



STEELE COUNTY BOARD AGENDA
Administration Center - 630 Florence Avenue – Owatonna, MN 55060

***Steele County's Mission:**
Driven to deliver quality services in a respectful and fiscally responsible way.*

TUESDAY, MARCH 11, 2025 at 4:00 PM
County Boardroom, Steele County Administration Center

Persons with background material for agenda items are asked to provide them to the Administrator's Office 5 days prior to the meeting date so that the material can be linked to the online agenda. If handouts at the Board meeting are necessary, please bring enough copies for the Board, county staff, the press and the public. Generally, 15 copies should be sufficient.

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda

Public Comment

Those wishing to speak must state their name and address for the record after they are acknowledged by the Board Chair. Each person will be limited to two (2) minutes to make his/her remarks.

Speakers will address all comments to the Board as a whole and not one individual commissioner. The Board may not take action on an item presented during the Public Comment period, unless the item is already on the agenda for action. When appropriate, the Board may refer inquiries and items brought up during the Public Comment period to the County Administrator for follow up.

Correspondence

- 4.

Consent Agenda - *Items listed on the Consent Agenda are considered routine and non-controversial by the County Board. There will be no separate discussion of these items unless requested by a member of the County Board.*

5. Approve February 25, 2025 Board Minutes (pg. 3)
6. Approve February 25, 2025 Board Work Session Minutes (pg. 8)
7. Approve Bills and Journal Entries (pg. 10)
8. Approve Personnel Report (pg. 41)
9. Approve Case Management Aide/Paraprofessional position (pg. 42)

10. Approve temporary contract for a Waiver and Care Coordinator position (pg. 44)
11. Approve updated Memorandum of Understanding with MNPrairie County Alliance to align with waiver service provision within Steele County. (p. 48)
12. Approve Professional Services Contract with Erickson Engineering for the design of the replacement of Summit Township Bridge L5584 in an amount not to exceed \$29,190 and authorize the County Engineer to sign the contract. (pg. 79)

General Agenda

13. March Anniversary Report (pg. 95)

County Board Work Session – March 11, 2025

14. Action Items

Internal Central Services Committee – March 4, 2025

15. Grant Management Software License (pg. 96)

Information Items

16. Public Works Committee Minutes (pg. 110)
17. Internal Central Services Committee Minutes (pg. 112)

Commissioner Reports:

Next Meeting Notices:

Land Use & Records – **March 13th at 8 a.m. in the Boardroom**

Special Board Meeting – **March 13th at 4 p.m. in the Boardroom**

Public Safety & Health Committee - **March 18th at 8 a.m. in the Boardroom**

County Township Annual Meeting – **March 24th at 4 p.m. in the Boardroom**

County Board Work Session – **March 25th at 4 p.m. in the Boardroom**

County Board Meeting – **March 25th at 5 p.m. in the Boardroom**

Adjourn

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Steele County Board of Commissioners. This document does not claim to be complete and is subject to change.

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

February 25, 2025

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on February 25, 2025 with Commissioner's Krueger, Glynn, Prokopec, and Abbe present, Commissioner Brady absent. Also present were Human Resources Director Gina McGuire, Finance Director Candi Lemarr, IT Director Dave Purscell, County Engineer Paul Sponholz, County Assessor Brian Anderson, County Sheriff Lon Thiele, County Attorney Robert Jarrett, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to approve the agenda with the following changes: the time of the Public Works Committee meeting was corrected to be at 10:00 a.m. and the Procurement position action item was added from the Work Session. Ayes all.

Public Comment: 2 spoke against the Eastside Corridor.

Correspondence: Thank you letter from Southern Minnesota Initiative Foundation.

Motion by Commissioner Krueger, seconded by Commissioner Abbe, to approve Consent Agenda. Ayes all.

Consent Agenda:

- A. Approve the minutes of February 11, 2025 Board Meeting
- B. Approve the minutes of February 11, 2025 Board Work Session
- C. Approve Bills and Journal Entries
- D. Approve Personnel Report

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Kevin Lindquist	Highway Maintenance Supervisor	Highway	05/30/2025

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Highway Maintenance Supervisor	Highway	Backfill Lindquist (retirement)

- E. Approve Consumption & Display Permit renewal for Blooming Prairie Country Club.
- F. Approve Annual Equitable Sharing Agreement and Certification and authorize the vice-chair to sign.
- G. Appoint Kimberly Britt to Steele County Community Corrections Advisory Board.
- H. Approve Agreement with Summit Township for replacement of a township bridge.

- I. Approve Agreement with Clinton Falls for replacement of a township bridge.
- J. Approve updated Abatement Policy and Procedure.
- K. Reappoint Mike Jones to the Cedar River Watershed District

General Agenda:

Motion by Commissioner Krueger, seconded by Commissioner Prokopec to approve the Citizen Appointee's Code of Conduct. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Prokopec to approve the Procurement Specialist position. Ayes all.

Commissioner Prokopec offered the following **Resolution**, seconded by Commissioner Abbe

Steele County Highway Right of Way Plat 23 2025-015

WHEREAS, Steele County Highway Right-of-Way Plat No. 23 has been prepared for the reconstruction of County State Aid Highway 28 from South Beaver Lake Road to North Beaver Lake Road, and

WHEREAS, the Steele County Highway Engineer has certified that the highway location and right-of-way is correctly located on the plat, and

WHEREAS, the Steele County Surveyor has checked and approved the plat.
NOW, THEREFORE, BE IT RESOLVED, the Steele County Highway Right-of-Way Plat No. 23 is hereby approved and accepted.

Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Brady absent and not voting. A copy of the Resolution is on file in the Property Tax & Elections Office.

Motion by Commissioner Krueger, seconded by Commissioner Prokopec to approve ordering in 2025 equipment listed on the Highway 2026 Capital Improvement Plan, including two tandem dump and plow trucks and their appurtenant equipment and one wing mower. Ayes all.

Commissioner Abbe offered the following **Resolution**, seconded by Commissioner Prokopec

SUPPORTING SOUTHERN MINNESOTA MUNICIPAL POWER AGENCY'S REQUEST FOR LEGISLATION EXEMPTING THE STEELE ENERGY STATION (SES) FROM PERSONAL PROPERTY TAX 2025-014

WHEREAS, Southern Minnesota Municipal Power Agency (SMMPA) is constructing a combustion turbine generation facility fueled by natural gas with an expected capacity of 49 Megawatts {the "Project"}; and

WHEREAS, the Project is proposed to be constructed on the on the western edge of Owatonna with construction expected to commence in 2026; and

WHEREAS, the Project will provide construction employment during the construction of the new electric generating facility; and

WHEREAS, the Project will provide additional full-time employment opportunities in the City of Owatonna once it is completed; and

WHEREAS, the Project will provide wholesale electricity to benefit the 17 Members of SMMPA including the City of Owatonna, with a facility fully capable of operating in the existing Midwest Independent System Operator (MISO) market; and

WHEREAS, the Project will not only provide enhanced reliability for SMMPA Members, but also will be designed to, in combination with the existing Owatonna Energy Station, furnish backup and emergency power service to the City of Owatonna in the event of transmission emergencies or outages; and

WHEREAS, the Project will provide in lieu of real property tax revenues on the parcel, and the investment by SMMPA will increase the in lieu of real property tax value; and

WHEREAS, the Minnesota Legislature has granted personal property tax exemptions to more than twenty proposed power plants in Minnesota since 2000, and as a result, personal property tax exemptions are critical to be competitive with other existing and proposed plants that have received an exemption in Minnesota.

NOW, THEREFORE, BE IT RESOLVED, Steele County, acting by and through its County Board, resolves:

1. That the construction of a 49 MW combustion turbine electric generation facility using natural gas in the City of Owatonna would provide reliability and other economic benefits with no material adverse impact on county governmental services; and
2. That the County supports an amendment to the Minnesota property tax statutes exempting the Project's electrical generation equipment from personal property taxes, taxing only its real property value via in lieu of taxes based upon the real property tax rate structure. Such an amendment would result in taxation similar to other previously exempted electric generation projects in Minnesota.

Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Brady absent and not voting. A copy of the Resolution is on file in the Property Tax & Elections Office.

Commissioner Reports:

Commissioner Glynn reported his attendance at JD6 meeting and Historical Society meeting.

Commissioner Prokopec reported his attendance at JD6 meeting, Public Health and Safety Committee, Steele County Collaborative, and Spero.

Commissioner Abbe reported his attendance at JD6 meeting, Land Use and Records Committee, MNP Joint Power meeting, and Rice / Steele 911 meeting.

Commissioner Krueger reported his attendance at South Country Utilization Committee, MNP Finance meeting and a Joint Powers meeting, SMART Trails meeting, and met with County Engineer regarding the railroad.

Commissioner Brady was absent and not reporting.

County Attorney had nothing to report.

County Administrator reported she will be serving on the United Way Board of Directors and also serving on its strategic impact committee. She will be at the capitol on Wednesday, meeting with elected officials.

LISTING OF BILLS February 25, 2025

ArchKey Technologies	11,039.00
Cen Tee Cast Metal Products	2,560.67
City Of Blooming Prairie	12,187.05
City Of Ellendale	8,167.58
City Of Medford	11,268.64
City Of Owatonna	75,595.24
Community Co-op Oil Assn	20,139.91
Counties Providing Technology	4,651.00
CPS Technology Solutions	3,735.00
CRK Properties LLC	7,031.50
Freeborn County Auditor-Treas	6,795.88
Government Capital Securities Corp	3,750.00
Information Systems Corp	6,455.00
LeVander, Gillen & Miller PA	2,225.00
Madden Galanter Hansen LLP	2,867.00
Moore Md/Kellyanna J	4,099.58
Semrex	2,160.00
Steele County Highway Dept	6,223.90
Summit Food Services LLC	3,606.79
Thompson Sanitation	75,740.24
Thomson Reuters - West	2,707.36
Treas Of Aurora Township	24,223.42
Treas Of Berlin Township	28,187.86
Treas Of Blooming Prairie Township	46,449.19
Treas Of Clinton Falls Township	17,383.92

Treas Of Deerfield Township	23,929.22
Treas Of Havana Township	25,938.64
Treas Of Lemond Township	27,462.62
Treas Of Medford Township	21,328.01
Treas Of Meriden Township	29,620.81
Treas Of Merton Township	20,665.50
Treas Of Owatonna Township	20,621.84
Treas Of Somerset Township	32,879.63
Treas Of Summit Township	30,359.34
UKG Kronos Systems LLC	3,864.01
Waseca County Land & Water Resources	9,877.90
85 Payments less than 2000	<u>28,969.54</u>
Final Total:	664,767.79

Motion by Commissioner Prokopec, seconded by Commissioner Abbe to adjourn to the Call of the Chair at 5:32 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

February 25, 2025

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on February 25, 2025 with Commissioner's Krueger, Glynn, Prokopec, and Abbe present, Brady was absent. Also present were Human Resources Director Gina McGuire, Finance Director Candi Lemarr, Recorder Rick Kvien, County Assessor Brian Anderson, County Attorney Robert Jarrett, Financial Analyst Madison Melcher, Public Health Specialist Ethan Rindfleisch, County Engineer Paul Sponholz, MNPrairie Director Tara Riech, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Finance Director Candi Lemarr returned with her plans for a new procurement specialist position for the Finance Department. Approved during the budget process, Lemarr reviewed the responsibilities of the procurement specialist, which would include procuring/purchasing a variety of services, supplies, materials and equipment. The position will assist in preparation of solicitation documents such as RFP's. The Procurement Specialist will also draft contracts and manage contract administration. These duties and responsibilities will be conducted on a countywide basis and the position will be reviewed to determine cost savings for the county. The Board moved the item forward for a vote.

The Administrator Renae Fry brought forward the Citizen Appointee's Code of Conduct from the February 11th Work Session. At that time the Board requested a provision for penalty be added to the document. This is located on page 12 of the Citizen Appointee's Code of Conduct. The Board moved the item forward for a vote.

The Steele County Local Housing Trust Fund Funding sources have been separated into two specific discussion topics based on their funding sources, the Homeless Aid Program and the Affordable Housing Program, as each of these funding sources have different requirements for expenditures.

The Homeless Aid Program used a request for proposal (RFP) process in late 2024 to determine who would receive the funds received by the County in 2023 that were subject to forfeiture as of December 31, 2024. The County will face similar forfeiture risks in 2025 and 2026 for the funds received/to be received in 2024 and 2025. Regardless of process, the permitted uses of the funds are prescriptive, leaving the County with little flexibility for alternative uses of the funds. Staff would like the Board to approve a plan for distributing the funds well in advance of the forfeiture deadline. Staff believed that the RFP process used in 2024 had its merits but would benefit from a longer application timeline. By consensus, the Board agreed. Fry offered to update the 2024 packet and bring it back to the Board at its March 11 work session for consideration and possible movement to the board meeting for adoption.

The Affordable Housing Program has different usage requirements. The Board requested additional

information at its February 11 work session. Fry reported that, in response, she had emailed the Maxfield 2023 study to the members of the Board. She also emailed to the Board members a link for the Rice County affordable housing project that is under construction north of their jail. She reported that she contacted Ellendale, Medford and Blooming Prairie to get input from their city administrators on possible uses of affordable housing funds. Ellendale responded that their EDA was working on a plan to demolish existing blighted properties and then to rehab the parcel by building affordable housing. The Ellendale EDA consultant indicated that they could use a block grant to help fund their initiative. Fry reported that she was not able to connect with the Medford City Administrator since the last work session, but she did report that in fall of 2024, Medford indicated that they could use funds to rehab existing homes. Blooming Prairie may have a need but there is no guidance at this time. Fry will need to reconnect with both communities to verify their preferences. Lastly, Fry contacted the Owatonna HRA. Troy Klecker indicated that the HRA can help administer the funds, but their help may not be needed if the Board distributes all of the funds directly to area cities. Board members showed interest in using an RFP process, giving all 4 cities the opportunity to submit proposals for their use of the funds. Fry offered to develop an application for consideration at the Board's next work session.

MJ Johnson and Jessica Green from Northland Securities were present to review the Steele County Investment Portfolio. Steele County currently has bond rating of AA+ with a stable outlook. Investments are ladderred to ensure availability for key cash needs. Steele County has consistently strong operating results, very strong growth in tax base and a very low debt burden. The County's financial picture remains strong in the event the County wants to fund future capital projects through the issuance of bonds.

Meeting was adjourned at 4:52 p.m.

Chairman

ATTEST: _____
Administrator

SBENDORF

3/5/25

9:14AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

Print List in Order By:	2	1 - Fund (Page Break by Fund)	Page Break By:	1	1 - Page Break by Fund
		2 - Department (Totals by Dept)			2 - Page Break by Dept
		3 - Vendor Number			
		4 - Vendor Name			

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

SBENDORF

3/5/25 9:14AM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
301	DEPT			Administration			
	61505 Gopher State One-Call						
12	10-301-000-0000-6260		6.75	February locates	5021493	Consultants/Admin Fee	N
	61505 Gopher State One-Call		6.75	1 Transactions			
	37025 Innovative Office Solutions LLC						
14	10-301-000-0000-6410		7.35	Large magic markers	4774264	Office Supplies	Y
	37025 Innovative Office Solutions LLC		7.35	1 Transactions			
	4710 Interstate Power Systems Inc						
15	10-301-000-0000-6512		395.00	Semi annual inspections	R001218526:01	Bldg Repair & Maintenance	N
	4710 Interstate Power Systems Inc		395.00	1 Transactions			
	8153 Pump & Meter Service						
25	10-301-000-0000-6512		572.50	Labor for pumps	1018851	Bldg Repair & Maintenance	Y
	8153 Pump & Meter Service		572.50	1 Transactions			
	85167 Stewart Sanitation						
26	10-301-000-0000-6250		114.61	Garbage service 02/2025	0000907106	Utilities	N
	85167 Stewart Sanitation		114.61	1 Transactions			
301	DEPT Total:		1,096.21	Administration	5 Vendors	5 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
	8893 Bell Optical						
6	10-302-000-0000-6801		209.91	Safety glasses - Deml	5361457	Osha/Safety Supplies	N
	8893 Bell Optical		209.91	1 Transactions			
	36550 IFACS						
13	10-302-000-0000-6534		124.56	10 packs of D batteries	5354063	Supplies - Signing	N
	36550 IFACS		124.56	1 Transactions			
302	DEPT Total:		334.47	Road & Bridge Maintenance Expense	2 Vendors	2 Transactions	
303	DEPT			Construction Expense			
	10129 Knudson/Jackson						
16	10-303-000-0000-6330		11.67	D6 Engineering Meeting - meal	02/20/2025	Travel Expenses	N

SBENDORF
3/5/25 9:14AM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
10129	Knudson/Jackson		11.67		1 Transactions		
303	DEPT Total:		11.67	Construction Expense	1 Vendors	1 Transactions	
304	DEPT			Equipment Maintenance & Shops			
10067	Auto Value Owatonna						
1	10-304-000-0000-6520		110.72	Wire, swivel & flare	197006097	Machinery/Vehicle Parts	N
2	10-304-000-0000-6520		160.39	800 CCA battery	197006417	Machinery/Vehicle Parts	N
3	10-304-000-0000-6520		20.00-	Core return	197006467	Machinery/Vehicle Parts	N
4	10-304-000-0000-6520		124.95	Pigtail/Socket	197006913	Machinery/Vehicle Parts	N
5	10-304-000-0000-6520		44.98	Wire tools	197006915	Machinery/Vehicle Parts	N
10067	Auto Value Owatonna		421.04		5 Transactions		
11215	Central Farm Services						
7	10-304-000-0000-6540		625.23	263.5 gallons of bulk Def	701777	Fuel & Lubricants	N
8	10-304-000-0000-6540		939.21	74.8 gal Superlube	96180	Fuel & Lubricants	N
9	10-304-000-0000-6540		739.77	61.6 gal Qwicklift	96180	Fuel & Lubricants	N
10	10-304-000-0000-6540		983.89	62.4 gal 5W30	96180	Fuel & Lubricants	N
11215	Central Farm Services		3,288.10		4 Transactions		
23800	Fastenal Company						
11	10-304-000-0000-6520		2.76	Zinc finish steel hex nut	MNOWA248925	Machinery/Vehicle Parts	N
23800	Fastenal Company		2.76		1 Transactions		
49625	Matejcek Implement Co						
17	10-304-000-0000-6520		360.00	Cable & nuts	IB40449	Machinery/Vehicle Parts	N
18	10-304-000-0000-6520		126.25	Cab filters	IB40485	Machinery/Vehicle Parts	N
49625	Matejcek Implement Co		486.25		2 Transactions		
50510	McNeilus Steel Inc						
19	10-304-000-0000-6520		62.86	Round & angle rod	01203230	Machinery/Vehicle Parts	N
50510	McNeilus Steel Inc		62.86		1 Transactions		
56125	NAPA Auto Parts						
20	10-304-000-0000-6520		29.69	Electrical connector	044066	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts		29.69		1 Transactions		
4097	Nuss Truck & Equipment						
21	10-304-000-0000-6520		298.21	Headlamp, turn catch, retainer	PSO1809271	Machinery/Vehicle Parts	N

SBENDORF
3/5/25 9:14AM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
4097	Nuss Truck & Equipment		298.21	1 Transactions				
9922	Owatonna Ace Hardware							
22	10-304-000-0000-6511		26.99	Shop vac filter	2432/5	Maint Shop Supplies & Materials		N
23	10-304-000-0000-6520		5.58	Screws	2503/5	Machinery/Vehicle Parts		N
9922	Owatonna Ace Hardware		32.57	2 Transactions				
61520	Owatonna Motor Company							
24	10-304-000-0000-6520		384.75	Mirror	171847	Machinery/Vehicle Parts		N
61520	Owatonna Motor Company		384.75	1 Transactions				
7787	Tri-State Bobcat							
27	10-304-000-0000-6520		235.98	Left & right tooth & seal kit	P32483	Machinery/Vehicle Parts		N
7787	Tri-State Bobcat		235.98	1 Transactions				
99500	Ziegler,Inc							
29	10-304-000-0000-6520		434.41	Couplers	IN001811640	Machinery/Vehicle Parts		N
30	10-304-000-0000-6520		156.24	Coupling	IN001811929	Machinery/Vehicle Parts		N
99500	Ziegler,Inc		590.65	2 Transactions				
304	DEPT Total:		5,832.86	Equipment Maintenance & Shops	11 Vendors	21 Transactions		
310	DEPT			Capital Construction				
9895	Westwood Professional Services Inc							
28	10-310-000-0000-6262		1,526.67	Prof services 074-021-006	1250202257	Sales Tax Consultants		Y
9895	Westwood Professional Services Inc		1,526.67	1 Transactions				
310	DEPT Total:		1,526.67	Capital Construction	1 Vendors	1 Transactions		
10	Fund Total:		8,801.88	Road & Bridge Fund		30 Transactions		
	Final Total:		8,801.88	20 Vendors	30 Transactions			



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	8,801.88	Road & Bridge Fund	
	All Funds	8,801.88	Total	Approved by,
				
				

SBENDORF
3/6/25 10:46AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

Print List in Order By:	2	1 - Fund (Page Break by Fund)	Page Break By:	1	1 - Page Break by Fund
		2 - Department (Totals by Dept)			2 - Page Break by Dept
		3 - Vendor Number			
		4 - Vendor Name			

