

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 6, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Cindy Wright, Eric Johnson, Kurt Zehnder, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pogleasa, Environmental Services Director Amelia Meiners, Human Resource Officer Brent Parker, OneEnergy Renewables Associate Director Development Beth Esser, MiEnergy Vice President of Member Services Kent Whitcomb, Bolton & Menk Aviation Project Manager Silas Parmar, Michael Burbach, Braeden DuMond, and Brian Esser

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Prior to the motion being made it was announced that the closed session and Action Item No. 7 would be removed from the agenda, and reviewed at a later time. Motion was made by Commissioner Wright, seconded by Commissioner Schuldt, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion carried unanimously to approve the meeting minutes from April 22, 2025.

Public Comment:

MiEnergy Vice President of Member Services Kent Whitcomb said a neighboring County, Allamakee County, had recently amended an ordinance to allow commercial solar while also preserving ag land.

OneEnergy Renewables Associate Director of Development Beth Esser said land with solar projects would return to ag land after the life of the project.

APPOINTMENTS

CONSENT AGENDA

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

- 1) This item was tabled.
- 2) Change the employment status of PHHS Accounting Technician, Eliana Babinski from probationary to regular, effective May 14, 2025.
- 3) Change Hannah Jaster from a Staff Nurse to Public Health Nurse, C42, Step 2, effective 05/05/2025.
- 4) Approve the Vanguard Computer Systems Archive Module for 2025 – 2030. Vanguard has been providing the CAMA programming/support services to Houston County since 2012 along with this archive module.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve contract with Olympic Builders to proceed with the airport T-Hangar project. The Commissioners voted by roll. All Commissioners voted yes. Bolton & Menk Aviation Project Manager Silas Parmar and County Engineer Pogodzinski said it was anticipated that the County would be receiving funds from the FAA for the airport project. The grant funding would officially come in June or August. The paperwork had been submitted. Olympic Builders was ready to get started ordering materials and moving forward. Pogodzinski said Olympic builders would spend approximately \$100,000 on ordering initial materials and that those funds would be reimbursed with the FAA money.

File No. 2 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to accept MCIT's settlement offer of \$198,442 and retain the salvaged plow truck.

File No. 3 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to accept Tandem Axle Truck bid from Nuss Truck and Equipment in the amount of \$158,517.18. This will be for a model 2026. Motor vehicle tax would be \$10,898.00. The trucks grand total would be \$169,415.24.

File No. 4 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to accept Towmaster's bid for the plow truck setup.

File No. 5 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to approve Houston County Hauler License for Green Terrace Services, LLC, Winona, MN.

File No. 6 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve a letter of support requested by MDA to the contractor, Al's Aerial Spraying who would be completing treatment of spongy moth in Houston County.

File No. 7 – This item was tabled.

File No. 8 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve a 2-month disaster abatement. November & December of 2024, for Traditions of La Crescent that burned down in October 2024.

File No. 9 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve a 2-month disaster abatement. November & December of 2023, for Bissen St REH LLC, (Miken) that burned down in October 2023, and disaster abatement for all of 2024. (The building was being rebuilt, but was not yet finished.)

File No. 10 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to accept a grant through University of Minnesota for one LUCAS unit.

File No. 11 – Commissioner Schuldt moved, Commissioner Zehnder seconded, motion unanimously carried to accept a donation of \$25.00 in Honor of Karen England and a donation of \$100.00 to the Veteran Services Office to use for any veteran’s needs. Commissioner Schuldt said the donation was appreciated, and the Commissioners agreed.

File No. 12 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to adjusting appointed department head job descriptions to state “Reporting to County Administrator under direction of the County Board”.

File No. 13 – Interim Administrator Lapham said general contract language had been approved by the County Board, but that each Juvenile Detention Center contract also needed to be approved separately by the board, per the board’s request. Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approving Juvenile Detention Center Contract with Mower County, and authorize the signature of Board Chairman, Eric Johnson. Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approving Juvenile Detention Center Contract with Goodhue County and authorize the signature of Board Chairman, Eric Johnson.

