

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

Date: June 25, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt (attended meeting virtually, did not vote), and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pugleasa, Deputy Auditor/Treasurer Amy Sylling, Deputy Auditor/Treasurer Eliana Babinski, Engineer Brian Pogodzinski, Public Health and Human Services Director John Pugelasa, IT Director Andrew Milde, Sheriff Brian Swedberg, UNM Extension Regional Director Lisa Dierks, and County Extension Committee Auditor Designee Millie Frie

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Prior to any motions being made Commissioner Johnson said one item would be added to Action Items: Consider approving an Emergency No Wake Resolution. Motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to approve the agenda with the addition.

Motion was made by Commissioner Myhre, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from June 18, 2024.

Public Comment:

None.

### **APPOINTMENTS**

UNM Extension Regional Director, Lisa Dierks recognized Millie Frie, Auditor Designee on the County Extension Committee for her 20 years of service. Frie was presented with an award on behalf of Houston County. Dierks said Frie had been appointed to fill a term on the board in 1996, and had been serving ever since, first as a board member, and then as the Auditor Designee. She continued to serve. Frie said it had been wonderful serving as the Auditor Designee. She said it was good the State gave boards the option to appoint an Auditor Designee

if they wished. She said she appreciated being able to have a voice at meetings over the years. Frie said Extension Educators lived in the communities in which they served, and that had a positive impact. The Commissioners thanked Frie for her many years of service to Houston County.

UNM Extension Regional Director Dierks presented the 2025 Extension Department budget recommendations and the 2025-2027 Memorandum of Agreement (MOA) with University of Minnesota Extension. Dierks said some feedback they had heard from Commissioners throughout the State was that there was a concern with turnover in Extension Staff and the quality of the staff being recruited. To keep quality staff wages were being increased in the 2025-2027 budget. The MOA included a 20% increase mostly due to increasing staff wages and benefits.

CONSENT AGENDA  
None.

## ACTION ITEMS

File No. 1 – Commissioners discussed approving the 2025-2027 Memorandum of Agreement (MOA) with University of Minnesota Extension. Chairperson Johnson suggested tabling the matter until later in the budget season. The Commissioners agreed.

File No. 2 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to award the lowest bidder Zenke Inc. the Hauge Hill road project SAP 028-599-102 in the amount of \$64,418.76. See bids below.

ABSTRACT OF BIDS  
HOUSTON COUNTY, MINNESOTA  
SAP 028-599-102  
HAUGE HILL ROAD  
JUNE 24, 2024, 10:00 A.M.