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

SBENDORF

3/6/25 10:46AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 2

	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT			County Wide			
	7757 Gallagher Benefits Services Inc						
105	01-003-000-0000-6194		250.00	Consulting fee - December	2024039007	Personnel Policy	Y
106	01-003-000-0000-6194		7.50	Late fee - 2 months	2024039007	Personnel Policy	Y
104	01-003-000-0000-6194		250.00	Consulting fee - February	2025040459	Personnel Policy	Y
107	01-003-000-0000-6194		2,000.00	Consulting fee - Feb - add 4	2025040839	Personnel Policy	Y
	7757 Gallagher Benefits Services Inc		2,507.50	4 Transactions			
3	DEPT Total:		2,507.50	County Wide	1 Vendors	4 Transactions	
5	DEPT			Board Of Commissioners			
	6032 APG Media of Southern Minnesota LLC						
5	01-005-000-0000-6242		9.10	Synopsis - 01/28/2025	1306786	Publishing	N
	6032 APG Media of Southern Minnesota LLC		9.10	1 Transactions			
	37025 Innovative Office Solutions LLC						
32	01-005-000-0000-6410		86.37	Copy paper	4776625	Office Supplies	Y
	37025 Innovative Office Solutions LLC		86.37	1 Transactions			
5	DEPT Total:		95.47	Board Of Commissioners	2 Vendors	2 Transactions	
31	DEPT			County Administrator			
	9987 Fry/Renae						
31	01-031-000-0000-6331		46.20	Mileage - AMC Legislative	02262025	Mileage Reimbursement	N
	9987 Fry/Renae		46.20	1 Transactions			
	37025 Innovative Office Solutions LLC						
33	01-031-000-0000-6410		13.43	Copy paper	4776625	Office Supplies	Y
	37025 Innovative Office Solutions LLC		13.43	1 Transactions			
	7922 Minnesota City-County Management As:						
159	01-031-000-0000-6241		184.80	2025 MCMA dues - RFry	March 2025	Membership Dues	N
	7922 Minnesota City-County Management As:		184.80	1 Transactions			
31	DEPT Total:		244.43	County Administrator	3 Vendors	3 Transactions	
32	DEPT			Human Resources			
	37025 Innovative Office Solutions LLC						

SBENDORF

3/6/25 10:46AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
34	01-032-000-0000-6410	13.43	Copy paper	4776625	Office Supplies	Y
37025	Innovative Office Solutions LLC	13.43	1 Transactions			
32	DEPT Total:	13.43	Human Resources	1 Vendors	1 Transactions	
41	DEPT		Auditor			
37025	Innovative Office Solutions LLC					
35	01-041-000-0000-6410	49.90	Copy paper	4776625	Office Supplies	Y
37025	Innovative Office Solutions LLC	49.90	1 Transactions			
84035	Tri-M Graphics					
74	01-041-000-0000-6410	34.56	Notary stamp - JMue	106393	Office Supplies	N
84035	Tri-M Graphics	34.56	1 Transactions			
41	DEPT Total:	84.46	Auditor	2 Vendors	2 Transactions	
44	DEPT		Financial Administrator			
8589	Baker Tilly US, LLP					
143	01-044-000-0000-6279	2,180.00	Progress bill - 2024 financial	BT3084340	Audit Costs	Y
144	01-044-000-0000-6279	130.00	Progress bill - 2024 single	BT3084340	Audit Costs	Y
145	01-044-000-0000-6279	115.50	Tech fee - 2024 audit	BT3084340	Audit Costs	Y
8589	Baker Tilly US, LLP	2,425.50	3 Transactions			
37025	Innovative Office Solutions LLC					
36	01-044-000-0000-6410	28.79	Copy paper	4776625	Office Supplies	Y
37	01-044-000-0000-6480	477.75	1 office chair - Finance	CIN127132	Non-Capitalized Inventory	Y
37025	Innovative Office Solutions LLC	506.54	2 Transactions			
44	DEPT Total:	2,932.04	Financial Administrator	2 Vendors	5 Transactions	
61	DEPT		Information Technology			
8393	AMC - MACA					
11	01-061-000-0000-6261	2,298.00	MNCITLA dues - 2025	MNCITLA2025	Conference & Training	N
8393	AMC - MACA	2,298.00	1 Transactions			
8499	Counties Providing Technology					
17	01-061-000-0000-6261	135.00	MN Tech conf - DPurscell	2721	Conference & Training	Y

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
8499	Counties Providing Technology		135.00	1 Transactions				
61	DEPT Total:		2,433.00	Information Technology	2 Vendors	2 Transactions		
62	DEPT			Central Services				
9983	CallTower							
16	01-062-000-0000-6210		180.98	Monthly phone charges	202423602	Telephone		N
9983	CallTower		180.98	1 Transactions				
16282	Crosstown Cartage Inc							
150	01-062-000-0000-6801		324.00	Contracted mail services	03032025	General Expense		N
151	01-062-000-0000-6802		125.00	Additional mail services	03032025	Internal Chargeback		N
16282	Crosstown Cartage Inc		449.00	2 Transactions				
62	DEPT Total:		629.98	Central Services	2 Vendors	3 Transactions		
91	DEPT			County Attorney				
37025	Innovative Office Solutions LLC							
110	01-091-000-0000-6410		41.00	Notary stamp - SZabel	4767337	Office Supplies		Y
109	01-091-000-0000-6410		30.28	Signature stamp - RJarrett	4773817	Office Supplies		Y
37025	Innovative Office Solutions LLC		71.28	2 Transactions				
9165	Jarrett/Robert J							
112	01-091-000-0000-6331		10.50	Mileage - 1/7-2/12/2025	March 2025	Mileage Reimbursement		N
9165	Jarrett/Robert J		10.50	1 Transactions				
9018	Karpel Solutions							
113	01-091-000-0000-6304		15,975.00	Annual PBK maintenance/storage	71263	Misc Contracts		N
9018	Karpel Solutions		15,975.00	1 Transactions				
83255	Rice-Steele 911 Center							
114	01-091-000-0000-6410		310.00	VPN/BCA connection 1/2/205	2025-JT-5	Office Supplies		N
83255	Rice-Steele 911 Center		310.00	1 Transactions				
91	DEPT Total:		16,366.78	County Attorney	4 Vendors	5 Transactions		
101	DEPT			County Recorder				
9673	Indecomm Global Services							

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171	01-101-000-0000-5520		Reimb Abstract recording fee	03/06/2025	Fees	N
173	01-101-000-9305-5520		Reimb Technology fund	03/06/2025	Fees - Technology Fund	N
172	01-101-000-9306-5520		Reimb Compliance fund	03/06/2025	Fees- Compliance Fund	N
9673	Indecomm Global Services		3 Transactions			
101	DEPT Total:	35.50	County Recorder	1 Vendors	3 Transactions	
105	DEPT		Planning & Zoning			
13000	City Of Blooming Prairie					
147	01-105-000-0000-6805	170.12	Bldg permit reimb - Feb	March 2025	Bl Pr Reimb-Bldg Permit	N
13000	City Of Blooming Prairie	170.12	1 Transactions			
105	DEPT Total:	170.12	Planning & Zoning	1 Vendors	1 Transactions	
111	DEPT		Buildings & Grounds			
9075	Access Tonna Lock Service					
1	01-111-040-0000-6300	137.00	Repair lock, panic device-Adm	4088	Bldg Repairs & Maintenance	Y
2	01-111-040-0000-6300	154.00	Install deadbolt - Admin	4103	Bldg Repairs & Maintenance	Y
142	01-111-049-0000-6300	883.95	Rekey & install panic device	4144	Bldg Repairs & Maintenance	Y
9075	Access Tonna Lock Service	1,174.95	3 Transactions			
6980	Block Plumbing & Heating Inc					
13	01-111-040-0000-6300	188.00	Labor - toilet bowl	70345	Bldg Repairs & Maintenance	N
14	01-111-040-0000-6560	5.98	Toilet bowl parts	70345	Janitorial Supplies	N
6980	Block Plumbing & Heating Inc	193.98	2 Transactions			
8288	Four Seasons Electric					
20	01-111-040-0000-6300	251.44	Install TV outlet - Finance	14535	Bldg Repairs & Maintenance	N
21	01-111-044-0000-6300	143.55	Install ground bar by IDF	14559	Bldg Repairs & Maintenance	N
8288	Four Seasons Electric	394.99	2 Transactions			
8521	From the Ground Up LLC					
25	01-111-040-0000-6380	2,735.00	Ice control, snow removal x11	37050	Grounds Maintenance	Y
26	01-111-041-0000-6380	1,195.00	Ice control, snow removal x10	37066	Grounds Maintenance	Y
28	01-111-043-0000-6380	715.00	Ice control, snow removal x7	37070	Grounds Maintenance	Y
27	01-111-042-0000-6380	960.00	Ice control, snow removal x7	37092	Grounds Maintenance	Y
23	01-111-044-0000-6380	3,855.00	Ice control, snow removal x16	37099	Grounds Maintenance	Y
29	01-111-047-0000-6380	945.00	Ice control, snow removal x6	37113	Grounds Maintenance-Gymnastics	Y

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8521	From the Ground Up LLC		10,405.00	6 Transactions		
4710	Interstate Power Systems Inc					
153	01-111-044-0000-6300		373.00	Perform "A" inspection	R001218520:01	Bldg Repairs & Maintenance N
41	01-111-044-0000-6300		543.00	Semi annual B inspection-2025	R001218521-01	Bldg Repairs & Maintenance N
40	01-111-042-0000-6300		380.00	Semi annual B inspection-2025	R001218549-01	Bldg Repairs & Maintenance N
4710	Interstate Power Systems Inc		1,296.00	3 Transactions		
9161	Kraft Mechanical LLC					
44	01-111-044-0000-6300		480.00	Install VAV control valve-DC	38396	Bldg Repairs & Maintenance N
156	01-111-044-0000-6300		5,330.00	Preventive maint agreement	38573	Bldg Repairs & Maintenance N
9161	Kraft Mechanical LLC		5,810.00	2 Transactions		
7906	Mark's					
47	01-111-044-0000-6300		120.00	Willoughby parts for urinal	INV002202952	Bldg Repairs & Maintenance Y
7906	Mark's		120.00	1 Transactions		
52550	MEI Total Elevator Solutions					
158	01-111-040-0000-6300		215.65	Monthly elevator service-March	1117164	Bldg Repairs & Maintenance N
157	01-111-042-0000-6300		201.35	Monthly elevator service-March	1117165	Bldg Repairs & Maintenance N
52550	MEI Total Elevator Solutions		417.00	2 Transactions		
585	Olympic Fire Protection Corp					
54	01-111-044-0000-6300		6,312.00	5 year sprinkler inspection	10004898	Bldg Repairs & Maintenance N
585	Olympic Fire Protection Corp		6,312.00	1 Transactions		
65100	Paape Companies Inc					
56	01-111-042-0000-6300		622.56	Replace Belimo valve - CH	116435	Bldg Repairs & Maintenance N
65100	Paape Companies Inc		622.56	1 Transactions		
1663	Sign Pro Of Owatonna, Inc.					
64	01-111-040-0000-6300		370.33	2 vinyl window wraps-Finance	1114333	Bldg Repairs & Maintenance N
1663	Sign Pro Of Owatonna, Inc.		370.33	1 Transactions		
9162	TGK Automotive/GB Auto Service Inc					
72	01-111-050-0000-6320		24.95	Repair leaking tire - 403	521803920	Vehicle Repairs & Maintenance N
9162	TGK Automotive/GB Auto Service Inc		24.95	1 Transactions		
9183	Van Meter Inc					

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75	01-111-040-0000-6300	47.54	Thermoplastic LED	S013710102.001	Bldg Repairs & Maintenance	N
9183	Van Meter Inc	47.54	1 Transactions			
111	DEPT Total:	27,189.30	Buildings & Grounds	13 Vendors	26 Transactions	
121	DEPT		Veteran Service			
10146	Apex Pro Kwik Lube					
4	01-121-000-0000-6301	165.56	Oil change & filter	5456405590	Repairs/Maintenance	N
10146	Apex Pro Kwik Lube	165.56	1 Transactions			
9507	Bergquist/Mary Jo					
12	01-121-000-0000-6301	13.00	Reimb car wash-Vet van	02212025 10:15:2	Repairs/Maintenance	N
9507	Bergquist/Mary Jo	13.00	1 Transactions			
37025	Innovative Office Solutions LLC					
38	01-121-000-0000-6410	80.45	Copy paper, tape, portfolio	4775278	Office Supplies	Y
37025	Innovative Office Solutions LLC	80.45	1 Transactions			
121	DEPT Total:	259.01	Veteran Service	3 Vendors	3 Transactions	
201	DEPT		Sheriff			
10145	American Security Cabinets					
3	01-201-000-0000-6801	6,492.00	3 drug boxes	139098	Misc Expense	N
10145	American Security Cabinets	6,492.00	1 Transactions			
4710	Interstate Power Systems Inc					
42	01-201-296-0000-6421	636.00	Perform "A" inspection	R001218524-01	T#9 Maintenance Operating Exp-Fuel	N
43	01-201-297-0000-6301	2,707.01	Perform "A" inspection,coolant	R001218525-01	T BI Pr-Equipment Repairs	N
4710	Interstate Power Systems Inc	3,343.01	2 Transactions			
4877	L & L Street Rods & Sport Trucks					
45	01-201-000-0000-6320	4,280.00	New squad equipment-7405	4219	Vehicle Maintenance	Y
46	01-201-000-0000-6320	255.00	Reverse/turn flash-7405	4220	Vehicle Maintenance	Y
4877	L & L Street Rods & Sport Trucks	4,535.00	2 Transactions			
18450	Office of MN IT Services					
49	01-201-000-0000-6210	185.57	Sheriff telecom - January 2025	W25010569	Telephone	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
18450	Office of MN IT Services		185.57	1 Transactions		
83255	Rice-Steele 911 Center					
58	01-201-000-0000-6304		1,800.00	18 licenses-police mobiles Q1	2025-JT-4	Contracts N
59	01-201-000-0000-6304		90.00	3 licenses-field ops Q1	2025-JT-4	Contracts N
60	01-201-000-0000-6304		733.50	18 licenses-APS maint Q1	2025-JT-4	Contracts N
61	01-201-000-0000-6304		620.00	VPN IP	2025-JT-4	Contracts N
83255	Rice-Steele 911 Center		3,243.50	4 Transactions		
10136	Sweet's Auto Repair					
68	01-201-000-0000-6320		1,316.00	Front & rear brakes, oil chg	34849	Vehicle Maintenance N
10136	Sweet's Auto Repair		1,316.00	1 Transactions		
9259	T-MOBILE					
71	01-201-000-0000-6210		31.15	SCSO 507-990-1929	982187246	Telephone N
9259	T-MOBILE		31.15	1 Transactions		
9162	TGK Automotive/GB Auto Service Inc					
73	01-201-000-0000-6320		712.20	Tires & balance - 7407	521803973	Vehicle Maintenance N
9162	TGK Automotive/GB Auto Service Inc		712.20	1 Transactions		
201	DEPT Total:		19,858.43	Sheriff	8 Vendors	13 Transactions
208	DEPT			Coroner		
5357	Bluhm/Christine					
146	01-208-000-0000-6801		200.00	Death investigations - 1	February 2025	General Expense 6
5357	Bluhm/Christine		200.00	1 Transactions		
8048	Edwardsen/Danette Marie					
152	01-208-000-0000-6801		200.00	Death investigations - 1	February 2025	General Expense 6
8048	Edwardsen/Danette Marie		200.00	1 Transactions		
9860	Klapperich/Julie					
155	01-208-000-0000-6801		450.00	Death investigations - 7	February 2025	General Expense 6
9860	Klapperich/Julie		450.00	1 Transactions		
208	DEPT Total:		850.00	Coroner	3 Vendors	3 Transactions

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251	DEPT		Jail			
4346	Advanced Correctional Healthcare Inc					
98	01-251-000-0000-6269	1,918.38	Onsite mental health services	RINV004997	Site Mental Health Services	6
97	01-251-000-0000-6270	17,388.21	Onsite medical services	RINV004997	Medical Services	6
99	01-251-000-0000-6270	370.00	Pool management fees	RINV004997	Medical Services	6
4346	Advanced Correctional Healthcare Inc	19,676.59	3 Transactions			
18450	Office of MN IT Services					
51	01-251-000-0000-6410	91.07	Jail telecom - January 2025	W25010569	Office Supplies	N
18450	Office of MN IT Services	91.07	1 Transactions			
85167	Stewart Sanitation					
116	01-251-000-0000-6254	262.86	Waste pick up - March 2025	906433	Garbage Disposal	N
85167	Stewart Sanitation	262.86	1 Transactions			
85300	Streichers Inc					
118	01-251-000-0000-6192	23.98	Employee uniforms-SLurken	I1744869	Uniform Allowance	N
117	01-251-000-0000-6192	30.00	Employee uniforms-NZetino	I1745601	Uniform Allowance	N
119	01-251-000-0000-6192	176.00	Employee uniforms-SLurken	I1745676	Uniform Allowance	N
85300	Streichers Inc	229.98	3 Transactions			
8247	Summit Food Services LLC					
65	01-251-000-0000-6441	3,513.52	Inmate meals 2/1 - 2/7/2025	INV2000234733	Prisoner Meals	N
66	01-251-000-0000-6441	3,513.52	Inmate meals 2/8 - 2/14/2025	INV2000235304	Prisoner Meals	N
120	01-251-000-0000-6441	3,460.80	Inmate meals 2/15 - 2/21/2025	INV2000235886	Prisoner Meals	N
8247	Summit Food Services LLC	10,487.84	3 Transactions			
1445	Swank Motion Pictures Inc					
67	01-251-000-0000-6406	535.00	Movie license agreement	397679	Program Supplies	N
1445	Swank Motion Pictures Inc	535.00	1 Transactions			
8070	U N X Inc					
121	01-251-000-0000-6560	893.84	Laundry detergent	2025-0413800	Janitorial Supplies	N
8070	U N X Inc	893.84	1 Transactions			
9949	Witter/Michael					
123	01-251-000-0000-6801	24.37	Meal reimb for training	2/21/2025	Misc Expense	N
124	01-251-000-0000-6801	8.00	Parking reimb for training	2/21/2025	Misc Expense	N
125	01-251-000-0000-6801	10.02	Meal reimb for training	2/21/2025	Misc Expense	N

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9949 Witter/Michael		42.39	3 Transactions		
251 DEPT Total:		32,219.57	Jail	8 Vendors	16 Transactions
252 DEPT			Community Corrections		
8393 AMC - MACA					
6 01-252-000-0000-6261		225.00	MACCAC conf - TErnste	81103	Conference & Training N
7 01-252-000-0000-6261		225.00	MACCAC conf - JTonjum	81104	Conference & Training N
8 01-252-000-0000-6261		225.00	MACCAC conf - SAherns	81105	Conference & Training N
9 01-252-000-0000-6261		225.00	MACCAC conf - SDanielson	81107	Conference & Training N
10 01-252-000-0000-6261		225.00	MACCAC conf - STEichroew	81108	Conference & Training N
8393 AMC - MACA		1,125.00	5 Transactions		
8263 CRK Properties LLC					
149 01-252-000-0000-6341		1,073.32	Utilities	1360	Office Rent Y
148 01-252-000-0000-6341		5,922.00	Rent - April	March 2025	Office Rent Y
8263 CRK Properties LLC		6,995.32	2 Transactions		
37025 Innovative Office Solutions LLC					
111 01-252-000-0000-6410		95.96	Copy paper	4781259	Office Supplies Y
37025 Innovative Office Solutions LLC		95.96	1 Transactions		
6884 Language Line Services Inc					
154 01-252-000-0000-6284		245.38	Translator services	11542641	Interpreter Services Y
6884 Language Line Services Inc		245.38	1 Transactions		
252 DEPT Total:		8,461.66	Community Corrections	4 Vendors	9 Transactions
253 DEPT			Law Enforcement Center		
18450 Office of MN IT Services					
50 01-253-000-0000-6211		77.58	LEC telecom - January 2025	W25010569	Radio And Telephone N
18450 Office of MN IT Services		77.58	1 Transactions		
4879 Shred Right					
63 01-253-000-0000-6254		53.70	Paper shredding	0042962	Garbage Disposal Y
4879 Shred Right		53.70	1 Transactions		

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253	DEPT Total:		131.28	Law Enforcement Center	2 Vendors	2 Transactions		
281	DEPT			Emergency Management				
9259	T - MOBILE							
70	01-281-000-0000-6210		31.15	EM 651-417-5346 internet	982187246	Telephone		N
9259	T - MOBILE		31.15	1 Transactions				
281	DEPT Total:		31.15	Emergency Management	1 Vendors	1 Transactions		
391	DEPT			Environmental Services				
87305	Thompson Sanitation							
160	01-391-000-0000-6548		75,722.74	Recycling contract - February	82847	Recycling		N
87305	Thompson Sanitation		75,722.74	1 Transactions				
391	DEPT Total:		75,722.74	Environmental Services	1 Vendors	1 Transactions		
481	DEPT			Public Health Nursing				
9803	Anselmo/Jocelyn M							
127	01-481-461-6066-6464		230.00	Tobacco grant student payment	February 2025	General Supplies & Outreach		Y
9803	Anselmo/Jocelyn M		230.00	1 Transactions				
1335	Dodge County Public Health							
161	01-481-465-6057-6383		5,500.00	Accounting service 2025	021925	Contract Services		N
1335	Dodge County Public Health		5,500.00	1 Transactions				
10070	Escobedo/Sofia							
128	01-481-461-6066-6464		180.00	Tobacco grant student payment	February 2025	General Supplies & Outreach		Y
10070	Escobedo/Sofia		180.00	1 Transactions				
9999	Fandel/Kate Corinne							
129	01-481-461-6066-6464		110.00	Tobacco grant student payment	February 2025	General Supplies & Outreach		Y
9999	Fandel/Kate Corinne		110.00	1 Transactions				
10012	Fox/Vivien Lee							
130	01-481-461-6066-6464		180.00	Tobacco grant student payment	February 2025	General Supplies & Outreach		N
10012	Fox/Vivien Lee		180.00	1 Transactions				
10029	Gomez/Delany							

