

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 19, 2026

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Wanda Hanson, The Caledonia Argus Associate Editor Katia Gorsuch, Finance Director Carol Lapham, Coordinator Brent Parker, EDA Director & Coordinator Support Allison Wagner, Social Services Director Bethany Moen, Public Health Director Jordan Knoke, Engineer Brian Pogodzinski, Attorney Suzanne Bublitz, and Yvonne Krogstad

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion unanimously carried to approve the meeting minutes from May 5, 2026.

Public Comment:

Yvonne Krogstad from Caledonia Township asked questions about the courtesy car for the airport including who would pay for the purchase, who paid for gas, and how many people would use the service. She asked if that money would be better spent on something else.

### APPOINTMENTS

None.

### CONSENT AGENDA

Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve the consent agenda. Approved items are below.

- 1) Hire Shawn Nisbit as a 67-day temporary/casual Drop Site Supervisor, at a pay rate of \$18.11 per hour effective immediately.

- 2) Hire Lexi Thorson as a 67-day temporary Social Worker (C41- Step 1) effective immediately.
- 3) Review and approve payments. Payments are below.

#### **REQUEST APPROVAL FOR PAYMENTS**

#### **2026/05/19 COMMISSIONER WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
ABILITY BUILDING COMMUNITY	2,481.05
ACEN TEK	2,804.48
BOLTON & MENK INC	2,250.00
CALEDONIA SNO GOPHERS CLUB	11,345.40
CALEDONIA/CITY OF	14,980.54
EHLERS	2,000.00
ENTERPRISE FM	11,602.23
ENTERPRISE FM TRUST CAR SALES	8,577.35
ESRI	8,366.00
FAHRNER ASPHALT SEALERS LLC	124,353.42
HOKAH CO-OP OIL ASSN	7,707.40
HOUSTON COUNTY TREASURER	22,233.13
HOUSTON-MONEY CREEK SNOWRIDERS	5,313.00
KWIK TRIP	6,086.70
LA CRESCENT ROCK PRODUCTS INC	2,494.08
LA CRESCENT TRAIL	4,138.20
LIBERTY TIRE RECYCLING LLC	3,893.15
MIENERGY COOPERATIVE	2,374.42
MILESTONE MATERIALS	2,588.97
MINNESOTA ENERGY RESOURCES	4,624.07
MINNOWA CONSTRUCTION INC	24,609.38
MN STATE TREASURER	6,129.00
MNCCC	11,933.00
MORRIS ELECTRONICS INC	15,497.76
REVIZE LLC	7,580.00
RICHARD'S SANITATION LLC	26,782.69
SANCO EQUIPMENT LLC	50,815.00
SCHNEIDER CORPORATION/THE	3,256.80

TOWMASTER LLC	421,356.00
VIKING RIDGE RIDERS	4,389.00
WEX BANK	2,282.20
WEX BANK	2,431.20
	<hr/>
	827,275.62
59 VENDORS PAID LESS THAN \$2000.00	23,358.43
	<hr/>
	850,634.05
PUBLIC HEALTH & HUMAN SERVICES	301,615.44
	<hr/>
	<u>1,152,249.49</u>

## ACTION ITEMS

File No. 1 – Commissioners discussed approving a Courtesy Car Agreement with the City of Caledonia. The City would be taking the calls regarding reserving the car. Users of the car would be responsible for putting gas in it. The car that would be used was an old County car, and the County would provide maintenance on it as needed. The cost was expected to be minimal. The City Police Department would take the reservation calls, and would keep track of how often it was used and the purpose for using the airport/car. Commissioner Zehnder said the car would be good for tourism. There was a time limit on how long the car could be used and it could only be used in Houston County and surrounding areas. Pogodzinski said most airports similar to Houston County in size had courtesy cars. Motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion unanimously carried to approve the Courtesy Car Agreement.

File No. 2 – Motion was made by Commissioner Johnson, seconded by Commissioner Schuldt, motion unanimously carried to approve a of Boulevard Tree Policy & Permit. A permit fee would be determined in the future.

File No. 3 – The Commissioners discussed a contract price adjustment for liquid chloride that was requested by a contractor due to supply surcharge costs out of their control for fuel. The Commissioners took no action on the matter.