Line	Number	Description	Unit	Quantity	Engineers Estimate		Zenke, Inc.		YanGandy Engineering LLP		Borlin Construction Co., Inc.		Genterson & Construction, LLC	
					Price	Total	Price	Total	Price	Total	Price	Total	Price	Total
1	2021.501	MOBILIZATION	LUMP SUM	1.00	\$ 10,000.00	\$ 10,000.00	\$9,575.00	\$9,575.00	\$5,000.00	\$5,000.00	\$11,650.00	\$11,650.00	\$9,800.00	\$9,800.00
2	2101.501	CLEARING & GRUBBING	LUMP SUM	1.00	\$ 3,000.00	\$ 3,000.00	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00	\$8,500.00	\$8,500.00	\$5,000.00	\$5,000.00
3	2104.512	REMOVE ENERGY ABSORBING TERMINAL	EACH	2.00	\$ 750.00	\$ 1,500.00	\$400.00	\$800.00	\$500.00	\$1,000.00	\$400.00	\$800.00	\$500.00	\$1,000.00
4	2104.503	REMOVE METAL CULVERT	LIN FT	82.00	\$ 20.60	\$ 1,748.00	\$25.00	\$2,175.00	\$20.00	\$1,740.00	\$12.00	\$1,044.00	\$20.00	\$1,740.00
5	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	91.00	\$ 2.00	\$ 182.00	\$3.50	\$317.50	\$1.50	\$135.00	\$5.00	\$455.00	\$3.00	\$1,386.00
6	2104.518	REMOVE BITUMINOUS PAVEMENT	SQ FT	980.00	\$ 7.80	\$ 7,644.00	\$1.00	\$980.00	\$1.50	\$1,470.00	\$7.00	\$6,860.00	\$7.00	\$6,860.00
7	2104.607	SALVAGE ROCK	CY YD	110.00	\$ 15.00	\$ 1,650.00	\$8.00	\$880.00	\$15.00	\$1,650.00	\$7.00	\$770.00	\$10.00	\$1,100.00
8	2106.601	EXCAVATION COMMON (P)	CU YD	338.00	\$ 10.00	\$ 3,380.00	\$8.00	\$2,704.00	\$10.00	\$3,380.00	\$18.75	\$6,337.50	\$15.00	\$5,070.00
9	2211.300	AGGREGATE BASE CLASS 5	TON	508.00	\$ 25.30	\$ 12,792.00	\$16.47	\$8,364.75	\$25.00	\$12,700.00	\$27.75	\$14,081.25	\$30.00	\$15,240.00
10	2442.301	REMOVE EXISTING BRIDGE	LUMP SUM	1.00	\$ 12,000.00	\$ 12,000.00	\$9,000.00	\$9,000.00	\$11,000.00	\$11,000.00	\$12,000.00	\$12,000.00	\$15,000.00	\$15,000.00
11	2501.501	24" CO PIPE 4000'	EACH	6.00	\$ 1,000.00	\$ 6,000.00	\$421.00	\$2,526.00	\$100.00	\$600.00	\$400.00	\$2,400.00	\$475.00	\$2,850.00
12	2501.501	24" CO PIPE 4000'	LIN FT	120.00	\$ 70.00	\$ 8,400.00	\$84.00	\$10,080.00	\$80.00	\$9,600.00	\$24.00	\$2,880.00	\$50.00	\$6,000.00
13	2501.501	24" CO PIPE 4000'	LIN FT	120.00	\$ 35.00	\$ 4,200.00	\$40.00	\$4,800.00	\$75.00	\$9,000.00	\$10.00	\$1,200.00	\$2.00	\$240.00
14	2503.010	TRAFFIC BARRIER DESIGN B233	LUMP SUM	1.00	\$ 1,000.00	\$ 1,000.00	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00
15	2575.501	TURF ESTABLISHMENT	LUMP SUM	1.00	\$ 2,000.00	\$ 2,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$6,000.00	\$6,000.00	\$7,500.00	\$7,500.00
16	2575.501	POLLUTED EROSION PREVENTION CATE CORP 20	SQ YD	1,790.00	\$ 3.25	\$ 5,817.50	\$2.00	\$3,580.00	\$4.00	\$7,160.00	\$2.00	\$3,580.00	\$1.00	\$1,790.00
						\$ 87,689.00		\$64,418.76		\$78,124.00		\$89,230.25		\$98,751.00
							-27%			-12%				-1%

File No. 3 – Commissioners considered quotes for an Equinox fleet vehicle. The quotes were similar from Rochester Chevrolet and Lewiston Auto. Pogodzinski said the quotes had been adjusted to better compare “apples to apples” as some of the additional fees varied. Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to accept the quote from Lewiston Auto for \$29,890 plus tax, title and license fees for a 2024 Equinox fleet vehicle. The Lewiston Auto quote was slightly more than the one from Rochester,

however the dealership was closer to Houston County, and pick up would require less travel. In addition, proximity was a factor due to future warranty and maintenance services. See quotes below.

HOUSTON COUNTY COURTHOUSE FLEET			
QUOTES FOR EQUINOX AS QUOTED			
Vendor Year Equipment	Rochester Chevrolet 2024 Chevrolet Equinox		Lewiston Auto 2024 Chevrolet Equinox LT AWD White
Cash Price	\$ 29,499.00	\$	29,890.00
Total	\$ 29,499.00	\$	29,890.00
MN Use Tax 6.875%	2,048.00		2,054.94
Rochester City Tax .75% - flat fee in lieu of City Tax	20.00		
Taxes	2,068.00		2,054.94
License Fees	500.00		
Service Doc Fee	200.00		100.00
Title Transfer Fee	49.00		
Fees	749.00		100.00
Grand Total	\$ 32,316.00	\$	32,044.94

