

- 4-H will provide rental payment to the fairboard when using buildings and bathrooms at the following rates:

### **Fee Schedule**

Larger Events; multiple buildings used (i.e. fall festival, multiple day horse clinic, & 4-H steak fundraiser)	\$150.00 per event
Horse Arena	\$10.00/ day
Shooting Sports Usage	\$10.00/ day
Meetings (i.e. PDC meetings, etc)	\$0.00
Small events, Workshops, Clinics (typically one day)	\$25 per day
Equipment Storage (used by each PDC)	\$25 per year
Caledonia Rockets 4-H Club - Food Stand	\$35.00 per year

- Larger event with use of multiple buildings (i.e. fall festival, multiple day horse clinic, & 4-H steak fundraiser) - \$150 per event

- The horse arena will be flat rated at \$250 rental for multiple use through the calendar year
- 4-H can use the grounds free of charge for meetings.
- 4-H/PDC workshops or single day clinics will be charged a flat daily rate of \$25
- PDC group(s) that have equipment stored on the fairgrounds will have a yearly charge due June 1st of \$25.
- Grounds Fees will be paid to the fair board within 2 weeks after each event, with the exception of the horse arena, which will have a yearly rental fee due June 1st (ex: Drill Team).
- 4-H will be responsible for giving the fairboard manager a 2 week notice on dates needed (with exception of rescheduled rain dates)

## **Food Stand**

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- 4-H will rent the 4-H food stand building on the fairgrounds for \$3,000, this includes year-round equipment storage and 4-H is provided with keys to the building.
  - See 'Contracts' for details on food stand contract
- 4-H tables are stored in the 4-H food stand during the fair and throughout the year and permitted for 4-H usage only.
- 4-H will clean and set up the food stand, before and after fair
- Food stand equipment is owned, maintained and replaced (as needed) by 4-H
  - Food stand water heater is owned and maintained by 4-H.
- Fairboard orders needed pepsi coolers for storing pop for 4-H food stand
- Fairboard orders pop and juice for 4-H. After final inventory, the fairboard bills 4-H for the used amount.
- 4-H will provide a lock and key for the pop trailer - with secondary key to the fairboard office
- Fairboard will take care of structural building, building needs, and surrounding grounds

## **Responsibilities During Fair**

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- 4-H will communicate with groundskeeper what their needs are for scheduled events
- Saw dust is provided by the fairboard for the show arenas and dairy barns
- Shavings/bedding are to be provided by exhibitors
- Pen and cages will be provided and stored by the fairboard but must be cleaned out by exhibitor
  - Manure hauling is provided by the fairboard
  - 4-H families will help set up and tear down penning as needed
- 4-H will clean and set up exhibitor buildings, 4-H office and food stand, before and after fair
- Trash expenses are covered by the fairboard
- Fairboard will take care of structural building, building needs, and surrounding grounds
- 4-H is responsible for set up and tear down of 4-H scheduled events. Fairboard will take care of fairboard scheduled events.
- 4-H and fairboard are responsible for their organization's transportation usage (lining up, storing, cleaning and returning) Example: ATV's/side-by-sides

- The fairboard is responsible for lining up a veterinarian and filing proper paperwork to the department of animal health.
- 4-H is responsible for animal identification for 4-H animals to show at the fair, which complies with the state rules, mandated by the Board of Animal Health.
- All livestock need to be on the grounds by their check-in day/time and no later than Thursday at noon. Once on the grounds, all 4-H exhibits must stay on the grounds (no coming and going without permission) until the release time of 4:00pm on Sunday of Fair week. Open Class does have a few trailer shows. Auction Market Animals to be released at designated times set by Fairboard.
  - If anyone leaves with their exhibit without permission they won't get their premium check (see 'Premiums' section).
  - Permission will be granted to livestock if a serious situation occurs (ex: sickness) or if an exhibitor has a family emergency (ex: death in the family). Situations must be communicated to and decided by Fairboard members in order for permissions to be granted. Fairboard members will communicate to 4-H staff if this involves a 4-H exhibitor(s).
- 4-H and fairboard will communicate issues to each other as they arise (see Communication and Superintendents section)
- Weather issues -
  - A 15 minute lightning rule is currently in effect during 4-H horse shows
  - If severe weather hits, fair board members will communicate and work with 4-H staff to decide best courses of action.

## **Auction**

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- The Livestock Auction is hosted by a non-4-H Auction Committee
  - All animals entered into the auction that were shown by 4-H youth become non-4-H animals when entered into the youth auction.
- The Auction Committee makes arrangements and communicates with the Fair Board directly.
  - The Fair Board will designate when animals will leave the fairgrounds.

## **Premiums**

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- 4-H keeps list of premiums and publishes online and in their Premium Book
  - At the January meeting review the Premium Schedule
- 4-H prints the premium checks through Fair Entry. Fairboard provides the checks and signature stamp. 4-H will deliver checks to 4-H families through club folders or the mail.
- 4-H provides a check register to the fairboard by the end of the fiscal year
- Premium Reimbursement- Anything over \$2,250 the fairboard gets 40% back from the State of Minnesota. The fairboard submits the paperwork to the State by November 1st for a reimbursement date July of the following year.
- All premiums to be paid before September 30 (end of fiscal year for 4-H and Fairboard)
- If anyone leaves the fairgrounds with their exhibit before 4:00pm on Sunday of fair week, they will not get their premium check for all exhibits.
- If stall fees are not paid by deadline, premiums will not be paid for all exhibits

- 4-H will keep track of who doesn't pay stall fees by deadline and contact the fairboard by the start of the county fair.