File No. 14 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/04/24 AUDITOR WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
2 VENDORS PAID LESS THAN \$2000.00	<u>1,519.79</u>

2025/05/06 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
CONSOLIDATED ENERGY COMPANY	4,320.00
DELTA DENTAL	7,056.98
DEPT OF TRANSPORTATION	3,840.12
HOSKINS ELECTRIC INC	2,293.83
INSIGHT PUBLIC SECTOR	2,403.60
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	26,605.00
KARPEL SOLUTIONS, INC.	2,615.59
LIBERTY TIRE RECYCLING LLC	3,589.50
MATTISON CONTRACTORS INC	6,057.44
MAYO CLINIC	15,834.69
MEDICA	254,877.14
MN LIFE INSURANCE COMPANY	2,546.37
MOTOROLA SOLUTIONS INC	3,091.00
POMP'S TIRE SERVICE INC	8,400.00
POWERHOUSE MARINE	25,513.00
SKYLINE SALT SOLUTIONS	74,469.43
TOWMASTER INC	194,379.94
WIEBKE TIRE CO	9,960.60
WILDCAT CREEK MANAGEMENT LLC	5,343.80
ZARNOTH BRUSH WORKS INC	6,993.00
	<u>660,191.03</u>
50 VENDORS PAID LESS THAN \$2000.00	<u>19,375.75</u>
	<u>679,566.78</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>20,105.04</u>
	<u><u>699,671.82</u></u>

DISCUSSION ITEMS

Interim Administrator Lapham said she was working on updating the County's policies and procurement policy as this was something that had come up during the County audit.

The Commissioners discussed recent and upcoming meetings including a DNR Snowmobile Club, Caledonia Township, and Department Head meeting.

Commissioner Zehnder said when it came to the County's solar moratorium he wanted to make sure that the County did things right. He said he was not sure six months was enough time for the moratorium, and did not want to rush into a big decision. He said the decision on how to proceed with solar should not be based on a single project, but rather on what was best for the County overall.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion unanimously carried to adjourn the meeting at 10:51 a.m. The next meeting would be a workgroup session on May 13th, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 13, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Cindy Wright, Eric Johnson, Kurt Zehnder, Robert Schuldt, and Greg Myhre

Others Present:

Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Puleasa, Environmental Services Director Amelia Meiners, Public Health Supervisor Jordan Knoke, Human Resource Officer Brent Parker, Sheriff Brian Swedberg, Assessor Lucas Onstad, Interim Attorney Suzanne Bublitz, Engineer Brian Pogodzinski, and Rick Frank

Board Workgroup Session

Environmental Services Director Amelia Meiners gave a solar moratorium update to the Commissioners. She said a preliminary draft zoning ordinance amendment and options including a proposed amendment to the Comprehensive Land Use Plan would be discussed at the next Planning Commission meeting. She said the possibility of extending the solar moratorium may also be discussed. Meiners said it was not her intent to have the Planning Commission make any final decisions at the meeting, but rather to discuss options.

Sheriff Brian Swedberg gave various Sheriff's Office Updates to the board including updates on the West Channel of Shore Acres, Juvenile Detention Center progress, jail meals, possible ATV and golf cart ordinance, camera system and door access, Spring Grove contract, and other updates. The Sheriff said they had recently received a new patrol boat that was fully paid for with grant funds. He said the Juvenile Detention Center (JDC) was averaging 1.3 juveniles in jail per day. He was projecting \$340,000 from JDC inmates and contracts. He said this was less than the department had made on the previous Winona contract, but that meals were now costing less than when the Winona contract was in place. He asked the Commissioners if they were interested in Houston County becoming a full time JDC rather than a temporary hold facility. If this were to happen Houston County could temporarily hold adult inmates overnight, and then would need to contract with another facility to hold adults after one night. The Sheriff said he thought a need for a full time JDC was needed, however more research needed to be done. He thought the facility would be profitable. He also said transitioning from a temporary to full time JDC would require hiring additional staff. Commissioner Wright said she would like to see research done on the matter. Sheriff Swedberg said he would begin looking into the possibility and report back to the board at a later time.

Human Resource Officer Brent Parker and Attorney Suzanne Bublitz discussed with the board the possibility of having someone from the Attorney's office attend each board meeting now that the office was more fully staffed. It was the general consensus of the board that having an attorney at meetings would be helpful especially depending on the topics being discussed. Attorney Bublitz said the new hires in the office were doing well, and that she was establishing a written training guide.

Engineer Brian Pogodzinski discussed with the board the possibility of installing a flag and pole at the new Highway shop, and replacing E-911 signs in the County.

Public Health and Human Services Director John Pugleasa and Public Health Supervisor Jordan Knoke asked the board if they would be interested in doing a tour of the A.B.L.E building in Caledonia. Pugleasa said he had contacted A.B.L.E. to see if they would be interested in the possibility of leasing some of the space in the building to the County to be used for offices that were currently located at the County's Public Health building along the highway. Commissioner Johnson asked what would happen if the County sold the current building, and then the A.B.L.E building was sold, and the new owner no longer wanted to lease the space to the County. Pugleasa said he would recommend a long-term lease if the County decided to rent the space. Pugleasa said A.B.L.E was open to the idea. Commissioner Schuldt suggested looking at other location possibilities for the offices to be located in addition to the A.B.L.E. building. No final decisions were made on the matter, but Pugleasa said he would set up a tour of the building for the Commissioners.