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
131	01-481-461-6066-6464		Tobacco grant student payment	February 2025	General Supplies & Outreach	Y
10029	Gomez/Delany	80.00	1 Transactions			
10027	Hanson/Danika C					
132	01-481-461-6066-6464	200.00	Tobacco grant student payment	February 2025	General Supplies & Outreach	Y
10027	Hanson/Danika C	200.00	1 Transactions			
9770	Holmen/Molly					
133	01-481-461-6066-6464	160.00	Tobacco grant student payment	February 2025	General Supplies & Outreach	Y
9770	Holmen/Molly	160.00	1 Transactions			
37025	Innovative Office Solutions LLC					
165	01-481-000-0000-6410	239.90	Copy paper	4770599	Office Supplies	Y
164	01-481-000-0000-6410	17.60	Folders	4770778	Office Supplies	Y
162	01-481-000-0000-6410	20.93	6 x 9 envelopes	4776251	Office Supplies	Y
163	01-481-461-6030-6464	11.94	Paper bags	4776251	General Supplies & Outreach	Y
37025	Innovative Office Solutions LLC	290.37	4 Transactions			
9769	Maas/Carlin Ray					
134	01-481-461-6066-6464	210.00	Tobacco grant student payment	February 2025	General Supplies & Outreach	Y
9769	Maas/Carlin Ray	210.00	1 Transactions			
9986	Schaner/Adalyn					
135	01-481-461-6066-6464	160.00	Tobacco grant student payment	February 2025	General Supplies & Outreach	Y
9986	Schaner/Adalyn	160.00	1 Transactions			
4879	Shred Right					
166	01-481-000-0000-6322	42.53	Shredding services	42963	Service Agreements	Y
4879	Shred Right	42.53	1 Transactions			
10013	Silva/Genesis					
136	01-481-461-6066-6464	20.00	Tobacco grant student payment	February 2025	General Supplies & Outreach	N
10013	Silva/Genesis	20.00	1 Transactions			
83475	Steele County Free Fair					
167	01-481-461-6011-6464	240.00	2025 Booth rental	March 2025	General Supplies & Outreach	N
168	01-481-464-6061-6464	240.00	2025 Booth rental	March 2025	General Supplies & Outreach	N
83475	Steele County Free Fair	480.00	2 Transactions			

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
69	9259 T-MOBILE					
	01-481-461-6066-6210	33.15	PHN 507-649-8013 internet	982187246	Telephone	N
	9259 T-MOBILE	33.15	1 Transactions			
137	10001 Wright/Megan Amelia					
	01-481-461-6066-6464	230.00	Tobacco grant student payment	February 2025	General Supplies & Outreach	Y
	10001 Wright/Megan Amelia	230.00	1 Transactions			
138	10028 Zeman/Elianna					
	01-481-461-6066-6464	260.00	Tobacco grant student payment	February 2025	General Supplies & Outreach	Y
	10028 Zeman/Elianna	260.00	1 Transactions			
481	DEPT Total:	8,366.05	Public Health Nursing	17 Vendors	21 Transactions	
502	DEPT		Steele Co Community Ctr			
24	8521 From the Ground Up LLC					
	01-502-000-0000-6380	915.00	Ice control, snow removal x6	37090	Grounds Maintenance	Y
	8521 From the Ground Up LLC	915.00	1 Transactions			
502	DEPT Total:	915.00	Steele Co Community Ctr	1 Vendors	1 Transactions	
521	DEPT		Park And Recreation			
	26699 Four Seasons Centre					
103	01-521-000-0000-6831	2,775.00	Open Ice - February	4991-1	Ice Rental Pymts	N
	26699 Four Seasons Centre	2,775.00	1 Transactions			
521	DEPT Total:	2,775.00	Park And Recreation	1 Vendors	1 Transactions	
550	DEPT		Four Seasons			
	6980 Block Plumbing & Heating Inc					
101	01-550-000-0000-6410	268.99	Clean janitorial sink drain	70495	Operating Supplies - Contracts	N
100	01-550-000-0000-6410	165.99	Repair urinals in locker room	70516	Operating Supplies - Contracts	N
	6980 Block Plumbing & Heating Inc	434.98	2 Transactions			
15	9988 Business Essentials					
	01-550-000-0000-6480	4,847.50	Table & chairs-conf room	FRFQ12901	Non-Capitalized Inventory	N
	9988 Business Essentials	4,847.50	1 Transactions			

SBENDORF

3/6/25 10:46AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
18	8786 DJ's On Demand					
	01-550-000-0000-6410		DJ services for Ice Jam	0087	Operating Supplies - Contracts	Y
	8786 DJ's On Demand		1 Transactions			
	3320 Energy Sales Inc					
19	01-550-000-0000-6410		Parts for radiant heat	49966	Operating Supplies - Contracts	N
	3320 Energy Sales Inc		1 Transactions			
	9632 FinnlyTech Inc					
102	01-550-000-0000-6410		Annual ice scheduling software	1735	Operating Supplies - Contracts	N
	9632 FinnlyTech Inc		1 Transactions			
	33550 Hillyard - Hutchinson					
108	01-550-000-0000-6410		Glass cleaner	605753410	Operating Supplies - Contracts	N
	33550 Hillyard - Hutchinson		1 Transactions			
	37469 Insty Prints					
39	01-550-000-0000-6410		Posters for Ice Jam	163984	Operating Supplies - Contracts	N
	37469 Insty Prints		1 Transactions			
	7860 Metropolitan Mechanical Contractors Inc					
48	01-550-000-0000-6410		Repair duct heaters	10016855	Operating Supplies - Contracts	N
	7860 Metropolitan Mechanical Contractors Inc		1 Transactions			
	9922 Owatonna Ace Hardware					
53	01-550-000-0000-6410		Silcone & caulk	2473/5	Operating Supplies - Contracts	N
52	01-550-000-0000-6410		Cleaner & scrub pads	2480/5	Operating Supplies - Contracts	N
	9922 Owatonna Ace Hardware		2 Transactions			
	71066 R & K Electric Inc					
57	01-550-000-0000-6410		Split circuits for furnace	65982	Operating Supplies - Contracts	N
	71066 R & K Electric Inc		1 Transactions			
	77390 Schilling Supply Company					
62	01-550-000-0000-6410		Urinal screens, air freshener	995873	Operating Supplies - Contracts	N
	77390 Schilling Supply Company		1 Transactions			
	8242 SCR					
115	01-550-000-0000-6410		Re-establish refrigerant flow	W40357	Operating Supplies - Contracts	N

SBENDORF
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1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
8242	SCR		301.00	1 Transactions				
9183	Van Meter Inc							
122	01-550-000-0000-6410		35.24	Lithonia remote	SO13731959.001	Operating Supplies - Contracts		N
9183	Van Meter Inc		35.24	1 Transactions				
550	DEPT Total:		11,702.51	Four Seasons	13 Vendors	15 Transactions		
601	DEPT			County Ag Society				
8521	From the Ground Up LLC							
22	01-601-000-0000-6386		4,675.00	Ice control, snow removal x8	37049	Parking Lot Maintenance		Y
30	01-601-000-0000-6386		3,290.00	Ice control, snow removal x7	37130	Parking Lot Maintenance		Y
8521	From the Ground Up LLC		7,965.00	2 Transactions				
601	DEPT Total:		7,965.00	County Ag Society	1 Vendors	2 Transactions		
602	DEPT			Co-Op Extension				
61527	Owatonna Peoples Press							
55	01-602-000-0000-6410		319.80	Annual subscription	OPP-9028	Office Supplies		N
61527	Owatonna Peoples Press		319.80	1 Transactions				
602	DEPT Total:		319.80	Co-Op Extension	1 Vendors	1 Transactions		
1	Fund Total:		222,279.21	General Revenue Fund		146 Transactions		

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21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor		Name	Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
635	DEPT			Judicial Ditch 6 & Imp				
	73300	Rinke-Noonan Attorney at Law						
126	21-635-000-0000-6273		522.50	JD6 prof svcs/review bids	387142	Attorney Fees		Y
	73300	Rinke-Noonan Attorney at Law	522.50	1 Transactions				
635	DEPT Total:		522.50	Judicial Ditch 6 & Imp	1 Vendors		1 Transactions	
650	DEPT			County Ditch 23				
	9418	Bishop/Adam						
76	21-650-000-0000-6305		1,843.16	CD23 tile repair Sec26 Lemond	981	Construction And Repairs		N
	9418	Bishop/Adam	1,843.16	1 Transactions				
650	DEPT Total:		1,843.16	County Ditch 23	1 Vendors		1 Transactions	
21	Fund Total:		2,365.66	County Ditch Fund			2 Transactions	

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38 Capital Outlay Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
111	DEPT			Buildings & Grounds			
	9571 Agile Fleet Inc						
77	38-111-045-0000-6600		7,110.34	Key box - CCA	20250214i4	Capital Outlay - CCA Bldg	N
	9571 Agile Fleet Inc		7,110.34	1 Transactions			
	5889 Wold Architects and Engineers						
141	38-111-045-0000-6600		840.00	New CCA fac bill thru Feb	99031	Capital Outlay - CCA Bldg	Y
	5889 Wold Architects and Engineers		840.00	1 Transactions			
111	DEPT Total:		7,950.34	Buildings & Grounds	2 Vendors	2 Transactions	
201	DEPT			Sheriff			
	8087 Braun Intertec Eng Inc						
78	38-201-000-0000-6600		3,601.00	Sheriff addn bill thru 2/21	B419372	Capital Outlay - Sheriff	Y
	8087 Braun Intertec Eng Inc		3,601.00	1 Transactions			
	10018 CDW Goverment Inc						
79	38-201-000-0000-6600		3,588.15	SCSO Rm 1011 conf equipment	AC8QJ7K	Capital Outlay - Sheriff	N
	10018 CDW Goverment Inc		3,588.15	1 Transactions			
	18305 Dell Marketing LP						
80	38-201-000-0000-6600		9,759.30	SCSO desktops for new desks	10802092276	Capital Outlay - Sheriff	N
	18305 Dell Marketing LP		9,759.30	1 Transactions			
	9138 ICS Consulting LLC						
139	38-201-000-0000-6600		1,000.00	Sheriff addn bill thru 2/28	12302	Capital Outlay - Sheriff	Y
	9138 ICS Consulting LLC		1,000.00	1 Transactions			
	4419 Matrix Communications Inc						
81	38-201-000-0000-6600		225.00	Phone config chgs - SCSO move	M009170	Capital Outlay - Sheriff	N
82	38-201-000-0000-6600		150.00	Phone config support - SCSO	M009171	Capital Outlay - Sheriff	N
	4419 Matrix Communications Inc		375.00	2 Transactions			
	5889 Wold Architects and Engineers						
140	38-201-000-0000-6600		1,890.73	Sheriff reno bill thru Feb	99061	Capital Outlay - Sheriff	Y
	5889 Wold Architects and Engineers		1,890.73	1 Transactions			

SBENDORF
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38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
201	DEPT Total:		20,214.18	Sheriff	6 Vendors	7 Transactions		
601	DEPT			County Ag Society				
	71066 R & K Electric Inc							
83	38-601-000-0000-6600		10,565.90	Electrical upgrades-Fairgrds	App 8	Capital Outlay - Fairgrounds		N
	71066 R & K Electric Inc		10,565.90		1 Transactions			
601	DEPT Total:		10,565.90	County Ag Society	1 Vendors	1 Transactions		
38	Fund Total:		38,730.42	Capital Outlay Fund		10 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
398	DEPT		Landfill			
	36550 IFACS					
84	53-398-000-0000-6301		58.66	Nitrile gloves	5354446	Equip Repairs N
	36550 IFACS		58.66	1 Transactions		
	7860 Metropolitan Mechanical Contractors Inc					
85	53-398-000-0000-6300		365.00	Troubleshoot boiler lock out	10016554	Bldg Repairs & Maintenance N
	7860 Metropolitan Mechanical Contractors Inc		365.00	1 Transactions		
	52975 Minnesota Valley Testing Labs					
86	53-398-000-0000-6545		4,937.40	Well testing	1294417	Water Testing N
	52975 Minnesota Valley Testing Labs		4,937.40	1 Transactions		
	58850 Northland Farm Systems					
87	53-398-000-0000-6301		380.15	Elbow & gasket	77554	Equip Repairs N
	58850 Northland Farm Systems		380.15	1 Transactions		
	62700 Owatonna Fire & Safety LLC					
88	53-398-000-0000-6304		376.50	Annual insp & 6 yr maint on 38	44845	Contract Services Y
	62700 Owatonna Fire & Safety LLC		376.50	1 Transactions		
	61520 Owatonna Motor Company					
89	53-398-000-0000-6301		25.57	Bumper cover	171973	Equip Repairs N
	61520 Owatonna Motor Company		25.57	1 Transactions		
	77570 Short Elliott Hendrickson Inc					
92	53-398-000-0000-6625		6,946.03	Phase 3 demo bill thru Jan	482869	Capital Improvements N
91	53-398-000-0000-6625		26,793.12	Landfill construction services	482870	Capital Improvements N
90	53-398-000-0000-6625		4,095.95	Landfill services	483319	Capital Improvements N
	77570 Short Elliott Hendrickson Inc		37,835.10	3 Transactions		
	83500 Steele County Highway Dept					
94	53-398-000-0000-6301		1,880.70	Truck & pump repairs	2455	Equip Repairs N
93	53-398-000-0000-6388		1,814.67	Truck & pump labor	2455	Labor costs-Highway N
	83500 Steele County Highway Dept		3,695.37	2 Transactions		
	9259 T-MOBILE					
95	53-398-000-0000-6381		33.15	LFO 507-730-4497 internet	982187246	Cpu Usage & Network Support N

SBENDORF
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53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9259	T-MOBILE		33.15	1 Transactions		
96	99500 Ziegler,Inc					
	53-398-000-0000-6301		1,653.50	Maintenance on 963	SI000606703	Equip Repairs N
	99500 Ziegler,Inc		1,653.50	1 Transactions		
398	DEPT Total:		49,360.40	Landfill	10 Vendors	13 Transactions
53	Fund Total:		49,360.40	Landfill Fund		13 Transactions

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72 State Collections Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
852	DEPT			Real Estate Surcharge				
	9673 Indecomm Global Services							
169	72-852-000-0000-2100		10.50	Reimb Abstract RE SC	03/06/2025	Mn State Treasurer-Re Surcharge		N
	9673 Indecomm Global Services		10.50	1 Transactions				
852	DEPT Total:		10.50	Real Estate Surcharge	1 Vendors		1 Transactions	
860	DEPT			Mortgage Registration Tax				
	9673 Indecomm Global Services							
170	72-860-000-0000-2100		45.57	Reimb MRT fee	03/06/2025	Mn State Treasurer-Mortgage Regis T		N
	9673 Indecomm Global Services		45.57	1 Transactions				
860	DEPT Total:		45.57	Mortgage Registration Tax	1 Vendors		1 Transactions	
72	Fund Total:		56.07	State Collections Fund			2 Transactions	
	Final Total:		312,791.76	121 Vendors	173 Transactions			

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	222,279.21	General Revenue Fund	
	21	2,365.66	County Ditch Fund	
	38	38,730.42	Capital Outlay Fund	
	53	49,360.40	Landfill Fund	
	72	56.07	State Collections Fund	
	All Funds	312,791.76	Total	Approved by,
				
				

Steele County
JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - C9

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/24	909	01-000-000-0000-1001 Cash	60.00	D	3rd Settle - Pen, Int, Cost				1
2	12/31/24	909	01-391-000-0000-5520 Fees	60.00	C	3rd Settle - Pen, Int, Cost				1
Debit Total				60.00		Credit Total	60.00	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 01 2025 JE UPLOAD - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	1/31/25	907	01-101-000-0000-5520 Fees	20.00	D	Returned Check # 4841				1
2	1/31/25	907	01-000-000-0000-1001 Cash	20.00	C	Returned Check # 4841				1
3	1/31/25	907	53-398-000-0000-5520 Landfill Tipping Fees	44.40	D	Returned Check # 170				1
4	1/31/25	907	53-000-000-0000-1001 Cash	44.40	C	Returned Check # 170				1
5	1/31/25	907	53-398-000-0000-5520 Landfill Tipping Fees	63.65	D	Returned Check # 169				1
6	1/31/25	907	53-000-000-0000-1001 Cash	63.65	C	Returned Check # 169				1
7	1/31/25	907	72-865-000-0321-2100 Bl Pr Surcharge	1.00	D	Duplicated Receipt # 105070				1
8	1/31/25	907	72-000-000-0000-1001 Cash	1.00	C	Duplicated Receipt # 105070				1
9	1/31/25	907	01-105-000-1100-5522 Bl Pr Building Permit Fee	69.00	D	Duplicated Receipt # 105070				1
10	1/31/25	907	01-000-000-0000-1001 Cash	69.00	C	Duplicated Receipt # 105070				1
11	1/31/25	907	01-003-000-0000-5710 Interest From Investments	10,652.25	C	Jan 2025 Magic 1 Interest				1
12	1/31/25	907	01-003-000-0000-5710 Interest From Investments	5,984.51	C	Jan 2025 Magic 2 Interest				1
13	1/31/25	907	01-003-000-0000-5710 Interest From Investments	106.05	C	Jan 2025 Payroll Interest				1
14	1/31/25	907	01-003-000-0000-5710 Interest From Investments	16,742.81	D	Jan 2025 Bank Interest				1
15	1/31/25	907	05-445-000-0000-5710 Interest Income	733.35	C	Jan 2025 Homeless Prevent Int				1
16	1/31/25	907	05-445-000-0000-5710 Interest Income	676.89	C	Jan 2025 Housing Afford Int				1
17	1/31/25	907	05-000-000-0000-1001 Cash, Human Services Fund	1,410.24	D	Jan 2025 Bank Interest				1
18	1/31/25	907	81-230-000-0000-5710 Interest	728.09	C	Jan 2025 E011 Interest				1
19	1/31/25	907	81-000-000-0000-1001 Cash	728.09	D	Jan 2025 Bank Interest				1
20	1/31/25	907	01-003-000-0000-6357 Bank Charges	464.60	D	Jan 2025 Magic 1 Bank Fees				1

Steele County
JOURNAL ENTRIES



Description 01 2025 JE UPLOAD - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	1/31/25	907	01-003-000-0000-6357 Bank Charges	19.93	D	Jan 2025 Magic 2 Bank Fees				1
22	1/31/25	907	01-003-000-0000-6357 Bank Charges	23.54	D	Jan 2025 Payroll Bank Fees				1
23	1/31/25	907	01-000-000-0000-1001 Cash	508.07	C	Jan 2025 Bank Fees				1
24	1/31/25	907	01-003-000-0000-6355 Wex Benefit Administration	519.75	D	WEX Admin Service Fees				1
25	1/31/25	907	01-000-000-0000-1001 Cash	519.75	C	WEX Admin Service Fees				1
26	1/31/25	907	81-230-000-0000-6355 Wex Benefit Administration	49.50	D	WEX Admin Service Fees				1
27	1/31/25	907	81-000-000-0000-1001 Cash	49.50	C	WEX Admin Service Fees				1
Debit Total				20,156.51		Credit Total	20,156.51	Net:	0.00	

Steele County
JOURNAL ENTRIES



Description 01 2025 JE UPLOAD - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	1/31/25	906	01-003-000-0000-5710 Interest From Investments	234,740.95	C	Jan Interest From Investments				1
2	1/31/25	906	01-003-000-0000-5710 Interest From Investments	708.71	C	Jan Interest ROI				1
3	1/31/25	906	01-000-000-0000-1001 Cash	237,564.32	D	Jan Investment				1
4	1/31/25	906	01-003-000-0000-5710 Interest From Investments	2,114.66	C	Jan Interest Adjustment				1
5	1/31/25	906	75-000-000-0000-1001 Cash	210.48	D	Jan 2025 Missing Heir Interest				1
6	1/31/25	906	75-870-000-0000-5710 Interest	210.48	C	Jan 2025 Missing Heir Interest				1
Debit Total				237,774.80		Credit Total	237,774.80	Net:	0.00	

PERSONNEL REPORT

March 11, 2025

ACTION ITEMS

1. Personnel Actions:

New Hires/Promotions/Transfers. (Positions previously approved by Board):

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Date</i>
Allison Peake	Technical Clerk I / Recorder's Office	B22/2	03/10/2025
Shelby Taylor	Records Specialist / Sheriff's Office	B23/2	03/10/2025

Resignations/Retirements/Terminations/Change in Status:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Brianna Robran	Case Manager Sr. Services	Public Health	03/07/2025

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Case Manager Sr. Services	Public Health	Backfill Robran

STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
IT Security Analyst	IT	Working on Job Description
Patrol Deputy	Sheriff's Office	Interviewing
Correctional Officer (2)	Det. Center/Sheriff's Office	Backgrounding
Accounting Specialist	Finance	Recruiting
Procurement Specialist	Finance	Working on Job Description
Case Manager Sr. Services	Public Health	Recruiting
Accounting Supervisor	Public Health	Pending Rating, New Job Desc.
Engineering Tech I/II/III (2)	Highway	Interviewing
Highway Maintenance Supervisor	Highway	Recruiting
Emergency Management Specialist	Emergency Management	Recruiting
Technical Clerk II	PT & E	On-hold

Open Positions – In Committee:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Lead Custodian	Facilities & Grounds	On-hold



Steele County Agenda Item

Request for Board Action

Subject: Case management aide, paraprofessional position.

Department: Public Health

Committee: Internal Central Services:

Committee Meeting Date: March 4, 2025

Work Session Date: .

Board Meeting Date: March 11, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving

Recommendation:

Approve hiring of a full-time case management aide, paraprofessional position.

Information (including rationale, if applicable):

In August 2024, The Steele County Board approved transitioning waiver and state plan services provided to individuals over 65 years of age within Steele County to Steele Public Health and all under 65 services to MNPrairie.

This transition took place February 1st, 2025. Currently there are approximately 250 waived clients and 230 community well and nursing home clients being serviced through Public Health. Between these program areas, we currently have 6 full time CC/CM and 1 part time CC/CM. We are requesting to add 1 full time case management aide, paraprofessional to provide support to these case managers and care coordinators, so that they can focus on their job specific duties.

Background (Including Budget Impact):

Currently, DHS will reimburse a Case Management Aide, Paraprofessional at \$9.39/15 minutes of work or \$37.36/hr. This service can assist our case managers with all waiver clients. (250 clients)

BluePlus will also reimburse case management aide, paraprofessional at \$9.39/15 for any paraprofessional work that is provided to clients that are enrolled in the BluePlus plan and receiving care coordination. (23 clients)

Starting in April 2025, SCHA will start reimbursement of case management aide, paraprofessional at \$9.39/15 for any paraprofessional work that is provided to clients that are enrolled in South Country Health Alliance plan and receiving care coordination. (207 clients)

Approximate case management aide, paraprofessional annual salary is \$72,400.