QUOTES FOR EQUINOX ADJUSTED TO COMPARE			
Vendor Year Equipment	Rochester Chevrolet 2024 Chevrolet Equinox		Lewiston Auto 2024 Chevrolet Equinox LT AWD White
Cash Price	\$ 29,499.00	\$	29,890.00
Total	\$ 29,499.00	\$	29,890.00
MN Use Tax 6.875%	2,028.06		2,054.94
Rochester City Tax .75% - flat fee in lieu of City Tax	20.00		
Taxes	2,048.06		2,054.94
License Fees			
Service Doc Fee	200.00		125.00
Title Transfer Fee			
Fees	200.00		125.00
Grand Total	\$ 31,747.06	\$	32,069.94
	\$ (322.88)		

File No. 4 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve the Houston County Election Emergency Plan.

File No. 5 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to approve a budget amendment for Records Technology fund balance applied to offset 1st half 2024 expenditures.

File No. 6 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to review and approve payments. See payments below.

## REVIEW LICENSE CENTER PAYMENTS

### 2024/06/20 AUDITOR WARRANTS:

VENDOR NAME AT PAYMENT	AMOUNT
FLUGGE/ANDREW LEE	2,772.00
SHELDON FAMILY FARMS LLP	6,973.20
SOLUM/NELS	20,058.90
	<u>29,804.10</u>
14 VENDORS PAID LESS THAN \$2000.00	4,449.59
	<u>34,253.69</u>

## REQUEST APPROVAL FOR PAYMENT

### 2024/06/25 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
ANCOM COMMUNICATIONS	6,527.50
BLUFF COUNTRY BRINE LLC	28,706.56
CLEAN HARBORS ENV SERVICES	7,578.11
DUNN BLACKTOP COMPANY	2,885.00
DYNAMIC LIFECYCLE INNOVATIONS INC	2,221.92
ENTERPRISE FM	6,008.27
GREEN TERRACE PROPERTIES LLC	52,000.00
HARTLAND LUBRICANTS & CHEMICALS	4,032.60
HOUSTON COUNTY TREASURER	21,448.63
INSIGHT PUBLIC SECTOR	3,307.76
LIBERTY TIRE RECYCLING LLC	3,401.40
TITAN MACHINERY INC	54,750.00
	<u>192,867.75</u>
16 VENDORS PAID LESS THAN \$2000.00	7,404.14
	<u>200,271.89</u>
PUBLIC HEALTH & HUMAN SERVICES	112,622.23
	<u>312,894.12</u>

File No. 7 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to adopt Resolution No. 24-19 30 Day Temporary Emergency Water Surface Use Slow No-Wake Zone Restriction. See resolution below.

**Resolution No. 24-19**

**COUNTY OF HOUSTON – RESOLUTION  
30 DAY TEMPORARY EMERGENCY WATER SURFACE USE SLOW NO-WAKE  
ZONE RESTRICTION**

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WHEREAS, the Commissioner of Natural Resources has approved local units of government to enact 30-day temporary emergency water surface use slow no-wake restrictions pursuant to Minnesota Rules 6110.3000-6110.3800, and

WHEREAS, the Houston County Board of Commissioners finds due to forecasted historic flooding across Minnesota, and the location of numerous homes, businesses, and other properties subject to possible flooding in Houston County; and

WHEREAS, the Houston County Board of Commissioners finds it necessary to enact 30-day temporary emergency water surface use slow no-wake restrictions under the following conditions:

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSTON COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:

1. The body of water must reach a level where damage to property is expected.
2. The elevation that triggers the slow no-wake restriction shall be the ordinary high-water level established by the DNR or a lake elevation or river stage where damage to property is expected.
3. The slow no-wake restriction shall be lifted once the water body has been 0.1 feet below the elevation that triggers the slow no-wake for three consecutive days. The slow no-wake restriction shall sunset a maximum of 30 days from the first day it is enacted, unless the Minnesota Department of Natural Resources (MN-DNR) approves an extension.
4. The slow no-wake area is hereby set across the entire water body with the goal of protecting property and minimizing harm to natural resources.
5. The Houston County Sheriff's Office will notify the MN-DNR (via the DNR Boating Law Administrator) as soon as practicable from the date of the enactment of this Resolution.
6. The public will be provided with notice of the enactment of a 30-day temporary emergency water surface use slow no-wake restrictions via Houston County's website, Houston County Auditor's Office, and other means available.