The workgroup session ended at 10:20 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

**HOUSTON COUNTY
AGENDA REQUEST FORM
May 20, 2025**

Date Submitted: 05/15/2025

By: Brent Parker, Human Resources Officer

ACTION

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

- **Change the employment status of Michael Boldt, Highway Maintenance Specialist, from probationary to regular, effective May 28, 2025.**
- **Hire Sharen Lapham as a 67-day, temporary/casual Jury Attendant with wage based on the Jury Attendant Compensation Schedule.**
- **Hire Margie Skaug as a 67-day, temporary/casual Jury Attendant with wage based on the Jury Attendant Compensation Schedule.**
- **Accept the resignation/retirement of Lori Feldmeier, Lead Eligibility Worker, effective July 8th, 2025, with thanks for her 21 years of service to the residents of Houston County.**
- **Initiate a competitive search for a 1 FTE Public Health and Human Services Department Lead Eligibility Worker (B25).**
- **Initiate a competitive search for a 1 FTE Public Health and Human Services Department Eligibility Worker (B24).**

<u>Reviewed by:</u>	_____	HR Director	_____	Sheriff		
	_____	Finance Director	_____	x	Engineer	
	_____	IS Director	_____	x	PHHS	
					(indicate	Court Admin
	_____	County Attorney	_____	x	other dept)	– Darlene

Recommendation:

Decision:

Houston County Agenda Request Form

Date Submitted: May 5, 2025

Board Date: May 20, 2025

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Board to consider awarding Minnowa Construction for SAP 028-599-101 for the bridge replacement on Oakland Drive in Wilmington Township, in the amount of \$629,999.99. Three bids were received.

Attachments/Documentation for the Board's Review:

SAP 028-599-101 Abstract

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

Justification:

Action Requested:

Board approval needed to accept bid.

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

All agenda request forms must be submitted to Allison Wagner at BOC@co.houston.mn.us by 12:00 p.m. 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
SAP 028-599-101 (#9466700)
Letting
05/05/2025 10:00 AM CDT

SUMMARY

Bidder's Name	Bid Total
Minnowa Construction Inc.	\$ 629,999.99
ICON Constructors, LLC	\$ 686,039.50
Brennan Construction	\$ 827,646.50

Houston County Agenda Request Form

Date Submitted: May 12, 2025 Board Date: May 20, 2025

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Request Board approval to accept LBRP funds for SAP 028-599-101 bridge project and authorize signatures by resolution.

Total costs of project are \$629,999.99 with \$539,044.71 being covered by the Local Bridge Replacement Program (LBRP) from motor vehicle lease sales tax (MVLST) funds and \$ 90,955.28 being paid with the Regular Townbridge allotment and the Local Township funds.

Attachments/Documentation for the Board's Review:

Justification:

This project is to be awarded to Minnowa Construction on May 20, 2025. This grant approves the funding for the project.

Action Requested:

Approve resolution authorizing signatures and sign the grant.

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

All agenda request forms must be submitted to Allison Wagner at BOC@co.houston.mn.us by 12:00 p.m. 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.

**STATE OF MINNESOTA
LOCAL BRIDGE REPLACEMENT PROGRAM
GRANT AGREEMENT**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), and ("Grantee"):

Public Entity (Grantee) name, address and contact person:

Houston County Highway Department
1124 East Washington Street
Caledonia, MN 55921

Contact: Brian Pogodzinski

RECITALS

1. Minnesota Statutes § 297A.815, subd. 3(d) and § 174.50, subd. 6-7 authorize the State to enter into this agreement.
2. Grantee has been awarded Local Bridge Replacement Program (LBRP) funds under Minn. Stat. § 174.50, subd. 6-7.
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), Subd.1, Grantee agrees to minimize administrative costs as a condition of this agreement.