Reimbursement potential is greater than annual salary.

Attachments:

[DHS-3945-ENG \(Long-Term Services and Supports Service Rate Limits Effective Jan. 1 2025\)](#)



Steele County Agenda Item

Request for Board Action

Subject: Temporary contract for a waiver and care coordinator position

Department: Public Health

Committee: Internal Central Services

Committee Meeting Date: March 4, 2025

Work Session Date: .

Board Meeting Date: March 11, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving

Recommendation:

Approve a temporary contract for a waiver and care coordinator position to provide education and support while our current waiver and care coordinators become more familiar with their new program areas. – Pending Contract

Information (including rationale, if applicable):

In August 2024, The Steele County Board approved transitioning waiver and state plan services provided to individuals over 65 years of age within Steele County to Steele Public Health and all under 65 services to MNPrairie.

This transition took place February 1st, 2025. During this transition process, our employees have had a full case load of clients that they have had to provide case management services to, alongside learning new waiver program areas. This process has been challenging. It would be very beneficial to the LTC team, to have support from someone that knows the program areas and can help answer questions and provide guidance as they learn these new programs. MNPrairie has an employee that is retiring from this program area and is willing to provide temporary contracted services to support this work.

Background (Including Budget Impact):

Public Health currently has an Infrastructure Grant. A portion of this funding can be used to support this temporary position.

Exhibit A

DUTIES, TERM, AND COMPENSATION

Provide guidance and support to the Long-Term Care team in reference to the Elderly Waiver, Alternative Care, and ECS Programs. Offer advice, share experiences, and provide feedback. Be a resource to the Long-Term Care team and guide them to become confident and successful in these program areas.

COMPENSATION-FINANCE PAYMENT SCHEDULE:

As compensation for the duties pursuant to this Agreement, SCPH shall pay.

\$40.00/hr. up to 20hrs/wk. from March 12th, 2025, to May 12th, 2025, to the consultant to perform all necessary duties associated with this agreement.

4.2.1. Invoices

SCPH will promptly pay Consultant after consultant presents an itemized invoice for the services performed. Invoices must be submitted in a timely fashion and according to the following schedule: Monthly. Invoices are due by the 10TH of the following month.

CONSULTANT AGREEMENT

This consultant agreement is entered into this 12th day of March 2025 between STEELE COUNTY PUBLIC HEALTH (referred to as "SCPH"), and **Brenda Roemhildt** (referred to as the "Consultant").

AGREEMENT

SECTION 1. Term. This Agreement will begin on March 12th, 2025, and end on May 12th, 2025, unless terminated earlier in accordance with provision of Section 10 of this agreement.

SECTION 2. Relation of the Parties. The relationship of the Consultant to SCPH is, and always shall be deemed to be that of an Independent Contractor. SCPH will not provide fringe benefits, including health insurance benefits, paid vacation, or any other benefits. The Consultant will work at their discretion sufficient to complete agreed upon tasks.

SECTION 3. Services to be Performed. SCPH retains the Consultant to provide the following services set forth in the estimate set forth and hereby attached as Exhibit A.

The Consultant will determine the method, details, and means of performing the above- described services, subject to the specifications and limitations of SCPH.

SECTION 4. Obligations of the Consultant. The Consultant will supply all equipment and instrumentalities necessary to perform the services of this agreement. The Consultant is not required to purchase or rent any tools, equipment, or services from SCPH.

SECTION 5. Compensation. The Consultant will be compensated for work done according to the terms of this agreement set forth by Exhibit A. Consultant will submit invoices to SCPH for all services rendered. The Consultant will be compensated in accordance with the Finance Payment Schedule in Exhibit A.

SECTION 6. Income Tax Designation and Indemnification. SCPH will not withhold from sums becoming payable to the Consultant under this Agreement, any amounts for federal, state, or local taxes. SCPH shall report all payments to the Consultant on Internal Revenue Service form 1099. The Consultant will provide a W9 to SCPH for the preparation of the 1099 form. The Consultant agrees that any tax obligation of the Consultant arising from the payments made under this Agreement will be the Consultant's sole responsibility.

SECTION 7. Subcontracting and Assignment

Consultant shall not enter into any subcontract for performance of any services. contemplated under this Contract without the prior written approval of the County and subject to such conditions and provisions as the County may deem necessary.

SECTION 8. Merger and Modification

a) It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

b) Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

Consultant

Date

Steele County Public Health Director

Date



Steele County Agenda Item

Request for Board Action

Subject: Memorandum of Understanding with MNPrairie County Alliance to align with waiver s
service provision within Steele County.

Department: Public Health

Committee Internal Central Services

Committee Meeting Date: March 4, 2025

Work Session Date: March 11, 2025

Board Meeting Date: March 11, 2025

Consent Agenda: x Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving

Recommendation:

- Approve updated Memorandum of Understanding with MNPrairie County Alliance to align with waiver service provision within Steele County.

Information (including rationale, if applicable):

In August 2024, The Steele County Board approved transitioning waiver and state plan services provided to individuals over 65 years of age within Steele County to Steele Public Health and all under 65 services to MNPrairie.

With the transition of these services, the Memorandum of Understanding [MOU] between MNPrairie and Public Health needed to be updated to reflect services ongoing. MNPrairie will provide waiver and state plan services to individuals under 65 years of age or to individuals participating in Development Disability or CAC/CADI/BI waivers after the age of 65.

All updates and changes have been collaborated between Public Health and MNPrairie.

Below lists the updates made to the previous MOU with Steele County Public Health:

- Updated effective date from January 1, 2019, to April 1, 2025, on page 1 and in Section 5
- Removed Section 10.4- due to South Country funding methods being determined by South County. Additionally, South County has discontinued pay-for-performance incentives for successful audits. This section previously stated:
 - 10.4 On occasion, special revenues for such things as a pay-for-performance incentive from South Country Health Alliance may be received by MNPrairie on

behalf of MNPrairie and one or more Public Health Departments. Upon such an occasion, MNPrairie shall pass through the relevant share of the payment to the applicable Public Health Department(s) based on a mutually agreeable allocation methodology.

Attached Exhibit A demonstrates the removal and addition of language within the exhibit. Changes incorporated are regarding removing redundant language, specifying the MOU to Steele County Public Health, and adding in language related to programs or processes that are currently being utilized. The most significant change is removal of the “No Wrong Door” concept related to referrals for MnCHOICES Assessments; this concept is no longer achievable with the DHS transition to a different MnCHOICES assessment and support plan system. MNPrairie and Steele County Public Health will provide individuals requesting an assessment the correct contact information to request an assessment for the program area the individual is seeking information about.

Attached Exhibit B demonstrates the updated MOU with Steele County Public Health.

Background (*Including Budget Impact*):

Attachments:

MOU between Steele County Public Health and MNPrairie attachment B

MOU between Steele County Public Health and MNPrairie attachment A

Memorandum of Understanding Minnesota Prairie County Alliance and Steele County

THIS MEMORANDUM OF UNDERSTANDING supersedes the previous memorandums of understanding and is effective **April 1, 2025** by and between Steele County (Public Health Department) and Minnesota Prairie County Alliance (MNPrairie).

WHEREAS, MNPrairie desires to partner with the Public Health Department for the provision of certain services described herein; and

WHEREAS, the Public Health Department desires to provide the services described herein in accordance with MNPrairie policies and procedures and in compliance with applicable federal and state laws, rules, and regulations; and

WHEREAS, MNPrairie will comply with federal and state law except where waivers are approved; and

WHEREAS, MNPrairie will provide the full scope of essential services defined in Chapter 402A. This includes all the Human Services formerly provided by the Counties of Dodge, Steele and Waseca;

NOW THEREFORE, in consideration of the terms and conditions set forth herein, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

SECTION 1 DEFINITIONS

The following terms as used in this Agreement shall have the meanings ascribed to them below unless the context clearly requires a different meaning:

1.1 Agreement: This Agreement, including any schedules or other attachments hereto, all as presently in effect or as hereafter amended.

1.2 Services: The services covered by this agreement are referenced in Exhibit A.

1.3 Case Management: The coordination of care and services provided to the County residents to facilitate appropriate delivery of care and services. It involves comprehensive assessment of the recipient's condition; determination of available benefits and resources; and development and implementation of a case management plan with performance goals, monitoring and follow-up.

1.4 Security Liaison: Refers to the point person within MNPrairie that coordinates with the Minnesota Department of Human Services to grant access to the various state human services systems, by both MNPrairie and Public Health Departments, required to do their work in verifying eligibility and authorizing services.

1.5 State: The Minnesota Department of Human Services or its agents, and the Commissioner of Human Services.

1.6 Parties: Refers to the separate entities identified in this agreement to include, but not limited to, MNPrairie, Dodge County Public Health, Steele County Public Health, Waseca County Public Health, and South Country Health Alliance.

SECTION 2

MNPRAIRIE RESPONSIBILITIES

2.1 Within the scope of services set forth in the memorandum of understanding establishing the service delivery authority, carry out the responsibilities required of local agencies under MN Statute 393 and human services boards under MN Statute 402.

2.2 Manage the public resources devoted to human services and other public services delivered or purchased by the counties or tribes that are subsidized or regulated by the State.

2.3 Employ staff to assist in carrying out its duties as specified for the Department of Human Services under MN Statute 245 to 261.

2.4 Develop and maintain a continuity of operations plan to ensure the continued operation or resumption of essential human services functions in the event of any business interruption according to local, state, and federal emergency planning requirements.

2.5 Plan and deliver services directly or through contracts with other governmental, tribal, or nongovernmental providers.

2.6 Carry out any other service designated as a responsibility of a county human services agency.

2.7 Participate, as needed or appropriate, in emergency preparedness and disaster response efforts.

2.8 Act as the security liaison for the Public Health Department to grant access to the various state human services systems, by both MNPrairie and Public Health Departments, required to do their work in verifying eligibility and authorizing services.

SECTION 3

THE COUNTY RESPONSIBILITIES – The Public Health Department

3.1 Services. The Public Health Department shall provide the services set forth in Exhibit A in accordance with applicable law, rule and regulations.

3.2 Law, Rules, Regulations and Licenses. The Public Health Department shall maintain all federal, state and local licenses, certifications, accreditations and permits, without material restriction, that are required to provide the services under this Agreement. The Public Health Department shall notify MNPrairie in writing within ten (10) business days after it learns of any suspension, revocation, condition, limitation, qualification or other material restriction on the Public Health Department's licenses, certifications, accreditation or permits.

3.3 The Public Health Department shall consult with MNPrairie as needed on service delivery changes related to services covered by this Agreement.

3.4 Systems access: The Public Health Department will use the Security Request form developed by MNPrairie to make requests to grant access to state systems managed by the Minnesota Department of Human Services as they add staff whose job responsibilities require such access. The Public Health Department is required to monitor the activity of their staff and inform MNPrairie immediately when a staff member no longer requires the access that was granted.

SECTION 4

SUB-CONTRACTING

The Public Health Department may not sub-contract all or part of the services under this Agreement to another entity without MNPrairie's knowledge and approval.

SECTION 5

TERM, TERMINATION, MODIFICATION

5.1 This revised Agreement shall supersede the previous agreement and commence on **April 1, 2025** and continue unless otherwise terminated pursuant to Section 5.3, this Agreement will automatically renew on each one (1) year anniversary of such date for additional terms of one (1) year.

5.2 Modification. This Agreement may be modified as needed by mutual agreement of the parties.

5.3 Termination. This entire Agreement, complete sections of this Agreement, or certain services contained in this Agreement, may be terminated by either party, without cause upon one hundred twenty (120) days written notice to the other party;

5.4 Counterparts; Electronic Signatures. This Agreement may be executed in one or more counterparts, each of which, taken together, shall constitute a single original. Electronic, scanned or facsimile signatures shall be deemed originals for the purpose of this Agreement.

SECTION 6

REGULATORY COMPLIANCE

6.1 MNPrairie and the Public Health Department agree to comply with all applicable federal and state statutes rules and regulations, as well as local ordinances and rules now in effect and hereinafter adopted, including, but not limited to all applicable MN Statute, State Rules, Medicaid and Medicare laws, regulations, and CMS instructions.

6.2 The Public Health Department is obligated to comply with other laws, specifically Federal laws and regulations designed to prevent or ameliorate fraud, waste, and abuse including, but not limited to: applicable provisions of Federal criminal law; the False Claims Act (31 U.S.C. 3729 et seq.); the Anti-kickback statute (Section 1128B (b) of the Act); HIPAA administrative simplification rules at 45 CFR Part 160, 162, and 164, and with Title XIII, Subtitle D of the American Recovery and Reinvestment Act of 2009, Pub Law 111-5 ("ARRA") and any implementing regulations that may be enacted.

6.3 The Public Health Department agrees that clients are not discriminated against in the delivery of services based on race, ethnicity, national origin, religion, sex, age, mental or physical disability, medical condition, sexual orientation, claims experience, medical history, and evidence of insurability, disability, and genetic information, source of payment or health status.

6.4 The Public Health Department assures that services are provided in a culturally informed manner.

6.5 The Public Health Department adheres to the prohibited use of Medicare excluded practitioners.

SECTION 7

BOOKS AND RECORDS

7.1 Confidential and Accurate Records. MNPrairie and the Public Health Department agree to maintain the confidentiality of protected health and human service information regarding

clients and to comply with all state and federal requirements for accuracy and confidentiality of client records.

7.2 Collection and Retention of information. The Public Health Department shall maintain an accurate and timely record system through which all pertinent information relating to this Agreement is documented. All records are maintained as designated in Minnesota Statute, Federal Law and all applicable rules governing data.

7.3 Sharing of Information. MNPrairie and the Public Health Department agree to share necessary information to the extent allowed by law to most effectively serve people who are eligible for, or could be eligible for, services provided by either entity. This includes the ability to share information in accordance with Minnesota Statutes, §13.46, such as, but not limited to, the following: (a) to verify an individual's identify; to determine eligibility, amount of assistance, and the need to provide services to an individual or family across programs; (b) to coordinate services; (c) as necessary to administer federal funds or programs; and (d) between personnel working in the same program.

SECTION 8

RESPONSIBILITY FOR DAMAGES

Each party shall be responsible for all damages, claims, liabilities, or judgments that may arise as a result of its own negligence or intentional wrongdoing. Any costs for damages, claims, liabilities, or judgments incurred as a result of the other party's negligence or intentional wrongdoing shall be the responsibility of the negligent party.

SECTION 9

DISPUTE RESOLUTION

MNPrairie and the Public Health Department agree to work together in good faith to resolve any and all disputes related to this Agreement. In the event MNPrairie and the Public Health Department are unable to resolve disputes arising as a result of this Agreement, this Agreement shall be modified or terminated pursuant to Section 5.

SECTION 10

FEES AND REIMBURSEMENT

10.1 Each party shall independently seek applicable reimbursement from Minnesota public health care programs, other third party payers such as health insurance plans or managed care organizations, and other applicable state or federal programs.

10.2 MNPrairie shall serve as the fiscal agent for the local collaborative time study (hereinafter referred to as LCTS) which is supervised by the Minnesota Department of Human Services. As a mechanism to obtain state and federal funding for eligible administrative activities, the Public

Health Department shall participate in LCTS and provide timely notice to the designated LCTS coordinator when there is a change in personnel participating in the LCTS.

10.3 Revenue received by MNPrairie from the Minnesota Department of Human Services for long-term services & supports (hereinafter referred to as LTSS) provided by the Public Health Departments and earned through the LCTS shall be passed through as a payment to the ~~Steele~~ ~~Dodge~~ County Public Health Department, who in turn will reimburse the Waseca County Public Health Department and the ~~Dodge Steele~~ County Public Health Department based upon a mutually agreeable allocation methodology.

~~10.4 On occasion, special revenues for such things as a pay-for-performance incentive from South Country Health Alliance may be received by MNPrairie on behalf of MNPrairie and one or more Public Health Departments. Upon such an occasion, MNPrairie shall pass through the relevant share of the payment to the applicable Public Health Department(s) based on a mutually agreeable allocation methodology.~~

SECTION 11 MISCELLANEOUS

11.1 Notices. All notices, payments, requests or demands or other communications required or permitted under this Agreement shall be in writing and shall be deemed to have been given two days after when mailed by registered or certified U.S. mail, postage prepaid, and addressed to the recipient at the address shown in the signature block to this Agreement; or upon receipt when delivered in person, or by delivery service, return receipt requested, to the address of the parties set forth herein. A party may change the address to which notices may be sent by giving written notice of such change of address to the other party.

11.2 Assignment. Neither party may assign or transfer this Agreement, nor the rights granted herein without consent of the other party.

11.3 Amendment. This Agreement may only be modified through a written amendment signed by both parties.

11.4 Waiver. The waiver of any provision (including the waiver of breach of any such provision) of this Agreement shall not be effective unless made in writing by the party granting the waiver. Any waiver by a Party of any provision or the waiver of breach of any provision of this Agreement shall not operate as, or be construed to be, a continuing waiver of the provision or a continuing waiver of the breach of the provision.

11.5 Governing Law. This Agreement shall be governed by and construed under the laws of the State of Minnesota.

11.6 Entire Agreement. This Agreement, which incorporates all exhibits, attachments, addenda, and appendices to it, constitutes the entire understanding between the parties in regard to its subject matter and supersedes all other previous oral or written agreements concerning all or any part of the subject matter of this Agreement.

11.7 Severability. If any part of this Agreement should be determined to be invalid, unenforceable, or contrary to law, that part shall be deleted, and the other parts of this Agreement shall remain fully effective.

11.8 Survival. Any section of this Agreement that by its terms contemplates or requires continuing effect following termination of this Agreement shall survive such termination.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as of the Effective Date.

Steele County, Board Chair

MNPrairie, Chair

Date

Date

Exhibit A

SERVICES TO BE PROVIDED BY STEELE COUNTY PUBLIC HEALTH DEPARTMENT

Waivered Services

Home and community-based waiver programs are available to people who meet the eligibility criteria. These services are provided in a collaborative manner between MNPrairie and the Public Health Department. They include:

- Alternative Care (AC)
 - The program supports certain home and community-based services for older Minnesotans, age 65 years and over, who are at risk of nursing home placement and have low levels of income and assets.

~~The Dodge and Waseca Public Health Departments provide the case management for Alternative Care recipients living in their counties. MNPrairie~~ **Steele Public Health** will provide the case management to residents of Steele County. **Public Health Departments will monitor and comply with all AC related InfoPac reporting tasks.** Estate recovery shall be conducted by MNPrairie ~~each party.~~

- Brain Injury (BI) Waiver
 - For people with acquired or traumatic brain injuries who need the level of care provided in a nursing facility that provides specialized (cognitive and behavioral supports) services for people with brain injury or neurobehavioral hospital level of care.

MNPrairie will be responsible for the Disability Waiver Management system, funding and slot allocations, ~~and case management.~~ MNPrairie will provide the case management in all three counties. ~~Public Health Nurses provide consultation when requested on medically complex cases.~~

- Community Alternative Care (CAC) Waiver
 - For chronically ill and medically fragile people who need the level of care provided in a hospital.

MNPrairie will be responsible for ~~updating~~ the Disability Waiver Management system, funding and slot allocations. **MNPrairie will provide the case management in all three counties.** ~~The case management is provided by MNPrairie in Dodge and Waseca Counties. It is a shared responsibility in Steele County. Public Health Nurses provide consultation when requested on medically complex cases. in Dodge and Waseca counties.~~

- Community Access for Disability Inclusion (CADI) Waiver

- For people with disabilities who require the level of care provided in a nursing facility.

MNPrairie will be responsible for ~~updating~~ the Disability Waiver Management system, funding and slot allocations. **MNPrairie will provide the case management in all three counties.** ~~The case management is provided by MNPrairie in Dodge and Waseca Counties. It is a shared responsibility in Steele County. Public Health Nurses provide consultation when requested on medically complex cases. in Dodge and Waseca counties.~~

- Developmental Disabilities (DD) Waiver

- For people with developmental disability or related condition who need the level of care provided in an Intermediate Care Facility for Persons with Developmental Disabilities (ICF/DD).

MNPrairie will be responsible for the Disability Waiver Management system, funding and slot allocations. MNPrairie is responsible for the case management in all three counties. ~~Public Health Nurses provide consultation when requested on medically complex cases.~~

- Elderly Waiver (EW)

- For people over the age of 65 years who require the level of care provided in a nursing facility.

~~The Dodge and Waseca Public Health Departments provide the case management for Elderly Waiver recipients living in their counties. MNPrairie~~ **Steele Public Health** will provide the case management to residents of Steele County.

- Essential Community Services (ECS)

- **For people over the age of 65 years who do not meet the level of care provided in a nursing facility.**

Steele Public Health will provide the case management to residents of Steele County.

- Consumer Directed Community supports (CDCS)

- This service is an option for clients available under the Alternative Care program and each of the **home and community based** waivers.

Coordination of CDCS lies with the agency providing the case management for that specific recipient.

- Community First Services and Supports (CFSS)

- CFSS is a Minnesota health care program that offers flexible options to meet the unique needs of people. CFSS will replace personal care assistance (PCA) and the Consumer Support Grant (CSG) by December 31st, 2025.

MNPrairie will provide case coordination for CFSS recipients under 65. Public Health Departments will provide case coordination for CFSS recipients over 65. Coordination of CFSS combined with home and community-based services will reside with the agency provide the case management for that specific recipient.

- Consumer Support Grant (CSG)
 - CSG is a state-funded alternative to Medicaid home care services of home health aide, personal care assistance and/or private duty nursing. Through cash grants, the CSG Program provides consumers with greater flexibility and freedom of choice in service selection, payment rates, service delivery specifications and employment of service providers.
 - This program will end December 31st, 2025, and will be transitioned to CFSS.

~~Coordination of CSG lies with the agency providing the case management for that specific recipient.~~ MNPrairie will provide case coordination for CSG recipients under 65. Public Health Departments will provide case coordination for CSG recipients over 65.

- Personal Care Assistance (PCA)
 - PCA is a Minnesota health care program that provides services to seniors and people with disabilities to help them remain independent in the community.
 - This program will end December 31st, 2025, and will be transitioned to CFSS.

