



STEELE COUNTY BOARD AGENDA

Administration Center – 630 Florence Avenue – Owatonna, MN 55060

Steele County's Mission – Driven to deliver quality services for Steele County in a respectful and fiscally responsible way (draft)

TUESDAY, JANUARY 5, 2021 at 5:00 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.

2020 Agenda

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve December 22, 2020 Meeting Minutes (pg. 4)
5. Approve December 22, 2020 Work Session Minutes (pg. 9)
6. Informational: December 30, 2020 Listing of Bills (Payment Previously Approved) (pg. 10)
7. Adjourn Sine Die

2021 Agenda

8. Call to Order – County Auditor
9. Election of 2021 Board Chair
10. Election of 2021 Board Vice Chair
11. Approve Agenda
12. Rules of Order - 2021 (pg. 11)

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.

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.*

13. Approve Bills (pg. N/A)
14. Approve Personnel Report (pg. 15)
15. Approve Travel & Training within State of MN (pg. 16)
16. Approve Travel & Training – AMC & NACO (pg. 17)
17. Approve 2021 Board Meeting Schedule (pg. 18)
18. Approve Resolution Designating Official Website for Steele County & Advertisement of Transportation Projects (pg. 19)
19. Appoint AMC Delegates – same as 2020 (pg. 20)
20. Appoint AMC Policy Committee Members – same as 2020 (pg. 21)
21. Approve Resolution for Delegation of Duties (Salaries & Per Diems) (pg. 22)
22. Set 2021 Mileage Rate per IRS Guidelines (pg. 24)
23. Approve Resolution Authorizing Auditor & Treasurer to Process Auditor's Warrants (pg. 25)
24. Approve Resolution Establishing 2021 Elected Officials Minimum Salaries (pg. 27)
25. Approve Resolution to Accept a Master Gardner Donation (pg. 28)
26. Approve Nine-month Extension of the Steele County / MNPrairie Human Resources Services Agreement (pg. 29)
27. Approve Resolution Designating UBS Financial Services as County's Depository (pg. 30)
28. Set Date for Board of Equalization Meeting – June 15th, 2021 at 7:00 p.m. (pg. 31)
29. Approve Resolution to Authorize Personnel to Process EFT Transactions (pg. 33)

30. Approve Resolution for Final Payment for Contract No. 191921; SAP 074-619-021 & 074-645-037 to Interstate Improvement, Inc. (pg. 35)
31. Award Contract for SAP 074-598-014 to JJD Companies for Bridge No. 74J25 – CR 198 over Rush Creek (pg. 37)
32. Approve Cooperative Agreement with Rice County for Construction of Bridge 74J25 and Authorize Chair and County Engineer to sign Agreement (pg. 38)
33. Approve Resolution for Local Bridge Replacement Program Grant Agreement for SAP 074-598-014, Bridge 74J25 (pg. 44)

General

34. 2021 Board Committee Appointments (pg. 57)
35. Resolution – 2021 Citizen Per Diem Amount (pg. 60)
36. Award Publication Bid for 2021 (pg. 61)
37. Award 2nd Publication Bid for 2021 (pg. 62)
38. Tax Forfeited Properties Resolution and Sale Authorization (pg. 63)
39. Resolution - 2021/2022 LELS - Licensed Sergeants Contract (pg. 66)
40. Resolution - 2021/2022 AFSCME – Courthouse Unit Contract (pg. 68)

Commissioner Reports:

Next Meeting Notices:

Internal Central Services – **January 6 at 8 a.m. in the Boardroom**

Public Works Committee – **January 14 at 7:30 a.m., Public Works Facility**

Public Safety Committee - **January 14 at 9 a.m. in the Boardroom**

Land Use/Records – **January 19 at 8 a.m. in the Boardroom**

Internal Central Services – **January 20 at 8 a.m. in the Boardroom (tentative)**

County Board Strategic Planning Work Session – **January 21 at 8:00 a.m. / Boardroom**

County Board Meeting – **January 26 at 5:00 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

SPECIAL SESSION

December 22, 2020

STATE OF MINNESOTA)
) ss
 COUNTY OF STEELE)

The Steele County Board of Commissioners met for a Special Session at 5:00 p.m. on December 22, 2020 with Commissioners Glynn, Krueger, Abbe, Brady and Gnemi present. Also present were Human Resources Director Julie Johnson, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve the agenda with changes. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to approve the following Consent Agenda. Ayes all.