AGREEMENT TERMS

1 Term of Agreement, Survival of Terms, and Incorporation of Exhibits

- 1.1 **Effective Date.** This agreement will be effective on the date the State obtains all required signatures under [Minn. Stat. §16B.98](#), Subd. 5. As required by [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to Grantee until this agreement is fully executed. Grantee must not begin work under this agreement until this agreement is fully executed and Grantee has been notified by the State's Authorized Representative to begin the work.
- 1.2 **Expiration Date.** This agreement will expire on **December 31, 2028**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this agreement, including, without limitation, the following clauses: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 11. Workers Compensation; 12. Governing Law, Jurisdiction, and Venue; and 14. Data Disclosure.
- 1.4 **Exhibits.** Exhibit A: Sources and Uses of Funds Schedule; Exhibit B: Grant Application; and Exhibit C: Grantee Resolution Approving Grant Agreement are attached and incorporated into this agreement.

2 Grantee's Duties

- 2.1 Grantee will conduct one or more of the following activities in accordance with its grant application, or in the case of legislatively selected projects, in accordance with the enabling session law, which is attached to this Agreement as Exhibit B: (i) constructing or reconstructing a bridge, (ii) abandoning an existing bridge that is deficient and in need of replacement, but where no replacement will be made, or (iii) constructing a road to facilitate the abandonment or removal of an existing bridge determined to be deficient.
- 2.2 Grantee will comply with all required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1).
- 2.3 **Asset Monitoring.** If Grantee uses funds obtained by this agreement to acquire a capital asset, the Grantee is required to use that asset for a public purpose for the normal useful life of the asset. Grantee may not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this agreement without the prior written consent of the State and an agreement executed and approved by the same parties who executed and approved this agreement, or their successors in office.

3 Time

- 3.1 Grantee must comply with all the time requirements described in this agreement. In the performance of this grant agreement, time is of the essence.

4 Consideration and Payment

4.1 Consideration. The State will pay for all services performed by Grantee under this agreement as follows:

- 4.1.1 Compensation.** Grantee will be reimbursed for actual, incurred costs that are eligible under Minn. Stat. § 174.50, subd 6-7. Grantee shall use this grant solely to reimburse itself for expenditures it has already made to pay for the costs of one or more of the activities listed under section 2.1.
- 4.1.2 Sources and Uses of Funds.** Grantee represents to State that the Sources and Uses of Funds Schedule attached as Exhibit A accurately shows the total cost of the project and all of the funds that are available for the completion of the project. Grantee agrees that it will pay for any costs that are ineligible for reimbursement and for any amount by which the costs exceed State's total obligation in section 4.1.3. Grantee will return to State any amount appropriated but not required.
- 4.1.3 Total Obligation.** The total obligation of the State for all compensation and reimbursements to Grantee under this agreement will not exceed **\$539,044.71**.

4.2 Payment

- 4.2.1 Invoices.** Grantee will submit state aid pay requests for reimbursements requested under this grant agreement. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services.
 - 4.2.2 All Invoices Subject to Audit.** All invoices are subject to audit, at State's discretion.
 - 4.2.3 State's Payment Requirements.** State will promptly pay all valid obligations under this agreement as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Grantee's invoices and progress reports for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify Grantee within ten days of discovering the error. After State receives the corrected invoice, State will pay Grantee within 30 days of receipt of such invoice.
 - 4.2.4 Grant Monitoring Visit and Financial Reconciliation.** During the period of performance, the State will make at least annual monitoring visits and conduct annual financial reconciliations of Grantee's expenditures.
 - 4.2.4.1** The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided with at least seven calendar days of notice prior to any monitoring visit or financial reconciliation.
 - 4.2.4.2** Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by State.
 - 4.2.4.3** At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.
 - 4.2.5 Unexpended Funds.** The Grantee must promptly return to the State at grant closeout any unexpended funds that have not been accounted for in a financial report submitted to the State.
 - 4.2.6 Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.
- 4.3 Contracting and Bidding Requirements.** If Grantee is a municipality as defined by Minn. Stat. § 471.345, subdivision 1, then Grantee shall comply with the requirements of Minn. Stat. § 471.345 for all procurement under this Agreement.

5 Conditions of Payment

All services provided by Grantee under this agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representatives

6.1 The State's Authorized Representative is:

Marc Briese,
Programs Engineer,
MnDOT State Aid Office
395 John Ireland Boulevard, MS 500
St. Paul, MN 55155
Office: 651-366-3802
marc.briese@state.mn.us

or his/her successor. State's Authorized Representative has the responsibility to monitor Grantee's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:

Brian Pogodzinski
Houston County Engineer,
Houston County Highway Department
1124 East Washington Street
Caledonia, MN 55921
Office: 507-725-3925
brian.pogodzinski@co.houston.mn.us

If Grantee's Authorized Representative changes at any time during this agreement, Grantee will immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Agreement Complete

- 7.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or the State's right to subsequently enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.
- 7.5 **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 7.6 **Certification.** By signing this Agreement, the Grantee certifies that it is not suspended or debarred from receiving federal or state awards.

