

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 18, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Cindy Wright, Eric Johnson, Robert Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Kaita Gorsuch, Interim Administrator Carol Lapham, Human Resource Officer Brent Parker, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Engineer Brian Pogodzinski, Environmental Services Director Amelia Meiners, Appraiser Joe Olson, Assessor Luke Onstad, Fiscal Supervisor Heidi Harms, Accountant Sheila Schroeder, Dairyland Power Cooperative Regional Transmission Projects Manager Clay DeWitt, GridLiance Heartland S. Director Development Jessica Hewitt, GridLiance Heartland Project Director Joshua Daubenspeck, Dairyland Power Dylan Alitz, City of Caledonia Clerk/Administrator Jake Dickson, Kristina Hauser, Donise Becker, and Pete Gengler

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Wright, seconded by Commissioner Schuldt, motion unanimously carried to approve the agenda.

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion carried unanimously to approve the meeting minutes from November 4, 2025.

Motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion carried unanimously to approve the workgroup session minutes from November 12, 2025.

Public Comment:

None.

APPOINTMENTS

Dairyland Power Cooperative, Regional Transmission Projects Manager Clay DeWitt, and GridLiance Heartland, S. Director Development, Jessica Hewitt, presented to the board about the MariBell 765/161 kV Transmission Project. The proposed MariBell Transmission Project was an approximately 140-mile, 765 kilovolt (kV)/161 kV double circuit transmission line developed by Dairyland Power Cooperative and GridLiance Heartland. It would stretch from Marion, Minn., to Bell Center, Wis., crossing through Olmsted, Mower, Fillmore and Houston counties in Minnesota, and Vernon and Crawford counties in Wisconsin. The project was a part of a larger effort by the Midcontinent Independent System Operator (MISO), the regional transmission organization covering 15 states and the Canadian province of Manitoba. They said the purpose was to maintain a resilient and flexible electric grid. DeWitt and Hewitt shared the proposed route through Houston County. Audience members and the board asked questions about safety, sound, health concerns, landowner outreach, and asked where the energy would come from. Hewitt said there were no known health concerns at the time. The line would give off a small sound at times that needed to be regulated. MISO would be the contact for questions regarding where the power was coming from. Dairyland had hired ROW Services Contractor to assist with landowner's outreach and land rights management. There would be an open house in the evening on November 20th, from 4:00 to 6:00 p.m. at the Four Season's Community Center in Caledonia to answer questions. More information could be found online.

At 9:31 a.m. Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to hold a Public Hearing to consider granting a property tax abatement under Minnesota Statutes, Sections 469.1812 to 469.1815, to assist in the construction of a cold storage facility (the "Property"). The Property is described as follows: Tax Parcel No. 211163000.

No public comments were made.

Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to go back into regular session.

CONSENT AGENDA

Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to approve the consent agenda.

- 1) Hire Kelly Zielinski as a Public Health and Human Services Collections Officer (B24 – Step 2) effective December 1st, 2025.
- 2) Hire James Lyden as a 67-day temporary/casual Drop Site Supervisor, at a pay rate of \$17.50 per hour.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Wright seconded, motion carried unanimously to adopt Resolution No. 25-41 Approving a Property Tax Abatement for Certain

Property in the City of Caledonia, Houston County, Minnesota for Sac Pac Foods, Inc. Resolution is below.

RESOLUTION NO. 25-41

**Approving a Property Tax Abatement for Certain Property
in the City of Caledonia, Houston County, Minnesota for
Sac Pac Foods, Inc.**

WHEREAS, pursuant to Minnesota Statutes, Sections 469.1812 to 469.1815, the Minnesota State Legislature has authorized cities, school districts, counties and towns to rebate all or part of their respective portions of a parcel's property tax as an incentive to economic development provided the designated project meets criteria as established; and

WHEREAS, the Houston County Board of Commissioners believes that a strong economy is critical to the continued comprehensive growth and health of Houston County; and

WHEREAS, the Houston County Board recognizes that many complex factors influence the economic climate of the area and the Board has and will continue to support diverse efforts to foster a positive environment for both small and large business growth, attract and retain new corporate residents, and encourage development of the local labor force: and

WHEREAS, the Houston County Board has established the Houston County Economic Development Authority (EDA) which has been designated as the body responsible for reviewing and acting upon economic development abatement requests and other business subsidies, thereby replacing the original Abatement Committee; and

WHEREAS, the Houston County Board of Commissioners held a public hearing on, November 18, 2025 following due notice as required by law and a recommendation by the Houston County EDA in favor of the abatement application of Sno Pac Foods, Inc., dated July 29, 2025 and

WHEREAS, the Houston County Board of Commissioners has found and determined that:

1. It expects the benefits to Houston County of the proposed abatement agreement to at least equal the costs to the County of the proposed agreement;
2. The proposed abatement is in the public interest because it will:
 - a. Increase the County tax base by creating a new market value of **\$3,418,700**;

Create new and retain existing businesses and their employment opportunities in the County;

3. The proposed tax abatement otherwise meets or exceeds the County's Business Subsidy Criteria because:

a. The project will provide needed resources for the expansion of Sno Pac Foods, Inc., that has sufficient other financing to complete the project in a timely manner;

b. It will encourage a high quality of construction and promote the highest and best use of land, consistent with the County's Comprehensive Plan, the City's zoning ordinance, and other local regulations;

c. The project will not significantly and adversely increase the demands for service needs in the County;

d. The project will create and retain jobs which pay desirable wages and provide support for other local businesses.

NOW, THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners hereby approves the abatement request of **Sno Pac Foods, Inc.**, subject to the following stipulations:

1. The abatement will be payable to **Sno Pac Foods, Inc.** on the existing tax value in accordance with a development agreement which will specify the terms of such payments over six (6) years beginning in 2027.

2. After full payment of the taxes as due each year:

In year one (1), **Sno Pac Foods, Inc.** will receive a 80% abatement;
In year two (2), **Sno Pac Foods, Inc.** will receive a 65% abatement;
In year three (3), **Sno Pac Foods, Inc.** will receive a 50% abatement;
In year four (4), **Sno Pac Foods, Inc.** will receive a 35% abatement;
In year five (5), **Sno Pac Foods, Inc.** will receive a 20% abatement;
In year six (6), **Sno Pac Foods, Inc.** will receive a 5% abatement;

3. In year seven (7) and thereafter, **Sno Pac Foods, Inc.** will pay 100% of the real estate taxes without tax abatement.

4. Total abatement granted for the **six (6)** years.

File No. 2 – Commissioner Myhre moved, Commissioner Wright seconded, motion carried unanimously to adopt Resolution No. 25-39 of support for the City of Houston LRIP application. Resolution is below.

RESOLUTION NO. 25-39

RESOLUTION OF SUPPORT FROM SPONSORING AGENCY

RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR THE CITY OF HOUSTON PURSUIT OF 2025 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM MnDOT FOR THE WESTGATE DRIVE RECONSTRUCTION PROJECT

WHEREAS, the Westgate Drive Reconstruction project includes Westgate Drive between West Cedar Street (TH 16) and West Spruce Street (CSAH 13); and

WHEREAS, the Westgate Drive Reconstruction project is regionally significant in that it supports adjacent economic development and business retentions, provides a paved surface with a 10-ton capacity, improves drainage, connects Cedar Street (TH 16) and West Spruce Street (CSAH 13), and provides pedestrian facilities; 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 project would not be financially feasible for the City without LRIP funding; and

WHEREAS, the Local Road Improvement Program (LRIP) requires a city, such Houston, that is not a State Aid city, to have a county sponsor and the support of the County Board; and

WHEREAS, City of Houston understands that it will be responsible for all costs not covered by LRIP funding, including all engineering, inspection, administration, and construction costs over the funding cap; and

WHEREAS, City of Houston will maintain the road for the lifetime of the improvements; and

WHEREAS, the proposed year for project construction is 2027.

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

1. The County supports the City of Houston’s pursuit of Local Road Improvement Program (LRIP) funds for the reconstruction of Westgate Drive between Cedar Street (TH 16) and West Spruce Street (CSAH 13); and
2. The County agrees to sponsor the City of Houston’s Local Road Improvement Program application to MnDOT.

File No. 3 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to adopt Resolution No. 25-40 of support for the City of Caledonia LRIP application. Resolution is below.

RESOLUTION NO. 25-40

RESOLUTION OF SUPPORT FROM SPONSORING AGENCY

RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR THE CITY OF CALEDONIA PURSUIT OF 2025 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM MnDOT FOR THE WARRIOR AVENUE EXTENSION PROJECT

WHEREAS, the Warrior Avenue Extension Project (“Project”) includes North Warrior Avenue between Trunk Highway 76 (“TH 76”) and the Courtney Drive; 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 Warrior Avenue Extension 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 76 for local and commercial traffic,
- 2) By reducing significant congestion at the intersection of Esch Drive and Trunk Highway 44/76 (“TH 44/76”), especially during peak school times,
- 3) By providing a paved surface with a 10-ton capacity,
- 4) By expanding pedestrian facilities,
- 5) By connecting with a planned Houston County bike route to Beaver Creek Valley State Park, and
- 6) By expanding access to commercial and industrial properties; and

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

WHEREAS, the Local Road Improvement Program (LRIP) requires a city, such Caledonia, that is not a State Aid city, to have a county sponsor and the support of the County Board; and

WHEREAS, City of Caledonia understands that it will be responsible for all costs not covered by LRIP funding, including all engineering, inspection, administration, and construction costs over the funding cap; and

WHEREAS, City of Caledonia will maintain the road for the lifetime of the improvements; and

WHEREAS, the proposed year for project construction is 2026.

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

3. The County supports the City of Caledonia's pursuit of Local Road Improvement Program (LRIP) funds for the construction of North Warrior Avenue between TH 76 and Courtney Drive.
4. The County agrees to sponsor the City of Caledonia's Local Road Improvement Program application to MnDOT.