File No. 4 – Motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion unanimously carried to approve the quote from Winona Controls to replace two boilers at the Woodland Building. The current boilers were at least 30 years old and were in poor condition, the 2026 budget included \$20,000 for replacement of the boilers. The total cost would be \$23,900 for both boilers.

File No. 5 – Motion was made by Commissioner Johnson, seconded by Commissioner Zehnder, motion unanimously carried to appoint Sarah Wiste Schmidt to complete an open partial term on the Extension Committee. The term would be from the date of appointment through 12/31/2026.

File No. 6 – Motion was made by Commissioner Johnson, seconded by Commissioner Zehnder, motion unanimously carried to accept donations for Tessmer Farm Safety Day. The Commissioners commented that it had been a good event with a high turnout. They thanked those who had donated for their generous donations.

File No. 7 – Motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion unanimously carried to accept the resignation of Jason Kraft from the Root River Trail Extension – Citizens Exploratory Committee and appoint Honor DiDonato to serve on the Committee on behalf of Houston County.

File No. 8 – Motion was made by Commissioner Schuldt, seconded by Commissioner Zehnder, motion carried unanimously to accept Auxiliary Post 6801 donation of \$225.00 to the Veteran Services Office to use for any veteran’s needs. The Commissioners commented on how generous the donation was.

File No. 9 – Motion was made by Commissioner Johnson, seconded by Commissioner Schuldt, motion carried unanimously to accept Auxiliary Post 6801 donation of \$200.00 to the Veteran Services Office to use for any veteran’s needs with thanks.

File No. 10 – Motion was made by Commissioner Wright, seconded by Commissioner Zehnder, motion carried unanimously to approve the Houston County Snowmobile Club Resolutions authorizing County Sponsorship for the financial and technical assistance from the DNR in accordance with laws, rules and regulations governing said assistance for the 2026-2027 snowmobile season. Resolutions are below.

#### RESOLUTION NO. 26-12

### **LA CRESCENT SNOWMOBILE CLUB GRANT RESOLUTION**

May 19, 2026

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

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

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

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

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota is authorized to enter into an agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the La Crescent Snowmobile Club Inc. for the 2026-2027 snowmobile season.

RESOLUTION NO. 26-13

**CALEDONIA SNO-GOPHERS SNOWMOBILE CLUB GRANT RESOLUION**

May 19, 2026

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

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

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

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

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota is authorized to enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the Caledonia Sno-Gophers Snowmobile Club for the 2026-2027 snowmobile season.

RESOLUTION NO. 26-14

**HOUSTON-MONEY CREEK SNOWMOBILE CLUB GRANT RESOLUTION**

May 19, 2026

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, approves the Maintenance and Grooming application of Houston-Money Creek Snowriders

Snowmobile Club and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

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

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

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

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota is authorized to enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the Houston-Money Creek Snowriders Snowmobile Club for the 2026-2027 snowmobile season.

#### RESOLUTION NO. 26-15

### **VIKING RIDGE RIDERS SNOWMOBILE CLUB GRANT RESOLUTION**

May 19, 2026

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

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

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

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

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota is authorized to enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the

laws, rules and regulations governing said assistance for the Viking Ridge Riders Incorporated Snowmobile Club for the 2026-2027 snowmobile season.

#### DISCUSSION ITEMS

The Commissioners discussed Peddler Ordinance (13) to be updated in near future with Interim Auditor/Treasurer Heberlein. Potential updates would include a new proposed fee structure, a new requirement for Peddler/Transient Merchant to give bond to the county, and changing the license period from a 30-day license to a 1-year license. Heberlein said the changes would be consistent with what other Counties were already doing.

Coordinator Parker said the Department Head meeting that week had included a presentation from Mower County on their cyber attack that had happened a year prior. It was good for Houston County departments to hear from and learn from Mower County's experience. The new County website was up.