***Document created in December 2022 by:***

*Jessica Heberlein, Fair Board Secretary*

*Emily Johnson, Fair Board Manager*

*Linda Beranek, Fair Board Member*

*Rebecca Paulson, Extension Educator, 4-H Youth Development, Houston County*

*Jennifer Burrichter, Houston County 4-H Support Staff*

## **Signatures**

---

Emily Johnson  
Fair Board Manager

Date

---

Rebecca Paulson  
Extension Educator, 4-H Youth  
Development, Houston County 4-H

Date

---

Kendra Van Gundy  
Fair Board President

Date

---

Garrett Waldenberger  
4-H Federation Youth President

Date

10:04 AM

12/04/23

Accrual Basis

# Houston County Agricultural Society Profit & Loss

October 2022 through September 2023

	Oct '22 - Sep 23
Ordinary Income/Expense	
Income	
400 - Sales	
400.1 - T-Shirt Sales	393.00
Total 400 - Sales	393.00
412 - Misc Income	
412.4 - Talent Contest	42.00
412.7 - Premium Reimbursement	0.00
Total 412 - Misc Income	42.00
413 - Open Class Registration	4,001.00
414 - Membership Dues	60.00
415 - Rental Income	
415.1 - Horse Arena Rental	1,030.00
415.2 - Grounds Rental	6,675.00
415.3 - 4-H Food Stand Rental	3,000.00
Total 415 - Rental Income	10,705.00
416 - Building/ Storage Rental (UBIT)	40,860.00
417 - Memorial Income	20.00
420 - Sponsorships	
420.1 - Queen Sponsorship	625.00
Total 420 - Sponsorships	625.00
422 - Donations	
422.1 - Thrivent Choice Dollars	477.00
422.2 - Township Donations	11,214.35
422.3 - Donations- Livestock Building	29,303.00
422.4 - General Donations	15,670.00
422.5 - Amazon Smile	30.10
422.6 - ARPA	100,000.00
Total 422 - Donations	156,694.45
424 - County Aid	24,000.00
425 - State Aid- Premium Reimb	3,900.40
426 - Grant Income	
426.1 - Department of Ag	14,759.00
426.2 - Compeer	3,750.00
Total 426 - Grant Income	18,509.00
427 - Sale of Assets	3,087.00
429 - 4-H Stalling	2,076.00
431 - Grandstand Admission Income	
431.1 - Demo Derby	26,799.00
431.3 - Bull Riding	17,344.00
431.6 - Tuff Trucks	1,520.00
431.7 - Thursday Grandstand	90.00
Total 431 - Grandstand Admission Income	45,753.00
432 - Parking Receipts	8,985.20
433 - Commercial/Booth Rental	4,950.00
434 - Food Vendor Rental	7,381.07
435 - Carnival Ticket Sales	1,540.00
436 - Beer Tent Sales	
436.1 - Beer Sales	22,126.96
436.2 - Pop Sales	4,467.00
436.3 - Pop Rebate	399.00
Total 436 - Beer Tent Sales	26,992.96

10:04 AM

12/04/23

Accrual Basis

# Houston County Agricultural Society Profit & Loss

October 2022 through September 2023

	Oct '22 - Sep 23
439 · Interest Income	1,040.64
440 · Expense Reimbursement	3,100.00
<b>Total Income</b>	<b>364,715.72</b>
<b>Expense</b>	
712 · Misc. Fair Expenses	
712.2 · T-Shirt Expense	374.92
712.3 · Kid Power Pedal Tractor Pull	810.00
712.4 · Horse Pull Expense	600.00
712.5 · Kid's Day Expense	104.00
712.6 · Arts Tent Entertainment	11,464.17
712.7 · Entertainment Tent	3,250.00
<b>Total 712 · Misc. Fair Expenses</b>	<b>16,603.09</b>
713 · Grandstand Expenses	
713.1 · Demo Derby	20,317.58
713.2 · Tuff Trucks	356.08
713.3 · Rodeo	17,581.50
713.7 · Soccer Club- Gates	500.00
713.8 · Thursday Grandstand	600.00
<b>Total 713 · Grandstand Expenses</b>	<b>39,355.16</b>
715 · Donation Expense	250.00
719 · Depreciation Expense	32,423.00
723 · Midway Expense	9,682.00
724 · Superintendent Fees	900.00
725 · Parking/Security	
725.1 · Parking	200.00
<b>Total 725 · Parking/Security</b>	<b>200.00</b>
726 · Garbage/Cleanup	
726.1 · Richard's Sanitation- Garbage	3,017.98
726.2 · Caledonia Football Club-Cleanup	1,000.00
726.3 · Port a Potties	3,675.00
726.4 · Manure Removal	500.00
<b>Total 726 · Garbage/Cleanup</b>	<b>8,192.98</b>
727 · Beer Tent Expense	
727.1 · Licensing- Pop & Beer	60.00
727.2 · Dram Insurance	0.00
727.3 · Pop/Beer Purchases	11,721.64
<b>Total 727 · Beer Tent Expense</b>	<b>11,781.64</b>
728 · Advertising/Promotions	
728.1 · Premium List Expense	275.00
728.2 · Fair Advertising/Signage	772.50
728.3 · Fair Advertising/Radio	5,280.00
728.4 · Fair Advertising/Newspaper	282.86
728.5 · Fair Advertising/Parades	576.72
728.6 · Website	458.97
728.7 · Annual Notices	268.00
<b>Total 728 · Advertising/Promotions</b>	<b>7,894.05</b>
729 · Premiums	
729.1 · 4-H Premium-Cash Payout	4,886.50
729.2 · Open Class Premiums- Cash Payou	4,229.25
729.3 · Premiums - Prior Year Uncashed	-402.50
<b>Total 729 · Premiums</b>	<b>8,713.25</b>