7. The Houston County Sherriff's Office is designated as the primary enforcement agency, with other licensed Minnesota peace officers granted authority to enforce the restriction.
8. A violation of this ordinance shall be a petty misdemeanor punishable by a fine of up to \$300. Nothing in this ordinance shall prohibit the United States, the State of Minnesota, or the County from investigating or prosecuting any other activity that is a crime under any other federal or state statute or county ordinance.
9. This Resolution shall be in full force and effect immediately from and after its passage and publication as required by law.

Public Comment:

None.

#### DISCUSSION ITEMS

Commissioners discussed recent and upcoming meetings including a Solid Waste, Finance, and Department Head meeting.

Commissioner Severson said he wanted to give people a reminder to not put lithium batteries in with regular waste or garbage.

Engineer Pogodzinski said they might need to close Wildcat Park due to water cresting over the road. He said Wildcat Park might need to be closed over the 4<sup>th</sup> of July holiday weekend if the water was too high.

There being no further business at 10:35 a.m., a motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on July 2, 2024.

#### BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Eric Johnson, Chairperson

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

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
July 2, 2024**

**Date Submitted: June 27, 2024**

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

**ACTION**

**NONE**

**APPOINTMENT REQUEST**

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

**HR CONSENT AGENDA REQUEST**

**Assessor's Office**

- **Reassign Mark Bennett, currently a Deputy Auditor/Treasurer B22, to Probationary, Appraiser Trainee B22, effective 07/15/2024 (Lateral transfer – no change in pay rate)**
- **Approve initiating a search for a 1.0 FTE Deputy Auditor/Treasurer (B22)**

**Sheriff's Office**

- **Hire Patricia Goetzinger-Krall as a probationary 1.0 FTE, Jailer/Dispatcher, B23, Step 7, effective 07/08/2024 conditioned upon successful completion of Sheriff's Office background check**
- **Hire Sarah Ostern as a probationary 1.0 FTE, Jailer/Dispatcher, B23, Step 1, effective 07/22/2024 conditioned upon successful completion of Sheriff's Office background check**

**CC:**

<input type="checkbox"/> HR Director	<input checked="" type="checkbox"/> Sheriff	
<input checked="" type="checkbox"/> Finance Director	<input checked="" type="checkbox"/> Engineer	
<input type="checkbox"/> IS Director	<input checked="" type="checkbox"/> PHHS	
<input type="checkbox"/> County Attorney	<input checked="" type="checkbox"/> (indicate other dept)	<input type="text" value="A/T"/>
<input type="checkbox"/> Environmental Svcs		





## Agenda Request Form

Date Submitted: June 24, 2024

Board Date: July 2, 2024

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

Project # CP 2024-09 with Sir Lines-A-Lot, LLC that provided pavement marking symbols on various Houston County roads is complete and ready for final payment.

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

Final Contract Voucher (5 need to be signed)

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

**Justification:**

**Action Requested:**

Resolution for Final Acceptance needed for contract.

Language for Minutes:

Commissioner \_\_\_\_\_ moved, Commissioner \_\_\_\_\_ seconded, unanimously carried to approve Resolution 24-20 Final Acceptance for CP 2024-09, Contract #072 with Sir Lines-A-Lot LLC, for pavement marking symbols. Total cost was \$ 61,031.00.

WHEREAS, Contract No. 072 has in all things been completed, and the County Board being fully advised in the premises; and

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

### For County Use Only

**Reviewed by:**

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

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

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

**Recommendation:**

**Decision:**

All agenda request forms must be submitted to Allison Wagner at BOC@co.houston.mn.us by 12:00 p.m. o Thursday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.