- A. Approve December 8, 2020 Board Minutes
- B. Approve Bills and Journal Entries
- C. Approve Personnel Report

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

Name	Position/Dept.	Rating/Step	Start Date
Patrick Zeman	Maintenance Tech/Highway	B22/5	12/14/20

- D. Approve Ditch Interest Rate at 2% for 2021
- E. Approve the renewal of the Strohschein Property Lease for 2021 in the amount of \$9,000.00
- F. Approve the Technology Services Agreement with MN Prairie for the years 2020 – 2025
- G. Approve the Citizen Advisory Committee Re-Appointments for 2021.
- H. Approve the Resolution for the 2021 Petty Cash/Cash Change Funds.

RESOLUTION

Petty Cash/Cash Change Funds

BE IT RESOLVED, that the following amounts be appropriated for Petty Cash/Change Funds to the following listed departments as custodians of these funds in Steele County for 2021:

Department	Petty Cash	Change Fund
Treasurer	\$ -	\$ 500
Recorder	-	200
LEC - Records Dept	-	200
Sheriff's Advance	200	-
Sheriff's Civil	50	-
Planning & Zoning	-	100
Four Seasons	-	100
Public Health	-	25
Road & Bridge	-	50
Landfill	-	500
Totals	\$ 250	\$ 1,675

- I. Approve the Body Art License for Thee Dragons Lair
- J. Approve the Coronavirus Relief Fund Final Expenditure Report.
- K. Authorize the CRF Committee & Administrator to administer the new State Business Relief Program.
- L. Approve the Cedar-Wapsipinicon Watershed Sub Agreements and authorized the Chair to sign
- M. Approved the Purchase of a Web Based Soil Module from Pro West & Associates at \$10,000 initial cost with funds from the Compliance Fund and \$500 annual maintenance fee.

Commissioner Krueger offered the following Resolution, seconded by Commissioner Glynn:

SETTING THE 2021 COMMISSIONER SALARY & PER DIEM

BE IT RESOLVED that the salary for the position of Steele County Commissioner be set at \$22,433 per year for 2021.

BE IT RESOLVED that the per diem rate shall be set at \$70 per day. The following meetings, committees, boards, or commissions are deemed to be eligible for per diem payment:

Area Agency on Aging	Multi-County Solid Waste Committee
Association of Minnesota Counties	National Association of Counties
Cannon River 1-Watershed Policy Committee	Park & Recreation Commission
Cedar River Watershed Advisory Committee	Planning & Zoning Commission
Children's Mental Health Collaborative	Recorder's Compliance Fund Committee
Community Corrections Advisory Committee	Regional Radio Board
Community Health Board	Regional Railroad Authority
Counties Providing Technology	Resource Conservation and Development
County/City Intergovernmental Committee	SE MN Association of Regional Trails
CP/DM&E Task Force	SEMCAC
Criminal Justice Committee	SE MN Emergency Communications
Cultural Diversity Network	SE MN Emergency Medical Services
911 Dispatch Joint Powers Board	SE MN Recycler's Exchange
Drainage Ditch Meetings & Inspections	SMART Transit Advisory Board
Economic Development Authority	Soil & Water District Liaison
Extension Committee	South Central Human Relations Center
Fair Board Liaison	Southern Minnesota Tourism
Highway 14 Partnership	Steele County Historical Society Liaison
Hope Drainage	Steele County Water Planning Committee
Intergovernmental Committee	Steele County Weed Management Assoc.
Law Enforcement Committee	Steele-Waseca Drug Court
Law Library Board	Transportation Planning Committees
Minnesota River Board	Workforce Development Committees
MN Counties Intergovernmental Trust	Zumbro River Watershed Partnership
MN Prairie Meetings	

In addition, any other official committee, board, or commission appointed by the County Board of Commissioners through the course of the year shall be eligible for per diem payment.

Upon the vote being taken, 5 Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution is on file in the Auditor's office. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi not to proceed with the sale of Parcel 17-016-1179 due to the cost of the title work. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve the Ditch Inspector Contract for 2021. Ayes all.

The Public Hearing for the Fee Schedule was called to order at 5:15 p.m.