File No. 4 – Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to adopt Resolution No. 25-42 adopting Houston County Policies and Procedures Manual. Resolution is below:

Resolution 25-42

Adopting Houston County Policies and Procedures Manual Date: November 18th, 2025

Whereas, the Houston County Board of Commissioners has authority to establish and revise county personnel policies; and

Whereas, these policy recommendations have been reviewed in consultation with the management team; and

Whereas, the County Human Resources Officer recommends the adoption of new and updated policies to promote positive, productive, safe, and effective workplace culture and practices, and to support continued compliance with applicable law and regulations, and effective delivery of public services; and

Therefore, be it resolved, Houston County shall establish a personnel policy manual including the following sections and policies effective:

Section A – Purpose, Adoption, and Administration

- A-1 Purpose
- A-2 Adoption
- A-3 Administration
- A-4 Application
- A-5 Definitions

Section B – Staffing and Employment Practices Policies

- B-1 Equal Employment Opportunity
 - B-2 Recruitment and Selection
 - B-3 Background Investigation
 - B-4 Probationary and Trial Periods
 - B-5 Separation from Employment
 - B-6 Layoff
 - B-7 Outside Employment
 - B-8 Personnel Records, Forms, and Transactions
 - B-9 Performance Management
 - B-10 Hours of Work and Time Reporting
 - B-11 Photo ID / Building Access Policy
 - B-12 Dress Code – next to hours and time
 - B-13 Disability and Workplace Accommodation
 - B-14 Acceptable Use of Computers and IT Resources
 - B-15 Telework / Remote Work
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- B-16 Nepotism
 - B-17 Vehicle Use
 - B-18 Travel Reimbursement
 - B-19 Data Privacy / Not Public Data
 - B-20 Nursing and Lactation Support
 - B-21 Vacation Donation

Section C – Classification and Compensation Policies

- C-1 Classification Plan
- C-2 Compensation Plan
- C-3 Administration of Compensation Plan

Section D – Benefits / Entitlements Policies

- D-1 Insurance
- D-2 Holidays
- D-3 Vacation
- D-4 Sick Time / ESST
- D-5 Family Medical Leave (FMLA)
- D-6 Minnesota Paid Leave (MPL)
- D-7 Leaves of Absence
- D-8 Employee Training and Development

Section E – Code of Conduct Policies

- E-1 Discrimination and Harassment Prevention
- E-2 Respectful Workplace
- E-3 Workplace Violence

- E-4 Code of Conduct
- E-5 Discipline and Discharge
- E-6 Grievance Procedure
- E-7 Political Activity
- E-8 Conflict of Interest
- E-9 Commercial Driver’s License (CDL)

Section F – Workplace Safety and Health Policies

- F-1 Emergency Closure of County Government Offices and Adverse Weather Conditions
- F-2 Cell Phone and Wireless Communications
- F-3 Communicable Disease Prevention Management
- F-4 DOT Drug and Alcohol Testing
- F-5 AWAIR Program
- F-6 Drug, Alcohol, Tobacco and Cannabis Free Workplace

Be it Finally Resolved that the County reserves the right to make additional changes and updates to County Personnel Policies by amendment or future Board Actions.

File No. 5 – Commissioner Wright moved, Commissioner Schuldt seconded, motion carried three to one to approve Contract/Statement of Work with UKG and the Minnesota Counties Computer Cooperative for providing HR, payroll, and workforce management software. Commissioners Wright, Schuldt, and Johnson voted yes. Commissioner Myhre voted no.

File No. 6 – The Commissioners discussed the County’s future reorganizational structure. Commissioner Wright said the reorganization committee had considered future options. The interim administrator appointment would be ending soon. Commissioner Wright said the County was planning to move forward with a combined Coordinator/HR role. The matter would be discussed as a future action item when the full board was present. The CEDA contract was also ending at the end of the year. Commissioner Myhre asked what the EDA did to help new businesses. The Commissioners discussed the possibility of initiating an RFP for external/economic development services for 2026. The matter was tabled.

File No. 7 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to approve the 2026 Board Meeting Schedule.

File No. 8 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to review and approve payments. Payments are below.

2025/11/18 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,807.72
ACEN TEK	4,393.71
ADVANCED CORRECTIONAL HEALTHCAR	15,977.04
BOLTON & MENK INC	4,500.00
BRUENING ROCK PRODUCTS INC	7,005.86
CALEDONIA OIL CO INC	4,650.00
CALEDONIA/CITY OF	14,883.15
CEDA	7,285.33
COMPUTER FORENSIC SERVICES LLC	48,301.41
ENTERPRISE FM	11,199.61
HOUSTON COUNTY TREASURER	10,940.06
HOUSTON COUNTY TREASURER	21,666.13
INTERSTATE BILLING SERVICES	5,574.04
KARPEL SOLUTIONS, INC.	7,593.38
LIBERTY TIRE RECYCLING LLC	3,361.25
MIENERGY COOPERATIVE	2,040.53
MINNESOTA ENERGY RESOURCES	3,157.49
MN COUNTIES INTERGOVERNMENTAL TR	2,500.00
MN STATE AUDITOR	8,710.50
MN STATE TREASURER	4,826.00
MOTOROLA SOLUTIONS INC	11,895.50
OLYMPIC BUILDERS GENERAL CONTRAC	94,901.20
RICHARD'S SANITATION LLC	26,219.07
SIEMENS INDUSTRY INC	2,988.00
SOUTHERN MINNESOTA INSPECTION CO	2,128.60
SUBSURFACE INC	53,880.00
TWIN VILLAGE LLC	2,248.99
WEX BANK	6,979.52
WIEBKE TIRE CO	2,379.75
	<u>394,993.84</u>
49 VENDORS PAID LESS THAN \$2000.00	<u>26,291.40</u>
	<u>421,285.24</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>261,733.60</u>
	<u><u>683,018.84</u></u>

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a Land Use and Personnel meeting.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting at 11:09 a.m. The next meeting would be a regular meeting on November 25, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

Houston County Agricultural Society

Balance Sheet

As of September 30, 2025

	Sep 30, 25
ASSETS	
Current Assets	
Checking/Savings	
100 · General Checking- Merchants	42,598.99
101 · General Savings- Fundraising	53,085.88
102 · Livestock Building - Merchants	17,800.09
103 · Starting Cash	300.00
104 · Merchant's-Awards Account	-1,177.32
Total Checking/Savings	112,607.64
Accounts Receivable	
1200 · Accounts Receivable	133.61
Total Accounts Receivable	133.61
Other Current Assets	
108 · Merchants CD-5989	112,638.11
109 · Merchants CD-5990	9,000.00
12000 · Undeposited Funds	250.00
Total Other Current Assets	121,888.11
Total Current Assets	234,629.36
Fixed Assets	
120 · Land	29,706.00
121 · Building & Equipment	886,348.33
121.1 · New Livestock Building	233,038.69
122 · Other Assets	19,542.99
123 · Accumulated Depreciation	-694,644.00
Total Fixed Assets	473,992.01
TOTAL ASSETS	708,621.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Federal Withholding Payable	-220.54
2150 · State Unemployment Payable	103.00
Total 2100 · Payroll Liabilities	-117.54

Houston County Agricultural Society
Balance Sheet
As of September 30, 2025

	Sep 30, 25
245 - Federal UBI Taxes Payable	-6,000.00
246 - MN UBI Taxes Payable	-3,000.00
Total Other Current Liabilities	-9,117.54
Total Current Liabilities	-9,117.54
Total Liabilities	-9,117.54
Equity	
32000 - Unrestricted Net Assets	712,412.83
Net Income	5,326.08
Total Equity	717,738.91
TOTAL LIABILITIES & EQUITY	708,621.37

Houston County Agricultural Society

Profit & Loss

October 2024 through September 2025

	Oct '24 - Sep 25
Ordinary Income/Expense	
Income	
400 · Sales	145.00
400.1 · T-Shirt Sales	145.00
Total 400 · Sales	145.00
412 · Misc Income	
412.4 · Talent Contest	42.00
412.6 · MCIT Dividend	18.00
412 · Misc Income - Other	1,045.30
Total 412 · Misc Income	1,105.30
413 · Open Class Registration	2,663.50
414 · Membership Dues	76.00
415 · Rental Income	
415.1 · Horse Arena Rental	700.00
415.2 · Grounds Rental	945.00
Total 415 · Rental Income	1,645.00
416 · Building/ Storage Rental (UBIT)	40,265.00
420 · Sponsorships	
420.1 · Queen Sponsorship	250.00
420 · Sponsorships - Other	33,500.00
Total 420 · Sponsorships	33,750.00
422 · Donations	
422.1 · Thrivent Choice Dollars	524.00
422.2 · Township Donations	16,200.00
422.4 · General Donations	970.00
422 · Donations - Other	7,125.00
Total 422 · Donations	24,819.00
424 · County Aid	24,000.00
426 · Grant Income	21,904.20
431 · Grandstand Admission Income	
431.1 · Demo Derby	32,148.00
431.3 · Bull Riding	14,097.00
431.4 · Modified Tractor Pull	7,610.00
431 · Grandstand Admission Income - Other	3,510.00
Total 431 · Grandstand Admission Income	57,365.00

**Houston County Agricultural Society
Profit & Loss
October 2024 through September 2025**

	Oct '24 - Sep 25
432 · Parking Receipts	
432.1 · Camping Receipts	450.00
432 · Parking Receipts - Other	11,961.00
Total 432 · Parking Receipts	12,411.00
433 · Commercial/Booth Rental	5,603.61
434 · Food Vendor Rental	5,050.00
436 · Beer Tent Sales	
436.1 · Beer Sales	20,809.00
Total 436 · Beer Tent Sales	20,809.00
439 · Interest Income	179.40
Total Income	251,791.01
Expense	
712 · Misc. Fair Expenses	300.96
712.2 · T-Shirt Expense	855.30
712.3 · Kid Power Pedal Tractor Pull	5,503.87
712.5 · Kid's Day Expense	3,070.00
712.6 · Arts Tent Entertainment	4,550.00
712.7 · Entertainment Tent	6,238.93
712 · Misc. Fair Expenses - Other	
Total 712 · Misc. Fair Expenses	20,519.06
713 · Grandstand Expenses	
713.1 · Demo Derby	18,750.00
713.3 · Rodeo	18,650.00
713.4 · Modified Tractor Pull	11,500.00
713.6 · Ambulance Service	270.00
713.7 · Soccer Club- Gates	500.00
Total 713 · Grandstand Expenses	49,670.00
714 · Queen Scholarships	175.00
715 · Donation Expense	575.00
717 · Bank Fees	134.00
723 · Midway Expense	17,307.12
724 · Superintendent Fees	840.00
725 · Parking/Security	
725.1 · Parking	3,191.69
725.2 · Security	404.34
Total 725 · Parking/Security	3,596.03

Houston County Agricultural Society
Profit & Loss
 October 2024 through September 2025