8 Liability

Grantee and State agree that each will be responsible for its own acts and the results thereof to the extent authorized by law, and neither shall be responsible for the acts of the other party and the results thereof. The liability of State is governed by the provisions of Minn. Stat. Sec. 3.736. If Grantee is a "municipality" as that term is used in Minn. Stat. Chapter 466, then the liability of Grantee is governed by the provisions of Chapter 466. Grantee's liability hereunder shall not be limited to the extent of insurance carried by or provided by Grantee, or subject to any exclusion from coverage in any insurance policy.

9 State Audits

Under Minn. Stat. § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of Grantee, or other party relevant to this grant agreement or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices. Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either Grantee or the State.

11 Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13 Termination; Suspension

13.1 Termination by the State. The State may terminate this agreement with or without cause, upon 30 days written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

13.2 Termination for Cause. The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

13.3 Termination for Insufficient Funding. The State may immediately terminate this agreement if:

13.3.1 It does not obtain funding from the Minnesota Legislature; or

13.3.2 If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

13.4 Suspension. The State may immediately suspend this agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

14 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to

the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

- 15 **Fund Use Prohibited.** The Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Grantee from utilizing these funds to pay any party who might be disqualified or debarred after the Grantee's contract award on this Project.
- 16 **Discrimination Prohibited by Minnesota Statutes §181.59.** Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.
- 17 **Limitation.** Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Grantee, however, the Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.
- 18 **Additional Provisions**
- 18.1 **Prevailing Wages.** Grantee agrees to comply with all of the applicable provisions contained in Minnesota Statutes Chapter 177, and specifically those provisions contained in Minn. Stat. § 177.41 through 177.435 as they may be amended or replaced from time to time with respect to the project. By agreeing to this provision, Grantee is not acknowledging or agreeing that the cited provisions apply to the project.
- 18.2 **E-Verification.** Grantee agrees and acknowledges that it is aware of Minn.Stat. § 16C.075 regarding e-verification of employment of all newly hired employees to confirm that such employees are legally entitled to work in the United States, and that it will, if and when applicable, fully comply with such order.
- 18.3 **Telecommunications Certification.** If federal funds are included in Exhibit A, by signing this agreement Grantee certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), Grantee does not and will not use any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Grantee will include this certification as a flow down clause in any contract related to this agreement.
- 18.4 **Title VI/Non-discrimination Assurances.** Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which

can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. If federal funds are included in Exhibit A, Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Grantee's compliance with this provision. The Grantee must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

18.5 Use, Maintenance, Repair and Alterations. The Grantee shall not, without the written consent of the State and the Commissioner, (i) permit or allow the use of any of the property improved with these grants funds (the Real Property) for any purpose other than in conjunction with or for the operation of a county highway, county state-aid highway, town road, or city street or for other uses customarily associated therewith, such as trails and utility corridors, (ii) substantially alter any of the Real Property except such alterations as may be required by laws, ordinances or regulations, or such other alterations as may improve the Real Property by increasing its value or which improve its ability to be used for the purposes set forth in section (i), (iii) take any action which would unduly impair or depreciate the value of the Real Property, (iv) abandon the Real Property, or (v) commit or permit any act to be done in or on the Real Property in violation of any law, ordinance or regulation.

If the Grantee fails to maintain the Real Property in accordance with this Section, the State may perform whatever acts and expend whatever funds necessary to so maintain the Real Property, and the Grantee irrevocably authorizes the State to enter upon the Real Property to perform such acts as may be necessary to so maintain the Real Property. Any actions taken or funds expended by the State shall be at its sole discretion, and nothing contained herein shall require the State to take any action or incur any expense and the State shall not be responsible, or liable to the Grantee or any other entity, for any such acts that are performed in good faith and not in a negligent manner. Any funds expended by the State pursuant to this Section shall be due and payable on demand by the State and will bear interest from the date of payment by the State at a rate equal to the lesser of the maximum interest rate allowed by law or 18% per year based upon a 365-day year.

[The remainder of this page has intentionally been left blank.]

GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: Houston County Board Chair

Date: May 20, 2025

By: _____

Title: Houston County Interim Auditor/Treasurer

Date: May 20, 2025

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Approval and Certifying Encumbrance as required by Minnesota Statutes § 16A.15 and 16C.05

By: _____

State Aid Programs Manager
(with delegated authority)

Date: _____

**DEPARTMENT OF TRANSPORTATION
CONTRACT MANAGEMENT**

By: _____

Date: _____

EXHIBIT A

SOURCES AND USES OF FUNDS SCHEDULE

SOURCES OF FUNDS		USES OF FUNDS	
Entity Supplying Funds	Amount	Expenses	Amount
State Funds:		Items Paid for with LBRP	
LBRP MVLST Grant	\$539,044.71	MVLST Grant Funds:	
SAAS Acct 329			
		Bridge Construction	\$539,044.71
Other:			
	\$		
Subtotal	\$539,044.71	Subtotal	\$539,044.71
Public Entity Funds:		Items paid for with Non-	
Matching Funds		LBRP General Fund	
Local Match	\$20,000.00	Grant Funds:	
		Construction	\$90,955.28
		Engineering	\$100,000.00
Other:			
Regular Town Bridge, Acct 76	\$80,955.28		
Special Town Bridge, Acct 75	\$90,000.00		
Subtotal	\$190,955.28	Subtotal	\$190,955.28
TOTAL FUNDS	\$729,999.99	TOTAL PROJECT COSTS	\$729,999.99

EXHIBIT B

GRANT APPLICATION

Attach the grant application for the project



APPLICATION FOR BRIDGE FUNDS

State of Minnesota - Department of Transportation
State Aid for Local Transportation

Identification	Project Number	SAP 028-599-101		Old Bridge Number	L4543																		
	New Bridge No.	28561		Over	Waterloo Creek																		
	County of	Houston		Road or Street No.	T-7																		
	Township of	Wilmington		Road or Street Name	Oakland Dr.																		
	Municipality of	N/A		Proposed Const Year	2025/2026																		
Does the municipality have a population of 5,000 or less? <input type="checkbox"/> Yes <input type="checkbox"/> No																							
Eligibility	Local Bridge Planning Index (LPI) <u>60</u>																						
	NBI Appraisal Ratings: Deck Geometry <u>3</u> Approach Roadway <u>7</u> Waterway Adequacy <u>7</u>																						
	Date of Council/Board action prioritizing this bridge <u>October 24, 2023</u>																						
	Is this a road-in-lieu of bridge project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																						
Prioritization	How many people are affected by this deficiency? <u>55</u> What is the ADT on this bridge? <u>55</u>																						
	Describe the economic importance of replacing this bridge.																						
	The existing structure can't be economically rehabilitated. The proposed work is the most economical option for maintaining access to the residents.																						
	Is the road designated or planned to be designated as a Minimum Maintenance road? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																						
Cost Estimate	(Attach additional sheets for explanation if necessary)																						
	Is the township net tax capacity less than \$300,000? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																						
	Is the bridge listed on the National Register of Historic Places or been determined to be eligible? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																						
	National Register of Historic Places link here: http://www.nps.gov/history/nr/research/																						
	<table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>Eligible Amount</th> <th>Ineligible Amount</th> </tr> </thead> <tbody> <tr> <td>Structure Costs</td> <td>\$ 515,000.00</td> <td>\$</td> </tr> <tr> <td>Approach Costs</td> <td>\$ 155,000.00</td> <td>\$ 10,000.00</td> </tr> <tr> <td>Engineering Costs</td> <td>\$ 90,000.00</td> <td>\$ 10,000.00</td> </tr> <tr> <td>Total Costs</td> <td>\$ 760,000.00</td> <td>\$ 20,000.00</td> </tr> <tr> <td>Total Project Cost</td> <td colspan="2">\$ 780,000.00</td> </tr> </tbody> </table>							Eligible Amount	Ineligible Amount	Structure Costs	\$ 515,000.00	\$	Approach Costs	\$ 155,000.00	\$ 10,000.00	Engineering Costs	\$ 90,000.00	\$ 10,000.00	Total Costs	\$ 760,000.00	\$ 20,000.00	Total Project Cost	\$ 780,000.00
	Eligible Amount	Ineligible Amount																					
Structure Costs	\$ 515,000.00	\$																					
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Engineering Costs	\$ 90,000.00	\$ 10,000.00																					
Total Costs	\$ 760,000.00	\$ 20,000.00																					
Total Project Cost	\$ 780,000.00																						
County/City Engineer				<u>7/15/2024</u>																			
	County/City Engineer			Date																			
DSAE	DISTRICT STATE AID ENGINEER RECOMMENDATION			Fausto Cabral																			
	Replace <u>X</u>	Defer _____		2024.07.22 06:59:12 -05'00'																			
Approval	District State Aid Engineer Signature			Date																			
	STATE AID USE ONLY	Federal-Aid	\$																				
		State-Aid	\$																				
		Local/Other	\$																				
		Town Bridge	\$																				
		Unallocated Town Bridge	\$																				
		State Bridge Funds	\$																				
	Total	\$																					