10:04 AM

12/04/23

Accrual Basis

# Houston County Agricultural Society

## Profit & Loss

October 2022 through September 2023

	Oct '22 - Sep 23
730 - Awards	
730.1 - Ribbons and Stickers	2,630.17
730.2 - Contest Awards- Cash	990.00
730.3 - Trophies/Plaques	984.50
730.4 - Misc Awards	381.55
Total 730 - Awards	4,986.22
731 - Judging	
731.1 - 4-H Judging	4,693.40
731.2 - Open Class Judging	1,120.65
Total 731 - Judging	5,814.05
732 - Fair Administration	
732.1 - District Meeting	611.50
732.2 - Office Supplies	1,715.97
732.3 - Convention	1,010.12
732.4 - Membership Dues	490.00
732.5 - Paper Storage Fee	300.00
732.6 - Memorials	40.00
732.7 - Bathroom Supplies	767.07
Total 732 - Fair Administration	4,934.66
734 - Repairs & Maintenance	
734.1 - Building	19,082.63
734.2 - Equipment	1,833.89
734.3 - Repair and Maintenance- Grounds	1,792.76
734.4 - Sound Equipment	3,424.87
Total 734 - Repairs & Maintenance	26,134.15
735 - Fuel	
735.1 - LP (Propane)	173.02
735 - Fuel - Other	713.02
Total 735 - Fuel	886.04
736 - Utilities	14,094.26
737 - Telephone	1,323.27
739 - Accounting and Tax Prep Service	1,250.00
741 - Contract Labor	
741.1 - Groundskeeper	10,834.00
741.2 - Officers or Administration	9,000.00
741.3 - Commission	4,146.00
Total 741 - Contract Labor	23,980.00
742 - Miscellaneous Expense	
742.1 - Fair Start Up Cash	0.00
742.2 - General Fair Expense	2,933.91
742 - Miscellaneous Expense - Other	70.01
Total 742 - Miscellaneous Expense	3,003.92
745 - Federal 990T Tax Paid	5,914.00
746 - MN UBIT	2,858.00
747 - Insurance Expense	11,245.00
Total Expense	242,418.74
Net Ordinary Income	122,296.98

10:04 AM

12/04/23

Accrual Basis

**Houston County Agricultural Society**  
**Profit & Loss**  
October 2022 through September 2023

	Oct '22 - Sep 23
Other Income/Expense	
Other Expense	
800 - Ask my Accountant	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	122,296.98

# Houston County Agenda Request Form

Date Submitted: December 7, 2023

Board Date: December 12, 2023

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

Houston County is required to have at least one public information meeting annually on the MS4 Permit affecting the La Crescent MPO area.

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

Public Hearing Notice

**Justification:**

**Action Requested:**

Public Information Meeting at 9:30am during the Board meeting to allow the public an opportunity to comment on the County's Stormwater Pollution Prevention Program for the La Crescent area.

## 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:**

NOTICE OF PUBLIC HEARING  
STORMWATER POLLUTION PREVENTION PROGRAM  
MS4 (MUNICIPAL SEPARATE STORM SEWER SYSTEM)

PLEASE TAKE NOTICE:

Notice is hereby given that the Annual Public Information Meeting on Houston County's Stormwater Pollution Prevention Plan (SWPPP) will be held on Tuesday, December 12, 2023, at 9:30am in the Houston County Commissioner's Room, City of Caledonia, Minnesota. General information on permit activities and coverage will be presented and discussed.

Anyone wishing to attend remotely may do so at

<https://zoom.us/j/99472977175?pwd=RVdiT2FZdBoWlk1WUZjNE5xL3Y0dz09> or by dialing 312-626-6799 and entering meeting ID: 994 7297 7175. The passcode is 368422.

All persons having an interest in the matter will be given the opportunity to submit comments. Comments should be mailed to the Highway Department, 1124 East Washington Street, Caledonia, MN 55921, or emailed to [brian.pogodzinski@co.houston.mn.us](mailto:brian.pogodzinski@co.houston.mn.us), and must be received by Thursday, December 7, 2023. Comments received by this date will be part of the public record and will be made available for review prior to the meeting.

Copies of the current MS4 Permit Coverage Letter and MS4 Notice of Coverage are available on the County's website: [www.co.houston.mn.us/departments/highway](http://www.co.houston.mn.us/departments/highway).

For those without internet access, a hard copy of the annual report will be available starting on November 29, 2023 at the Houston County Highway Department Office during regular business hours 8 a.m. to 4 p.m., Monday through Friday. Please call ahead to make an appointment to view the hard copy at 507-725-3925.