	Oct '24 - Sep 25
726 · Garbage/Cleanup	
726.1 · Richard's Sanitation- Garbage	1,496.03
726.2 · Caledonia Football Club-Cleanup	1,000.00
726.3 · Port a Potties	4,160.00
Total 726 · Garbage/Cleanup	6,656.03
727 · Beer Tent Expense	
727.2 · Dram Insurance	1,474.05
727.3 · Pop/Beer Purchases	7,516.10
Total 727 · Beer Tent Expense	8,990.15
728 · Advertising/Promotions	
728.2 · Fair Advertising/Signage	957.86
728.5 · Fair Advertising/Parades	140.00
728.6 · Website	331.46
728.7 · Annual Notices	51.08
728 · Advertising/Promotions - Other	841.15
Total 728 · Advertising/Promotions	2,321.55
729 · Premiums	
729.1 · 4-H Premium-Cash Payout	5,165.50
729.2 · Open Class Premiums- Cash Payout	100.00
729 · Premiums - Other	207.00
Total 729 · Premiums	5,472.50
730 · Awards	
730.1 · Ribbons and Stickers	3,051.69
730.3 · Trophies/Plaques	42.00
730.4 · Misc Awards	50.00
Total 730 · Awards	3,143.69
731 · Judging	
731.1 · 4-H Judging	6,895.60
731.2 · Open Class Judging	790.42
Total 731 · Judging	7,686.02
732 · Fair Administration	
732.2 · Office Supplies	1,981.62
732.7 · Bathroom Supplies	478.62
Total 732 · Fair Administration	2,460.24

Houston County Agricultural Society
Profit & Loss
October 2024 through September 2025

	Oct '24 - Sep 25
734 · Repairs & Maintenance	
734.1 · Building	13,260.04
734.2 · Equipment	373.14
734.3 · Repair and Maintenance- Grounds	19,002.91
734.4 · Sound Equipment	8,508.27
734 · Repairs & Maintenance - Other	3,751.90
Total 734 · Repairs & Maintenance	44,896.26
735 · Fuel	1,288.87
736 · Utilities	17,424.00
739 · Accounting and Tax Prep Service	2,095.00
740 · Payroll Expenses	
740.1 · Groundskeeper Wages	14,847.68
740.2 · Officer Wages	8,500.00
740.6 · State Unemployment Tax	568.00
740 · Payroll Expenses - Other	1,403.68
Total 740 · Payroll Expenses	25,319.36
742 · Miscellaneous Expense	
742.1 · Fair Start Up Cash	10,073.00
742.2 · General Fair Expense	121.05
742 · Miscellaneous Expense - Other	-300.00
Total 742 · Miscellaneous Expense	9,894.05
747 · Insurance Expense	16,001.00
Total Expense	246,464.93
Net Ordinary Income	5,326.08
Net Income	5,326.08

**HOUSTON COUNTY
AGENDA REQUEST FORM
November 25, 2025**

Date Submitted: 11/20/2025

By: Brent Parker, Human Resources Officer

ACTION

- **Consider approval of conducting an RFP for EDA/Professional Services contract under Minnesota Statute 16C.08.**
- **Consider approving contract with Workforce Development INC. for On-the-Job Training reimbursements.**
- **Consider Initiating a competitive search for a 0.8 FTE Highway Department Accounting Clerk. (B22)**

APPOINTMENT REQUEST

HR CONSENT AGENDA REQUEST

- **Accept the resignation/retirement of Janet Becker Highway Department Accounting Clerk, effective December 11th, 2025, with thanks for her 18 years of service to the residents of Houston County.**

Reviewed by:	____ HR Director ____ Finance Director ____ IS Director ____ County Attorney ____ Environmental Svcs	____ Sheriff ____ Engineer ____ PHHS ____ (indicate other dept)
Recommendation:		
Decision:		

On-The-Job Training Pre-Award Checklist

Contract Number: _____ Last Four (4) Digits of

Trainee: _____ Trainees Social Security #: _____

<u>YES</u>	<u>NO</u>	
<input type="checkbox"/>	<input type="checkbox"/>	1. Will you keep accurate daily records of the trainee's/employee's hours of work and records of wage paid?
<input type="checkbox"/>	<input type="checkbox"/>	2. Will you provide worker's compensation insurance coverage and unemployment insurance coverage for the trainee/employee as required by Minnesota state law? NAME OF CARRIER: _____
<input type="checkbox"/>	<input type="checkbox"/>	3. Do you have appropriate standards for health and safety in the work and training situations, and will you comply with the Provisions of the Right to Know Act?
<input type="checkbox"/>	<input type="checkbox"/>	4. Will you pay the trainee/employee at the same wage level and equivalent fringe benefits as provided to regular, new employees in a comparable position?
<input type="checkbox"/>	<input type="checkbox"/>	5. Will you employ the trainee/employee without terminating, laying off or reducing the hours of anyone in comparable positions, or infringing on the promotional opportunities of other employees?
<input type="checkbox"/>	<input type="checkbox"/>	6. Will you certify that the trainee will not be employed or job opening filled when any other individual is on layoff from the same or substantially equivalent job?
<input type="checkbox"/>	<input type="checkbox"/>	7. Will this trainee/employee continue in your employ after training? (Not applicable to Summer Youth Program).
<input type="checkbox"/>	<input type="checkbox"/>	8. Do you certify that no one in the immediate family of the trainee/employee is currently employed by you in a management capacity?
<input type="checkbox"/>	<input type="checkbox"/>	9. Do you certify that you do not discriminate against applicants or employees on the basis of race, religion, ethnicity, political party, national origin, sex, handicap or age?
<input type="checkbox"/>	<input type="checkbox"/>	10. Will you withhold and make appropriate payments for state and federal income taxes and social security from the trainee/employee's check?
<input type="checkbox"/>	<input type="checkbox"/>	11. Do you certify that the trainee/employee has not been employed by you during the past two years and has been certified eligible?
<input type="checkbox"/>	<input type="checkbox"/>	12. Will these funds be used to promote political activities?
<input type="checkbox"/>	<input type="checkbox"/>	13. Will these funds be used to assist, promote or deter union organizing?
<input type="checkbox"/>	<input type="checkbox"/>	14. Will the trainee/employee be employed in the construction, operation or maintenance of any facility use or to be used for sectarian instruction or place for religious worship?
<input type="checkbox"/>	<input type="checkbox"/>	15. a. Will these funds be used to assist in relocating a business or parts thereof, from one area to another?
<input type="checkbox"/>	<input type="checkbox"/>	b. If so, will this result in an increase of unemployment in the area of original location or in any other area?
<input type="checkbox"/>	<input type="checkbox"/>	16. Is this position covered by a collective bargaining agreement? The bargaining agent: _____ (Name of Union Organization) which: ____ Concur ____ Does not concur ____ Has no opinion of the activities proposed in this agreement: _____ Signature (Collective Bargaining Agent)

Employer's Name	Authorized Employer Signature	Date
Trainee's Signature	Date	



On-The-Job Training Contract

Employer Federal ID# _____
Employer MN ID# _____

Contract No. _____

Trainee: _____ Last Four (4) Digits of Trainee's Social Security #: _____

GRANTOR

SUB-GRANTOR

Workforce Development, Inc.
2070 College View Rd. E.
Rochester, MN 55904

Empty box for Sub-Grantor information

This Contract is entered into by Workforce Development, Inc., hereinafter called the Grantor, and (Sub-Grantee):
_____ hereinafter called the Employer.

Whereas, the Grantor wishes to provide employment and training opportunities to eligible persons, and is authorized under state or federal statute to provide compensation to employers for the cost of training eligible person(s), and;

Whereas, the Employer is willing to employ eligible persons so designated by the Grantor and provide on-the-job training and receive payment not to exceed between fifty (50) and seventy-five (75) percent of wages (based on the Employer's size*), paid during the period beginning on _____ and ending on _____; and the Employer agrees to employ said persons upon successful completion of the contract.

*WDI will reimburse employers a percentage of wages paid to trainees during the contract period, based on employer size.

- o 200 or fewer employees = up to 75% reimbursement
- o 201+ employees = up to 50% reimbursement

Now, therefore, it is agreed:

1. The Employer is to provide training in accordance with the Training Agreement (Exhibit A), Employer Obligations (Exhibit C), and Employer Assurances and Certifications (Exhibit D), which are attached and made a part of this agreement.
2. WDI is to provide reimbursement in accordance with the State Assurances (Exhibits B and E), which are attached and made a part of this agreement.
3. The total obligation of WDI for all reimbursements to the employer under this contract shall not exceed \$_____.
4. List program that will pay for this contract: _____

IN WITNESS WHEREOF; the parties hereto have executed the contract as of the last date which appears below.

GRANTOR: _____

EMPLOYER: _____

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

Exhibit A – Training Agreement

I. On-The-Job Training Proposal Data

1. Training Job Title: _____ DOT: _____

2. Total Training: _____ Hours _____ Months Contracted _____

3. Summary of Wage Levels and Schedule of Reimbursements

Wage/Hr. Salary/Mo.	No. of _____ hrs. _____ mo. Each Level	Rate of Reimbursement (%)	Amount of Reimbursement Each Level

4. Job-related Education (Explain in II below) \$ _____

5. Total Amount to Contract \$ _____

6. If a monthly salary is being paid, the equivalent hourly wage cannot be less than \$ _____ per hour.

7. Employee benefits (check all that apply):

Medical
 Dental
 Other

Vacation
 Sick Leave

Disability
 Profit Sharing

8. Complete only if Contract extends into new fiscal year:

Total Amount reimbursable Federal Fiscal Year _____ \$ _____

Total Amount reimbursable Federal Fiscal Year _____ \$ _____

II. Outline of OJT Schedule:

JOB SKILL	TOTAL HOURS	TRAINER

Evaluation Measurement:

Exhibit B and Exhibit C

EXHIBIT B STATE ASSURANCES GRANTOR ASSURANCES

The Grantor agrees to:

1. Reimburse the Employer only for the hours of training time completed during each invoice period.
2. Reserve the right to review all Employer records necessary to validate the provisions of training as stated herein.
3. Provide the Employer with an invoice procedure and assure reimbursement will be made for training accepted and approved by the Grantor within thirty (30) days of receipt of properly certified invoice from the Employer.
4. Reserves the right to terminate this agreement without notice if the training conditions are not met. The Grantor shall also have the right to terminate this agreement on seven (7) days' notice in the event funds obligated to it from the State or United States Department of Labor are either withdrawn or withheld. The contract may be canceled by either the State or the Employer at any time, with or without cause, upon thirty (30) days' written notice to the other party. In the event of such cancellation Employer shall be entitled to payment, determined a pro rata basis, for services satisfactorily performed.
5. Modify this agreement if jointly agreed upon by Grantor and Employer and reduced to writing.
6. Monitor employee's progress at least once during the contract or whenever necessary

EXHIBIT C EMPLOYER OBLIGATION

The Employer agrees to:

1. Train the person to execute the job duties described in Exhibit A and to employ the person during the period of training.
2. Provide the person with adequate supervision during the training period comparable to that provided regular employees in similar positions.
3. Provide sufficient materials, supplies, and equipment to the person to fully carry out assigned job duties and provide safe and appropriate working conditions
4. Provide equivalent fringe benefits and other terms and conditions of employment as provided regular employees in comparable positions.
5. Pay all wages to person upon successful completion of contract period.
6. Maintain and retain accurate hours of training time and attendance, and payroll records, including payroll checks, for seven (7) years from the end of the contract period.
7. Employ the person without terminating, laying off, infringing on the promotional opportunities, or reducing the working hours of another employee or reducing the wages, non-overtime hours or employment benefits of other persons employed by the Employer.
8. Provide workers' compensation protection for the person as required under Minnesota Law.
9. Not subcontract the training described in Exhibit A.
10. Neither assign nor transfer any rights or obligations under this contract without prior written consent of the Grantor.
11. Hold and save the Grantor harmless from liability of any nature of kind, including but not limited to, costs and expenses for, or on account of, any persons or property resulting in whole or part from the performance or omission of any employee, agent, or representative of the contractor in connection with the performance of this contract.
12. Repay funds to the Grantor upon determination that terms of this contract were not carried out due to willful disregard of the contract terms or gross negligence. No such findings shall be made without notice of and opportunity for a fair hearing.