MNPrairie will provide case coordination for PCA recipients under 65. Public Health Departments will provide case coordination for PCA recipients over 65. Coordination of PCA combined with home and community-based services will reside with the agency provide the case management for that specific recipient.

MNPrairie and the Public Health Departments will continue to work collaboratively in the coordination of these programs. ~~The servicing agency will include the other in the service agreements where appropriate to allow for reimbursement~~

MnCHOICES

- MnCHOICES Intakes and Assessments
 - MnCHOICES is a single, comprehensive assessment and support planning web-based application for long-term services and supports in Minnesota. MnCHOICES replaced the Long-Term Care Consultation, PCA assessment, and DD screening.

MNPrairie and the Public Health Departments share responsibility for conducting assessments through MnCHOICES. ~~To promote the “No Wrong Door” concept each agency will complete the intake phase in the MnCHOICES system when they receive an assessment request. The assignment for completion of the assessment will be based on the information received during intake. Capturing all intakes via the MnCHOICES system will allow for the tracking of data. In both Dodge County and Waseca County all~~ Initial assessments for those over the age of 65 will be completed by Public Health. Initial assessments for those under age 65 will be completed by MNPrairie. ~~MNPrairie and the Public Health Departments will continue to work collaboratively in communicating with residents the accurate contact information to request a MnCHOICES assessment. Each agency will be responsible for completing reassessments on residents they are currently providing case management or case coordination for. Assessments that result in a PCA only service will be transferred to Public Health when completed for their next annual reassessment after the completion of the Community Support Plan (CSP), Community Support and Services (CSSP), and Service Agreement (SA).~~

~~In Steele County assessments will be assigned by the agency receiving the referral based on needs identified at intake. Assessment requests for EW/AC will be provided MNPrairie. Assessments that result in a PCA only service will be transferred to Public Health when completed for their next annual reassessment after the completion of the Community Support Plan (CSP), Community Support and Services (CSSP), and Service Agreement (SA).~~

~~Prior to the full implementation of MnCHOICES by managed care organizations Long Term Care Consultations will be conducted and billed as is currently being done.~~

The Minnesota Department of Human Services (DHS) is responsible for the administration of the Home and Community Based Waiver programs and MnCHOICES. MNPrairie and the Public Health Departments of Dodge, Steele, and Waseca Counties will participate in the various program audits required by DHS.

Financial Eligibility Determinations

~~MNPrairie will coordinate with the Public Health Departments on work related to income and health care assistance applications as allowed by law.~~ Public Health Departments will be responsible for determining eligibility for single individuals applying for Alternative Care or Essential Community Services waivers. MNPrairie will coordinate with Public Health Departments on determining eligibility related to married Alternative Care or Essential Community Services waivers and with income and health care assistance applications as allowed by law.

Systems Access

MNPrairie will serve as the security liaison for the Public Health Departments with the Minnesota Department of Human Services to obtain access to the various state human services systems, by both MNPrairie and Public Health Departments, required to do their work in verifying eligibility and authorizing services.

Public Health Department will be responsible for adding or removing staff to MnCHOICES Revision system. Notification of staff changes within MnCHOICES Revision will be communicated to the MNPrairie security liaison to ensure timely processing with DHS Systems, Security and Access Management (SSAM).

South Country Health Alliance

Provide support and referrals for the following:

- Connector
 - ~~The Dodge County Connector is a staff member of the Public Health Department. The connector time is allocated at .5 FTE. The connector will coordinate with MNPrairie to assure that they are aware of the services and updates as made by SOUTH COUNTRY.~~
 - ~~The Waseca County Connector will be employed by MNPrairie. The connector time is allocated at .4 FTE. The connector will coordinate with Public Health to assure that they are aware of the services and updates as made by SOUTH COUNTRY.~~
 - The Steele County Connector will be employed by MNPrairie **per the South Country Health Alliance Delegation Agreement**. ~~The connector time is allocated at .75 FTE.~~ The connector will coordinate will Public Health to assure that they are aware of the services and updates as made by South Country.
- Care Coordination
 - Community Well over age 65 (non-waiver community residents and nursing home residents)
 - This coordination is done by Public Health in all three counties.
 - Senior Care Complete
A Minnesota Senior Health Options program for those age 65 or older and are eligible for Medical Assistance and Medicare Parts A and B.

- ~~This care coordination is done within Public Health for Dodge and Waseca Counties. In Steele County this coordination is shared between Public Health and MNPrairie.~~ This coordination is done by Public Health in all three counties.
- Minnesota Senior Care Plus (MSC+)

A program for those age 65 or older that are eligible for Medical Assistance.

 - ~~This care coordination is done within Public Health for Dodge and Waseca Counties. In Steele County this coordination is shared between Public Health and MNPrairie.~~ This coordination is done by Public Health in all three counties.
- Ability Care SNBC

A Special Needs Basic Care program for people **under 65** with disabilities who are eligible for Medical Assistance and Medicare Parts A and B.

 - This care coordination is done by MNPrairie in all three counties. ~~Waseca County shares this responsibility for a portion of the members.~~
- Single Care SNBC

A Special Needs Basic Care program for people **under 65** with disabilities and are eligible for Medical Assistance.

 - This care coordination is done by MNPrairie in all three counties. ~~Waseca County shares this responsibility for a portion of the members.~~
- Shared Care SNBC

A Special Needs Basic Care program for people **under 65** with disabilities and are eligible for Medical Assistance and Medicare. South Country ONLY administers Medical Assistance benefits.

 - This care coordination is done primarily by South Country. MNPrairie ~~and Public Health in all three counties~~ will work with South Country if needed.
- South Country Health Alliance committee work
 - Dodge, Steele, and Waseca Counties are all member counties and active participants in the work of South Country. Both MNPrairie and **Public Health** ~~Department staff~~ will be actively engaged in committee work to support this joint effort.

South Country is responsible for the administration of these programs. Specific duties and responsibilities are detailed in the annual delegation agreement. MNPrairie and ~~the Public~~

Health Departments of Dodge, Steele, and Waseca Counties will participate in the various program audits required by South Country.

Consultative Services

- Adult Protection team
 - Multi-disciplinary team for Adult Protection related functions and activities

MNPrairie is the agency responsible for coordinating Adult Protection services. The Public Health Departments are considered an integral part of the multi-disciplinary team. MNPrairie staff may call upon Public Health Nurses to accompany them on welfare checks when there are concerns about potential medical issues.

- Child Protection community team
 - Multi-disciplinary team for Child Protection related functions and activities

MNPrairie is the agency responsible for coordinating Child Protection services. The Public Health Departments are considered an integral part of the community multi-disciplinary team.

- Commitment related activities

Staff from the Public Health Departments may occasionally be called upon to assist with pre-petition screening activities, or to participate on the team.

- Home and Community Based Waivers

Public Health Nurses provide consultation when requested on medically complex cases.

- Resource Directory

MNPrairie will share the electronic Resource Directory via the MNPrairie website.

Children's Mental Health and Family Services Collaboratives

Collaboratives were envisioned and created as an approach to:

- Address the needs of children faced with complex problems
- Maximize results and resources by enhancing coordination and reducing duplication among systems

- Involve communities, particularly families, in system redesign and implementation so their needs are effectively met

In our service area each county is involved with a collaborative along with a variety of community partners that include school districts and ~~Spero South Central Human Relations Center~~.

- Family Services Collaborative in Dodge County
- Children's Mental Health Collaborative in Steele County
- Waseca County Collaborative for Families (WCCF)

Both MNPrairie and the Public Health Departments will continue to have an active role in the work of these collaboratives.

Memorandum of Understanding Minnesota Prairie County Alliance and Steele County

THIS MEMORANDUM OF UNDERSTANDING supersedes the previous memorandums of understanding and is effective April 1, 2025 by and between Steele County (Public Health Department) and Minnesota Prairie County Alliance (MNPrairie).

WHEREAS, MNPrairie desires to partner with the Public Health Department for the provision of certain services described herein; and

WHEREAS, the Public Health Department desires to provide the services described herein in accordance with MNPrairie policies and procedures and in compliance with applicable federal and state laws, rules, and regulations; and

WHEREAS, MNPrairie will comply with federal and state law except where waivers are approved; and

WHEREAS, MNPrairie will provide the full scope of essential services defined in Chapter 402A. This includes all the Human Services formerly provided by the Counties of Dodge, Steele and Waseca;

NOW THEREFORE, in consideration of the terms and conditions set forth herein, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

SECTION 1 DEFINITIONS

The following terms as used in this Agreement shall have the meanings ascribed to them below unless the context clearly requires a different meaning:

1.1 Agreement: This Agreement, including any schedules or other attachments hereto, all as presently in effect or as hereafter amended.

1.2 Services: The services covered by this agreement are referenced in Exhibit A.

1.3 Case Management: The coordination of care and services provided to the County residents to facilitate appropriate delivery of care and services. It involves comprehensive assessment of the recipient's condition; determination of available benefits and resources; and development and implementation of a case management plan with performance goals, monitoring and follow-up.

1.4 Security Liaison: Refers to the point person within MNPrairie that coordinates with the Minnesota Department of Human Services to grant access to the various state human services systems, by both MNPrairie and Public Health Departments, required to do their work in verifying eligibility and authorizing services.

1.5 State: The Minnesota Department of Human Services or its agents, and the Commissioner of Human Services.

1.6 Parties: Refers to the separate entities identified in this agreement to include, but not limited to, MNPrairie, Dodge County Public Health, Steele County Public Health, Waseca County Public Health, and South Country Health Alliance.

SECTION 2

MNPRAIRIE RESPONSIBILITIES

2.1 Within the scope of services set forth in the memorandum of understanding establishing the service delivery authority, carry out the responsibilities required of local agencies under MN Statute 393 and human services boards under MN Statute 402.

2.2 Manage the public resources devoted to human services and other public services delivered or purchased by the counties or tribes that are subsidized or regulated by the State.

2.3 Employ staff to assist in carrying out its duties as specified for the Department of Human Services under MN Statute 245 to 261.

2.4 Develop and maintain a continuity of operations plan to ensure the continued operation or resumption of essential human services functions in the event of any business interruption according to local, state, and federal emergency planning requirements.

2.5 Plan and deliver services directly or through contracts with other governmental, tribal, or nongovernmental providers.

2.6 Carry out any other service designated as a responsibility of a county human services agency.

2.7 Participate, as needed or appropriate, in emergency preparedness and disaster response efforts.

2.8 Act as the security liaison for the Public Health Department to grant access to the various state human services systems, by both MNPrairie and Public Health Departments, required to do their work in verifying eligibility and authorizing services.

SECTION 3

THE COUNTY RESPONSIBILITIES – The Public Health Department

3.1 Services. The Public Health Department shall provide the services set forth in Exhibit A in accordance with applicable law, rule and regulations.

3.2 Law, Rules, Regulations and Licenses. The Public Health Department shall maintain all federal, state and local licenses, certifications, accreditations and permits, without material restriction, that are required to provide the services under this Agreement. The Public Health Department shall notify MNPrairie in writing within ten (10) business days after it learns of any suspension, revocation, condition, limitation, qualification or other material restriction on the Public Health Department's licenses, certifications, accreditation or permits.

3.3 The Public Health Department shall consult with MNPrairie as needed on service delivery changes related to services covered by this Agreement.

3.4 Systems access: The Public Health Department will use the Security Request form developed by MNPrairie to make requests to grant access to state systems managed by the Minnesota Department of Human Services as they add staff whose job responsibilities require such access. The Public Health Department is required to monitor the activity of their staff and inform MNPrairie immediately when a staff member no longer requires the access that was granted.

SECTION 4

SUB-CONTRACTING

The Public Health Department may not sub-contract all or part of the services under this Agreement to another entity without MNPrairie's knowledge and approval.

SECTION 5

TERM, TERMINATION, MODIFICATION

5.1 This revised Agreement shall supersede the previous agreement and commence on April 1, 2025, and continue unless otherwise terminated pursuant to Section 5.3, this Agreement will automatically renew on each one (1) year anniversary of such date for additional terms of one (1) year.

5.2 Modification. This Agreement may be modified as needed by mutual agreement of the parties.

5.3 Termination. This entire Agreement, complete sections of this Agreement, or certain services contained in this Agreement, may be terminated by either party, without cause upon one hundred twenty (120) days written notice to the other party;

5.4 Counterparts; Electronic Signatures. This Agreement may be executed in one or more counterparts, each of which, taken together, shall constitute a single original. Electronic, scanned or facsimile signatures shall be deemed originals for the purpose of this Agreement.

SECTION 6

REGULATORY COMPLIANCE

6.1 MNPrairie and the Public Health Department agree to comply with all applicable federal and state statutes rules and regulations, as well as local ordinances and rules now in effect and hereinafter adopted, including, but not limited to all applicable MN Statute, State Rules, Medicaid and Medicare laws, regulations, and CMS instructions.

6.2 The Public Health Department is obligated to comply with other laws, specifically Federal laws and regulations designed to prevent or ameliorate fraud, waste, and abuse including, but not limited to: applicable provisions of Federal criminal law; the False Claims Act (31 U.S.C. 3729 et seq.); the Anti-kickback statute (Section 1128B (b) of the Act); HIPAA administrative simplification rules at 45 CFR Part 160, 162, and 164, and with Title XIII, Subtitle D of the American Recovery and Reinvestment Act of 2009, Pub Law 111-5 ("ARRA") and any implementing regulations that may be enacted.

6.3 The Public Health Department agrees that clients are not discriminated against in the delivery of services based on race, ethnicity, national origin, religion, sex, age, mental or physical disability, medical condition, sexual orientation, claims experience, medical history, and evidence of insurability, disability, and genetic information, source of payment or health status.

6.4 The Public Health Department assures that services are provided in a culturally informed manner.

6.5 The Public Health Department adheres to the prohibited use of Medicare excluded practitioners.

SECTION 7

BOOKS AND RECORDS

7.1 Confidential and Accurate Records. MNPrairie and the Public Health Department agree to maintain the confidentiality of protected health and human service information regarding

clients and to comply with all state and federal requirements for accuracy and confidentiality of client records.

7.2 Collection and Retention of information. The Public Health Department shall maintain an accurate and timely record system through which all pertinent information relating to this Agreement is documented. All records are maintained as designated in Minnesota Statute, Federal Law and all applicable rules governing data.

7.3 Sharing of Information. MNPrairie and the Public Health Department agree to share necessary information to the extent allowed by law to most effectively serve people who are eligible for, or could be eligible for, services provided by either entity. This includes the ability to share information in accordance with Minnesota Statutes, §13.46, such as, but not limited to, the following: (a) to verify an individual's identify; to determine eligibility, amount of assistance, and the need to provide services to an individual or family across programs; (b) to coordinate services; (c) as necessary to administer federal funds or programs; and (d) between personnel working in the same program.

SECTION 8

RESPONSIBILITY FOR DAMAGES

Each party shall be responsible for all damages, claims, liabilities, or judgments that may arise as a result of its own negligence or intentional wrongdoing. Any costs for damages, claims, liabilities, or judgments incurred as a result of the other party's negligence or intentional wrongdoing shall be the responsibility of the negligent party.

SECTION 9

DISPUTE RESOLUTION

MNPrairie and the Public Health Department agree to work together in good faith to resolve any and all disputes related to this Agreement. In the event MNPrairie and the Public Health Department are unable to resolve disputes arising as a result of this Agreement, this Agreement shall be modified or terminated pursuant to Section 5.

SECTION 10

FEES AND REIMBURSEMENT

10.1 Each party shall independently seek applicable reimbursement from Minnesota public health care programs, other third party payers such as health insurance plans or managed care organizations, and other applicable state or federal programs.

10.2 MNPrairie shall serve as the fiscal agent for the local collaborative time study (hereinafter referred to as LCTS) which is supervised by the Minnesota Department of Human Services. As a mechanism to obtain state and federal funding for eligible administrative activities, the Public

Health Department shall participate in LCTS and provide timely notice to the designated LCTS coordinator when there is a change in personnel participating in the LCTS.

10.3 Revenue received by MNPrairie from the Minnesota Department of Human Services for long-term services & supports (hereinafter referred to as LTSS) provided by the Public Health Departments and earned through the LCTS shall be passed through as a payment to the Dodge County Public Health Department, who in turn will reimburse the Waseca County Public Health Department and the Steele County Public Health Department based upon a mutually agreeable allocation methodology.

SECTION 11

MISCELLANEOUS

11.1 Notices. All notices, payments, requests or demands or other communications required or permitted under this Agreement shall be in writing and shall be deemed to have been given two days after when mailed by registered or certified U.S. mail, postage prepaid, and addressed to the recipient at the address shown in the signature block to this Agreement; or upon receipt when delivered in person, or by delivery service, return receipt requested, to the address of the parties set forth herein. A party may change the address to which notices may be sent by giving written notice of such change of address to the other party.

11.2 Assignment. Neither party may assign or transfer this Agreement, nor the rights granted herein without consent of the other party.

11.3 Amendment. This Agreement may only be modified through a written amendment signed by both parties.

11.4 Waiver. The waiver of any provision (including the waiver of breach of any such provision) of this Agreement shall not be effective unless made in writing by the party granting the waiver. Any waiver by a Party of any provision or the waiver of breach of any provision of this Agreement shall not operate as, or be construed to be, a continuing waiver of the provision or a continuing waiver of the breach of the provision.

11.5 Governing Law. This Agreement shall be governed by and construed under the laws of the State of Minnesota.

11.6 Entire Agreement. This Agreement, which incorporates all exhibits, attachments, addenda, and appendices to it, constitutes the entire understanding between the parties in regard to its subject matter and supersedes all other previous oral or written agreements concerning all or any part of the subject matter of this Agreement.

11.7 Severability. If any part of this Agreement should be determined to be invalid, unenforceable, or contrary to law, that part shall be deleted, and the other parts of this Agreement shall remain fully effective.

11.8 Survival. Any section of this Agreement that by its terms contemplates or requires continuing effect following termination of this Agreement shall survive such termination.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as of the Effective Date.

Steele County, Board Chair

MNPrairie, Chair

Date

Date

Exhibit A

SERVICES TO BE PROVIDED BY STEELE COUNTY PUBLIC HEALTH DEPARTMENT

Waivered Services

Home and community-based waiver programs are available to people who meet the eligibility criteria. These services are provided in a collaborative manner between MNPrairie and the Public Health Department. They include:

- Alternative Care (AC)
 - The program supports certain home and community-based services for older Minnesotans, age 65 years and over, who are at risk of nursing home placement and have low levels of income and assets.

Steele Public Health will provide the case management to residents of Steele County. Public Health Departments will monitor and comply with all AC related InfoPac reporting tasks. Estate recovery shall be conducted by MNPrairie.

- Brain Injury (BI) Waiver
 - For people with acquired or traumatic brain injuries who need the level of care provided in a nursing facility that provides specialized (cognitive and behavioral supports) services for people with brain injury or neurobehavioral hospital level of care.

MNPrairie will be responsible for the Disability Waiver Management system, funding and slot allocations. MNPrairie will provide the case management in all three counties.

- Community Alternative Care (CAC) Waiver
 - For chronically ill and medically fragile people who need the level of care provided in a hospital.

MNPrairie will be responsible for the Disability Waiver Management system, funding and slot allocations. MNPrairie will provide the case management in all three counties.

- Community Access for Disability Inclusion (CAD) Waiver
 - For people with disabilities who require the level of care provided in a nursing facility.

MNPrairie will be responsible for the Disability Waiver Management system, funding and slot allocations. MNPrairie will provide the case management in all three counties.

- Developmental Disabilities (DD) Waiver
 - For people with developmental disability or related condition who need the level of care provided in an Intermediate Care Facility for Persons with Developmental Disabilities (ICF/DD).

MNPrairie will be responsible for the Disability Waiver Management system, funding and slot allocations. MNPrairie is responsible for the case management in all three counties.

- Elderly Waiver (EW)
 - For people over the age of 65 years who require the level of care provided in a nursing facility.

Steele Public Health will provide the case management to residents of Steele County.

- Essential Community Services (ECS)
 - For people over the age of 65 years who do not meet the level of care provided in a nursing facility.

Steele Public Health will provide the case management to residents of Steele County.

- Consumer Directed Community supports (CDCS)
 - This service is an option for clients available under the Alternative Care program and each of the home and community based waivers.

Coordination of CDCS lies with the agency providing the case management for that specific recipient.

- Community First Services and Supports (CFSS)
 - CFSS is a Minnesota health care program that offers flexible options to meet the unique needs of people. CFSS will replace personal care assistance (PCA) and the Consumer Support Grant (CSG) by December 31st, 2025.

MNPrairie will provide case coordination for CFSS recipients under 65. Public Health Departments will provide case coordination for CFSS recipients over 65.

Coordination of CFSS combined with home and community-based services will reside with the agency providing case management for that specific recipient.

- Consumer Support Grant (CSG)
 - CSG is a state-funded alternative to Medicaid home care services of home health aide, personal care assistance and/or private duty nursing. Through cash grants, the CSG Program provides consumers with greater flexibility and freedom of choice in service selection, payment rates, service delivery specifications and employment of service providers.

- This program will end December 31st, 2025, and will be transitioned to CFSS.

MNPrairie will provide case coordination for CSG recipients under 65. Public Health Departments will provide case coordination for CSG recipients over 65.

- Personal Care Assistance (PCA)

- PCA is a Minnesota health care program that provides services to seniors and people with disabilities to help them remain independent in the community.
- This program will end December 31st, 2025, and will be transitioned to CFSS.

MNPrairie will provide case coordination for PCA recipients under 65. Public Health Departments will provide case coordination for PCA recipients over 65. Coordination of PCA combined with home and community-based services will reside with the agency providing case management for that specific recipient.

MNPrairie and the Public Health Departments will continue to work collaboratively in the coordination of these programs.

MnCHOICES

- MnCHOICES Intakes and Assessments

- MnCHOICES is a single, comprehensive assessment and support planning web-based application for long-term services and supports in Minnesota. MnCHOICES replaced the Long-Term Care Consultation, PCA assessment, and DD screening.