The Commissioners discussed recent and upcoming meetings including a Department Head, Personnel, Land Use, ECB, Public Health, Extension, Root River One Watershed Meeting, Public Health, Workforce Development, and AMC meetings.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Zehnder, seconded by Commissioner Johnson, motion unanimously carried to adjourn the meeting at 10:01 a.m. The next meeting would be a regular meeting on May 26, 2026.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Brent Parker, Coordinator



# HOUSTON COUNTY

## BOARD OF COMMISSIONER MEETING

### AGENDA REQUEST FORM

Historic Courthouse  
304 S Marshall Street  
Caledonia, MN 55921

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**Board Meeting Date: May 26, 2026**  
**Date Request Submitted: April 28, 2026**  
**Submitted By (Name and Title):**

**Please fill in item(s) requested for agenda in correct category below. Add numbers as needed.**

Appointment Request: Recognize the 47 years Carrie O’Heron has served at the Houston County Sheriff’s Office.

Consent Agenda Request:

1)

Action Item Request:

Discussion Item:

1)

Background/additional information can be typed below and/or included with request:

# HVMHC Mobile Crisis Response

## 24/7 Support for Individuals Experiencing a Mental Health Crisis

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### What Is a Mental Health Crisis?

A mental health crisis is a behavioral, emotional, or psychiatric situation that, without timely intervention, could result in a significant decline in functioning or the need for a higher level of care or placement.

- **Examples include:** - Depression/Anxiety/PTSD, Suicidal thoughts or self-injurious behaviors - Hallucinations, delusions, or disorganized/bizarre thinking - Substance use-related concerns - Major life stressors or losses/grief (ex. death, divorce, etc.) - Situational or chronic concerns that cause extreme duress - A marked decline from a person's usual baseline level of functioning
- 

### Why Mobile Crisis Matters

- Immediate, community-based response prevents unnecessary hospitalization or law enforcement involvement
  - Provides early intervention and stabilization
  - Supports individuals, families, schools, and community partners
  - Serves rural and underserved areas
- 

### How the Crisis Response System Works

#### One Call Connects to the Right Support

Call **1-844-CRISIS2 (1-844-274-7472)**

Regional Crisis Call Center – available 24/7/365

#### Five-Step Crisis Response Model

1. **Someone to Talk To** – Crisis counseling and triage by phone
  2. **Someone to Respond** – Mobile Crisis Response Team dispatched when needed
  3. **A Place to Go** – Crisis receiving and stabilization clinic (SERCC)
  4. **A Place to Stay** – Short-term residential crisis stabilization (adults & children)
  5. **Continued Support** – Ongoing crisis stabilization and follow-up services
-

## Mobile Crisis Response Teams

- Available 24 hours a day, 7 days a week, 365 days a year
  - Serving 5 counties (Fillmore, Goodhue, Houston, Wabasha, Winona), including rural communities
  - Daytime response (8am–5pm, Monday–Friday) with one practitioner
  - Face-to-face response by two practitioners for moderate/low risk cases (evenings/nights)
    - North Team- Goodhue and Wabasha
    - South Team- Fillmore, Houston, Winona
  - Phone-based crisis professionals available at all times
- 

## Crisis Assessment

- Focuses on the individual’s **current situation and level of risk**
- Risk level initially determined by the crisis call center
- Mobile responders complete a more thorough, in-person assessment when dispatched (can also be done via telehealth/telephone)
- All responders are trained in suicide risk assessment
- **Crisis services do not provide diagnosis**

**Assessment Domains Include:** - Current life situation and stressors - Symptoms and functioning - Mental health history - Substance use - Risk of suicide or harm to others - Access to means - Supports, strengths, and resources

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## Intervention & Stabilization

Mobile Crisis provides the following short-term services: - On-site, face-to-face therapeutic response - Acute stabilization of crisis symptoms - Identification of current providers and involved systems - Connection to natural supports and community resources - Linkage to ongoing mental health and substance use services - Collaborative crisis planning

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## Crisis Planning

A Crisis Plan helps individuals prepare for future crises and includes: - Personal warning signs and triggers - Coping and prevention strategies – Crisis Prevention skills – Safety Planning -- Personal strengths and resources - Support people to contact - Professional service referrals - Clear next steps during a crisis

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## Key Message

Mobile Crisis is available for **any type of substance use and/or mental health crisis**—not only suicidal or self-harm situations. Our goal is to stabilize, support, and bridge individuals to the right level of ongoing care within their community.