EMPLOYER ASSURANCES AND CERTIFICATIONS

The Employer assures that:

1. This contract will not impair existing contracts for service or collective bargaining agreements or result in substitution of program funds for other funds in connection with work that could otherwise be performed.
2. Should this position be covered under a collective bargaining agreement, the written concurrence of the bargaining agent has been obtained.
3. No person shall be employed under this contract to replace a job or remain on a job affected by a Labor dispute involving a work stoppage.
4. Funds received under this contract are necessary to train the person who would not have been hired without these funds.
5. It is not in violation of any state or federal Labor Laws or any debarment or suspension list.
6. Person will not be employed on the construction, operation, or maintenance of any facility used for sectarian instruction or as a place for religious worship.
7. It shall not hire any individual with funds available under this contract who is an immediate family member of any person or persons serving in an administrative capacity for the Employer, or acts as an immediate supervisor over that person hired. Immediate family is defined as wife, husband, son, daughter, mother, father, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt uncle, niece, nephew, step-parent, or step-child.
8. It will comply with the provisions of the Hatch Act which limits the political activity of employees.
9. It will comply with the Americans with Disabilities Act of 1990, the Architectural Barriers Act of 1968, and Sections §503 and §504 of the Rehabilitation Act of 1973, as amended.
10. It will comply with the provision of the Minnesota Right-to-Know Act of 1983 which requires employers to evaluate their work places for presence of hazardous substances, harmful physical agents and infectious agents, and to provide training to employees concerning those substances or agents to which employees are exposed.
11. The rate of pay shall not be less than the applicable state or federal minimum wage law. The rate of pay shall, also be at the prevailing wage rate for similar inexperienced workers in similar positions employed by the same employer, or the wage rate required by an applicable collective bargaining agreement, or the prevailing wage rate established by the Secretary of Labor in accordance with the Davis-Bacon Act.
12. Financial records will be retained for a period of six (6) years from date of final expenditure report, except:
 - a) In the case of non-expendable property (if any), the three years' retention period begins from the date disposal of the property.
 - b) In the case of audit questions, records must be retained beyond the above periods until the audit question is resolved.
13. Financial records and training records will be available for audit and duplication by Grantor, State Legislative Auditor or State Auditor, and Department of Labor, pursuant to Minnesota Statute 168.06, Subd. 4.
14. The Grantor will be notified prior to termination of the employee covered under this agreement to allow program counselors the opportunity to settle the problem in an effort to retain the employee whenever possible.
15. The employee will be retained by the Employer upon satisfactory completion of this agreement. The Employer has not terminated previous contracted employees without just cause.
16. It shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability, age, public assistance status, criminal record, political affiliation or belief or place of residence.
17. It shall comply with the provision of Minnesota Statute 13.46 Subd. 10(d) governing the data privacy of all data collected, received, maintained or disseminated under this agreement.
18. It will comply with all applicable business licensing, taxation and insurance requirements.
19. It shall adhere to all applicable state or federal laws, regulations, policies and procedures.
20. Funds received under this contract will not be used to assist in relocating all or any part of the Employers establishment.

STATE ASSURANCES
INVOICE PROCEDURE AND ALLOWABLE COSTS

1. Use the attached invoice(s) for requesting reimbursement.
2. Commissions and fringe benefits are not to be considered when requesting reimbursement.
3. On-the-Job training hours will be paid on the basis of a standard work week which for reimbursement purposes may not exceed 40 hours per week. Overtime hours past the standard work week will not be reimbursed under the On-the-Job Training Contract.
4. Employer-paid, legal holidays within the contract period are not reimbursable.
5. All days the employee is absent for annual or sick leave, jury duty, etc., and there is no training provided, may not be considered for reimbursement.
6. Invoicing for reimbursement should be completed through the mail and sent to the address listed on the invoice.
7. Approved invoices will be paid within thirty days.
8. Final invoices should be marked "final" and submitted within 60 days of the contract end date.

On-The-Job Training Contract

Employer Information

Company Name
Street Address or Box #
City, State, ZIP Code
Contact Person
Area Code and Phone Number
Fax Number
Email Address

Contract No: _____ - ____ / ____ / ____

Reimbursement Period

From: _____ to: _____

Invoice Number _____

Invoice Period

From: _____ to: _____

New Employee: Yes No

Final Invoice: Yes No

Program Funding: _____

Trainee's Name:	Last Four (4) Digits of Trainee's Social Security #:
Trainee's County of Residence:	

	<u>Column A</u> Budget	<u>Column B</u> Total Amount Previously Invoiced	<u>Column C</u> Current Amount Being Invoiced	<u>Column D</u> Grand Total (Col. B + Col. C)
A. Hours Worked				
B. Hours x \$_____.				

I hereby certify that the cumulative cash expenditures reported on this invoice are taken from the books of original entry and that such expenditures have been valid and consistent with the terms of the Contract. **I have included payroll documentation to support the current pay period expenditures.**

Authorized Signature

Date

Typed Authorized Signature

Date

For Office Use Only	Initial	Date
Contract on File		
Extended & Footed		

Please submit **Original Invoice and Supporting Payroll**

Documentation to:

Workforce Development, Inc.

Attn.: Accounting

2070 College View Rd. E

Rochester, MN 55904

Houston County Agenda Request Form

Date Submitted: 11/19/2025

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

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

Issue:

Child Care Variance Policy - The County is required to develop and publish a policy for approving or denying a licensing variances for family child care providers. This is an update of our current policy.

Attachments/Documentation for the Board's Review:

Soft copy for review

Justification:

Action Requested:

Approve plan as presented. No signature required.

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



HOUSTON COUNTY PUBLIC HEALTH & HUMAN SERVICES

304 S Marshall St. Rm 104 Caledonia, MN

Telephone: 507-725-5811

FAMILY CHILDCARE VARIANCE POLICY MN RULE 9502.0367 – CHILD/ADULT RATIOS; AGE DISTRIBUTION RESTRICTIONS

The Department of Children, Youth, and Families (DCYF) has delegated authority to Minnesota Counties to consider variance requests from licensed family childcare providers to exceed their total child capacity or ratio by a maximum of 1 child over total numbers or ratios.

All requests will be reviewed by the Houston County Family Childcare Licensor and Houston County Social Services Supervisor. Variances will be approved or denied within 30 days of receiving the required variance forms.

Requests will be reviewed for approval or denial based on the following criteria:

- Variance requests will not be approved for more than 5 consecutive months. The license holder must return to compliance once the variance ends.
- Multiple variances will be allowed for a maximum of 5 months per year. The year begins at the first of the calendar year (January 1 to December 31). You cannot apply for another variance for the same group of children.
- Houston County will not backdate a request. License Holders must make the request prior to the situation where the variance is necessary. Failure to do so may result in a correction order or other negative actions towards the license holder.
- Variance requests will not be approved more than 3 months prior to the start date of the variance.
- Per MN Statute 245A.16, variance requests for total capacity to exceed 14 children will not be approved.
- Variance requests will not be approved if the provider is operating under a conditional license.
- Variance requests will not be approved if there has been a correction order issued for violation of supervision or behavioral guidance rules in the past 12 months of the request. Other repeat or significant licensing violations will be reviewed prior to approval of a variance request and will be at the discretion of the county.
- For a variance request for capacity within the first year of licensure, the county will review the license holder's education and/or prior experience within the child care field.

If a variance is approved, License Holders will adhere to the following:

- The license holder must ensure required supervision is provided to all children in care.
- Variances will be immediately rescinded if there are licensing violations that jeopardize the health and safety of children while the variance is in effect.

- Additional children will not be enrolled in the licensed family child care program after a variance has been approved and/or during a variance period.
- If the variance is no longer needed during the approved variance period, the license holder must notify the county.

To request a variance, please complete the Variance Request: Family Child Care, Family Child Care Weekly Attendance Schedule, and Variance Request Notice for Parents forms and send them to your licensor.

Click link below to access these forms:

Variance Request: Family Child Care DHS-7297

<https://edocs.dhs.state.mn.us/lfservlet/Public/DHS-7297-ENG>

Family Child Care Weekly Attendance Schedule DHS-7297A

<https://edocs.dhs.state.mn.us/lfservlet/Public/DHS-7297A-ENG>

Variance Request Notice for Parents DHS-7297B

<https://edocs.dhs.state.mn.us/lfservlet/Public/DHS-7297B-ENG>

Houston County Agenda Request Form

Date Submitted: 11/19/2025

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

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

Issue:

Review and approve regional contract management agreement with Olmsted County. This agreement provides contract management and consistency across multiple public health and human services contracts and service providers in the region.

Attachments/Documentation for the Board's Review:

Copy of electronic agreement for review

Justification:

Action Requested:

Approve agreement and authorize PH & HS Director to sign document agreement.

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

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

INTERAGENCY AGREEMENT REGION 10 CONTRACTING SERVICES

This Interagency Agreement effective January 1, 2026 through December 31, 2027, by and between the Participating Counties of Fillmore County, Goodhue County, Houston County, Minnesota Prairie County Alliance, Mower County, Wabasha County, and Winona County and the Host County, Olmsted County, is as follows:

I. STATEMENT OF PURPOSE

The purpose of this Interagency Agreement is to clarify the roles and services provided by the Region 10 Contracting Unit to Participating Counties and Olmsted County's role in being the host county of the Region 10 Contracting Unit.