MNPrairie and the Public Health Departments share responsibility for conducting assessments through MnCHOICES. Initial assessments for those over the age of 65 will be completed by Public Health. Initial assessments for those under age 65 will be completed by MNPrairie. MNPrairie and the Public Health Departments will continue to work collaboratively in communicating with residents the accurate contact information to request a MnCHOICES assessment. Each agency will be responsible for completing reassessments on residents they are currently providing case management or case coordination for.

The Minnesota Department of Human Services (DHS) is responsible for the administration of the Home and Community Based Waiver programs and MnCHOICES. MNPrairie and the Public Health Departments of Dodge, Steele, and Waseca Counties will participate in the various program audits required by DHS.

Financial Eligibility Determinations

Public Health Departments will be responsible for determining eligibility for single individuals applying for Alternative Care or Essential Community Services waivers. MNPrairie will coordinate with Public Health Departments on determining eligibility related to married Alternative Care or Essential Community Services waivers and with income and health care assistance applications as allowed by law.

MNPrairie will serve as the security liaison for the Public Health Departments with the Minnesota Department of Human Services to obtain access to the various state human services systems, by both MNPrairie and Public Health Departments, required to do their work in verifying eligibility and authorizing services.

Systems Access

MNPrairie will serve as the security liaison for the Public Health Departments with the Minnesota Department of Human Services to obtain access to the various state human services systems, by both MNPrairie and Public Health Departments, required to do their work in verifying eligibility and authorizing services.

Public Health Department will be responsible for adding or removing staff to MnCHOICES Revision system. Notification of staff changes within MnCHOICES Revision will be communicated to the MNPrairie security liaison to ensure timely processing with DHS Systems, Security and Access Management (SSAM).

South Country Health Alliance

Provide support and referrals for the following:

- Connector
 - The Steele County Connector will be employed by MNPrairie per the South Country Health Alliance Delegation Agreement. The connector will coordinate with Public Health to assure that they are aware of the services and updates as made by South Country.
- Care Coordination
 - Community Well over age 65 (non-waiver community residents and nursing home residents)
 - This coordination is done by Public Health in all three counties.

- Senior Care Complete
A Minnesota Senior Health Options program for those age 65 or older and are eligible for Medical Assistance and Medicare Parts A and B.
 - This coordination is done by Public Health in all three counties.
- Minnesota Senior Care Plus (MSC+)
A program for those age 65 or older that are eligible for Medical Assistance.
 - This coordination is done by Public Health in all three counties.
- Ability Care SNBC
A Special Needs Basic Care program for people under 65 with disabilities who are eligible for Medical Assistance and Medicare Parts A and B.
 - This care coordination is done by MNPrairie in all three counties.
- Single Care SNBC
A Special Needs Basic Care program for people under 65 with disabilities and are eligible for Medical Assistance.
 - This care coordination is done by MNPrairie in all three counties.
- Shared Care SNBC
A Special Needs Basic Care program for people under 65 with disabilities and are eligible for Medical Assistance and Medicare. South Country ONLY administers Medical Assistance benefits.
 - This care coordination is done primarily by South Country.
MNPrairie will work with South Country if needed.
- South Country Health Alliance committee work
 - Dodge, Steele, and Waseca Counties are all member counties and active participants in the work of South Country. Both MNPrairie and Public Health will be actively engaged in committee work to support this joint effort.

South Country is responsible for the administration of these programs. Specific duties and responsibilities are detailed in the annual delegation agreement. MNPrairie and the Public Health Departments of Dodge, Steele, and Waseca Counties will participate in the various program audits required by South Country.

Consultative Services

- Adult Protection team
 - Multi-disciplinary team for Adult Protection related functions and activities

MNPrairie is the agency responsible for coordinating Adult Protection services. The Public Health Departments are considered an integral part of the multi-disciplinary team. MNPrairie staff may call upon Public Health Nurses to accompany them on welfare checks when there are concerns about potential medical issues.

- Child Protection community team
 - Multi-disciplinary team for Child Protection related functions and activities

MNPrairie is the agency responsible for coordinating Child Protection services. The Public Health Departments are considered an integral part of the community multi-disciplinary team.

- Commitment related activities

Staff from the Public Health Departments may occasionally be called upon to assist with pre-petition screening activities, or to participate on the team.

- Home and Community Based Waivers

Public Health Nurses provide consultation when requested on medically complex cases.

- Resource Directory

MNPrairie will share the electronic Resource Directory via the MNPrairie website.

Children's Mental Health and Family Services Collaboratives

Collaboratives were envisioned and created as an approach to:

- Address the needs of children faced with complex problems
- Maximize results and resources by enhancing coordination and reducing duplication among systems
- Involve communities, particularly families, in system redesign and implementation so their needs are effectively met

In our service area each county is involved with a collaborative along with a variety of community partners that include school districts and Spero.

- Family Services Collaborative in Dodge County
- Children's Mental Health Collaborative in Steele County
- Waseca County Collaborative for Families (WCCF)

Both MNPrairie and the Public Health Departments will continue to have an active role in the work of these collaboratives.



Steele County Agenda Item

Request for Board Action

Subject: Professional Services Contract for Summit Township Bridge Replacement

Department: Highway

Committee: Public Works

Committee Meeting Date: March 3, 2025

Work Session Date: N/A

Board Meeting Date: March 11, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Approve Professional Services Contract with Erickson Engineering for the design of the replacement of Summit Township Bridge L5584 in an amount not to exceed \$29,190 and authorize the County Engineer to sign the contract.

Recommendation:

Approve Professional Services Contract with Erickson Engineering for the design of the replacement of Summit Township Bridge L5584 in an amount not to exceed \$29,190 and authorize the County Engineer to sign the contract.

Background (*Including Budget Impact*):

Summit Township Bridge No. L5584 SE 19th Avenue over the Straight River has been closed due to structural issues and is unsafe for motorists, so must be reconstructed. The County acts as an agent administering inspection and engineering services for all township bridges. This project is not included in the Highway Capital Improvement Program. The project will be funded through local Township levy funds in the amount of \$20,000 and the remainder will be funded by State-Aid Township Bridge funds. The county provides the funding until reimbursed at the end of the project.

Staff requested proposals from three engineering firms to provide professional engineering services. Erickson Engineering, Stonebrook Engineering, and WHKS were invited. Only Erickson Engineering and WHKS submitted proposals which are attached.

A selection committee comprised County staff independently evaluated and rated each proposal. Selection of the consultant was based primarily on completion date, cost and qualifications. Based on these criteria, both proposals were acceptable, but WHKS proposal cost was \$42,246.00 and Erickson's proposal cost was \$29,190.00 and the lowest.

Attachments:

Erickson Engineering Proposal
WHKS Proposal



ERICKSON ENGINEERING

Erickson Engineering Co., LLC
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Eden Prairie, MN 55344

ph 952-929-6791
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ENGINEERING SERVICES AGREEMENT between

STEELE COUNTY

and

ERICKSON ENGINEERING CO., LLC

for replacement of Bridge L5584
on SE 19th Ave over the Straight River

Sec 14, Twp 105N, Rge 20W

Erickson Engineering Agreement 25010, February 18, 2025

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A PROJECT DESCRIPTION

We have visited the bridge site and reviewed the project information provided by the County. A brief description of existing conditions and proposed alternatives is included below.

Bridge L5584 crosses the Straight River and consists of a single-span steel beam structure with a total length of 36 ft and a deck clear width of 24 ft. The bridge was built in 1958 and is currently closed to traffic.

The preferred replacement option is precast concrete box culverts. We anticipate 2 lines of 16 ft span box will be required. The actual culvert size and number of barrels will be verified after completion of the hydraulics / preliminary design and consultation with the County and DNR. The estimated construction cost for the box culverts is approximately \$520,000.

We estimate approximately 200 ft of approach roadway construction will be required on each side of the structure. The road will be closed during construction.



Bridge L5584



SE 19th Ave – looking south

B SERVICES

In this document, “Client” refers to Steele County and “Consultant” refers to Erickson Engineering Co., LLC.

The Consultant agrees to provide the following services to the Client in connection with the aforementioned project, according to the terms of this agreement.

1.0 Survey

- 1.1 The Consultant shall perform field survey work for the existing bridge and roadway approaches, and obtain information needed to complete the bridge survey sheets according to the MnDOT State Aid Manual.

2.0 Hydraulics

- 2.1 The Consultant shall prepare a hydraulic flood analysis for the stream crossing. The analysis will contain data required by State and Federal agencies, including a risk assessment and a scour analysis. The hydraulic analysis will be based on steady, gradually-varied peak flow conditions for all flood frequency events analyzed.

3.0 Preliminary Design - Structure Options

- 3.1 The Consultant shall prepare and submit to the Client preliminary design information of suggested options for determining a replacement structure. The preliminary design information

will include structure type, general features, dimensions, and cost estimates. The anticipated replacement option is precast concrete box culverts.

4.0 Permits Coordination

- 4.1 The Consultant shall apply for required permits from regulating agencies (DNR, COE, MPCA, BSWR) *The Client shall reimburse Consultant for permit fees.*

5.0 Asbestos and Regulated Waste Assessment

- 5.1 The Consultant shall retain Carlson McCain to prepare an Asbestos and Regulated Waste Assessment of the existing bridge. The cost of the assessment is included in section C – Compensation.

6.0 Wetland Delineation

- 6.1 The Consultant shall retain Aquatic EcoSolutions to perform a wetland delineation, prepare a delineation report, and attend onsite TEP review meeting. The cost of the delineation and report is included in section C – Compensation.

7.0 Geotechnical Investigation

(not required for precast box culverts)

- 7.1 If necessary, the Consultant shall retain Chosen Valley Testing to obtain test borings and determine the foundation conditions at the proposed structure site. CVT will prepare a report which will include recommendations for the foundation design of the proposed structure. The cost of the geotechnical investigation is included in section C – Compensation.

8.0 Culvert Design / Plans

- 8.1 The Consultant shall prepare a complete engineering design for the proposed structure. The Consultant shall design the structure to conform to current AASHTO Design Specifications and MnDOT standards.
- 8.2 The Consultant shall prepare preliminary and final culvert plans in AutoCAD and submit in dwg and pdf format. The Consultant shall prepare the plans according to MnDOT Bridge Design Specifications and MnDOT Standard Specifications for Construction.
- 8.3 The Consultant shall prepare the Division S and SB special provisions, construction cost estimate, plan review checklist, lab services form, and load rating for the proposed structure.
- 8.4 The Consultant shall submit the plans and supporting documentation to the Client and MnDOT for review and approval. Plans will be submitted at 30%, 60%, 90%, and 100% completion stages for review and approval.

9.0 Roadway Design / Plans

- 9.1 The Consultant shall prepare preliminary and final approach roadway plans. These plans will show the geometric design of the roadway, including plan and profile, specific design features in terms of horizontal and vertical alignment, typical section, width, erosion control, easements, right-of-way, traffic control, plotting of finished cross-sections, and quantities. We anticipate approximately 400 ft of approach roadway reconstruction will be required for this project (200 ft on side of structure).

- 9.2 The Consultant shall prepare a Storm Water Pollution Prevention Plan (SWPPP).
- 9.3 The Consultant shall submit the plans to the Client and MnDOT for review and approval. Plans will be submitted at 30%, 60%, 90%, and 100% completion stages for review and approval.

C COMPENSATION

Compensation for the work described will be on a time and materials (Cost Plus) basis, which includes the Consultant's profit.

A task, labor hours, and cost breakdown has been prepared and is listed in the following Table 1. The cost breakdown assumes the new structure will consist of precast concrete box culverts. Design will also include approximately 400 ft of approach roadway reconstruction.

TABLE 1 Engineering Services for Bridge L5584, Steele County, MN Erickson Engineering Co., LLC Task, Labor Hours, and Cost Breakdown						
Services	Rate					Hours
		Vice President / PM	Senior Project Engineer	Project Engineer	Engineering Technician	
		\$190.00	\$160.00	\$125.00	\$100.00	
1.0 Survey				16	13	29
2.0 Hydraulics				24		24
3.0 Preliminary Design - Structure Options				4		4
4.0 Permits Coordination *				10		10
8.0 Culvert Design / Plans	2	8	24	44		78
9.0 Roadway Design / Plans	1	4	30	40		75
Subtotal / Hours		3	12	108	97	220
						\$25,690.00
5.0 Asbestos / Regulated Waste Assessment						\$1,800.00
6.0 Wetland Delineation / Report						\$1,700.00
7.0 Geotechnical Investigation (not needed for box culverts)						\$0.00
TOTAL NOT-TO-EXCEED FEE						\$29,190.00

* The permit fees each regulatory agency charges are: \$400 DNR, \$400 MPCA, \$0 COE.

Conditions and Payment Schedule

The Consultant may request progress payments for “Cost Plus” services while the work is in progress, based on time and materials provided within a specific timeframe. The progress payments are due upon receipt of invoice.

Cancellation: If the Client cancels this agreement, the Consultant may request payment for all work performed up to the cancellation date. The Client shall pay for fully completed work as outlined above. The Consultant will invoice partially completed work on a Time and Materials basis, according to section E Time and Materials Rates. The total amount invoiced for the partially completed work will not exceed the amount which would have been due had the work been fully completed.

Additional Services: If the Client requests that the Consultant provide services not listed in this agreement, or if any additional services are required due to revisions in MnDOT or Client standards or specifications, then the Consultant may request reimbursement for such services. The Client shall pay the Consultant on a Time and Materials basis, according to section E Time and Materials Rates, unless otherwise agreed to in writing by both the Consultant and the Client.

D TIMELINE

TASK	COMPLETION DATE
Survey	March 21, 2025
Hydraulic Analysis and Preliminary Design	April 4, 2025
Permits Coordination.....	May 23, 2025
Asbestos / Regulated Waste Assessment	May 15, 2025
Wetland Delineation / Report	May 2, 2025
Geotechnical Investigation (not needed for box culverts).....	TBD
Submit Culvert / Roadway Plans (30% complete)	April 15, 2025
Submit Culvert / Roadway Plans (60% complete, includes cross sections and construction limits)	April 25, 2025
Submit Culvert / Roadway Plans (90% complete)	May 30, 2025
Submit Final Culvert / Roadway Plans, Special Provisions, Estimate, Checklist, Lab Services, Load Rating (100% complete).....	June 27, 2025

E TIME AND MATERIALS RATES

TITLE	RATE / HR
Vice President	\$ 190.00
Senior Project Engineer / Project Manager	\$ 130.00 - \$ 160.00
Project Engineer	\$ 110.00 - \$ 130.00
Design Engineer	\$ 95.00 - \$ 110.00

TITLE	RATE / HR
Senior Technician	\$ 120.00 - \$ 151.00
Engineering Technician	\$ 90.00 - \$ 110.00
Certified Inspector	\$ 100.00 - \$ 130.00
Mileage Rate	\$ 0.67 / mile
Lodging	\$ Actual Cost (room charge / night, per person)
Meals	\$ 50.00 per diem, per person
Rates may be adjusted annually to reflect cost of living increases.	

F KEY PERSONNEL BACKGROUND AND EXPERIENCE

Tom Wilson, P.E., will be Project Manager and serve as the main contact on this project. Tom will delegate specific works tasks to Erickson Engineering staff, monitor progress, perform design review, coordinate with subconsultants, provide regular updates to the County, and attend required meetings. Tom is Vice President of Erickson Engineering and has 33 years of experience providing project management, hydraulic analyses, structure replacement recommendations, and bridge / roadway design.

Chad Darnell, P.E., is a Senior Project Engineer and will assist with hydraulics and replacement recommendations, perform culvert design, roadway design, plan review, and prepare special provisions, estimate, checklist, and load rating. Chad has been with Erickson Engineering for 23 years. His experience includes hydraulics analyses, permit applications, bridge / roadway design, special provisions, and cost estimates.

Riley Vesel, P.E., is a Project Engineer and will assist with permit applications and culvert / roadway design and plan preparation. Riley has 3 years of experience with surveying, bridge / culvert design, roadway design and plan preparation, permit applications, special provisions, and cost estimates.

Thomas J. Wilson, P.E.

MN PE No. 21690

VICE PRESIDENT - PROJECT MANAGER

Project Samples:

- Rice County Bridge 66J81

Two lines of 14 ft x 8 ft precast box culvert, 224 ft barrel length, standard aprons on downstream end and cast-in-place headwall / wingwalls on upstream end, 500 ft of approach roadway construction.

- Winona County Bridge 85J50

Two lines of 14 ft x 12 ft cast-in-place concrete box culvert, 108 ft apron-to-apron length, 200 ft of roadway construction.

Tom has worked for Erickson Engineering for the past 33 years, and became Vice President in 2005. His responsibilities are:

- Providing status updates and other information to project stakeholders
- Attending project-specific meetings
- Coordinating with engineering subcontractors and prime contractors
- Providing recommendations to clients in selecting appropriate structures based on site engineering requirements, State and Federal regulations, client preferences, cost, and other factors

■ Steele County Bridge 74J28

One line of 16 ft x 8 ft and one line of 16 ft x 7 ft precast box culvert, 72 ft apron-to-apron length, 200 ft of roadway construction.

■ Steele County Bridge 74J30

One line of 16 ft x 8 ft precast box culvert, 35° degree barrel skew, 84 ft apron-to-apron length, 200 ft of roadway construction.

■ Cook County Bridge 16J33

One line of 10 ft x 10 ft precast box culvert, 118 ft apron-to-apron length, 400 ft of roadway construction. Design included temporary bypass.

- Supervising and performing hydraulic analyses, bridge structure and approach roadway design, environmental documentation, and project development reports

- Hydrologic and hydraulic data computation and analysis for waterway studies and risk assessments; proficient in HECRAS, WSPRO, and HY-8

As Vice President, Tom is also responsible for:

- Quality assurance protocol compliance
- Management of engineering services proposals
- Strategic planning
- Marketing and public relations management
- Technical and administrative personnel supervision

Chad Darnell, P.E.

MN PE No. 45944

SENIOR PROJECT ENGINEER

Project Samples:

■ Cook County Bridge 16J16

One-line of 10 ft x 8 ft and one-line of 10 ft x 6 ft precast box culvert, 88 ft apron-to-apron length, 400 ft of roadway construction. Design included temporary bypass.

■ Stearns County Bridge 73J37

One line of 16 ft x 5 ft precast box culvert, 106 ft apron-to-apron length, 300 ft of roadway construction.

■ Bigstone County Bridge 06J18

Two lines of 14 ft x 6 ft precast box culvert, 15° barrel skew, 61 ft apron-to-apron length, 600 ft of roadway construction.

■ Winona County Bridge 85J56

One line of 16 ft x 10 ft cast-in-place box culvert, 120 ft apron-to-apron length, 200 ft of roadway construction.

■ Rice County Bridge 66J81

Chad has worked for Erickson Engineering for the past 23 years performing design and plan review for bridge replacement projects. His experience includes:

- Bridge, culvert, and approach grading design and design review per AASHTO and MnDOT specifications
- Precast concrete, cast-in-place concrete, steel, treated timber structure design and design review
- PSBeam, CONSYS2000, and AASHTOWare Bridge proficiency
- Preparation of Type, Size, and Location (TSL) Reports, which provide preliminary design information for recommended replacement structures
- Hydraulic analysis for waterway studies and risk assessments; HECRAS, WSPRO, and HY-8 proficiency
- Load ratings
- Special provisions. Estimates, Load Ratings

Two lines of 14 ft x 8 ft precast box culvert, 224 ft barrel length, standard aprons on downstream end and cast-in-place headwall / wingwalls on upstream end, 500 ft of approach roadway construction.

- Permit applications, Project Memos, Design Exceptions, Section 4(f) Evaluations
- Construction inspection of bridge replacement projects. MnDOT certified inspector.

Riley Vesel, P.E.

MN PE No. 63690

PROJECT ENGINEER

Project Samples

■ Steele County Bridge 74J33

One line of 10 ft x 8 ft precast box culvert, 70 ft apron-to-apron length, 200 ft of roadway construction.

■ Cook County Bridge 16J33

One line of 10 ft x 10 ft precast box culvert, 118 ft apron-to-apron length, 400 ft of roadway construction. Design included temporary bypass.

■ Steele County Bridge 74J32

One line of 14 ft x 7 ft precast box culvert, 86 ft apron-to-apron length, 350 ft of approach roadway construction.

■ Winona County Bridge 85J50

Two lines of 14 ft x 12 ft cast-in-place concrete box culvert, 108 ft apron-to-apron length, 200 ft of roadway construction.

■ Winona County Bridge 85J56

One line of 16 ft x 10 ft cast-in-place box culvert, 120 ft apron-to-apron length, 200 ft of approach roadway construction.

Riley joined Erickson Engineering in 2022, and performs field surveys, design and plan preparation, plan review, permit applications, and cost estimates. His experience includes:

- Field surveys
- Precast concrete, cast-in-place concrete, steel, treated timber structure design and design review
- PSBeam and CONSYS2000 proficiency
- Bridge, culvert, and approach grading design and plan preparation per AASHTO and MnDOT specifications
- Plan review
- Permit applications, Project Memos, Design Exceptions
- Preparation of special provisions and cost estimates
- Preparation of State-Aid plan review checklists

G GENERAL CONDITIONS

I Scope of Professional Engineering Services

The Consultant agrees to provide the services described in section B Services when the Client requests and authorizes the Consultant to provide the Services. The Client shall pay the Consultant for these services on a Time and Materials basis, at the rates stated in section E Time and Materials Rates, unless otherwise stated in this agreement.

II Responsibilities of the Consultant

The Consultant shall maintain Professional Liability Insurance for \$2,000,000 (two million dollars) during the life of this contract. If the Client requests additional insurance, the Consultant will purchase such insurance if available. The Client will pay the cost of the additional insurance.

The Consultant is not responsible for the failure of others to perform in accordance with other contracts. The Consultant's services do not relieve others of their responsibilities.

III Responsibilities of the Client

The Client shall make available to the Consultant all known information applying to the site and services provided by the Consultant. The Client shall immediately inform the Consultant of new information which may be in conflict with previous information regarding the site or Consultant services. The Consultant has a right to depend on documents and information supplied by the Client.