HOUSTON COUNTY HIGHWAY DEPARTMENT

By Brian Pogodzinski  
Highway Engineer

ADV: November 27<sup>th</sup>

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
December 12, 2023**

**Date Submitted: December 7, 2023**

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

**ACTION**

- **Set the 2024 Recorder's annual salary at \$81,307.20**  
(Note this represents the equivalent COLA with a step increase provided other employees - Step 6, of the Non-Represented 2024 wage scale.)  
(Request by Betz)
- **Adjust D range non-represented employees' 2024 pay rates 3% (Note this is the equivalent COLA provided other employees.)**

**APPOINTMENT REQUEST**

**NONE**

**HR CONSENT AGENDA REQUEST**

**Extension Office**

- **Change Jennifer Burrichter's Technical Clerk I 0.75 FTE to 1.0 FTE effective 01/01/2024**

**Public Health & Human Services**

- **Hire Nicole Lemke as a 1.0 FTE Child Support Officer, B24 Step 1, effective 01/02/2024, conditioned upon passing the background check**
- **Accept the resignation of Brittany Anderson, Social Worker – Child Protection effective 01/02/2024**
- **Approve a competitive search for a 1.0 FTE Social Worker – Child Protection**

<b><u>Copy to:</u></b>	<input checked="" type="checkbox"/> <b>HR Director</b>	<input type="checkbox"/> <b>Sheriff</b>	
	<input checked="" type="checkbox"/> <b>Finance Director</b>	<input type="checkbox"/> <b>Engineer</b>	
	<input type="checkbox"/> <b>IS Director</b>	<input checked="" type="checkbox"/> <b>PHHS</b>	
	<input checked="" type="checkbox"/> <b>County Attorney</b>	<input checked="" type="checkbox"/> <b>(indicate other dept)</b>	<input type="checkbox"/> <b>VSO</b>
	<input type="checkbox"/> <b>Environmental Svcs</b>		<input type="checkbox"/> <b>Ext. Recorder</b>

**HOUSTON COUNTY  
AGENDA REQUEST FORM**

**Date Submitted: November 29th, 2023**

**By: Robert Thoen, VSO**

**ACTION**

**NONE**

**APPOINTMENT REQUEST**

**NONE**

**VSO CONSENT AGENDA REQUEST**

**The acceptance of MDVA CVSO operational enhancement funds.**

**Reviewed by:**

\_\_\_\_\_

**HR Director**

\_\_\_\_\_

**Sheriff**

\_\_\_\_\_

**Finance Director**

\_\_\_\_\_

**Engineer**

\_\_\_\_\_

**IS Director**

\_\_\_\_\_

**PHHS**

\_\_\_\_\_

**County Attorney**

\_\_\_\_\_

**(indicate  
other dept)**

\_\_\_\_\_

**Environmental Svcs**

**Recommendation:**

**Decision:**

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
December 12, 2023**

**Date Submitted: 12.7.23**

**By: Polly Heberlein - Interim Auditor-Treasurer**

**CONSENT AGENDA REQUEST: Consider approving the 2024 Tobacco Licenses for the following:**

- 1) River Valley Convenience Store, Inc. Cennex, Houston, MN.**
- 2) Houston Food Mart/BP, Houston, MN (Pending signed paperwork being returned)**
- 3) DG Retail, LLC dba Dollar General #20006**

**Reviewed by:**

\_\_\_\_ **HR Director**

\_\_\_\_ **Finance Director**

\_\_\_\_ **IS Director**

\_\_\_\_ **County Attorney**

\_\_\_\_ **Environmental Svcs**

**County**

**Sheriff**

**County**

**Engineer**

**PHHS**

**Other**

**(indicate**

**dept)**

\_\_\_\_ **Auditor/Treasurer**

**Recommendation:**

**Decision:**

NOV 27 2023

CT102

## License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

FOR MUNICIPAL USE ONLY

Applicant's Minnesota Tax ID Number

The Minnesota Tax ID must be issued in the same legal name of the licensee below.

License Authority

License Number

Period Covered

Date of Issuance

Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):

☒ Over Counter

☐ Through Vending Machine

☐ Both

Licensee's Legal Name

Business Trade Name (doing business as)

Complete Address of Business Location (permit location)

City

Mailing Address (if different than business address)

County

State

State

ZIP Code

ZIP Code

ZIP Code

Other Phone Number

Fax Number

Email Address

Type of legal organization (check one):

☐ Sole proprietor

☐ Partnership

☐ Other (describe)

☒ Minnesota corporation: Enter date of incorporation

☐ Out-of-state corporation: State of incorporation

Are you registered to do business in Minnesota?

☒ Yes

☐ No

Corporate officers or partners (attach a list if necessary)

Name

Address

Name

Address

Title

City

Title

City

State

State

State

ZIP Code

ZIP Code

ZIP Code

As a licensed tobacco products or cigarette retailer, I understand that:

- I can purchase cigarettes and tobacco from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue. The Cigarette and Tobacco Distributor List is on our website. Go to [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and type Distributor List in the Search box.
- I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
- I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
- I may not purchase from or exchange cigarettes or tobacco products with another retailer.
- I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
- I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
- I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Licensee's Signature

Title

Print Name

Date

Daytime Phone

Licensing Agent's Signature

Title

Print Name

Date

Daytime Phone

**License applicant:** Submit this form to the licensing authority along with the license application.

**Licensing authority:** Mail, email or fax to:

Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.

Fax: 651-556-5236. Email: [cigarette.tobacco@state.mn.us](mailto:cigarette.tobacco@state.mn.us)

## License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

### FOR MUNICIPAL USE ONLY

Applicant's Minnesota Tax ID Number

The Minnesota Tax ID must be issued in the same legal name of the licensee below.

License Authority

License Number

Period Covered

12/31/2024 12:00:00AM

Date of Issuance

**Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):**



Over Counter



Through Vending Machine



Both

Licensee's Legal Name  
DG Retail, LLC

Business Trade Name (doing business as)  
Dollar General Store # 20006

Complete Address of Business Location (permit location)  
714 E CEDAR ST

County HOUSTON

City  
HOUSTON

State  
MN

ZIP Code  
55943-2617

Other Phone Number  
615-855-4000

Fax Number  
877-364-4130

Mailing Address (if different than business address)  
100 Mission Ridge

City  
Goodlettsville

State  
TN

ZIP Code  
37072

Email Address  
Tax-beerandwinellcense@dollargeneral.com

### Type of legal organization (check one):



Sole proprietor



Minnesota corporation: Enter date of incorporation \_\_\_\_\_



Partnership



Out-of-state corporation: State of incorporation \_\_\_\_\_



Other (describe) \_\_\_\_\_

Are you registered to do business in Minnesota?