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## Contact & Resources

**24/7 Crisis Line:** 1-844-CRISIS2 (1-844-274-7472)

**988:** Suicide and Crisis Lifeline

**Hiawatha Valley Mental Health Center**

Website: <https://hvmhc.org>

Phone: 507-454-4341

**Contact:**

Jen Dieck, Director of Mobile Crisis Response

Email: [jend@hvmhc.org](mailto:jend@hvmhc.org)

## Call Triage:

Level	Level	Level	Level
<p><b>Level 4</b></p> <ul style="list-style-type: none"> <li>•Level is high indicated by a suicidal attempt in progress, strong intent with specific statements or a detailed plan.</li> <li>•Caller may have constant thoughts of suicide with a history, or recent attempts accompanied by isolation and identified means.</li> <li>•911 is contacted or Emergency department.</li> <li>•Mobile teams' referral is made if the client and situation is safe for teams.</li> </ul>	<p><b>Level 3</b></p> <ul style="list-style-type: none"> <li>•Level is moderate to high indicated by constant thoughts of suicide with no specific plans or means but may be possible</li> <li>•Caller may have had attempts more than 2 years prior, may have recent chemical use and variability in mood</li> <li>•A mobile referral is made.</li> <li>•If the mobile team is refused, a follow up call is made within 12 hours.</li> <li>•A safety plan is completed with the caller over the phone.</li> </ul>	<p><b>Level 2</b></p> <ul style="list-style-type: none"> <li>•Level is low to moderate indicated by increasing thoughts of suicide with no plan or available means.</li> <li>•Experiencing some discomfort but tolerable and has some variability in mood. Has identified future goals.</li> <li>•A mobile referral is made</li> <li>•If the mobile team is refused, a safety plan is completed with the caller</li> </ul>	<p><b>Level 1</b></p> <ul style="list-style-type: none"> <li>•Level is low indicated by a vague plan or no plan to hurt self or others.</li> <li>•Caller has no history of suicide and feels in control of mood. May have some mild anxiety or depressed mood.</li> <li>•Crisis Counseling is completed with caller.</li> </ul>

## Five Step Approach

1. Someone to talk to (1844-274-7472)
  - Regional Crisis Call Center
2. Someone to respond
  - Mobile Response Team
3. A place to go
  - SERCC – crisis receiving and stabilization clinic
4. A place to stay
  - SERCC – short term residential placement for adults and children
5. Continued support
  - SERCC & Mobile Response Teams – crisis stabilization services





Southern  
Minnesota  
Initiative  
Foundation

SMIF's investments and partnerships in

# Houston County since 1986

Southern Minnesota Initiative Foundation (SMIF) is a regional development and philanthropic organization that fosters economic and community vitality in southern Minnesota through a culture of collaboration and partnership. Serving 20 counties which includes 175 communities and one Native nation.

For every donation  
from Houston  
County of

**\$1**



**\$12**

is invested back into  
Houston County  
communities.\*

*\*Includes grants, loans & programming*



## 11 Loans

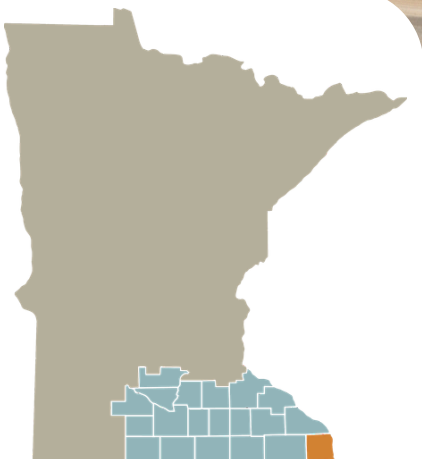
to support entrepreneurs

## 178 Grants

to support community projects

## \$2.8 Million

invested by SMIF in Houston County  
through grants, loans and programming



### Questions?

**Alissa Oeltjenbruns**  
Vice President of Philanthropy &  
Community Vitality  
507-475-3056  
alisso@smifoundation.org



**Check out SMIF's recent activity in your county**



# SMIF's Recent Activity in Houston County

## Early Childhood Spotlight



Friends of the Houston Minnesota Public Library awarded 200 English and 10 Spanish books

*"We hope to distribute books to kids of all ages during our summer reading events. Our goal is to keep kids interested in reading all summer, and to get excited about keeping their very own book."*