II. REGION 10 CONTRACTING UNIT COMPOSITION

The Region 10 Contracting Unit is comprised of two Contracts Managers and Supervision, employed and supervised by Olmsted County.

III. SCOPE OF SERVICES AND SPECIFIC DUTIES

The Region 10 Contracting Unit shall make available the following services pertaining to Health, Housing Support and Human Services to Participating Counties:

- Consultation on Human Services, Housing Support, and Public Health Services contracts.
- Provision of information on Purchase of Service contracting standards.
- Recommend and implement uniform standards and procedures for contracting, including contract and application templates, regional policies, and Request for Proposals (RFPs).
- Facilitation and assistance with the implementation of contracts with new providers and provide input and information to assist in negotiations/contract disputes with existing contracted providers.
- Development, implementation, and administration of Request for Proposals (RFPs).
- Attendance at meetings and site visits when requested by any Participating County.
- Provision of liaison services between DHS and MDH staff relating to Human Services and Public Health contracts, including those relating to Housing Support and Approval-Options Agreements.
- Inform all Participating Counties of applicable contracting mandates, and providing alerts when changes are made.
- Attendance and participation at regional and state meetings when relevant to contracting issues.

IV. FUNDING

Olmsted County shall develop a budget annually for Region 10 Contracting Services and provide it to the Participating Counties, along with a breakdown of the cost allocated to each Participating County. Each Participating County shall have 35 days in which to review, approve and allocate funding in accordance with the funding breakdown. Attachment A to this Interagency Agreement provides an example of the format that will be used and the cost allocations for calendar year 2026 and 2027.

This Interagency Agreement is effective upon date signed. Any Participating County seeking to amend or cancel this Interagency Agreement or modify the payment allocations outlined in the annual budget must provide notice to all of the other Participating Counties and Olmsted County and allow 90 days in which to review the request. Any changes to this Interagency Agreement must be made via a written addendum signed by all counties listed below.

Approved and Accepted for:

DocuSigned by:
Wanda Berg 11/19/2025 | 12:13 PM PST
53C47A7389BC4E4... Dated
Fillmore County

Dated
Goodhue County

Dated
Houston County

Signed by:
Tim Tjosnas 10/24/2025 | 11:01 AM CDT
0EF5D509B69F4F3... Dated
Minnesota Prairie County Alliance

Signed by:
Crystal Peterson 11/13/2025 | 5:52 PM CST
9F1D90238CC8499... Dated
Mower County

DocuSigned by:
Amy Rauchwarter 10/16/2025 | 8:52 AM CDT
A08F447A6BB74E6... Dated
Olmsted County (Host County)

Signed by:
Kayla J. Hall 10/21/2025 | 12:31 PM CDT
C3BB0AC6DB67484... Dated
Wabasha County

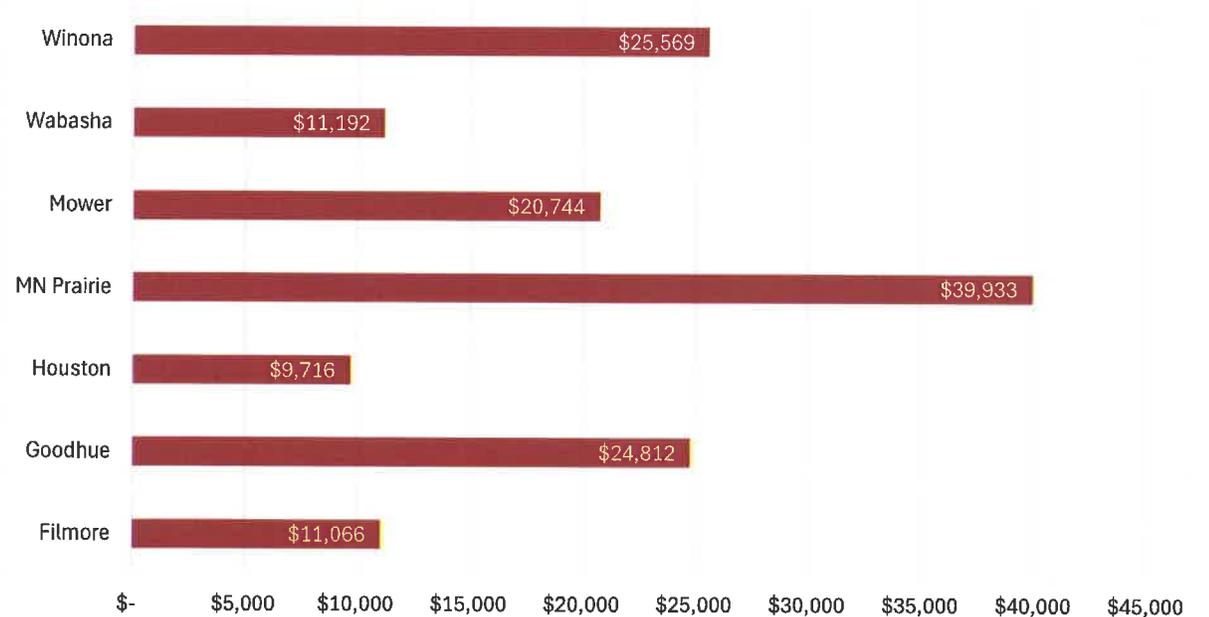
Dated
Winona County



Region 10 Contract 2026 and 2027 Budget Proposal

County	2024		2025 Rate	2026 and 2027 Rate		Increase (Decrease)	Percent Increase
	Population*	% share		2026 Rate	2027 Rate		
Filmore	21,501	8.27%	\$ 11,066	\$ 11,066	\$ -	0%	
Goodhue	30,316	11.66%	\$ 24,812	\$ 24,812	\$ -	0%	
Houston	18,350	7.06%	\$ 9,716	\$ 9,716	\$ -	0%	
MN Prairie (Dodge/Steele/Waseca)	77,364	29.76%	\$ 39,933	\$ 39,933	\$ -	0%	
Mower	40,898	15.73%	\$ 20,744	\$ 20,744	\$ -	0%	
Wabasha	21,574	8.30%	\$ 11,192	\$ 11,192	\$ -	0%	
Winona	49,973	19.22%	\$ 25,569	\$ 25,569	\$ -	0%	
	259,976	100.00%	\$ 143,032	\$ 143,032	\$ -	\$ -	

2026 and 2027 Rate per County



* Based on Minnesota State Demographer

(<https://mn.gov/admin/demography/data-by-topic/population-data/our-estimates/pop-finder1.jsp>)



Coordinator/HR

From Eric Johnson <EPJohnson@HoCoMN.gov>

Date Thu 11/20/2025 1:05 PM

To EDA <EDA@HoCoMN.gov>

 1 attachment (62 KB)

County Coordinator HR.docx;

Allison.

I would like to request an action item on next week's agenda making Brent Parker the Houston County Coordinator/HR, this is not a new position but it is just additional duties added to his current position. I've attached the job description as well.

Eric

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Department:	Human Resources
Reports To:	Board of Commissioners
Supervisory Duties:	YES
FLSA Status:	Exempt
Benefits	Eligible
Wage Grid:	?
Union Status:	Non - Union
Last Updated:	

Position Details

Performs complex professional work coordinating County operations consistent with policies and directives of the Board of Commissioners; providing oversight for Board agendas and supporting materials in cooperation with Department Heads; serving as the Human Resources Director, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Commissioners.

Essential Duties and Responsibilities

County Board Representation and Planning

- Serves as a liaison between the County Board and department heads, County employees, local, regional, state and federal agencies and members of the public. Communicates activities of the County Board to the news media and public through press releases and other oral and written correspondence.
- Carries out the orders, ordinances, policies, and resolutions of the Board of County Commissioners in the operation of county government in accordance with Federal, State and local laws and the accepted standards and practices of public administration
- Develops interagency contacts necessary to stay abreast of developments that affect the County; represents the County at local, regional, state, or national meetings; attends professional meetings and keeps informed of developments in County government operation and management; advises the Commissioners on changes in statutes and regulations.
- Acts as agent of the County Board to establish open communications and strive for cooperative working relationships with appointed and elected department leaders and facilitate short and long-term planning needs of the county, including program and service priorities, capital improvement planning and budgeting, long range space and building needs.

- Assists the County Board and Department Heads in setting short and long-range objectives and planning activities to track and achieve objectives.
- Coordinates with the Minnesota County's Intergovernmental Trust service provider in their risk management and safety programs.
- Oversees the County Safety program and ensures the continuing safety education of County employees.
- Acts as the County's responsible authority, as required by the Minnesota Government Data Practices Act.
- Coordinates risk management activities, to include oversight of property and casualty insurance for the entire county. Acts as owner representative for building projects as directed by the Board.

COUNTY BOARD ADMINISTRATION

- Provides oversight into the preparation of the agenda for regular and special board meetings and organizes background information, correspondence, and documents to accompany the agendas. Assures that the commissioners receive agendas and data in a timely manner.
- Assists County Board with preparation and analysis of appropriate data needed to make decisions.
- Serves as Public Information Officer for the Board responding to inquiries of constituents and commissioners via written correspondence, memoranda, and reports on behalf of the County Board.
- Provides assistance and support to county department heads and elected officials in matters of purchasing, personnel and general government within the authority vested in the position by the County Board.
- Coordinates and facilitates activities between the Board and the various operating departments.
- Work collaboratively with the Finance Director to prepare and present to the County Board a proposed annual budget and long-range capital improvement plan, including detailed revenue and expenditure estimates, and ensure compliance with the adopted budget as approved by the County Board.
- Assist Department Heads, identify service levels and alternatives; working closely with the Finance Office develop a long-term budget forecast and recommend annual operating budgets for County Board consideration and potential adoption
- Represents the County before the State Legislature, cities, school districts, and special interest groups; also acts as liaison with other governmental entities and serves as spokesperson on matters pertaining to the media.
- Prepares resolutions, records of County board actions, periodic and special reports concerning the activities of county government and disseminates them as necessary.
- Reviews County policies and coordinates updates with the appropriate department head and legal counsel as needed for Board approval.
- Serves as project coordinator for special county projects.