EXHIBIT C

GRANTEE RESOLUTION APPROVING GRANT AGREEMENT

RESOLUTION 25-11

Local Bridge Replacement Program Grant Agreement
Grant Terms and Conditions
SAP 028-599-101
May 20, 2025

WHEREAS, Houston County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No. L4543; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be **\$539,044.71** by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Houston County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers, the Houston County Board Chairman and the Interim Houston County Auditor/Treasurer are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

*****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 May 20, 2025.

WITNESS my hand and the seal of my office this 20th day of May 2025.

Signed by _____
Interim Houston County Auditor-Treasurer

RESOLUTION 25-11

**Local Bridge Replacement Program Grant Agreement
Grant Terms and Conditions
SAP 028-599-101
March 20, 2025**

WHEREAS, Houston County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No.L4543; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$ 539,044.71 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Houston County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers, the Houston County Board Chairman and the Interim Houston County Auditor/Treasurer are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

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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 May 20, 2025.

WITNESS my hand and the seal of my office this 20th day of May 2025.

Signed by _____
Interim Houston County Auditor-Treasurer

Houston County Agenda Request Form

Date Submitted: May 14, 2025 Board Date: May 20, 2025

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Discuss with the Board the purchase of a used pressure washer.

Attachments/Documentation for the Board's Review:

Quote from Express Pressure Washer Inc in the amount of \$7,500.00.

Justification:

Action Requested:

Approve the purchase of a used pressure washer.

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

All agenda request forms must be submitted to Allison Wagner at BOC@co.houston.mn.us by 12:00 p.m. 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.

Express Pressure Washers Inc

526 3rd Street NE / PO Box 4028

Blooming Prairie, MN 55917

(507) 583-2703

www.expresspressurewashers.com



Driven by Service, Supported by Sales



Quote

May 14, 2025

Houston County

Qty	Description	Price
1	Used Landa Pressure Washer 5 GPM @ 5000 PSI 3/8" x 100' 6000psi hose Trigger gun Tips (1 year warranty with parts at cost & free labor)	\$8,500.00
1	Trade-in of Hotsy	-\$1,000.00
Total =		\$7,500.00

We appreciate this opportunity to do business with you.

If you have any questions, please do not hesitate to call me at 507-459-2883.

Sincerely,

Matt Erickson

EXP of Canton

Houston County Agenda Request Form

Date Submitted: 5/15/2025

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

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

Issue:

Accept MDH WIC Equity in Lactation Grant award of \$2000.00 to update our mothers room and support breastfeeding.

Attachments/Documentation for the Board's Review:

Award Letter attached

Justification:

Action Requested:

Accept Grant award as presented

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

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

WIC Equity in Lactation Grant Award

4/24/2025

Dear Mary Zaffke,

Thank you for applying for the WIC Equity in Lactation Grant! MN WIC approved your application and is awarding Houston County Public Health \$2,000.

We were unable to approve these items in your application. These items on your budget are not allowed according to MOM Exhibit 2-D WIC Costs - Allowable and Unallowable

(<https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex2/2d.pdf>)

Please submit a new budget outlining your costs for approval before you begin spending.

- Mini Fridge
- Boppy Pillow

Next steps:

- You must submit a RIAF form. See the Promoting Equity in Lactation Grant Process for more information and steps to complete this.
- You must complete your project and spend your funds by September 30, 2025.
 - Review the Promoting Equity in Lactation Grant Process before you begin, so you know what the final report includes and what details to track.
 - Take pictures.
- The final evaluation report is due September 30, 2025. The report template is included in your award email.

Remember to include the nondiscrimination statement on any local agency-developed outreach notices or materials (including billboards).

The shortened version of the NDS may be used if the document/material is not considered vital and is too small to accommodate the full statement above.

Shortened Version: "This institution is an equal opportunity provider."

Other translations of the NDS are available. Reach out if you need them.

NOTE: Font Size: the font size for the NDS must be the same size as the rest of the printed material (or average font if several font sizes). If you have questions, please ask.

You can contact Rosie Pierce-Martin at Rosie.Pierce-Martin@state.mn.us with any questions during the process.

Congratulations!