*-Beth Peterson-Lee, Friends of the Houston Minnesota Public Library Director*

### Other recent activity:

- 160 books to Spring Grove Public Schools
- \$8,000 Taylor Rural Child Care Grant to St. Mary's School in Caledonia
- Technical assistance provided to child care providers

## Entrepreneurship Spotlight



RURAL ENTREPRENEURIAL VENTURE  
DISCOVER | IGNITE | GROW

City of Caledonia's Rural Entrepreneurial Venture (REV) program received grant

*Caledonia's REV program, designed to advance its economy by providing coaching, resources and connections, was awarded a \$20,000 Activating Our Entrepreneurial Ecosystem (AOEE) Grant to support staff time for an E-Navigator that will work in tandem with the Caledonia Chamber of Commerce to provide sustainable continuity for this entrepreneurial work.*

### Other recent activity:

- \$50,000 PROMISE Act Grant to Kaddy's Kafe in La Crescent
- \$20,000 AOEE Grant to City of Spring Grove
- Technical assistance provided to prospective and current loan clients

## Community Vitality Spotlight



Giants of the Earth Heritage Center in Spring Grove awarded \$10,000 Small Town Grant

*"Our goal is to restore a vital piece of small-town life by launching a modern community newspaper that strengthens connection, belonging and civic awareness. Our community newspaper is designed to broaden the circle of belonging by providing a platform where all voices are welcome and visible.*

*-Joseph Grodahl, Giants of the Earth Heritage Center Executive Director*

### Other recent activity:

- \$7,054 Small Town Grant to La Crescent Area Healthy Community Partnership
- 5 gallons of paint to Spring Grove Public Schools

**1.1K** Children Supported

**39** Entrepreneurs Supported

**BOARD OF COMMISSIONER MEETING  
AGENDA REQUEST FORM**Historic Courthouse  
304 S Marshall Street  
Caledonia, MN 55921**Board Meeting Date: May 26, 2026****Date Request Submitted: May 21, 2026****Submitted By (Name and Title): Brent Parker, County Coordinator****Please fill in item(s) requested for agenda in correct category below. Add numbers as needed.**Appointment Request:

- 1) Enter a closed session pursuant to Minnesota Statute 13D.05, Subdivision 2 (b), to discuss preliminary allegations and private personnel data related to an employee grievance.

Consent Agenda Request:

- 1) Change the employment status of Kelly Zielinski, Collections Officer, from probationary to regular, effective June 1, 2026.
- 2) Hire Arland Sears as a 67-day temporary/casual Drop Site Supervisor, at a pay rate of \$18.11 per hour.
- 3) Accept Resignation of Patricia Goetzinger – Krall effective June 2<sup>nd</sup>, 2026, with thanks for her 1 year and 10 months of service.

Action Item Request:Discussion Item:Background/additional information can be typed below and/or included with request:

**REQUEST APPROVAL FOR PAYMENTS****2026/05/26 COMMISSIONER WARRANTS:**

<b><u>VENDOR NAME</u></b>	<b><u>AMOUNT</u></b>
CLEAN HARBORS ENV SERVICES	4,435.59
CONSOLIDATED ENERGY COMPANY	8,516.40
CRESCENT INVESTIGATIVE SERVICES	3,393.95
FAHRNER ASPHALT SEALERS LLC	6,544.92
GOVERNMENT FORMS & SUPPLIES	2,133.08
WINONA CONTROLS INC	<u>2,079.04</u>
	27,102.98
25 VENDORS PAID LESS THAN \$2000.00	<u>10,237.01</u>
	<u><u>37,339.99</u></u>

**REVIEW LICENSE CENTER PAYMENTS****2026/05/15 AUDITOR WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
HOUSTON COUNTY TREASURER	74,581.58
SCHUMACHER'S NURSERY	2,553.50
VISA	12,176.48
WINONA COUNTY SWCD	25,487.14
	<u>114,798.70</u>
14 VENDORS PAID LESS THAN \$2000.00	4,745.35
	<u><u>119,544.05</u></u>



# HOUSTON COUNTY

## BOARD OF COMMISSIONER MEETING

### AGENDA REQUEST FORM

Historic Courthouse  
304 S Marshall Street  
Caledonia, MN 55921

**Board Meeting Date:** May 26, 2026  
**Date Request Submitted:** May 21, 2026  
**Submitted By (Name and Title):** Brian Pogodzinski, County Engineer

**Please fill in item(s) requested for agenda in correct category below. Add numbers as needed.**

Appointment Request:

Consent Agenda Request:

1)

Action Item Request:

1. Consider approving a Resolution #26-16 for Final Acceptance for CP 2026-04 Crack fill for Fahrner Asphalt Sealer's LLC.
2. Consider approving the change order for La Crosse Glass and Overhead Door for the west entrance door.