HUMAN RESOURCES MANAGEMENT

- Serves as County Human Resources Director Responsible for County personnel administration and the development of countywide personnel policies, the development, and maintenance of a county compensation and classification plan, regulatory compliances, and discipline related matters.
- Provides direction to Department Heads and Elected Officials on administrative matters under the jurisdiction of the County Board in matters of the hiring, firing, performance management, discipline, etc. of county employees. Ensures compliance with statutes, rules and regulations, including but not limited to County policy, FLSA, ADA, Affirmative Action, EEOC, Drug and Alcohol Testing, COBRA, FMLA and HIPAA. conduct investigations, as appropriate, into allegations of infractions of such statutes, rules, and regulations to ensure compliance.
- Conducting performance evaluations, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.
- Directly responsible for the overall administration, coordination and evaluation of the human resource function.
- Acts as employee benefit administrator.
- Coordinates and participates in labor negotiations, advises the County Labor/Personnel committee and the County Board on bargaining strategies.
- Responds to employee relation issues, such as employee complaints and coordinates dispute resolution between departments.
- Works directly with Department Heads to assist them in carrying out their responsibilities on personnel matters.

Other Duties as Assigned

This description describes the general list of responsibilities and is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position and classification and are intended only as an illustration of the various types of work performed. The position description is subject to change as the needs of the employer and requirements of the position change.

Position Requirements

Knowledge, Skills and Abilities

To perform the job successfully, an individual should demonstrate the following competencies to perform essential functions of this position:

- Contemporary knowledge of

- Principles and practices of Human Resources
- Employee development and growth
- State of Minnesota and federal labor laws and regulations including MNOSHA
- Demonstrated evidence of creative and innovative approaches to service delivery; ability to make decisions that produce high quality results; anticipate future trends; assess impact of issues and display a county-wide perspective; establish rationale for and project consequences of decisions and/or recommendations
- Ability to establish an organizational vision and to drive strategic change to meet organizational goals through creativity, innovation, flexibility and resilience
- Ability to direct, supervise, mentor and delegate work effectively including
- Ability to establish and maintain effective working relationships with others, especially in sensitive relationships with other government representatives, community groups, elected officials and outside agencies
- Record of teamwork & professional collaboration with public and private sector agencies
- Familiarity working with public boards
- Skilled in applying the principles of management analysis and organizational design necessary to analyze, recommend and evaluate programs, administrative policies and organizational structures to reduce time and resource requirements
- Working knowledge of the broad spectrum of County programs and services
- Policy development and alignment
- Skilled communicator both orally and in writing inclusive of the ability to:
 - Organize statistical, financial, and other information derived from a variety of original and secondary sources
 - Relate complex information to varied audiences
 - Excellent interpersonal skills/diplomacy
 - Record of presentations to public audiences
 - Record of composure, professionalism, and discretion
- Considerable knowledge of personnel management, to include writing/revising personnel plans, familiarity with working with personnel with union contracts, the PELRA, affirmative action, Fair Labor Standards Act
- Skill in planning, directing and supervising the activities of high-level directors, supervisors, and other staff

Education and Experience

- Master's degree from an accredited college or university in public administration, business administration, or related field
- Six (6) years of progressively responsible experience in the public sector with four (4) of those years in a supervisory/administrative capacity

-OR-

- A combination of education and experience in public administration and/or labor relations with eight (8) years of progressively responsible experience in a supervisory/administrative capacity

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid driver's license and be free of any major traffic violations for the last three (3) years.

In compliance w/ the Americans with Disabilities Act, the following represents the Physical/Environmental Demands

FUNCTION	N/A	<25 %	25% - 49%	50% - 74%	>74%
Office Environment					X
Sitting				X	
Standing, Walking		X			
Simultaneous/Repetitive Hand Movements		X			
Typing/Data Entry		X			
Close Vision (Near Acuity)		X			
Distance Vision (Far Acuity)	X				
Color Vision (ability to identify and distinguish colors)	X				
Accommodation (ability to adjust the eye to bring an object into sharp focus)		X			
Hearing/Speech					X
Sedentary (Exert up to 10 pounds of force)					X
Light (Exert up to 20 pounds of force)	X				
Lifting, carrying or pushing of objects up to twenty-five (25) pounds	X				
Lifting, carrying or pushing of objects up to fifty (50) pounds	X				
Lifting or pushing of objects over fifty (50) pounds	X				
Adverse movements such as overhead, bending, reaching	X				

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity

expected from all staff.

- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep the immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Houston County in a professional manner to the public, outside contacts and constituencies.

Employee Acceptance

The statements within this County Coordinator / HR Director job description are intended to describe the general nature and level of work performed by the employee but is not a complete list of responsibilities, duties and skills required. This Job Description is not an employment agreement or contract and is subject to change at the discretion of Houston County.

- Employee accepts job responsibilities as outlined in this County Coordinator / HR Director

Employee Signature

Print Name

Date

Houston County Agenda Request Form

Date Submitted: November 13, 2025 **Board Date:** November 25, 2025

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

To approve the only quote for CP 2025-09 Airport Chain Link Fence received from Phillips Outdoor Services in the amount of \$31,237.89.

Attachments/Documentation for the Board's Review:

Final Contract Voucher (4 need to be signed)
(1-County Claim, 1 Contractor, 1-Auditor's office, and 1-Highway Dept)

Justification:

Action Requested:

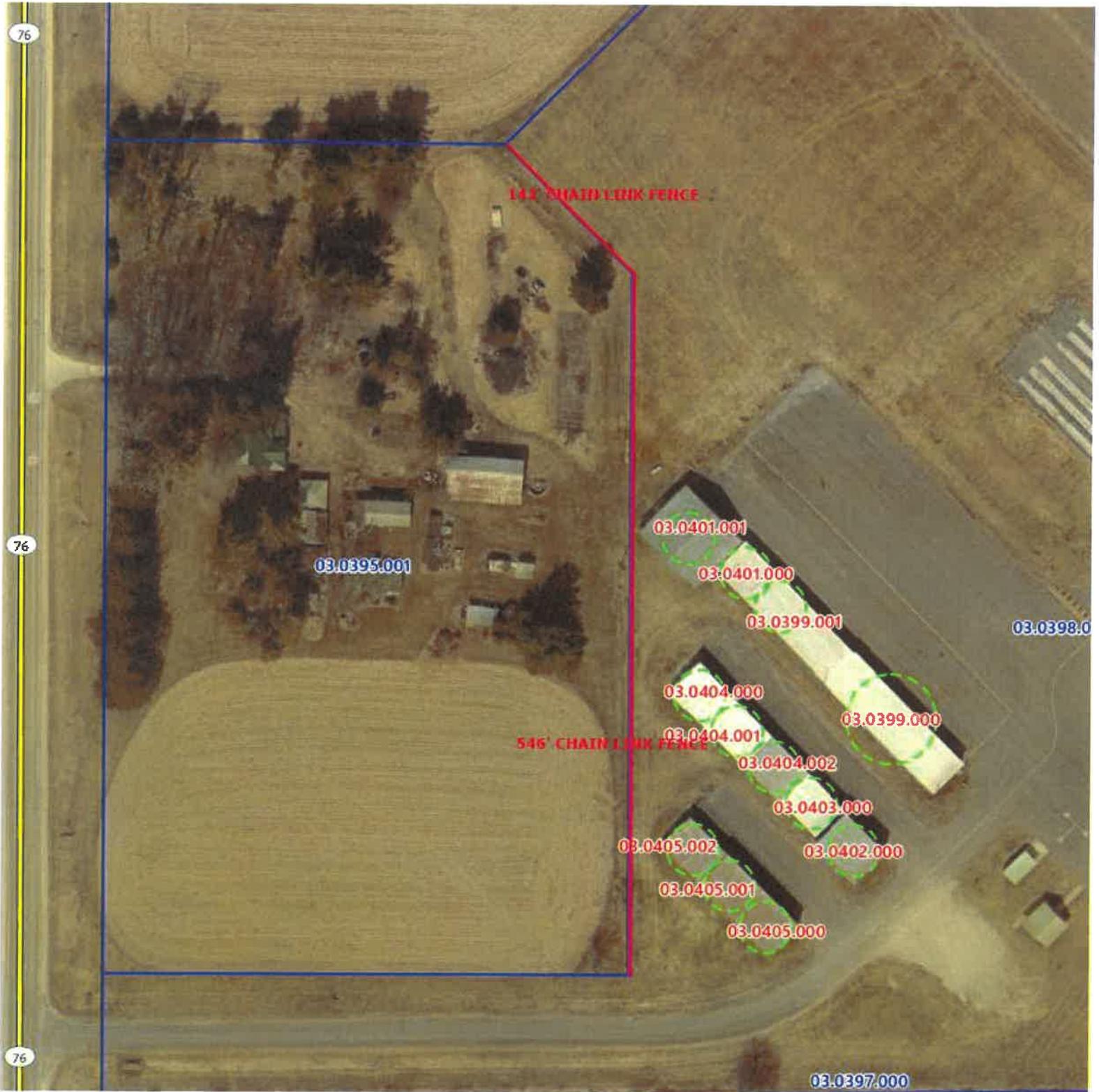
Approve the quote from Phillips Outdoor Services.

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. 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.

HOUSTON COUNTY AIRPORT PROJECT
CP 2025-09 CHAIN LINK FENCE

HOUSTON COUNTY AIRPORT
17247 STATE 76
CALEDONIA, MN 55921



Houston County Agenda Request Form

Date Submitted: November 13, 2025

Board Date: November 25, 2025

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Project # SAP 28-602-014 for the paving on CSAH 2 by Dunn Blacktop is complete and ready for final payment.

Attachments/Documentation for the Board's Review:

Final Contract Voucher (4 need to be signed)

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

Justification:

Action Requested:

Resolution for Final Acceptance needed for contract.

Language for Minutes:

Commissioner _____ moved, Commissioner _____ seconded, unanimously carried to approve Resolution ~~25-49~~ Final Acceptance for SAP 028-602-014, Contract #345 with Dunn Blacktop for the paving on CSAH 2. Total cost was \$2,768,214.37.

WHEREAS, Contract for the Contract No. 345 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

_____ 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 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.

RESOLUTION NO. 25-43

**FINAL ACCEPTANCE FOR SAP 028-602-014
CONTRACT # 345**

DUNN BLACKTOP COMPANY

NOVEMBER 25, 2025

WHEREAS, Contract No. 345 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, Carol Lapham, Interim Houston County Administrator 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 November 25, 2025.

WITNESS my hand and the seal of my office this 25th day of November 2025.