# Houston County Highway Department

1124 E Washington St, Caledonia, MN 55921  
072 CP 2024-09 Pavement Marking - Symbols  
Final Payment No. 2

**Contractor:** Sir Lines-A-Lot, LLC  
7175 Cahill Road  
Edina, MN 55439

**Contract No.** 072 CP 2024-09 Pavement  
Marking - Symbols  
**Vendor Number:** 6301  
**Up To Date:** 6/4/2024  
**Warrant #** \_\_\_\_\_ **Date** \_\_\_\_\_

## Contract Amount

Original Contract	\$59,912.00
Contract Changes	\$0.00
Revised Contract	\$59,912.00

## Funds Encumbered

Original	\$59,912.00
Additional	N/A
Total	\$59,912.00

## Work Certified To Date


Base Bid Items	\$61,031.00
Contract Changes	\$
Material On Hand	\$0.00
Total	\$61,031.00

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	\$61,031.00	\$0.00	\$57,979.45	\$3,051.55	\$61,031.00
Percent: Retained: 0%			Percent Complete: 101.87%		
<b>Amount Paid This Partial Payment</b>				<b>\$3,051.55</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 Sir Lines-A-Lot, LLC

  
County Engineer

Date 6/25/2024

  
Contractor Chaise VanOverbeek

Date 6/19/2024 President

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

Contract Number: 072 CP 2024-09 Pavement Marking - Symbols  
Contractor: Sir Lines-A-Lot, LLC  
Date Certified: 6/4/2024  
Payment Number: 2

Whereas; Contract No.072 CP 2024-09 Pavement Marking - Symbols has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Houston County Highway Department a and authorize final payment as specified herein.

State of

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

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

At Caledonia, Minnesota

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

(SEAL)

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
CP 2024-09	CP 2024-09	\$0.00	\$61,031.00

Contract Change Item Status										
Project	CC	CC#	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Contract Change Totals:								\$		\$

Contract Total	\$61,031.00
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Item Status by Funding Breakdown								
Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 2024-09	1	2582.502 PAVT MSSG (BIKE LANE ARROW) EPOXY (EACH)	\$140.00	49.00	0.00	\$0.00	49.00	\$6,860.00
CP 2024-09	2	2582.502 PAVT MSSG (HELMETED BIKE SYMBOL) EPOXY (EACH)	\$140.00	49.00	0.00	\$0.00	49.00	\$6,860.00
CP 2024-09	3	2582.502 PAVT MSSG (SHARED LANE SYMBOL) EPOXY (EACH)	\$190.00	8.00	0.00	\$0.00	8.00	\$1,520.00



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	1-708-533-600
Submitted Date and Time:	20-Jun-2024 9:24:55 AM
Legal Name:	SIR LINES-A-LOT INC
Federal Employer ID:	46-5427787
User Who Submitted:	linesalot
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

Affidavit Number:	1819070464
Minnesota ID:	3509324
Project Owner:	HOUSTON COUNTY DAPERMENT OF TRANSPORTATION
Project Number:	CP 2024-09
Project Begin Date:	01-May-2024
Project End Date:	25-May-2024
Project Location:	HOUSTON COUNTY 2024 PAVEMENT MARKING SYMBOLS
Project Amount:	\$61,031.00
Subcontractors:	No Subcontractors

### Important Messages

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

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

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

## Agenda Request Form

Date Submitted: June 26, 2024

Board Date: July 2, 2024

Person requesting appointment with County Board:

Brian Pogodzinski

**Issue:**

Discuss repairs to the Spring Grove salt building.

Due to an accident in May, our Spring Grove salt shed was damaged. MCIT has been notified and a quote from Structures Unlimited has been obtained. The building has a \$2,500 deductible. The unknown item is whether MCIT will cover the fabric cover should it be damaged when the repairs take place.

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

Structures Unlimited quote.

**Justification:**

**Action Requested:**

Approve the replacement of the main cover if denied by MCIT.

### 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 Allison Wagner at [BOC@co.houston.mn.us](mailto:BOC@co.houston.mn.us) by 12:00 p.m. on Thursday 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.