Discussion Item:

1)

Background/additional information can be typed below and/or included with request:

# Houston County Highway Department

1124 E Washington St, Caledonia, MN 55921  
 CP 2026-04 Crackfill  
 Final Payment No. 2

**Contractor:** Fahmer Asphalt Sealers, LLC - Eau Claire  
 6615 US Hwy 12 W  
  
 Eau Claire, WI 54703

**Contract No.** 086 CP 2026-04 Crackfill  
**Vendor Number:** 5820  
**Up To Date:** 5/13/2026  
  
 Warrant # \_\_\_\_\_ Date \_\_\_\_\_

**Contract Amount**

Original Contract	\$131,600.00
Contract Changes	\$0.00
Revised Contract	\$131,600.00

**Funds Encumbered**

Original	\$131,600.00
Additional	N/A
Total	\$131,600.00

**Work Certified To Date**

Base Bid Items	\$130,898.34
Contract Changes	\$
Material On Hand	\$0.00
Total	\$130,898.34

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	\$130,898.34	\$0.00	\$124,353.42	\$6,544.92	\$130,898.34
Percent: Retained: 0%			Percent Complete: 99.47%		

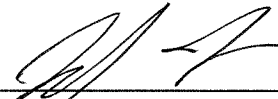
<b>Amount Paid This Final Payment</b>	<b>\$6,544.92</b>
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This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Approved By Fahmer Asphalt Sealers, LLC - Eau Claire

\_\_\_\_\_  
 County Engineer  
 Date

  
 \_\_\_\_\_  
 Contractor **Jeff Sheehan, Vice President**  
 Date **May 14, 2026**

**Certificate of Final Contract Acceptance**  
**Final Voucher Number: number**

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated \_\_\_\_\_ Signature \_\_\_\_\_ County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract and agrees that the Final Value of Work Certified on this Contract is \$130,898.34 and agrees to the amount of \$6,544.92 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Fahrner Asphalt Sealers, LLC - Eau Claire By [Signature]  
Signature

And \_\_\_\_\_ Signature \_\_\_\_\_ And \_\_\_\_\_ Signature \_\_\_\_\_ State of WI,

On This 14 Day May, 2026, Before me appeared Jeff Sheehan 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)

Jeff Sheehan And \_\_\_\_\_, to me personally known, who, being each by me duly sworn

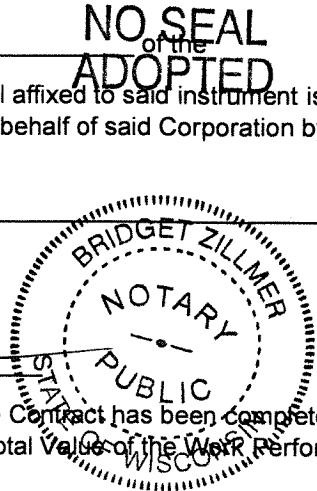
each did say that they are respectively the Vice President and \_\_\_\_\_ of the Fahrner Asphalt Sealers, LLC Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

Officer and said Jeff Sheehan and \_\_\_\_\_

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

Notarial My Commission as Notary Public in Eau Claire County

Seal Expires October 11, 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: 086 CP 2026-04 Crackfill  
Contractor: Fahrner Asphalt Sealers, LLC - Eau Claire  
Date Certified: 5/13/2026  
Payment Number: 2

WHEREAS; Contract No.086 CP 2026-04 Crackfill 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, Brent Parker, Houston County Coordinator, 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 May 26, 2026 as shown in the minutes of the meeting in my possession.