☐ Yes

☐ No

### Corporate officers or partners (attach a list if necessary)

Name	Title		
PLEASE SEE ATTACHED			
Address	City	State	ZIP Code
Name	Title		
Address	City	State	ZIP Code

### As a licensed tobacco products or cigarette retailer, I understand that:

1. I can purchase cigarettes and tobacco from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue. The Cigarette and Tobacco Distributor List is on our website. Go to [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and type Distributor List in the Search box.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Licensee Signature 	Title CEO	Print Name Emily Taylor	Date 11/8/23	Daytime Phone 615-855-4000
Licensing Agent's Signature	Title	Print Name	Date	Daytime Phone

**License applicant:** Submit this form to the licensing authority along with the license application.

**Licensing authority:** Mail, email or fax to:

Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.

Fax: 651-556-5236. Email: [cigarette.tobacco@state.mn.us](mailto:cigarette.tobacco@state.mn.us)

# Houston County Agenda Request Form

Date Submitted: December 4, 2023

Board Date: December 12, 2023

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

SP 028-616-006 / SP 028-070-010 with Dunn Blacktop for the CSAH 16 paving project 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 23-48 Final Acceptance for SP 028-616-006 / SP 028-070-010, Contract #322 with Dunn Blacktop Co. for the CSAH 16 paving project. Total cost was \$1,841,408.50.

WHEREAS, Contract No. 322 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 and authorize final payment as specified herein.

**For County Use Only**

**Reviewed by:**

\_\_\_\_\_  
County Auditor  
\_\_\_\_\_  
Finance Director  
\_\_\_\_\_  
IS Director

\_\_\_\_\_  
County Attorney  
\_\_\_\_\_  
County Engineer  
\_\_\_\_\_  
Other (indicate dept)

\_\_\_\_\_  
Zoning Administrator  
\_\_\_\_\_  
Environmental Services

**Recommendation:**

**Decision:**

**RESOLUTION NO. 23-48**

**FINAL ACCEPTANCE FOR SP 028-616-006 / SP 028-070-010  
CSAH 16 PAVING PROJECT**

**CONTRACT # 322 – DUNN BLACKTOP CO.**

**December 12, 2023**

WHEREAS, Contract No. 322 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, Polly Heberlein, Interim 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 December 12, 2023.

WITNESS my hand and the seal of my office this 12th day of December 2023.

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

Interim Houston County Auditor - Treasurer

# Houston County Highway Department

1124 E Washington St, Caledonia, MN 55921  
322 CSAH 16 Paving  
Final Payment No. 3

**Contractor:** Dunn Blacktop

24206 Hwy 43  
PO Box 208  
Winona, MN 55987

**Contract No.** 322 SP 028-616-006 and SP  
028-070-010

**Vendor Number:** 1315

**Up To Date:** 11/20/2023

**Warrant #** \_\_\_\_\_ **Date** \_\_\_\_\_

## Contract Amount

Original Contract	\$1,822,763.79
Contract Changes	\$-6,750.00
Revised Contract	\$1,816,013.79

## Work Certified To Date

Base Bid Items	\$1,848,158.50
Contract Changes	\$-6,750.00
Material On Hand	\$0.00
Total	\$1,841,408.50

## Funds Encumbered

Original	\$1,822,763.79
Additional	N/A
Total	\$1,822,763.79

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	\$1,841,408.50	\$0.00	\$1,749,338.07	\$92,070.43	\$1,841,408.50
Percent: Retained: 0%			Percent Complete: 101.4%		
<b>Amount Paid This Final Payment</b>				<b>\$92,070.43</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 Dunn Blacktop

County Engineer

Date

Contractor

Date 11/30/23

**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 \$1,841,408.50 and agrees to the amount of \$92,070.43 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Dunn Blacktop

By \_\_\_\_\_

Signature

And \_\_\_\_\_ And \_\_\_\_\_ State of MN,  
Signature Signature

On This 30<sup>th</sup> Day November, 2023, 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  
his/her

(Corporate Acknowledgment)

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

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

Dunn Blacktop Co

A Division of Mally Corp

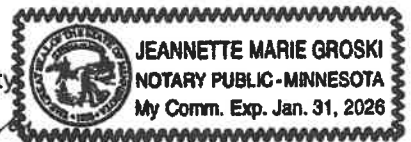
Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

Board of Directors and said V.P. and \_\_\_\_\_

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

Notarial My Commission as Notary Public in Olmsted County

Seal Expires 1-31-26 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  
Certificate of Final Acceptance  
Board Acknowledgment**

Contract Number: 322 SP 028-616-006 and SP 028-070-010  
Contractor: Dunn Blacktop  
Date Certified: 11/20/2023  
Payment Number: 3

Whereas; Contract No.322 SP 028-616-006 and SP 028-070-010 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 Minnesota

I, Polly Heberlein, Houston County Interim 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  
322 CSAH 16 Paving  
Final Payment No. 3

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	7/27/2023	\$1,763,266.83	\$88,163.34	\$1,675,103.49
2	8/25/2023	\$78,141.67	\$3,907.09	\$74,234.58
3	11/20/2023	\$0.00	(\$92,070.43)	\$92,070.43