Signed by _____

Interim Houston County Administrator

Houston County Highway Department

1124 E Washington St, Caledonia, MN 55921
SAP 028-602-014 Paving
Final Payment No. 4

Contractor: Dunn Blacktop
24206 Hwy 43
PO Box 208
Winona, MN 55987

Contract No. 345 SAP 028-602-014
Vendor Number: 1315
Up To Date: 11/3/2025
Warrant # _____ **Date** _____

Contract Amount

Original Contract	\$2,801,601.74
Contract Changes	\$19,277.50
Revised Contract	\$2,820,879.24

Funds Encumbered

Original	\$2,801,601.74
Additional	N/A
Total	\$2,801,601.74

Work Certified To Date

Base Bid Items	\$2,743,443.13
Contract Changes	\$24,771.24
Material On Hand	\$0.00
Total	\$2,768,214.37

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	\$2,768,214.37	\$0.00	\$2,629,803.65	\$138,410.72	\$2,768,214.37
Percent: Retained: 0%			Percent Complete: 98.13%		
Amount Paid This Final Payment				\$138,410.72	

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



Contractor

Date 11/19/2025

Date 11/11/25

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 11/19/2025 Signature [Signature] County/~~City~~/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$2,768,214.37 and agrees to the amount of \$138,410.72 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Dunn Blacktop By [Signature] Signature

And _____ And _____ State of MN,
Signature Signature

On This 11 Day November, 2025, 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)

Sam Costigan And _____, to me personally known, who, being each by me duly sworn

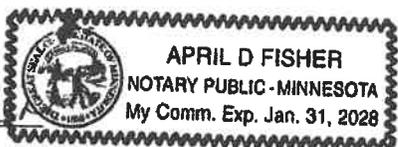
each did say that they are respectively the Vice President and _____ of the Dunn Blacktop Company, A Division of McCarthy Construction Co. Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

Board of Directors and said Vice President 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 Jan 31 2028 Signature [Signature]



I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

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

Contract Number: 345 SAP 028-602-014
Contractor: Dunn Blacktop
Date Certified: 11/3/2025
Payment Number: 4

WHEREAS; Contract No.345 SAP 028-602-014 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 the Houston County Highway Department and authorize final payment as specified herein.

STATE OF MINNESOTA
COUNTY OF HOUSTON

I, Carol Lapham, Houston County Interim Administrator, within and for said county do hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated _____ as shown in the minutes of the meeting in my possession.

Dated this _____ day of _____, 20____

At Caledonia, Minnesota

Signed By _____

(SEAL)

Houston County Highway Department
 1124 E Washington St, Caledonia, MN 55921
 SAP 028-602-014 Paving
 Final Payment No. 4

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	8/27/2025	\$1,357,583.77	\$135,758.38	\$1,221,825.39
2	9/10/2025	\$1,273,581.15	(\$4,200.13)	\$1,277,781.28
3	9/25/2025	\$137,049.45	\$6,852.47	\$130,196.98
4	11/3/2025	\$0.00	(\$138,410.72)	\$138,410.72

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
345 SAP 028-602-014	1	\$2,768,214.37	\$0.00	\$2,629,803.65	\$138,410.72	\$2,768,214.37

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
345 SAP 028-602-014	Regular (CSAH)	\$138,410.72	\$2,820,879.24	\$2,801,601.74	\$2,768,214.37

Contract Item Status								
Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2104.502 REMOVE ANCHORAGE ASSEMBLY-CABLE (EACH)	300.000	6.00	0.00	\$0.00	6.00	\$1,800.00
Base Bid	2	2104.503 REMOVE CABLE GUARDRAIL (LIN FT)	2.350	1,327.50	0.00	\$0.00	1,327.50	\$3,119.63
Base Bid	3	2104.503 SAWING BITUMINOUS PAVEMENT (FULL DEPTH) (LIN FT)	10.500	105.00	0.00	\$0.00	102.00	\$1,071.00
Base Bid	4	2105.607 SUBGRADE EXCAVATION (CU YD)	34.250	200.00	0.00	\$0.00	0.00	\$0.00
Base Bid	5	2112.619 SHOULDER PREPARATION (RDST)	57.000	290.00	0.00	\$0.00	289.00	\$16,473.00
Base Bid	6	2211.509 AGGREGATE BASE CLASS 5 (TON)	35.800	400.00	0.00	\$0.00	0.00	\$0.00
Base Bid	7	2215.504 FULL DEPTH RECLAMATION (P) (SQ YD)	3.230	84,428.00	0.00	\$0.00	84,428.00	\$272,702.44
Base Bid	8	2221.509 SHOULDER BASE AGGREGATE CLASS 2 (TON)	31.050	5,461.00	0.00	\$0.00	5,553.15	\$172,425.31

Houston County Highway Department
 1124 E Washington St, Caledonia, MN 55921
 SAP 028-602-014 Paving
 Final Payment No. 4

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	9	2360.509 TYPE SP 12.5 WEARING COURSE MIX (3,C) (TON)	92.900	22,543.00	0.00	\$0.00	22,250.84	\$2,067,103.04
Base Bid	10	2360.609 BITUMINOUS PAVEMENT DENSITY INCENTIVE (TON)	2.700	22,133.00	0.00	\$0.00	20,546.08	\$55,474.42
Base Bid	11	2399.623 PAVEMENT SMOOTHNESS INCENTIVE (ROAD SEG)	270.000	109.00	0.00	\$0.00	68.04	\$18,370.67
Base Bid	12	2540.602 MAIL BOX SUPPORT (EACH)	400.000	8.00	0.00	\$0.00	8.00	\$3,200.00
Base Bid	13	2540.602 RELOCATE MAIL BOX SUPPORT (EACH)	235.000	3.00	0.00	\$0.00	3.00	\$705.00
Base Bid	14	2554.502 END TREATMENT - TANGENT TERMINAL (EACH)	4,850.000	2.00	0.00	\$0.00	1.00	\$4,850.00
Base Bid	15	2554.503 TRAFFIC BARRIER DESIGN TYPE 31 (LIN. FT)	30.500	1,250.00	0.00	\$0.00	1,487.50	\$45,368.75
Base Bid	16	2563.601 TRAFFIC CONTROL (LUMP SUM)	62,250.00 0	1.00	0.00	\$0.00	1.00	\$62,250.00
Base Bid	17	2582.503 6" SOLID LINE PAINT (LIN FT)	0.190	57,250.00	0.00	\$0.00	58,652.00	\$11,143.88
Base Bid	18	2582.503 4" SOLID LINE PAINT (LIN FT)	0.160	9,724.00	0.00	\$0.00	9,880.00	\$1,580.80
Base Bid	19	2582.503 4" BROKEN LINE PAINT (LIN FT)	0.160	2,290.00	0.00	\$0.00	2,320.00	\$371.20
Base Bid	20	2582.503 4" DOUBLE SOLID LINE PAINT (LIN FT)	0.310	17,418.00	0.00	\$0.00	17,529.00	\$5,433.99
Base Bid Totals:						\$0.00		\$2,743,443.13

Houston County Highway Department
 1124 E Washington St, Caledonia, MN 55921
 SAP 028-602-014 Paving
 Final Payment No. 4

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
SAP 028-602-014	SAP 028-602-014	\$0.00	\$2,743,443.13

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
SAP 028-602-014	CO	1	21	9996 CRUSHED BITUMINOUS (TON)	35.050	550.00	0.00	\$0.00	706.74	\$24,771.24
Contract Change Totals:								\$0.00		\$24,771.24

Contract Total	\$2,768,214.37
-----------------------	-----------------------

Contract Change Totals			
Number	Description	Amount This Request	Amount To Date
1	The Contract requires the use of Class 2 Shoulder Base Aggregate for all shouldering construction. The Engineer has determined that the existing grade of the shoulder from Sta 375+50 to Sta 396+84 is susceptible to erosion. It has been determined that the material for the shouldering of this section shall be Crushed Bituminous Millings (Ton). The Engineer has determined that this constitutes Extra Work.	\$0.00	\$24,771.24

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
345 SAP 028-602-014	1	2104.502 REMOVE ANCHORAGE ASSEMBLY-CABLE (EACH)	300.000	6.00	0.00	\$0.00	6.00	\$1,800.00
345 SAP 028-602-014	2	2104.503 REMOVE CABLE GUARDRAIL (LIN FT)	2.350	1,327.50	0.00	\$0.00	1,327.50	\$3,119.63

Houston County Highway Department
 1124 E Washington St, Caledonia, MN 55921
 SAP 028-602-014 Paving
 Final Payment No. 4

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
345 SAP 028-602-014	3	2104.503 SAWING BITUMINOUS PAVEMENT (FULL DEPTH) (LIN FT)	10.500	105.00	0.00	\$0.00	102.00	\$1,071.00
345 SAP 028-602-014	4	2105.607 SUBGRADE EXCAVATION (CU YD)	34.250	200.00	0.00	\$0.00	0.00	\$0.00
345 SAP 028-602-014	5	2112.619 SHOULDER PREPARATION (RDST)	57.000	290.00	0.00	\$0.00	289.00	\$16,473.00
345 SAP 028-602-014	6	2211.509 AGGREGATE BASE CLASS 5 (TON)	35.800	400.00	0.00	\$0.00	0.00	\$0.00
345 SAP 028-602-014	7	2215.504 FULL DEPTH RECLAMATION (P) (SQ YD)	3.230	84,428.00	0.00	\$0.00	84,428.00	\$272,702.44
345 SAP 028-602-014	8	2221.509 SHOULDER BASE AGGREGATE CLASS 2 (TON)	31.050	5,461.00	0.00	\$0.00	5,553.15	\$172,425.31
345 SAP 028-602-014	9	2360.509 TYPE SP 12.5 WEARING COURSE MIX (3,C) (TON)	92.900	22,543.00	0.00	\$0.00	22,250.84	\$2,067,103.04
345 SAP 028-602-014	10	2360.609 BITUMINOUS PAVEMENT DENSITY INCENTIVE (TON)	2.700	22,133.00	0.00	\$0.00	20,546.08	\$55,474.42
345 SAP 028-602-014	11	2399.623 PAVEMENT SMOOTHNESS INCENTIVE (ROAD SEG)	270.000	109.00	0.00	\$0.00	68.04	\$18,370.67
345 SAP 028-602-014	12	2540.602 MAIL BOX SUPPORT (EACH)	400.000	8.00	0.00	\$0.00	8.00	\$3,200.00
345 SAP 028-602-014	13	2540.602 RELOCATE MAIL BOX SUPPORT (EACH)	235.000	3.00	0.00	\$0.00	3.00	\$705.00
345 SAP 028-602-014	14	2554.502 END TREATMENT - TANGENT TERMINAL (EACH)	4,850.000	2.00	0.00	\$0.00	1.00	\$4,850.00

Houston County Highway Department
 1124 E Washington St, Caledonia, MN 55921
 SAP 028-602-014 Paving
 Final Payment No. 4