County Administrator Scott Golberg reviewed the fee schedule with those present.

The hearing was then open to public comment. There were no comments.

Motion made by Commissioner Gnemi, seconded by Commissioner Krueger to close the public hearing at 5:25 p.m. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to Adopt the 2021 Fee Schedule as presented. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to Approve the Office Space Lease for MnPrairie at \$165,578 for 2021 with no increase. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to Approve the MRCI Lease at \$21,924 reflecting an increase to \$14.00/square foot. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to appoint Commissioners Abbe and Brady to the Joint Agency Task Force made up of representatives from the City of Owatonna, OPU, County, and Owatonna School District. Ayes all.

Commissioner Krueger offered the following **Resolution**, seconded by Commissioner Gnemi:

**Resolution Adopting Negotiated Changes to The
2021 – 2022 AFSCME, Council 65
Highway Unit Labor Agreement**

WHEREAS, the current Collective Bargaining Agreement between the American Federation of State, County and Municipal Employees – Courthouse Unit expires effective December 31, 2020; and

WHEREAS, the County has recently negotiated a two (2) year labor agreement with AFSCME; and

WHEREAS, the proposed agreement is reasonable, fiscally prudent and within current budget parameters;

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Board of Commissioners approves the proposed labor agreement effective January 1, 2021 through December 31, 2022 between Steele County and the American Federation of State, County and Municipal Employees AFL-CIO, Council 65, Local 147 – Highway Unit.

Upon the vote being taken, 5 Commissioners voted in favor thereof, none absent and not voting. A copy of the **Resolution** is on file in the Auditor's office.

Commissioner Glynn offered the following **Resolution**, seconded by Commissioner Gnemi:

**Resolution Adopting Negotiated Changes To The
2021 – 2022 Law Enforcement Labor Services
Sheriff's Department – Certified Peace Officers Unit Labor Agreement**

WHEREAS, the current Collective Bargaining Agreement between the Law Enforcement Labor Services (LELS), Sheriff's Department – Certified Peace Officers Unit expires effective December 31, 2020; and

WHEREAS, the County has recently negotiated a two (2) year labor agreement with LELS; and

WHEREAS, the proposed agreement is reasonable, fiscally prudent and within current budget parameters;

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Board of Commissioners approves the proposed labor agreement effective January 1, 2021 through December 31, 2022 between Steele County and the Law Enforcement Labor Services, Sheriff's Department – Certified Peace Officers Unit.

Upon the vote being taken, 5 Commissioners voted in favor thereof, none absent and not voting. A copy of the **Resolution** is on file in the Auditor's office.

Commissioner Krueger offered the following **Resolution**, seconded by Commission Brady:

**Resolution Adopting Negotiated Changes To The
2021 – 2022 Minnesota Public Employees Association
Sheriff's Department - Essential Jailer Unit Labor Agreement**

WHEREAS, the current Collective Bargaining Agreement between the Law Enforcement Labor Services (LELS), Sheriff's Department – Essential Jailer Unit expires effective December 31, 2020; and

WHEREAS, the County has recently negotiated a two (2) year labor agreement with Minnesota Public Employees Association (MNPEA); and

WHEREAS, the proposed agreement is reasonable, fiscally prudent and within current budget parameters;

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Board of Commissioners approves the proposed labor agreement effective January 1, 2021 through December 31, 2022 between Steele County and Minnesota Public Employees Association, Sheriff's Department – Essential Jailer Unit.

Upon the vote being taken, 5 Commissioners voted in favor thereof, none absent and not voting. A copy of the **Resolution** is on file in the Auditor's office.

Commissioner Brady offered the following **Resolution**, seconded by Commissioner Krueger:

**Resolution Adopting Negotiated Changes To The
2021 – 2022 Minnesota Public Employees Association
Detention Center Non-Licensed Essential Correctional Sergeants Labor Agreement**

WHEREAS, the current Collective Bargaining Agreement between the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local #320, Detention Center Non-Licensed Essential Correctional Sergeants expires effective December 31, 2020; and

WHEREAS, the County has recently negotiated a two (2) year labor agreement with Minnesota Public Employees Association (MNPEA); and

WHEREAS, the proposed agreement is reasonable, fiscally prudent and within current budget parameters;

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Board of Commissioners approves the proposed labor agreement effective January 1, 2021 through December 31, 2022 between Steele County and Minnesota Public Employees Association, Detention Center Non-Licensed Essential Correctional Sergeants Unit.