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
SP 028-070-010		\$219,472.77	\$0.00	\$208,499.12	\$10,973.65	\$219,472.77
SP 028-616-006		\$1,621,935.73	\$0.00	\$1,540,838.95	\$81,096.78	\$1,621,935.73

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
322	Federal	\$57,500.00	\$1,150,000.00	\$1,150,000.00	\$1,150,000.00
338	Federal	\$8,750.01	\$175,000.00	\$175,000.00	\$175,000.00
339	Regular (CSAH)	\$25,820.42	\$491,013.79	\$497,763.79	\$516,408.50

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	7	2360.509 TYPE SP 12.5 WEARING COURSE MIX (3,C) (TON)	88.500	2,541.00	0.00	\$0.00	2,224.45	\$196,863.83
Base Bid	10	2563.601 TRAFFIC CONTROL (LUMP SUM)	45,950.000	0.16	0.00	\$0.00	0.16	\$7,352.00
Base Bid	14	2582.503 6" SOLID LINE PAINT (LIN FT)	0.220	43,747.00	0.00	\$0.00	44,320.00	\$9,750.40
Base Bid	15	2360.609 BITUMINOUS PAVEMENT DENSITY INCENTIVE (TON)	2.700	2,224.00	0.00	\$0.00	2,039.46	\$5,506.54
Base Bid	1	2104.503 SAWING BITUMINOUS PAVEMENT (FULL DEPTH) (LIN FT)	6.450	135.00	0.00	\$0.00	114.00	\$735.30
Base Bid	2	2105.607 SUBGRADE EXCAVATION (CU YD)	38.000	100.00	0.00	\$0.00	297.00	\$11,286.00
Base Bid	3	2112.619 SHOULDER PREPARATION (RDST)	50.000	221.00	0.00	\$0.00	220.00	\$11,000.00
Base Bid	4	2211.509 AGGREGATE BASE CLASS 5 (TON)	30.500	200.00	0.00	\$0.00	564.89	\$17,229.15
Base Bid	5	2215.504 FULL DEPTH RECLAMATION (P) (SQ YD)	2.820	66,614.00	0.00	\$0.00	66,614.00	\$187,851.48
Base Bid	6	2221.509 SHOULDER BASE AGGREGATE CLASS 2 (TON)	24.950	1,974.00	0.00	\$0.00	2,587.47	\$64,557.38
Base Bid	7	2360.509 TYPE SP 12.5 WEARING COURSE MIX (3,C) (TON)	88.500	13,692.00	0.00	\$0.00	13,976.80	\$1,236,946.80
Base Bid	8	2540.602 MAIL BOX SUPPORT (EACH)	200.000	7.00	0.00	\$0.00	7.00	\$1,400.00
Base Bid	9	2540.602 RELOCATE MAIL BOX SUPPORT (EACH)	150.000	1.00	0.00	\$0.00	1.00	\$150.00

Houston County Highway Department  
1124 E Washington St, Caledonia, MN 55921  
322 CSAH 16 Paving  
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	10	2563.601 TRAFFIC CONTROL (LUMP SUM)	45,950.000	0.84	0.00	\$0.00	0.84	\$38,598.00
Base Bid	11	2582.503 4" SOLID LINE PAINT (LIN FT)	0.180	9,979.00	0.00	\$0.00	9,437.00	\$1,698.66
Base Bid	12	2582.503 4" BROKEN LINE PAINT (LIN FT)	0.180	2,420.00	0.00	\$0.00	2,288.00	\$411.84
Base Bid	13	2582.503 4" DOUBLE SOLID LINE PAINT (LIN FT)	0.360	10,100.00	0.00	\$0.00	10,848.00	\$3,905.28
Base Bid	15	2360.609 BITUMINOUS PAVEMENT DENSITY INCENTIVE (TON)	2.700	13,664.00	0.00	\$0.00	12,232.46	\$33,027.64
Base Bid	16	2399.623 PAVEMENT SMOOTHNESS INCENTIVE (ROAD SEG)	270.000	79.00	0.00	\$0.00	73.66	\$19,888.20
<b>Base Bid Totals:</b>						<b>\$0.00</b>		<b>\$1,848,158.50</b>

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
SP 028-616-006	SP 028-616-006	\$0.00	\$1,628,685.73
SP 028-070-010	SP 028-070-010	\$0.00	\$219,472.77

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
SP 028-616-006	BK	1	17	9006 FAILURE TO COMPLETE WORK ON TIME (CALENDER DAYS)	-1,500.000	4.50	0.00	\$0.00	4.50	(\$6,750.00)
Contract Change Totals:								\$0.00		\$-6,750.00

<b>Contract Total</b>	<b>\$1,841,408.50</b>
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date
1	Liquidated damages, failure to compete work on time. Contractor was over by 4.5 working days. The Engineer waived Calendar day charges due to temporary pavement markings and safety shoulders in place.	\$0.00	(\$6,750.00)