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	
345 SAP 028-602-014	15	2554.503 TRAFFIC BARRIER DESIGN TYPE 31 (LIN FT)	30.500	1,250.00	0.00	\$0.00	1,487.50	\$45,368.75	
345 SAP 028-602-014	16	2563.601 TRAFFIC CONTROL (LUMP SUM)	62,250.00 0	1.00	0.00	\$0.00	1.00	\$62,250.00	
345 SAP 028-602-014	17	2582.503 6" SOLID LINE PAINT (LIN FT)	0.190	57,250.00	0.00	\$0.00	58,652.00	\$11,143.88	
345 SAP 028-602-014	18	2582.503 4" SOLID LINE PAINT (LIN FT)	0.160	9,724.00	0.00	\$0.00	9,880.00	\$1,580.80	
345 SAP 028-602-014	19	2582.503 4" BROKEN LINE PAINT (LIN FT)	0.160	2,290.00	0.00	\$0.00	2,320.00	\$371.20	
345 SAP 028-602-014	20	2582.503 4" DOUBLE SOLID LINE PAINT (LIN FT)	0.310	17,418.00	0.00	\$0.00	17,529.00	\$5,433.99	
345 SAP 028-602-014	21	9996 CRUSHED BITUMINOUS (TON)	35.050	550.00	0.00	\$0.00	706.74	\$24,771.24	
Totals:						\$0.00		\$2,768,214.37	



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 1-075-887-584
 Submitted Date and Time: 13-Nov-2025 7:35:25 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: 1234743296
 Minnesota ID: 8749839
 Project Owner: HOUSTON COUNTY HIGHWAY DEPT
 Project Number: SAP 028-602-014
 Project Begin Date: 01-Jun-2025
 Project End Date: 31-Oct-2025
 Project Location: HOUSTON CTY 2
 Project Amount: \$2,768,214.37

Subcontractor Summary

Name	ID	Affidavit Number
BRUENING ROCK PRODUCTS	6488964	1838460928
ALLSTATES PAVEMENT RECYCLING & STABILIZATION INC	3908651	2057515008
HERNESS/ALVERO	3051898	1453371392
SIR LINES-A-LOT INC	3509324	1812508672
MATTISON CONTRACTORS INC	5855373	1920380928
WARNING LITES OF MINNESOTA INC	3086922	757641216
SILVER EAGLE TRUCKING INC	1060961	988065792
C-M TRANSPORT O SHELL LAKE LLC	6761017	1685532672
M EATON TRUCKING LLC	8536044	1978871808
OLSON GRADING INC	6051550	1797828608

Important Messages

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

Contact Us

11/13/25, 7:35 AM

mndor.state.mn.us/tp/eservices/_/Retrieve/0/Dc/GFwxdRX_VHep72Wk22blQw__?FILE__=Print2&PARAMS__=24206397642284...

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. 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.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-715-058-656
Submitted Date and Time:	6-Nov-2025 12:45:26 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:	1838460928
Minnesota ID:	6488964
Project Owner:	HOUSTON COUNTY HIGHWAY DEPARTMENT
Project Number:	SAP 028-602-014
Project Begin Date:	14-Aug-2025
Project End Date:	10-Sep-2025
Project Location:	HOUSTON COUNTY CSAH 2
Project Amount:	\$148,911.49
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. 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.



DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-305-406-944
Submitted Date and Time:	4-Nov-2025 10:17:51 AM
Legal Name:	ALLSTATES PAVEMENT RECYCLING & STABILIZATION INC.
Federal Employer ID:	47-3023160
User Who Submitted:	APRSINC
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	2057515008
Minnesota ID:	3908651
Project Owner:	HOUSTON COUNTY
Project Number:	SAP 028-602-014
Project Begin Date:	08-Aug-2025
Project End Date:	09-Aug-2025
Project Location:	CSAH 2
Project Amount:	\$37,094.48
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. 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.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-513-790-944
Submitted Date and Time:	5-Nov-2025 11:15:22 AM
Legal Name:	ALVERO LLC
Federal Employer ID:	46-2582481
User Who Submitted:	alvero
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1453371392
Minnesota ID:	3051898
Project Owner:	HOUSTON COUNTY
Project Number:	SAP 028-602-014
Project Begin Date:	19-Sep-2025
Project End Date:	19-Sep-2025
Project Location:	HOUSTON CO CSAH 2
Project Amount:	\$3,375.00
Subcontractors:	No Subcontractors

Important Messages

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

Contact Us

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



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-317-281-248
Submitted Date and Time:	29-Oct-2025 12:56:34 PM
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:	1812508672
Minnesota ID:	3509324
Project Owner:	HOUSTON COUNTY HIGHWAY DEPARTMENT
Project Number:	028-602-014
Project Begin Date:	01-Aug-2025
Project End Date:	30-Sep-2025
Project Location:	CSAH 2
Project Amount:	\$28,146.05
Subcontractors:	No Subcontractors

Important Messages

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Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-132-066-784
Submitted Date and Time:	23-Oct-2025 7:44:21 AM
Legal Name:	MATTISON CONTRACTORS INC
Federal Employer ID:	39-2028420
User Who Submitted:	Mattison
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1920380928
Minnesota ID:	5855373
Project Owner:	HOUSTON COUNTY HIGHWAY DEPT
Project Number:	028-602-014
Project Begin Date:	15-Sep-2025
Project End Date:	16-Sep-2025
Project Location:	HOUSTON COUNTY
Project Amount:	\$48,798.96
Subcontractors:	No Subcontractors

Important Messages

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Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-417-944-544
Submitted Date and Time:	29-Oct-2025 10:43:01 AM
Legal Name:	WARNING LITES OF MINNESOTA INC
Federal Employer ID:	36-4762529
User Who Submitted:	kwilliams07
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	757641216
Minnesota ID:	3086922
Project Owner:	HOUSTON COUNTY HIGHWAY DEPT
Project Number:	SAP 028-602-014
Project Begin Date:	01-Jul-2025
Project End Date:	01-Oct-2025
Project Location:	CSAH 2
Project Amount:	\$5,400.00
Subcontractors:	No Subcontractors

Important Messages

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Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	2-134-154-720
Submitted Date and Time:	29-Oct-2025 4:18:49 PM
Legal Name:	SILVER EAGLE TRUCKING INC
Federal Employer ID:	41-1745811
User Who Submitted:	Silver2833
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	988065792
Minnesota ID:	1060961
Project Owner:	HOUSTON CTY HWY DEPT
Project Number:	SAP 028-602-014
Project Begin Date:	27-Aug-2025
Project End Date:	06-Sep-2025
Project Location:	HOUSTON CTY 2
Project Amount:	\$7,247.90
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:	0-271-523-296
Submitted Date and Time:	6-Nov-2025 11:48:31 AM
Legal Name:	C-M TRANSPORT OF SHELL LAKE LLC
Federal Employer ID:	85-0617001
User Who Submitted:	CMTRANSPORT
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1685532672
Minnesota ID:	6761017
Project Owner:	HOUSTON CTY 2
Project Number:	SAP 028-602-014
Project Begin Date:	22-Aug-2025
Project End Date:	06-Sep-2025
Project Location:	HOUSTON CTY 2
Project Amount:	\$24,187.05
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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4452101-78

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-570-631-136
Submitted Date and Time:	30-Oct-2025 9:13:29 AM
Legal Name:	M EATON TRUCKING LLC
Federal Employer ID:	88-2563785
User Who Submitted:	meaton15790
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1978871808
Minnesota ID:	8536044
Project Owner:	HOUSTON COUNTY HWY DEPT
Project Number:	SAP 028-602-014
Project Begin Date:	21-Aug-2025
Project End Date:	29-Aug-2025
Project Location:	HOUSTON CTY 2
Project Amount:	\$28,937.50
Subcontractors:	No Subcontractors

Important Messages

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

Contact Us

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DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-513-504-224
Submitted Date and Time:	13-Nov-2025 5:11:00 AM
Legal Name:	OLSON GRADING INC
Federal Employer ID:	68-0503267
User Who Submitted:	jolson
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1797828608
Minnesota ID:	6051550
Project Owner:	OLSON GRADING INC
Project Number:	SAP 028 602 014
Project Begin Date:	22-Aug-2025
Project End Date:	04-Sep-2025
Project Location:	HOUSTON CTY 2
Project Amount:	\$39,624.45
Subcontractors:	No Subcontractors

Important Messages

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

Contact Us

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Outlook

Auditor Warrants 2025/11/14

From Lynn Colsch <LColsch@HoCoMN.gov>

Date Thu 11/20/2025 12:10 PM

To HoCo BOC <BOC@HoCoMN.gov>

**REVIEW LICENSE CENTER
PAYMENTS**

2025/11/14 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
HOUSTON COUNTY TREASURER	69,838.70
LAUFENBERG/MIKE	9,377.21
OLINGER/BRADLEY J	10,756.16
PETERSON COMPANY LTD	5,600.00
PETERSON/JASON LEE	2,512.50
SHELDON HEIGHTS LLC	19,170.00
ST MARY'S UNIVERSITY OF MINNESOTA	15,000.00
VISA	6,584.75
WINONA COUNTY PLANNING & ZONING	4,810.63
	<u>143,649.95</u>
17 VENDORS PAID LESS THAN \$2000.00	7,817.00
	<u><u>151,466.95</u></u>

Lynn Colsch
Finance Clerk
Houston County
304 South Marshall Street
Caledonia MN 55921
507-725-5825
LColsch@HoCoMN.gov



Commissioner Warrants 2025/11/25

From Lynn Colsch <LColsch@HoCoMN.gov>

Date Thu 11/20/2025 12:11 PM

To HoCo BOC <BOC@HoCoMN.gov>

Cc Carol Lapham <CLapham@HoCoMN.gov>; Eliana Babinski <EBabinski@HoCoMN.gov>; Susan Tostenson <STostenson@HoCoMN.gov>

REQUEST APPROVAL FOR PAYMENT

**2025/11/25 COMMISSIONER'S
WARRANTS:**

VENDOR NAME	AMOUNT
CONSOLIDATED ENERGY COMPANY	5,424.00
DUNN BLACKTOP COMPANY	138,410.72
H & R ENTERPRISES LLC	5,463.93
LIBERTY TIRE RECYCLING LLC	3,685.75
MICRO TECHNOLOGY SERVICES INC	2,995.00
MINNOWA CONSTRUCTION INC	68,721.90
MN DEPT OF CORRECTIONS	74,523.54
	<u>299,224.84</u>
28 VENDORS PAID LESS THAN \$2000.00	13,824.13
	<u>313,048.97</u>
PUBLIC HEALTH & HUMAN SERVICES	15,858.38
	<u><u>328,907.35</u></u>

Lynn Colsch
Finance Clerk
Houston County
304 South Marshall Street
Caledonia MN 55921
507-725-5825
LColsch@HoCoMN.gov