IV Other Damages

The Consultant and the Client will not be liable to each other for any incidental, consequential, or special damage relating to the Consultant's services. This includes business interruption, good will, or loss of anticipated profits.

V Termination

Either party may terminate this agreement by giving fourteen days written notice to the other party. Upon termination, the Client will pay the Consultant for costs incurred to the date of termination, including termination costs and other obligations and commitments incurred in providing services. All obligations and liabilities between the parties will terminate upon payment. These costs are payable under the contract when invoiced.

VI Document Ownership

The Client acknowledges the Consultant's construction documents as instruments of professional service. Nevertheless, the plans and specifications prepared under this Agreement will become the property of the Client upon completion of the work and payment in full of all monies due to the Consultant. The Client shall not reuse or make any modification to the plans and specifications without the prior written authorization of the Consultant. To the fullest extent permitted by law, the Client agrees to indemnify and hold the Consultant harmless from any claim, liability, or cost (including reasonable attorney's fees and defense costs) arising or allegedly arising out of unauthorized reuse or modification of the construction documents by the Client, or by any person or entity that obtains the plans and specifications from or through the Client, without written authorization of the Consultant.

VII Party Relationship

The Consultant shall act solely as an independent contractor. The Client and the Consultant may not enter into any agreement or assume any obligation for the other.

VIII Force Majeure

The Consultant shall not be liable for failure to perform due to circumstances beyond the Consultant's control. These may include, but are not limited to, wars, floods, strikes, riots, fire, acts of nature, or inability to obtain equipment or material. In the event of such circumstances, the Client will agree to extend the performance time sufficiently to overcome the effects of such events.

IX Successors and Assigns

The Consultant and Client each binds itself, its successors, and assigns to the other party of this agreement and to the successors and assigns of the other party with respect to all provisions of this agreement.

X Entire Agreement

This agreement represents the entire understanding between the Client and the Consultant. No change of the terms or conditions of this agreement will be binding on either party unless these changes are in writing and signed by an authorized representative of both parties.

XI Applicable Law

The laws of the State of Minnesota will govern this agreement.

XII AA / EEO

The Consultant is an Affirmative Action and Equal Employment Opportunity Employer.

XIII Dispute Resolution

In the event of a dispute arising out of or relating to this Agreement or the services the Consultant renders or will render hereunder, the Client and Consultant agree to attempt to resolve such disputes in the following manner:

First, the parties agree to attempt to resolve such disputes through direct negotiations between the appropriate representatives of each party.

Second, if such negotiations are not fully successful, the parties agree to attempt to resolve any remaining dispute by formal non-binding mediation, conducted according to rules and procedures agreed upon by the parties, unless the parties mutually agree otherwise.

Third, if the dispute or any issues remain unresolved after the above steps, the parties agree to allow the mediator to help select an alternative resolution method.

H AUTHORIZATION

Client: Please review the following and correct if necessary:

The Consultant shall deliver
invoices for this agreement to:

 X Email address: _____
address: _____
 Postal Mail attn: _____

The Client and the Consultant agree as set forth above.

For the Client:

Steele County Highway Department
3000 Hoffman Dr NW
Owatonna, MN 55060

For the Consultant:

Erickson Engineering Co., LLC
9531 W 78th St Ste 100
Eden Prairie, MN 55344

Signature

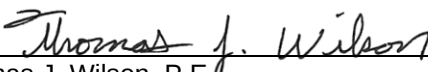
Title

Date

Signature

Title

Date



Thomas J. Wilson, P.E.

Vice President
Title

February 18, 2025
Date

2905 South Broadway
Rochester, MN 55904-5515
Phone: 507.288.3923
Email: rochester@whks.com
Website: www.whks.com



VIA EMAIL

February 19, 2025

Mr. Paul Sponholz, P.E.
County Engineer
Steele County Highway Department
P.O. Box 890
3000 Hoffman Drive NW
Owatonna, MN 55060-0890

RE: Steele County, MN
Bridge L5584 SE 19th Avenue over Straight River Replacement
Response to Request for Proposals

Dear Mr. Sponholz:

Thank you for the opportunity to present our qualifications and proposal for the above-referenced project.

Project Approach, Fees and Compensation

We have provided a cost estimate for the option outlined in the Request for Proposal. We propose a **Not to Exceed Fee of \$42,246**. This estimate includes our anticipated work tasks, staff hours, hourly rates, and expenses required to complete this project.

Preferred Alternative and Construction Cost Estimates

WHKS anticipates this to be a standard culvert replacement with an estimated construction cost of \$520,000.

Team Credentials and Experience

Attached are the qualifications of our key staff, relevant project experience, and a detailed fee schedule broken down by project phase.

We appreciate the opportunity to submit our proposal. If you have any questions or require additional information, please contact Brandon Theobald at 507.288.3923 or by email at btheobald@whks.com.

Sincerely,

WHKS & co.

A handwritten signature in blue ink, appearing to read "Tim A. Hruska", is written over a light blue horizontal line.

Timothy A. Hruska, P.E., L.S.
Vice President, Rochester Office Manager

Attachments (3)

Project Team

The following section provides a brief overview of the qualifications and expected work tasks for the WHKS Team.

	Brandon W. Theobald, P.E. - Project Manager	
	Work Tasks: Contract and Project Management, Roadway QA/QC, Client Coordination	
	Education: B.S. Degree, Civil Engineering, 2005	Qualifications: Brandon's design and project management experience includes urban and rural transportation and bridge improvements for cities and counties, MnDOT State Aid projects, utility design, drainage, erosion control, and construction engineering. He is experienced with permitting assistance and public outreach activities.
	Registration: Professional Engineer: Minnesota	
	Number of Years of Experience: 20 Years	

Relevant Project Experience Completed by Brandon Theobald

- Bridge Replacement over Kedron Brook - Fillmore County, MN
- Horseshoe Road Bridge Replacement - Winona County, MN

	Justin M. Zimmerman, P.E., S.E. - Structural Engineer	
	Work Tasks: Structural Analysis and Design	
	Education: B.S. Degree, Civil Engineering, 2004 M.S. Degree, Civil (Structural) Eng., 2006	Qualifications: Justin has designed and managed County, City and major highway bridge improvements. He has conducted feasibility and planning-level studies and led the design of new bridges and culverts as well as bridge repair / rehabilitation projects.
	Registration: Professional Engineer: Minnesota	
	Number of Years of Experience: 19 Years	

Relevant Project Experience Completed by Justin Zimmerman

- Bridge 89188, 7th Street NE over the Zumbro River - Rochester, MN
- Bridge L5779 Replacement on West Lake Boulevard - Winona, MN

	Brandyn G. Chezick, P.E. - Roadway Engineer	
	Work Tasks: Roadway Design and Plan Preparation	
	Education: B.S. Degree, Civil Engineering, 2014	Qualifications: Brandyn's experience includes street and roadway design, State Aid projects, utility design, drainage, and pavement improvements. He leads roadway design efforts including plan preparation and coordination with bridge designers.
	Registration: Professional Engineer: Minnesota	
	Number of Years of Experience: 10 Years	

Relevant Project Experience Completed by Brandyn Chezick

- CSAH 28 and Beaver Lake Park Improvements - Steele County, MN
- CSAH2/CR180, CSAH43, CR171 Preliminary Design - Steele County, MN

	Tyler J. Baumbach, P.E. - Drainage and Hydraulics Engineer	
	Work Tasks: Hydraulics and Hydrology, Permitting Application Assistance	
	Education: B.S. Degree, Civil Engineering, 2013 M.S. Degree, Civil Engineering, 2015	Qualifications: Tyler is involved with the design of roads and streets, hydrology and hydraulics for bridges and culverts, drainage improvements, stormwater management, grading and paving improvements, and provides construction observation/administration.
	Registration: Professional Engineer: Minnesota	
	Number of Years of Experience: 10 Years	

Relevant Project Experience Completed by Tyler Baumbach

- Elton Hills Drive Bridge Replacement Hydrology/Hydraulics - Rochester, MN
- Bridge L5776 Replacement - West 11th St. Over Unnamed Stream - Winona County, MN

Relevant Project Experience

PROJECT/LOCATION	DESCRIPTION
L5779 Replacement in Winona on West Lake Boulevard Winona, MN 	WHKS prepared preliminary and final design plans for replacing a single 16' span steel beam bridge over a small seasonal stream flowing into Lake Winona. The replacement structure will be a 16' x 4' MnDOT Standard precast box culvert and a 15'-6" segment of cast-in-place concrete flume. Services provided by WHKS: • Survey • Hydraulic analysis, risk assessment, structure recommendations, and permitting • Culvert and roadway approach design • Assistance with bridge replacement funding
Members Parkway Culvert Rochester, MN 	WHKS prepared final design plans for the extension of Members Parkway. The project included two 10x7 and two 10x6 box culverts to cross Kings Run. Services provided by WHKS: • Bridge and roadway design • Survey
Bridge over Kedron Creek Fillmore County, MN 	Replacement of Bridges L4926 on Township Road 408. Services provided by WHKS: • Hydraulic analysis, risk assessment, structure recommendations, and permitting • Bridge and roadway preliminary and final design • Preparation of preliminary and final plans
L5576 Bridge Replacement Winona County, MN 	Preliminary and final design for replacement of the existing structure on West 11th Street in St. Charles, Minnesota. A pedestrian bridge adjacent to the existing structure was removed and with the new bridge structure being designed to accommodate the path. The project included storm sewer modifications. Services provided by WHKS: • Bridge and roadway design • Hydraulic analysis • Survey

Fee Schedule by Phase

Work Plan Outline - Project		Steele County Bridge L5584 Replacement - Culvert Std Option								Date	2/18/2025
DESCRIPTION OF PROFESSIONAL SERVICES		Project Principal	Project Manager	Structural Engineer I	Project Engineer	Project Engineer	Structural Engineer II	Environmental Scientist	Survey Tech	TOTAL HOURS	TOTAL COST
Phase 010	Survey, Wetland Delineation, Permitting, Hydraulics										
10	General project management	1.00	2.00	1.00						4.00	\$706.00
20	Topographic survey and site visit			4.00					16.00	20.00	\$2,320.00
30	Wetland desktop investigation							8.00		8.00	\$896.00
40	Wetland delineation field work							8.00		8.00	\$896.00
50	Wetland report preparation	1.00	3.00					24.00		28.00	\$3,407.00
60	Hydraulic analysis, risk assessment			18.00		10.00				28.00	\$4,200.00
70	Prepare right-of-way exhibits		1.00		3.00					4.00	\$602.00
ESTIMATED EXPENSES											
	Mileage										\$120.00
	Subtotal Hours - Phase 20	2.00	6.00	23.00	3.00	10.00	0.00	40.00	16.00	100	
	Subtotal Fee - Phase 20	\$400.00	\$1,038.00	\$3,680.00	\$429.00	\$1,320.00	\$0.00	\$4,480.00	\$1,680.00	\$13,027.00	\$13,147.00
Phase 020	Design and Final Plans										
10	General project management	1.00	2.00	1.00						4.00	\$706.00
20	Selection and preparation of standard MnDOT culvert plans and details			10.00	2.00					12.00	\$1,886.00
30	Roadway design and erosion control design		1.00		4.00	12.00				17.00	\$2,329.00
40	Create roadway, survey, and erosion control plans		1.00	2.00	4.00	24.00				31.00	\$4,233.00
50	Create title sheet, and summary of quantities plans, compute quantities			12.00	4.00	20.00				36.00	\$5,132.00
60	Create culvert details sheets and bridge survey sheet			20.00	2.00		8.00			30.00	\$4,542.00
70	Prepare project specifications (any .6xx series division S, or division SB's req'd)			8.00	8.00					16.00	\$2,424.00
80	Fill out required checklists, rating form, and submit final plans and specs		2.00	6.00	4.00	2.00				14.00	\$2,142.00
90	Incorporate review comments from Client and MnDOT District 6			4.00	4.00	3.00				11.00	\$1,608.00
ESTIMATED EXPENSES											
	Geotechnical investigation and report*										
	Hazardous Material Assessment (American Engineering Testing)										\$4,097.00
	Permit fees**										
	Subtotal Hours - Phase 30	1.00	6.00	63.00	32.00	61.00	8.00	0.00	0.00	171	
	Subtotal Fee - Phase 30	\$200.00	\$1,038.00	\$10,080.00	\$4,576.00	\$8,052.00	\$1,056.00	\$0.00	\$0.00	\$25,002.00	\$29,099.00
	Project Total Hours	3	12	86	35	71	8	40	16		
	Rate	\$ 200.00	\$ 173.00	\$ 160.00	\$ 143.00	\$ 132.00	\$ 132.00	\$ 112.00	\$ 105.00		
TOTAL FEE + EXPENSES											\$42,246.00

* A Geotechnical investigation/ report is not needed for box culvert construction. No fee was included.

** The MnDNR Water Permit Application Fees chart states that Townships applying for road, bridge, or culvert projects are exempt from application fees. As such, no permit fee for MPARs was included.

PREPARED BY: J Zimmerman

STEELE COUNTY PERSONNEL AGENDA ITEM
March 11, 2025

MARCH EMPLOYEE ANNIVERSARIES
(Information Only – No Action Required)

Name:	Position:	Department:	Anniversary Date:	Years of Service:
Jeffrey Gunther	Deputy Sheriff Patrol	Sheriff	March 2 nd	5
Barbara Osmon	Financial Specialist	Finance	March 4 th	6
Mason Droog	Correctional Officer	Detention Center	March 4 th	1
Jason Sommer	Highway Maintenance Technician	Highway	March 7 th	3
Amber Brooks	Building Official	Planning and Zoning	March 9 th	5
Ethan Rindfleisch	Public Health Specialist	Public Health	March 11 th	1
Stephen Rick	Assistant Director	Community Corrections	March 13 th	8
Douglas Jensen	Engineering Technician III	Highway	March 15 th	40
Lon Thiele	County Sheriff	Sheriff	March 17 th	22
Tonia Miller	Executive Assistant	Public Health	March 17 th	16
Julie Hanson	RN	Public Health	March 18 th	6
Kevin Lindquist	Highway Maintenance Supervisor	Highway	March 19 th	7
Gina McGuire	Director of Human Resources	Human Resources	March 20 th	11
Joleen Koenig	Administrative Support Assistant	Extension	March 25 th	23
Kristi Blum	Chief Deputy Recorder	Recorder	March 25 th	12
Tyler Brase	Investigator	Sheriff	March 29 th	8
Benjamin Hager	Appraiser III	Assessor	March 29 th	4



Steele County Agenda Item

Request for Board Action

Subject: Grant Management Software

Department: Public Health

Committee: Internal Central Services

Committee Meeting Date: March 4, 2025

Work Session Date: Enter a date.

Board Meeting Date: Enter a date.

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve Public Health to purchase grant management software through CLA.

Background (*Including Budget Impact*):

Steele County Public Health manages 15-20 grants from federal, state, and local sources annually, overseeing more than \$1.2 million in revenues. Managing these grants includes applying for the funding, developing workplans and budgets, processing invoices, submitting budget revisions, reporting on grant outcomes, with each grant having unique duties, timelines, and compliance requirements. These responsibilities are currently divided among the Public Health Director, Accountant, and public health staff working in the grants. However, without a centralized system to host and track these grants, efficient grant management has been a challenge.

To address this challenge, the Finance Director, IT Director, and Public Health team met with CliftonLarsonAllen LLP (CLA) to discuss a grant management software solution. This software is a one-stop-shop for the entire grant process, from application to reporting and invoicing. It also includes features for efficiently tracking and reporting for sub-recipient awards such as the Opioid Settlement Funds, Non-Profit Appropriations, and SHIP Community Partner Awards.

After follow-up meetings to explore and evaluate the software, an agreement with CLA was drafted and approved by the County Attorney. Public Health would like to purchase this software from the funds received through the SCHA Reinvestment Grant, with no impact on the tax levy. This system is expected to enhance efficiency, streamline grant management, and improve communication

among staff, ensuring better oversight and compliance with grant requirements. After piloting this software in the Public Health department, there is potential for its countywide application to improve grant management in other departments receiving grants and utilizing grant funds.

Attachments:

Grant Management Solution Licensing Agreement



Grant Management Solution Licensing Agreement

THIS LICENSE AGREEMENT (the "**Agreement**") dated as of December 20, 2024 (the "**Effective Date**") is by and between CliftonLarsonAllen LLP, ("CLA"), and Steele County ("**Client**"). Client and CLA are referred to individually herein as a "**Party**", and collectively as the "**Parties**".

In consideration of the mutual promises herein contained, Client and CLA agree as follows:

1. DEFINITIONS

- 1.1. "**CLA Materials**" means the Product, Documentation, and CLA Systems and any and all other information, data, documents, materials, works, and other content, devices, methods, processes, hardware, software, and other technologies and inventions, including any deliverables, technical or functional descriptions, requirements, plans, or reports, that are provided or used by CLA in connection with the Services, or otherwise comprise or relate to the Services, or CLA Systems.
- 1.2. "**CLA Systems**" means the information technology infrastructure used by or on behalf of CLA in performing the Services, including all computers, software, hardware, databases, electronic systems (including database management systems), and networks, whether operated directly by CLA or through the use of third-party services.
- 1.3. "**Client Data**" means information, data, and other content, in any form or medium, that is collected, downloaded, or otherwise received, directly or indirectly, from by or through the Services or that incorporates or is derived from the processing of such information, data, or content by or through the Product.
- 1.4. "**Documentation**" means any manuals, instructions, or other documents or materials that the CLA provides or makes available to Client in any form or medium and which describe the functionality, components, features, or requirements of the API, the Services or CLA Materials, including any aspect of the installation, configuration, integration, operation, use, support, or maintenance thereof.
- 1.5. "**Person**" means an individual, corporation, partnership, joint venture, limited liability entity, governmental authority, unincorporated organization, trust, association, or other entity.
- 1.6. "**Product**" means the product(s) to be licensed to Client through this Agreement, as specified in Schedule A.
- 1.7. "**Schedule A**" means the attached Schedule A containing a list of the Products and maintenance and services with their related fees.
- 1.8. "**Schedule B**" means the attached Schedule B containing the terms of CLA maintenance and support.

2. GRANT OF LICENSE

- 2.1. Subject to payment of applicable license fees, CLA grants Client a perpetual, world-wide, non-exclusive, non-transferable license to use the Product, subject to the restrictions on use below and solely for Client's own internal use for such number of users and on such number of servers, personal computers and locations as specified in Schedule A.
- 2.2. CLA reserves the right, in its sole discretion, to make any changes to the Product and CLA materials that it deems necessary or useful to: (a) maintain or enhance: (i) the quality or delivery of the Product to its Clients; (ii) the competitive strength of or market for the Product; or (iii) the Product's cost efficiency or performance; or (b) to comply with applicable Law. Client acknowledges and agrees that the Product may need to be modified from time to time due to technological advancements, changes in industry practices or standards, or changes in applicable laws. CLA reserves the right to upgrade, add or remove features, redesign, improve, or otherwise alter the functionality of the Product in its sole discretion. Client acknowledges and agrees that its obligations under the Agreement are not contingent upon the delivery of any future functionality or features.
- 2.3. CLA may, directly or indirectly, by use of any lawful means, suspend, terminate, or otherwise deny Client's access to or use of all or any part of the Services or CLA Materials, without incurring any resulting obligation or liability, if: (a) CLA receives a judicial or other governmental demand or order, subpoena, or law enforcement request that expressly or by reasonable implication requires CLA to do so; or (b) CLA believes, in its sole discretion, that: (i) Client has failed to comply with any term of this Agreement, or accessed or used the Services beyond the scope of the rights granted or for a purpose not authorized under this Agreement; (ii) Client or is or has been, or is likely to be involved in any fraudulent, misleading, or unlawful activities relating to or in connection with any of the Services; or (iii) this Agreement expires or is terminated. This Section 1.7 does not limit any of CLA's other rights or remedies, whether at law, in equity, or under this Agreement.

3. MAINTENANCE AND SUPPORT

- 3.1. Client agrees to purchase CLA maintenance and support services for the Product, to begin upon delivery of the Product. The terms governing such maintenance and support are stated in Schedule B.
- 3.2. Client may purchase CLA professional services for installation, implementation and deployment of the Product under a separate agreement between the Parties.

4. FEES, PAYMENT AND TAXES

- 4.1. Our professional fees will be fixed in the amount of \$2,500. Additionally, we will bill \$7,000 annually on the first business day of the calendar year as a licensing fee. We will also bill for expenses including travel, internal and administrative charges. Our invoices, including applicable state and local taxes, will be rendered as work progresses and are payable on presentation.
- 4.2. The fees and charges covered by this Agreement are exclusive of any taxes, duties or tariffs (however designated, levied or based and whether foreign or domestic) imposed or levied on

the Product and any services provided under this Agreement. Unless otherwise specified, Client will be liable for payment of sales, use, and similar and taxes, except for taxes imposed on CLA's income or gross receipts.

5. USE RESTRICTIONS AND OBLIGATIONS

5.1. Use Restrictions. Client shall not and shall not permit any other person or entity to, access or use the Products or CLA materials except as expressly permitted by this Agreement. For purposes of clarity and without limiting the generality of the foregoing, Client shall not, except as this Agreement expressly permits:

- a. copy, modify, or create derivative works or improvements of the Product or CLA Materials;
- b. rent, lease, lend, sell, sublicense, assign, distribute, publish, transfer, or otherwise make available any Product or CLA Materials to any Person;
- c. reverse engineer, disassemble, decompile, decode, adapt, or otherwise attempt to derive or gain access to the source code of the Services or CLA Materials, in whole or in part;
- d. input, upload, transmit, or otherwise provide to or through the Services or CLA Systems, any information or materials that are unlawful or injurious;
- e. damage, destroy, disrupt, disable, impair, interfere with, or otherwise impede or harm in any manner the Services, CLA Systems, or CLA's provision of services to any third party, in whole or in part;
- f. access or use the Services or CLA Materials in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of any third party (including by any unauthorized access to, misappropriation, use, alteration, destruction, or disclosure of the data of any other CLA client), or that violates any applicable Law; or
- g. access or use the Services or CLA Materials for purposes of competitive analysis of the Services or CLA Materials, the development, provision, or use of a competing software service or product or any other purpose that is to the CLA's detriment or commercial disadvantage.