Minnesota Department of Health - WIC Program, 85 E 7th Place, PO BOX 64882, ST PAUL MN 55164-0882; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

**HOUSTON COUNTY
AGENDA REQUEST FORM
(Next Board Meeting)**

Date Submitted: 5/12/2025

By: Jennifer Burrichter

Action item:

Please see the attached sheet for donations to the Extension Tesmer Farm Safety Day for a total of \$2050.00. The County Board must accept this by motion

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

**Houston County Extension
Deposit Detail**

March 1 - 14, 2025

Type	Num	Date	Name	Account	Amount
Deposit		05/12/2025		Farm Safety	2,050.00
			American Legion Post 249	Donation	1,500.00
			Devoine Kruse	Donation	50.00
			Septic Pros	Donation	250.00
			Caledonia Vet Clinic	Donation	100.00
			Noah Fenske	Donation	50.00
			Nethercut Schieber PA	Donation	100.00
TOTAL					2,050.00

Houston County Receipt Remittance

Department: Extension

Date: 5/12/2025

Account #: 01-603-508-5751

TOTAL: \$2050.00

**HOUSTON COUNTY
AGENDA REQUEST FORM
May 20, 2025**

Date Submitted: May 15, 2025

By: Brian Swedberg, Sheriff

ACTION REQUEST:

Request to make a county ordinance for “Special Use Vehicles”

CONSENT AGENDA REQUEST:

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

Auditor Warrant 2025/05/08

Lynn Colsch

Thu 5/15/2025 8:23 AM

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

REVIEW LICENSE CENTER PAYMENTS

2025/05/08 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
MN COUNTIES INTERGOVERNMENTAL TRUST	<u>16,729.00</u>
	<u>16,729.00</u>

Lynn Colsch
Finance Clerk
Houston County
304 South Marshall Street
Caledonia MN 55921

Phone 507-725-5825

Auditor Warrants 2025/05/12

Lynn Colsch

Thu 5/15/2025 8:24 AM

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

REVIEW LICENSE CENTER PAYMENTS

2025/05/12 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
CEDA	7,285.33
HOUSTON COUNTY TREASURER	99,027.84
MN STATE TREASURER	3,940.50
NORTH COUNTRY CHEVROLET GMC	41,578.90
SAXON FLEET SERVICES	54,858.00
ST CHARLES/CITY OF	15,000.00
ST MARY'S UNIVERSITY GEOSPATIAL SERVICES	3,950.00
VERIZON WIRELESS	3,359.45
VISA	11,348.26
WABASHA COUNTY SWCD	11,411.21
	<u>251,759.49</u>
9 VENDORS PAID LESS THAN \$2000.00	<u>3,844.03</u>
	<u>255,603.52</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>9,980.05</u>
	<u>265,583.57</u>

Lynn Colsch
Finance Clerk
Houston County
304 South Marshall Street
Caledonia MN 55921

Phone 507-725-5825

Commissioner Warrants 2025/05/20

Lynn Colsch

Thu 5/15/2025 11:29 AM

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

Cc: Carol Lapham <Carol.Lapham@co.houston.mn.us>; Eliana Babinski <Eliana.Babinski@co.houston.mn.us>; Susan Tostenson <Susan.Tostenson@co.houston.mn.us>;

REQUEST APPROVAL FOR PAYMENT

2025/05/20 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,179.44
ACENTEK	4,876.63
ACI	2,500.00
ADVANCED CORRECTIONAL HEALTHCAR	7,726.02
ARISTOTLE INSIGHT	7,674.45
BAYCOM INC	16,536.00
CALEDONIA OIL CO INC	4,950.00
CALEDONIA/CITY OF	12,772.74
CELLMATE FOOD SOLUTIONS INC	2,796.79
COMPUTER FORENSIC SERVICES LLC	48,301.41
CROELL REDI MIX INC	3,777.00
ENTERPRISE FM	12,933.71
ENTERPRISE FM TRUST CAR SALES	6,288.92
ESRI	7,192.00
KELLY PRINTING & SIGNS	3,715.93
MINNESOTA ENERGY RESOURCES	4,699.10
MNCCC	3,720.35
OFFICE OF MNIT SERVICES	3,658.30
REVIZE LLC	7,580.00
RICHARD'S SANITATION LLC	24,506.54
SKYLINE SALT SOLUTIONS	22,794.85
WEX BANK	6,903.12
	218,083.30
63 VENDORS PAID LESS THAN \$2000.00	27,451.88
	245,535.18
PUBLIC HEALTH & HUMAN SERVICES	292,959.51
	538,494.69

Lynn Colsch
Finance Clerk
Houston County
304 South Marshall Street
Caledonia MN 55921

Phone 507-725-5825