Upon the vote being taken, 5 Commissioners voted in favor thereof, none absent and not voting. A copy of the **Resolution** is on file in the Auditor’s office.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to approve Interim Policy 2020-02 which extends the Families First Coronavirus Response Act emergency sick leave provision through March 31, 2021. Ayes all.

Commissioner Reports:

Commissioner Glynn reported his attendance at Public Works meeting.
Commissioner Krueger reported his attendance at Public Works meeting, Tour of Rice County, SMART Transit meeting and a County Based Purchasing meeting.
Commissioner Gnemi reported his attendance at Sheriff’s New Trailer, Truth and Taxation meeting, State of the Union (OPU) meeting, Land Use meeting, MnPrairie, Drug Court and Work Force meetings.
Commissioner Brady reported his attendance at the Emergency Communications Board, MnPrairie, Internal Central Services meeting and Work Session.
Commissioner Abbe reported his attendance at the Land Use meeting and Internal Central Services meeting.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to approve the following listing of bills. Ayes all.

LISTING OF BILLS
12/22/2020

Advanced Correctional Healthcare Inc	9,189.71
American Engineering Testing Inc	4,635.38
Axon Enterprise Inc	3,578.00
Bolton & Menk Inc	28,287.00
City of Owatonna	2,160.00
Corporate Recognition Inc	2,067.73
Counties Providing Technology	4,075.00
Dakota County Financial Services	3,673.50
Dell Marketing LP	8,942.73
Faribo Plumbing & Heating Inc	12,400.00
High Point Networks	6,705.00
Honeywell Inc	2,200.55
ICS Consulting Inc	254,825.99
Jones Haugh & Smith Inc	2,160.00
Klapperich-Stahl/Megan	9,655.00
Local Government Information Systems	37,766.41
MacQueen Equipment	10,178.84
Marvin Purrier Concrete & Masonry Cons	3,475.00
Met-Con Construction Faribault Div	17,199.00
Mike’s Repair	3,292.00
Minnesota Counties Computer Coop	3,552.25
Minnesota Paving & Materials	3,118.54
Minnesota Secretary of State	7,673.94
Mn County Attorneys Assn	4,974.00
Moore Md/Kellyanna J	3,433.33
Rice County Auditor-Treasurer	25,702.28
SCR	2,872.82
Short Elliott Hendrickson Inc	6,850.67
Sign Pro of Owatonna, Inc	2,750.00
SRF Consulting Group Inc	5,668.35
Steele County Soil & Water Conserv Dist	8,284.50
Steele County Treasurer	6,097.90
Summit Food Services LLC	11,920.06
Sunshine Enterprises LLC	8,536.93
Superior Jetting Inc	7,058.75

Univ of MN Regents	49,716.48
US Prisoner Transport	3,050.00
Valley Asphalt Products Inc	6,182.55
Vanguard Appraisals Inc	20,700.00
Waste Management of Wi-Mn	52,974.16
104 Payments less than 2000	<u>45,820.10</u>
Final Total:	\$713,404.45

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to adjourn to the call of the chair at 5:50 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

DRAFT

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

December 22, 2020

STATE OF MINNESOTA)

)ss

COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 3:00 p.m. on December 22, 2020, with Commissioners Gnemi, Brady, Abbe, Krueger and Glynn present. Also present were Facilities and Fleet Director Jake Rysavy, Steele County Sheriff Lon Thiele, Steele County Community Corrections Director Tim Schammel, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Meeting was called to order at 3:00 p.m.

Review of Master Planning Study draft was presented.

- A. Review Space Program Summary & Findings
- B. Review Phasing & Cost
- C. Budget/Financing Discussion
- D. Next Steps

Wold reviewed Space Program Summary & Findings to include Administration & Annex Buildings, MN Prairie at the Administration Building, Public Safety and 911 Dispatch (Upper Level of Sheriff's Office).

Scott Golberg presented an **Agreement** between Steele County and MNPrairie for 2021 space lease with no increase.

Scott Golberg presented an **Agreement** between Steele County and MRCI WorkSource (MRCI) for \$14.00/square foot (5.5% increase) for a total of \$21,924.00 for 2021 space lease.