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Houston County Highway Department  
1124 E Washington St, Caledonia, MN 55921  
322 CSAH 16 Paving  
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
SP 028-616-006 / SP 028-070-010	7	2360.509 TYPE SP 12.5 WEARING COURSE MIX (3,C) (TON)	88.500	2,541.00	0.00	\$0.00	2,224.45	\$196,863.83
SP 028-616-006 / SP 028-070-010	10	2563.601 TRAFFIC CONTROL (LUMP SUM)	45,950.000	0.16	0.00	\$0.00	0.16	\$7,352.00
SP 028-616-006 / SP 028-070-010	14	2582.503 6" SOLID LINE PAINT (LIN FT)	0.220	43,747.00	0.00	\$0.00	44,320.00	\$9,750.40
SP 028-616-006 / SP 028-070-010	15	2360.609 BITUMINOUS PAVEMENT DENSITY INCENTIVE (TON)	2.700	2,224.00	0.00	\$0.00	2,039.46	\$5,506.54
SP 028-616-006 / SP 028-616-006	1	2104.503 SAWING BITUMINOUS PAVEMENT (FULL DEPTH) (LIN FT)	6.450	135.00	0.00	\$0.00	114.00	\$735.30
SP 028-616-006 / SP 028-616-006	2	2105.607 SUBGRADE EXCAVATION (CU YD)	38.000	100.00	0.00	\$0.00	297.00	\$11,286.00
SP 028-616-006 / SP 028-616-006	3	2112.619 SHOULDER PREPARATION (RDST)	50.000	221.00	0.00	\$0.00	220.00	\$11,000.00
SP 028-616-006 / SP 028-616-006	4	2211.509 AGGREGATE BASE CLASS 5 (TON)	30.500	200.00	0.00	\$0.00	564.89	\$17,229.15
SP 028-616-006 / SP 028-616-006	5	2215.504 FULL DEPTH RECLAMATION (P) (SQ YD)	2.820	66,614.00	0.00	\$0.00	66,614.00	\$187,851.48
SP 028-616-006 / SP 028-616-006	6	2221.509 SHOULDER BASE AGGREGATE CLASS 2 (TON)	24.950	1,974.00	0.00	\$0.00	2,587.47	\$64,557.38
SP 028-616-006 / SP 028-616-006	7	2360.509 TYPE SP 12.5 WEARING COURSE MIX (3,C) (TON)	88.500	13,692.00	0.00	\$0.00	13,976.80	\$1,236,946.80
SP 028-616-006 / SP 028-616-006	8	2540.602 MAIL BOX SUPPORT (EACH)	200.000	7.00	0.00	\$0.00	7.00	\$1,400.00
SP 028-616-006 / SP 028-616-006	9	2540.602 RELOCATE MAIL BOX SUPPORT (EACH)	150.000	1.00	0.00	\$0.00	1.00	\$150.00

Houston County Highway Department  
 1124 E Washington St, Caledonia, MN 55921  
 322 CSAH 16 Paving  
 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
SP 028-616-006 / SP 028-616-006	10	2563.601 TRAFFIC CONTROL (LUMP SUM)	45,950.000	0.84	0.00	\$0.00	0.84	\$38,598.00
SP 028-616-006 / SP 028-616-006	11	2582.503 4" SOLID LINE PAINT (LIN FT)	0.180	9,979.00	0.00	\$0.00	9,437.00	\$1,698.66
SP 028-616-006 / SP 028-616-006	12	2582.503 4" BROKEN LINE PAINT (LIN FT)	0.180	2,420.00	0.00	\$0.00	2,288.00	\$411.84
SP 028-616-006 / SP 028-616-006	13	2582.503 4" DOUBLE SOLID LINE PAINT (LIN FT)	0.360	10,100.00	0.00	\$0.00	10,848.00	\$3,905.28
SP 028-616-006 / SP 028-616-006	15	2360.609 BITUMINOUS PAVEMENT DENSITY INCENTIVE (TON)	2.700	13,664.00	0.00	\$0.00	12,232.46	\$33,027.64
SP 028-616-006 / SP 028-616-006	16	2399.623 PAVEMENT SMOOTHNESS INCENTIVE (ROAD SEG)	270.000	79.00	0.00	\$0.00	73.66	\$19,888.20
SP 028-616-006 / SP 028-616-006	17	9006 FAILURE TO COMPLETE WORK ON TIME (CALENDER DAYS)	-1,500.000	4.50	0.00	\$0.00	4.50	(\$6,750.00)
<b>Totals:</b>						<b>\$0.00</b>		<b>\$1,841,408.50</b>



### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number:	1-871-060-576
Submitted Date and Time:	19-Oct-2023 9:53:42 AM
Legal Name:	MATHY CONSTRUCTION CO
Federal Employer ID:	39-0752519
User Who Submitted:	mathy1
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

Affidavit Number:	2097500160
Minnesota ID:	8749839
Project Owner:	HOUSTON CTY HWY DEPT
Project Number:	028-616-006 & 028-070-010
Project Begin Date:	01-Jun-2023
Project End Date:	30-Sep-2023
Project Location:	HOUSTON CTY 16
Project Amount:	\$1,841,408.50

### Subcontractor Summary

Name	ID	Affidavit Number
NADEAU COMPANIES LLC	2457060	1792954368
KDK CONSTRUCTION	6660689	1050497024
ALL STATE TRAFFIC CONTROL INC	4300984	161042432
BRUENING ROCK PRODUCTS INC	6488964	1544376320
SIR LINES-A-LOT INC	3509324	79581184
K O'CONNOR LLC	3092611	1627738112
REINER CONTRACTING INC	2595892	1062293504

#### Important Messages

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#### Contact Us

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## Jeannette Groski

---

**From:** Shonna Nadeau <Shonna@nadeaucompanies.com>  
**Sent:** Thursday, October 19, 2023 9:32 AM  
**To:** Jeannette Groski  
**Subject:** Nadeau Houston Contractor Affidavit

This message originated outside the MTS organization. Confirm the sender before clicking any links or opening attachments.