5.2. Obligations.

- a. **Client Systems and Cooperation.** Client shall at all times during the term: (a) set up, maintain, and operate in good repair and in accordance with the specifications all systems on or through which the Products are accessed or used; and (b) provide all cooperation and assistance as CLA may reasonably request to enable CLA to exercise its rights and perform its obligations under and in connection with this Agreement; CLA is not responsible or liable for any delay or failure of performance caused in whole or in part by Client's delay in performing, or failure to perform, any of its obligations under this Agreement.
- b. **Corrective Action and Notice.** If Client becomes aware of any actual or threatened activity prohibited by Section 5.1, Client shall immediately: (a) take all reasonable and lawful measures within their respective control that are necessary to correct actual or threatened activity and mitigate its effects; and (b) notify CLA of any such actual or threatened activity.
- c. **Client Control and Responsibility.** Client has and will retain sole responsibility for: (a) all Client Data, including its content and use; (b) all information, instructions, and materials provided by or on behalf of Client in connection with the Products; (c) Client's information technology

infrastructure, including computers, software, databases, electronic systems (including database management systems), and networks, whether operated directly by Client or through the use of third-party services ("Client Systems"); (d) the security and use of Client's access credentials; and (e) all access to and use of the Products and CLA Materials directly or indirectly by or through the Client Systems or its or its authorized users' access credentials, with or without Client's knowledge or consent, including all results obtained from, and all conclusions, decisions, and actions based on, such access or use.

- d. Access and Security. Client shall employ all physical, administrative, and technical controls, screening, and security procedures and other safeguards necessary to: (a) securely administer the distribution and use of all access credentials and protect against any unauthorized access to or use of the Services; and (b) control the content and use of Client Data.

6. CONFIDENTIALITY

The Parties acknowledge that each may disclose certain valuable confidential and proprietary information to the other. "Confidential Information" means all written information provided by the disclosing Party to the receiving Party concerning the disclosing Party or its business, products or services that is not generally known to the public, including without limitation, information relating to Clients, vendors, trade secrets, prices, products, services, computer programs and other intellectual property, and any other information marked "Confidential" by the disclosing Party at the time of disclosure. The receiving Party may only use the disclosing Party's Confidential Information to fulfill the purposes of this Agreement. The receiving Party will protect the disclosing Party's Confidential Information by using the same degree of care as the receiving Party uses to protect its own Confidential Information of a like nature (but no less than a reasonable degree of care) to prevent the unauthorized use, dissemination, disclosure or publication of such Confidential Information.

Information will not be deemed Confidential Information if it (i) is known to the receiving Party prior to receipt from the disclosing party directly or indirectly from a source other than one having an obligation of confidentiality to the disclosing Party; (ii) becomes known (independently of disclosure by the disclosing party) to the receiving Party directly or indirectly from a source other than one having an obligation of confidentiality to the disclosing Party; (iii) becomes publicly known or otherwise ceases to be secret or confidential, except through a breach of this Agreement by the receiving Party; or (iv) is independently developed by the receiving Party. The receiving Party may disclose Confidential Information pursuant to the requirements of a governmental agency or by operation of law, regulation or professional standard if it gives the disclosing Party prior written notice sufficient to permit the disclosing Party to contest such disclosure.

7. INTELLECTUAL PROPERTY RIGHTS

- 7.1. Product and CLA Materials. All right, title, and interest in and to the Product and CLA Materials, including all intellectual property rights therein, are owned by and will remain owned by CLA. Client has no right, license, or authorization with respect to any of the CLA Materials except as expressly set forth in Section 2.
- 7.2. Client Data. As between Client and CLA, Client is and will remain the sole and exclusive owner of all right, title, and interest in and to all Client Data, including all intellectual property rights

relating thereto, subject to the rights and permissions granted in this Agreement.

- 7.3. Consent to Use Client Data. Client hereby irrevocably grants all such rights and permissions in or relating to Client Data as are necessary or useful to CLA to enforce this Agreement and exercise CLA's rights and perform their rights and obligations hereunder.

8. WARRANTY

CLA warrants that the Product will perform substantially as described in Schedule A for a period of ninety (90) days from delivery of the Product. CLA's entire liability under this warranty will be, at CLA's option, either (a) the return of the license fee of the Product set forth in this Agreement, or (b) repair or replacement of the Product that does not meet the limited warranty set forth above. This limited warranty is void if the failure of the Product has resulted from abuse, negligence, accident, or misuse by Client, by anyone on Client's behalf or by any unauthorized third party of the Product. Any replacement Product will be warranted under the terms of this limited warranty for a period of ninety (90) days.

ANY AND ALL WARRANTIES, EXPRESSED OR IMPLIED, ARE LIMITED TO THE EXTENT AND PERIOD MENTIONED ABOVE. TO THE MAXIMUM EXTENT ALLOWED BY APPLICABLE LAW, CLA DISCLAIMS ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE PRODUCT AND DOCUMENTATION.

9. LIMITATION OF LIABILITY

- 9.1. EXCLUSION OF DAMAGES. IN NO EVENT WILL CLA OR ANY OF ITS LICENSORS, SERVICE PROVIDERS, OR SUPPLIERS BE LIABLE UNDER OR IN CONNECTION WITH THIS AGREEMENT OR ITS SUBJECT MATTER UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE, FOR ANY: (a) LOSS OF PRODUCTION, USE, BUSINESS, REVENUE, OR PROFIT OR DIMINUTION IN VALUE; (b) IMPAIRMENT, INABILITY TO USE OR LOSS, INTERRUPTION, OR DELAY OF THE SERVICES; (c) LOSS, DAMAGE, CORRUPTION, OR RECOVERY OF DATA, OR BREACH OF DATA OR SYSTEM SECURITY; (d) COST OF REPLACEMENT GOODS OR SERVICES; (e) LOSS OF GOODWILL OR REPUTATION; OR (f) CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED, OR PUNITIVE DAMAGES, REGARDLESS OF WHETHER SUCH PERSONS WERE ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.

- 9.2. CAP ON MONETARY LIABILITY. IN NO EVENT WILL THE AGGREGATE LIABILITY OF THE CLA INDEMNITEES ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING UNDER OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, OR ANY OTHER LEGAL OR EQUITABLE THEORY, EXCEED THE TOTAL AMOUNTS PAID TO CLA UNDER THIS AGREEMENT IN THE TWELVE-MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE CLAIM.

THE FOREGOING LIMITATIONS APPLY EVEN IF ANY REMEDY FAILS OF ITS ESSENTIAL PURPOSE.

10. EXPORT CONTROL

The exportation of the Product is subject to compliance with the U.S. Export Administration Act, as amended, and the rules and regulations promulgated from time to time there under, and the laws of any country or organization of nations within whose jurisdiction Client operates or does business. Client agrees not to knowingly export or re-export the Product or any part thereof directly or indirectly, without first obtaining required permission to do so from the United States Office of Export Administration and other appropriate governmental agencies.

11. TERM AND TERMINATION

- 11.1. Term. The initial term of this Agreement commences as of the Effective Date and, unless terminated earlier pursuant any of the Agreement's express provisions, will continue in effect for twelve months from such date. After this twelve-month term, this Agreement will automatically renew for successive twelve-month terms unless earlier terminated pursuant to this Agreement's express provisions or either party gives the other party written notice of non-renewal at least sixty (60) days prior to the expiration of the then-current term.
- 11.2. Termination. In addition to any other express termination right set forth elsewhere in this Agreement:
- a. CLA may terminate this Agreement, effective on written notice to Client, if Client: (i) fails to pay any amount when due hereunder, and such failure continues more than 30 days after CLA's delivery of written notice thereof; or (ii) breaches any of its obligations under Section 5.1, 5.2(c), or Section 6;
 - b. either party may terminate this Agreement, effective on written notice to the other party, if the other party materially breaches this Agreement, and such breach: (i) is incapable of cure; or (ii) being capable of cure, remains uncured 30 days after the non-breaching party provides the breaching party with written notice of such breach;
 - c. either party may terminate this Agreement, effective immediately upon written notice to the other party, if the other party: (i) becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due; (ii) files, or has filed against it, a petition for voluntary or involuntary bankruptcy or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency Law; (iii) makes or seeks to make a general assignment for the benefit of its creditors; or (iv) applies for or has appointed a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.
- 11.3. Effect of Termination or Expiration. Upon any expiration or termination of this Agreement, except as expressly otherwise provided in this Agreement:
- a. all rights, licenses, consents, and authorizations granted by either party to the other

- hereunder will immediately terminate;
- b. Client shall immediately cease all use of any Product or CLA Materials and (i) promptly return to CLA, or at CLA's written request destroy, all documents and tangible materials containing, reflecting, incorporating, or based on any CLA Materials or CLA's Confidential Information; (ii) permanently erase all CLA Materials and Products from all systems Client directly or indirectly controls; and (iii) certify to CLA in a signed and written instrument that it has complied with the requirements of this Section 11.3(b);
 - c. notwithstanding anything to the contrary in this Agreement, with respect to information and materials then in its possession or control, the Receiving Party may retain the Disclosing Party's Confidential Information, in its then current, provided that all such information and materials will remain subject to all confidentiality, security, and other applicable requirements of this Agreement;
 - d. CLA may disable all Client access to the Product and the CLA Materials.
 - e. Client may request an export of their data to be provided by CLA in the form of spreadsheets containing row level data and documents as may be attached to records.

11.4. Surviving Terms. The provisions set forth in this Agreement, and any other right or obligation of the parties in this Agreement that, by their nature, should survive termination or expiration of this Agreement, will survive any expiration or termination of this Agreement.

12. MISCELLANEOUS

- 12.1. Assignment. Neither Party will assign any of its rights, or obligations under this Agreement without the other Party's prior written consent, which will not be unreasonably withheld, except that either Party may assign any and all of its rights and obligations under this Agreement to any affiliate or successor in interest in the event of a merger or acquisition, with notice to the other Party.
- 12.2. Equitable Relief. Client acknowledges and agrees that a breach or threatened breach by Client of any of its obligations would cause CLA irreparable harm for which monetary damages would not be an adequate remedy and that, in the event of such breach or threatened breach, CLA will be entitled to equitable relief, including a restraining order, an injunction, specific performance, and any other relief that may be available from any court, without any requirement to post a bond or other security, or to prove actual damages or that monetary damages are not an adequate remedy. Such remedies are not exclusive and are in addition to all other remedies that may be available at law, in equity, or otherwise.
- 12.3. Independent Contractors. Nothing in this Agreement will be construed to imply a joint venture, partnership or principal-agent relationship between CLA and Client, and neither party will have the right, power or authority to obligate or bind the other in any manner whatsoever, except as otherwise agreed to in writing.
- 12.4. Third Party Products and Services. CLA does not warrant and is not responsible for any third-party products or services. Your sole and exclusive rights and remedies with respect to any third-party products or services are against the third-party vendor and not against CLA.

- 12.5. Third Party Service Providers. Client acknowledges and agrees that certain of the services to be provided under this Agreement may have been, and may continue to be, provided by third parties. We shall use commercially reasonable efforts to cause such third parties to provide such services in accordance with the provisions of this Agreement; provided, however, that if any such third party is unable or unwilling to provide any such services, we shall use commercially reasonable efforts to determine the manner in which such services can best be provided, and, if such services cannot be provided, we shall be able to terminate this Agreement upon reasonable notice.
- 12.6. No Third-Party Beneficiaries. This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other Person any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.
- 12.7. Notices. All notices and other communications required or permitted under this Agreement will be in writing and will be deemed to have been duly given: (a) when received, if delivered by hand, with signed confirmation of receipt; (b) when received, if sent by a nationally recognized overnight courier, signature required; (c) when sent, if by e-mail with confirmation of transmission, if sent during the addressee's normal business hours, and on the next business day, if sent after the addressee's normal business hours; and (d) on the third day after the date mailed by certified or registered mail, return receipt requested, postage prepaid.
- 12.8. Public Announcement. Neither party shall issue or release any announcement, statement, press release, or other publicity or marketing materials relating to this Agreement, without the prior written consent of the other party, which consent shall not be unreasonably withheld; provided, however, that CLA may, without Client's consent, include Client's name and other indicia in its lists of CLA's current or former Clients in promotional and marketing materials.
- 12.9. Headings. The headings in this Agreement are for reference only and do not affect the interpretation of this Agreement.
- 12.10. Severability and Wavier. Should any term or provision of this Agreement be declared void or unenforceable by any court of competent jurisdiction, such declaration will have no effect on the remainder of this Agreement. The failure of either Party to enforce any rights granted to it hereunder or to take action against the other Party in the event of any breach hereunder will not be deemed a waiver by that Party as to subsequent enforcement of rights or subsequent actions in the event of future breaches.
- 12.11. Governing Law and Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of Minnesota, not including its law of conflicts of laws. The parties irrevocably consents to the exclusive jurisdiction of the courts of Hennepin County, Minnesota over any action, suit or proceeding arising hereunder.
- 12.12. Entire Agreement. This Agreement supersedes all prior licensing agreements and

representations between the parties regarding the subject matter of this Agreement. To the extent there is a conflict between the terms of this Agreement and an MSA between the parties, the terms of this Agreement will control. The terms and conditions contained in any purchase order issued by Client will be of no force or effect, even if the order is accepted by CLA. This Agreement may not be amended other than by a written instrument specifically intended for this sole purpose and signed by the authorized representatives of both Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement by their duly authorized representatives.

CLA
CliftonLarsonAllen LLP

Michael C Pelletier

Michael C. Pelletier, Managing Principal

SIGNED 1/24/2025, 9:19:06 AM CST

Client
Steele County

SIGN:

Candi Lemarr, Director of Finance

DATE:



Schedule A

Products and Services

CLA Grant Management Solution

Deployment of the CLA Grant Management Solution to one (1) production and one (1) test Microsoft Dataverse Environment.

Microsoft Dataverse Environment

CLA will work with the Client to provision a Microsoft Dataverse Environment. When CLA provisions the environment the Microsoft licensing fees are included in the annual licensing outlined in section 4 of the Agreement. If the Client provisions the environment directly or through a 3rd party, those fees are the responsibility of the Client.

Microsoft Power Pages Portal Authenticated Users

CLA will work with the Client to provision a Microsoft Power Pages Portal with Authenticated User access. When CLA provisions the Portal the Microsoft licensing fees are included in the annual licensing outlined in section 4 of the Agreement. If the Client provisions the portal directly or through a 3rd party, those fees are the responsibility of the Client.

Microsoft Power Apps Premium Per User License

CLA will work with the Client to provision at least one (1) Microsoft Power Apps Premium license to provide access to the Power Platform. When CLA provisions the License the Microsoft licensing fees are included in the annual licensing outlined in section 4 of the Agreement. If the Client provisions the License directly or through a 3rd party, those fees are the responsibility of the Client.

Support Services

CLA will provide Client with up to 48 hours of support/technical assistance per year as part of the annual licensing outlined in Section 4 of the Agreement. Should additional support hours be desired a separate SOW subject to the terms and conditions of the CLA Master Services Agreement (MSA) will be drafted. The current rate for additional support is \$200 but is subject to change in future years at renewal.

[CLAconnect.com](https://claconnect.com)

CPAs | CONSULTANTS | WEALTH ADVISORS

CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See [CLAglobal.com/disclaimer](https://claglobal.com/disclaimer).
Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.





Schedule B

Maintenance and Support

Solution Updates

CLA will provide updates to the platform on a periodic basis. Reasons for updates may include:

- Changes to the underlying Microsoft platform that require updates to the CLA Solution to remain functional.
- Enhancements to existing features
- New features and capabilities

CLA will deploy updates to the test environment prior to deploying to production through signoff by the Client. Client agrees to remain current with both the Microsoft platform and the CLA Solution to receive support. If Client falls more than 1 version beyond “current” Client is not entitled to support.

Maintenance

CLA is not responsible for the day-to-day maintenance of your environment. For example, should the amount of data being stored outgrow the amount of available storage it is the Client’s responsibility to obtain additional storage (if licensed directly) or to contact CLA for additional storage (if licensed through CLA). Assistance with maintenance related questions can be handled through support.

Support Services

Support services are provided on an as-needed basis. Client will contact the CLA Support Desk (details provided in onboarding package) to obtain support. Support is provided on a best-effort basis and is not subject to an SLA. Time will be tracked in quarter-hour increments and rounded up to the nearest quarter-hour.

[CLAconnect.com](https://claconnect.com)

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Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.





STEELE COUNTY
PUBLIC WORKS POLICY COMMITTEE MINUTES
Public Works Building – 3000 Hoffman Drive - Owatonna, MN 55060

Steele County's Mission:
Driven to deliver quality services in a respectful and fiscally responsible way.

Tuesday, March 3, 2025 at 10:00 a.m. – Public Works Conference Room

Attendees: Commissioner Krueger, Commissioner Prokopec, County Engineer Paul Sponholz, Four Seasons Director Steve Schroht, Assistant County Engineer Jackson Knudson, Landfill Supervisor Josh Johnson, Environmental - Katie Barden, and Executive Assistant Rebecca Kubicek.

Consent:

1. Committee recommends approving Professional Services Contract with Erickson Engineering for the design of the replacement of Summit Township Bridge L5584 in an amount not to exceed \$29,190 and authorize the County Engineer to sign the contract.

Three consultant firms were invited to propose. Two proposals were received for this project. Erickson Engineering specializes in this type of project and was also the low quote.

General:

2. Professional Services Contract for the design of the replacement of Clinton Township Bridge
Currently soliciting three firms for proposals. Should have results for the March 25th Board meeting.
3. CSAH 46 No Parking Request
The committee discussed the different options regarding parking on CSAH 46. The committee is recommending placing “no parking” signs on the west side of the road. The committee requested the item go to the full Board on March 25th.

Information:

- The Steele County's Environmental Trade show is coming up in May. Since this is a county event, there is a possibility of offering a lower facility rental fee if necessary. The committee offered ideas for the show. The committee will look at the profit/loss statement at the April 8th committee meeting and if necessary will bring to the Board on April 22nd.
- CSAH 2/CSAH 43/CR 180/CR 171 Intersection Improvement Feasibility Study Alternatives. Alternative #4 is being considered as the Preferred Alternative. The committee requested this item be brought to the March 25th work session for review by the Board to accept the finding of the feasibility study. Engineering Department will then move into a full environmental study.
- Dodge County Wind, LCC Road Use Agreement. The Engineering department continues to work on the Road Use Agreement, detailing the usage impact. Currently planned for the March 25th Board meeting.

Highway Project Updates:

- CSAH 48/18th St Roundabout: The RR canceled the latest meeting to resolve agreement differences and rescheduled for a different date.
- CR 180 Rail Bridge: The RR would support a rebuild of the railroad bridge(option 2A) at Steele County's cost
- Eastside Corridor: The County Engineer met with Owatonna Township officials who are in support of only the 29th Ave corridor.

Department Head Reports

Four Seasons: In the upcoming weeks, ice will be removed from the west rink and then east rink will follow. The west rink will remain dry floor till after the fair.

Highway: Kevin Lindquist is retiring end of May. Engineering department is looking for two Engineer Techs.

Landfill: Demolition Relocation project started last week and is going well. The dry winter has allowed there to be little leachate that needs to be removed. SEH is working on the final plans for expansion.



STEELE COUNTY
INTERNAL CENTRAL POLICY COMMITTEE MINUTES
Steele County Administration Center – 630 Florence - Owatonna, MN 55060

Steele County's Mission:
Driven to deliver quality services in a respectful and fiscally responsible way.

Tuesday, March 4, 2025 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Brady, Commissioner Glynn, Finance Director Candi Lemarr, Human Resource Director Gina McGuire, Public Health Director Amer Aaseth, PT&E Director Jennifer Mueller, IT Director Dave Purscell, Administrator Renae Fry, County Attorney Robert Jarrett, and Executive Assistant Rebecca Kubicek.

Consent Agenda

1. Committee recommends approving the Case Management Aide/Paraprofessional position.
Public Health received 250 cases from MNP which brings in case aid payments. This position provides a service for which the county can obtain funding from SCHA and BCBS. The projected insurance payments cover the costs of the position, making this sustainable income for this position.
2. Committee recommends approving the temporary contract for a waiver and Care Coordinator position
Public Health will soon be short one person who was working with the 250 additional cases. Public Health would like to add contracted person to assist with the cases till someone is hired. This person also worked with these cases at MNPrairie which will provide learning opportunities along with bridging the gap till someone is hired.
3. Committee recommends approving the updated Memorandum of Understanding with MNPrairie County Alliance to align with waiver service provision within Steele County.
Since the waiver programs were moved to Public Health to align programs with all three counties, a change in the MOU was needed to identify this change.

General Agenda

1. Grant Management Software License
There are many grants (appx. 15 to 20/\$1.2M) managed by Public Health. Public Health is recommending going with a Grant Management Software. This would be a two-year trial to determine if the system helps manage the grants. If yes, then the program can go county wide.

Information

Looking at updating HR processes to ensure continuity of business functions, cross training and cost savings to the public. Administration and HR will bring back to committee a memo drafted process for review by the committee.

Department Head Reports

Finance: In the middle of audits. MNP has experience audit violation which will be part of the upcoming board packet. This does not affect our bond rating. It was reviewed as part of the Steele County's 2023 Department of Human Services audit review.

Human Resources: MNP hired an HR Manager. Finance Manager was hired about a month ago.

Administration: Getting ready for a weather emergency.

Public Health: The team has an "All Staff" meeting once a year. This year they had training on fraud. Since CFS can hire who they want to have as a guardian, they believe fraud might increase. A video was completed on what services happen at public health. The Commissioners would like to have this shared during a board meeting.

IT: Update on new building electronic installations. Legislative updates. Building an auto trail for non-public data. Looking at email retention as required by law.

Attorney: There are two student attorneys assisting at the County Attorney's office on Fridays. The program is working well. There will be a Special meeting coming on Thursday, March 13th at 4:00 p.m.. Data practice – set one is done with data practice there is 1000 left to go. Commissioner emails will be next. There is access for reviewing the information. Moving towards digital record keeping.