## Bid Proposal

Tuesday, June 25, 2024

**DUNS# 96-345-9008, Cage# 633X8 and BCR# 1140111**

**BCR# 1140111**

### Dealer Information

Name	Structures Unlimited, LLC
Contact	Eric Vanasse
Mobile	(715) 308-2942
Office	(715) 687-2453
Fax	(715) 687-2331
Email	<a href="mailto:evanasse@structuresunlimited.com">evanasse@structuresunlimited.com</a>

### Customer Information

Company	Houston County Hwy Dept.
Contact	Jordan Goeder
Address	1124 E. Washington St.
City/Town	Caledonia
State	MN
Zip	55921
County	Houston
Phone	507-459-4191
Email	<a href="mailto:jordan.goeder@co.houston.mn.us">jordan.goeder@co.houston.mn.us</a>

### Project Information

Project Name	Building Repairs
Contact	~Same
Address	631 E. Main St.
City/Town	Spring Grove
State	MN
Zip	55974
County	Houston
Phone	
Email	

Quantity	Building Repairs	Each	Total
	<b>Materials /Scope of Work:</b>		
10	OEM Replacement truss sections for Cover-All TAS 55' building		
4	OEM Replacement straight purlins for Cover-All TAS 55' building		
2	OEM Replacement cross purlins for Cover-All TAS 55' building		
1	OEM Replacement building cables - package		
1	All necessary hardware for connections of above materials		
1	Non-prevailing wage labor and equipment to install above materials (includes travel, mileage, lodging and per diems)		
1	Freight for above materials to project site		
	<b>Price for supply and installation for above specifications:</b>		<b>\$58,950.00</b>
	<b>Options (pricing not included in Total and based on optioned items being ordered, delivered and installed at the same time as above materials):</b>		
	OEM replacement main cover, back end wall cover, and all tensioning/tie-down materials. Covers to include manufacturer's standard 20-year warranty.	\$14,450.00	
	<b>Not included in above pricing:</b> demob/remob fees, applicable taxes, site work, foundation, foundation engineering, and burying of fabric (if applicable)		
	<b>Above installation price based on:</b> standard insurance coverage, manufacturer's warranty, no site restrictions, ability to work unlimited hours/weekends, 50' clearance around building with cleaned out interior so crew can perform work		
	<b>Subtotal</b>		<b>\$58,950.00</b>
	<b>Total</b>		<b>\$58,950.00</b>

Pricing is subject to change due to changing market conditions, availability and/or final engineering review.

### Suggested terms:

Due Amount:

Down payment due with signed bid proposal and contract	50%	Bid Proposal will be honored for 14 days.
Payment due upon notification of shipment	40%	ACCEPTANCE OF PROPOSAL
Balance due upon receipt of invoice		Please indicate your acceptance of this bid proposal by signing this copy and returning it to us. Any changes concerning this order must be authorized by us in writing.

~ 4.0% convenience fee will be applied to all credit card transactions

Authorized Signature:

Print:

Date:

Structures Unlimited, LLC "An Equal Opportunity Employer"  
PO Box 35/118280 Forward St, Stratford, WI 54484 • [www.structuresunlimited.com](http://www.structuresunlimited.com)

Commissioner Warrants 2024/07/02

Lynn Colsch

Thu 6/27/2024 11:15 AM

To:Houston County BOC <BOC@co.houston.mn.us>;  
Cc:Carol Lapham <Carol.Lapham@co.houston.mn.us>; Susan Tostenson <Susan.Tostenson@co.houston.mn.us>;

REQUEST APPROVAL FOR PAYMENT

2024/07/02 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
BOND TRUST SERVICES CORPORATION	125,050.00
DELTA DENTAL	6,477.28
DS ERICKSON & ASSOCIATES PLLC	2,178.11
INSIGHT PUBLIC SECTOR	3,072.59
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	25,075.00
MEDICA	186,987.84
MN LIFE INSURANCE COMPANY	2,484.65
MNCCC	3,825.00
POMPS TIRE SERVICE INC	2,046.19
SIR LINES-A-LOT LLC	3,051.55
VERIZON WIRELESS	3,393.70
	363,641.91
27 VENDORS PAID LESS THAN \$2000.00	9,822.44
	373,464.35
PUBLIC HEALTH & HUMAN SERVICES	23,839.86
	397,304.21

Lynn Colsch  
Finance Clerk  
Houston County  
304 South Marshall Street  
Caledonia MN 55921  
  
Phone 507-725-5825