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**From:** MN Revenue e-Services <eservices.mdor@state.mn.us>  
**Sent:** Thursday, October 19, 2023 9:31 AM  
**To:** Shonna Nadeau <Shonna@nadeaucompanies.com>  
**Subject:** Your Recent Contractor Affidavit Request

This email is an automated notification and is unable to receive replies.

## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	1-982-172-000
Submitted Date and Time:	19-Oct-2023 9:31:11 AM
Legal Name:	NADEAU COMPANIES LLC
Federal Employer ID:	45-4548887
User Who Submitted:	snadeau
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

<b>Affidavit Number:</b>	<b>1792954368</b>
Minnesota ID:	2457060
Project Owner:	HOUSTON COUNTY
Project Number:	SP 028 616 006 & 028 070 010
Project Begin Date:	05-Jul-2023
Project End Date:	10-Jul-2023
Project Location:	HOUSTON
Project Amount:	\$6,750.70
Subcontractors:	No Subcontractors

### Important Messages

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prohibited. If you have received this communication in error, please notify us and immediately and permanently delete this message and any attachments. Thank you.



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	0-496-782-944
Submitted Date and Time:	4-Oct-2023 10:43:52 PM
Legal Name:	KDK CONSTRUCTION
Federal Employer ID:	84-4755776
User Who Submitted:	kdkconstruction
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

Affidavit Number:	1050497024
Minnesota ID:	6660689
Project Owner:	HOUSTON COUNTY HIGHWAY DEPARTMENT
Project Number:	SP 028-616-006
Project Begin Date:	21-Aug-2023
Project End Date:	21-Aug-2023
Project Location:	CSAH 16 HOUSTON COUNTY
Project Amount:	\$1,550.00
Subcontractors:	No Subcontractors

### Important Messages

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### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number:	1-041-872-480
Submitted Date and Time:	28-Sep-2023 4:14:56 PM
Legal Name:	ALL STATE TRAFFIC CONTROL, INC.
Federal Employer ID:	47-5418502
User Who Submitted:	ASTCMN16
Type of Request Submitted:	Contractor Affidavit

#### Affidavit Summary

Affidavit Number:	161042432
Minnesota ID:	4300984
Project Owner:	HOUSTON COUNTY
Project Number:	SP 028-616-006
Project Begin Date:	21-Jun-2023
Project End Date:	24-Aug-2023
Project Location:	CSAH 16, HOUSTON CO
Project Amount:	\$7,920.00
Subcontractors:	No Subcontractors

#### Important Messages

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### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number:	1-125-518-944
Submitted Date and Time:	29-Sep-2023 12:17:16 PM
Legal Name:	BRUENING ROCK PRODUCTS INC
Federal Employer ID:	42-0632195
User Who Submitted:	Bruening Rock
Type of Request Submitted:	Contractor Affidavit

#### Affidavit Summary

Affidavit Number:	1544376320
Minnesota ID:	6486864
Project Owner:	HOUSTON COUNTY HWY DEPARTMENT
Project Number:	4432704-78
Project Begin Date:	07-Jul-2023
Project End Date:	10-Aug-2023
Project Location:	CSAH 16 HOUSTON COUNTY
Project Amount:	\$63,057.38
Subcontractors:	No Subcontractors

#### Important Messages

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#### Contact Us

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### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number:	1-934-194-272
Submitted Date and Time:	21-Sep-2023 2:59:51 PM
Legal Name:	SIR LINES-A-LOT INC
Federal Employer ID:	48-6427767
User Who Submitted:	linesalot
Type of Request Submitted:	Contractor Affidavit

#### Affidavit Summary

Affidavit Number:	79581184
Minnesota ID:	3508324
Project Owner:	HOUSTON COUNTY
Project Number:	SP 028-616-006
Project Begin Date:	01-Jul-2023
Project End Date:	31-Aug-2023
Project Location:	CSAH 16
Project Amount:	\$22,766.18
Subcontractors:	No Subcontractors

#### Important Messages

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#### Contact Us

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**Contractor Affidavit Submitted**

Thank you, your Contractor Affidavit has been approved.

**Confirmation Summary**

Confirmation Number:	1-944-008-288
Submitted Date and Time:	24-Sep-2023 4:03:55 PM
Legal Name:	K OCONNOR, LLC
Federal Employer ID:	46-2564906
User Who Submitted:	KOCONNORK
Type of Request Submitted:	Contractor Affidavit

**Affidavit Summary**

Affidavit Number:	1627738112
Minnesota ID:	3092611
Project Owner:	HOUSTON CO HWY DEPT
Project Number:	SP 028-616-006
Project Begin Date:	27-Jun-2023
Project End Date:	28-Jun-2023
Project Location:	HOUSTON CO
Project Amount:	\$58,621.90
Subcontractors:	No Subcontractors

**Important Messages**

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**Contact Us**

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### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number:	2-008-135-264
Submitted Date and Time:	21-Sep-2023 2:58:45 PM
Legal Name:	REINER CONTRACTING INC
Federal Employer ID:	41-1831218
User Who Submitted:	ReinerContracting
Type of Request Submitted:	Contractor Affidavit

#### Affidavit Summary

Affidavit Number:	1062293504
Minnesota ID:	2595892
Project Owner:	HOUSTON COUNTY HIGHWAY DEPT
Project Number:	SP 028-616-010 & SP028-070-010
Project Begin Date:	14-Jun-2023
Project End Date:	20-Sep-2023
Project Location:	HOUSTON COUNTY
Project Amount:	\$828.00
Subcontractors:	No Subcontractors

#### Important Messages

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#### Contact Us

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