Dated this 26<sup>th</sup> day of May, 2026

At Caledonia, Minnesota

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

(SEAL)

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	5/11/2026	\$130,898.34	\$6,544.92	\$124,353.42
2	5/13/2026	\$0.00	(\$6,544.92)	\$6,544.92
2	8/8/2025	\$0.00	(\$5,715.02)	\$5,715.02

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
County Levy		\$130,898.34	\$0.00	\$124,353.42	\$6,544.92	\$130,898.34

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
CP 2026-04 Crackfill	County Levy	\$6,544.92	\$131,600.00	\$131,600.00	\$130,898.34

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	2331.608 ROUT & SEAL BITUMINOUS PAVEMENT CRACKS (POUND)	4.700	28,000.00	0.00	\$0.00	27,850.71	\$130,898.34	
<b>Base Bid Totals:</b>						<b>\$0.00</b>		<b>\$130,898.34</b>	

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
CP 2026-04	CP 2026-04	\$0.00	\$130,898.34

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
<b>Contract Change Totals:</b>								<b>\$</b>		<b>\$</b>

<b>Contract Total</b>	<b>\$130,898.34</b>
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Item Status by Funding Breakdown								
Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
County Levy	1	2331.608 ROUT & SEAL BITUMINOUS PAVEMENT CRACKS (POUND)	4.700	28,000.00	0.00	\$0.00	27,850.71	\$130,898.34
<b>Totals:</b>						<b>\$0.00</b>		<b>\$130,898.34</b>



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	1-090-209-808
Submitted Date and Time:	14-May-2026 8:28:19 AM
Legal Name:	FAHRNER ASPHALT SEALERS LLC
Federal Employer ID:	11-3804531
User Who Submitted:	8753003
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

Affidavit Number:	1042788352
Minnesota ID:	8753003
Project Owner:	HOUSTON COUNTY
Project Number:	CP 2026-04
Project Begin Date:	14-Apr-2026
Project End Date:	01-May-2026
Project Location:	HOUSTON COUNTY
Project Amount:	\$130,898.34
Subcontractors:	No Subcontractors

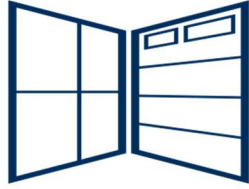
### Important Messages

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

### Contact Us

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

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

**CHANGE ORDER**

**LA CROSSE**  
**GLASS & OVERHEAD**  
 SINCE 1898 **DOOR CO.**

**SINCE 1898**

604 South Third Street  
 P.O. BOX 1073, LA CROSSE WISCONSIN 54602-1073  
 608 782-7620 PHONE

To: Houston County Courthouse  
 Attn: Greg Olson

Date: 05/12/26  
 Project:  
 Courthouse Entrances

Upon further inspection of the existing entrance, it was discovered that the current system above the entrance is failing and replacement is recommended. It is our assessment that the original scope of work be expanded to replace the entire system due to safety concerns and predicted future failure.

We hereby submit specifications and estimate for: **Aluminum entrance, curtain wall framing, and glazing.**

1. Remove existing 118"x 353" Aluminum sash system and entrance
2. Install 7-1/2" Kawneer 1600 System 1 Curtain Wall; finish to be "Dark Bronze" anodized.
3. Entrance to include one (1) 40"x 84" Kawneer 500 wide stile door.
4. Hardware to remain as previously specified.
5. Glass to be 1" "SolarCool Bronze" tempered IGU.

Total amount for above: \$49,677

Credited amount from previously proposed Aluminum Storefront Entrance: < -\$16,596 >

Final amount to add to original proposal: \$33,081

All materials used in this contract are guaranteed to be as specified, and the entire job is to be done in a neat and substantial manner.

Any alteration or deviation from the specifications herein agreed upon involving extra cost of labor and material will be executed only upon a written order for same, and will become an extra charge over the sum mentioned in this contract.

SIGNED BY *Matthew Reincke* 05/12/26

**ACCEPTANCE OF ESTIMATE**

The foregoing terms specifications and conditions are satisfactory, and the same are hereby accepted and agreed to, and .....  
 Hereby authorizes you to execute the same.

SIGNED BY

DATE

**THIS ESTIMATE IS VOID IF NOT ACCEPTED IN 14 DAYS**