Meeting was adjourned at 4:10 p.m.

CHAIRMAN

ATTEST: _____
AUDITOR

As per Board action on December 22, 2020 Commissioner Abbe reviewed and approved the following bills on December 30, 2020.

LISTING OF BILLS
12/30/2020

AEM Financial Solutions LLC	5,068.00
City of Owatonna	18,958.62
Community Co-op Oil Assn	13,576.65
CPS Technology Solutions	2,830.00
Dell Marketing LP	2,457.57
Erickson/Meredith A	5,827.50
Faribo Plumbing & Heating Inc	11,000.00
Kronos Incorporated	3,506.72
Mn Dept of Health	3,826.00
Short Elliott Hendrickson Inc	5,947.19
Steele County Highway Dept	3,775.53
Steele County Soil & Water Conserv Dist	7,738.50
Steele County Soil & Water Conserv Dist	12,118.00
Steele County Soil & Water Conserv Dist	30,356.80
Steele County Trail Assoc	25,989.40
Streamline Communications LLC	2,318.00
Summit Food Services LLC	3,813.82
Verizon	5,357.65
83 Warrants under \$2,000	<u>46,492.83</u>
Final Total:	\$210,958.78

CHAIRMAN

ATTEST: _____
AUDITOR

RULES OF ORDER

STEELE COUNTY BOARD OF COMMISSIONERS

January 5, 2021, and as amended

I. Meetings

(A) TIME

1. Regular meetings of the Board shall be as per Statutes, on the 1st Tuesday after the 1st Monday in January
2. Special meetings of the County Board shall be held on the 2nd Tuesday and 4th Tuesday of each month (except January) at 5:00 p.m. or at such time and day as determined by the County Board of Commissioners

(B) PLACE

The designated County Board Room shall be the meeting place of the County Board, provided however, that occasional special meetings may on notice to the public, be held at any location as determined by the Board, and further adjourned to such other time and/or location as may be determined by the Board of Commissioners

II. Presiding Officer

The Presiding Officer of the Board shall be the Chair, who shall be elected annually at the first regular meeting, from the membership. The Vice-Chair shall be selected in the same manner. The Chair, or in their absence, the Vice-Chair, shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Board to order.

III. Quorum

A majority of all members elected to the Board shall constitute a quorum at any Regular or Special Meeting.

IV. Order of Business

The order of business shall be determined by the Chair, and the following is a suggested order of business:

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Comments from the Public
5. Correspondence
6. Consent Agenda
 - a. Approval of Minutes
 - b. Approval of Bills
 - c. Other

7. General Business/Administration
8. Policy Committee Reports and Items of Action
9. Reports of Officers, Boards & Committees
10. Adjournment

- a. Provided, however, that unless otherwise directed by the Board, bills against the County will be allowed at both meetings of the month, and provided further, that all bills to be so considered shall be on file in the Auditor's Office no later than the close of business on the Tuesday proceeding said meeting.
- b. Provided further, that meetings of the Board called for a particular object and purpose unless the business for such meeting was called has been disposed of, or, unless with the unanimous consent of the members present.
- c. Provided further, that no items of business shall come before the Board until same shall have had a proper review by the Committee of the Board so charged.
- d. Emergency items may be taken in their proper order, without going before the Committee upon the affirmative vote of the Board. When an agenda item is added to the Board meeting agenda without previous review by a Committee of the Board, the Chair or presiding officer shall allow Board discussion or comment prior to the making of a formal motion and may, at his or her discretion, allow limited public comment on potential action items.
- e. All items to be included on the proposed agenda shall be listed with the Administrator on the Thursday preceding the meeting.

V. Reading of the Minutes

Unless a reading of the Minutes at the Board meeting is requested by a member of the Board, such Minutes may be approved without reading, if the Auditor has previously furnished each member with a copy thereof.

VI. Motions

A motion must have a second prior to discussion of the specific motion being permitted. In the event, there is not a second, the motion will not be considered by the Board. The motion shall be stated by the Chair or presiding officer before debate; and any such motion shall be reduced to writing, by the maker, if the Chair or any member desires it.

VII. Precedence of Motion

When a question is under debate, no motion shall be received but to adjourn – to lay on the table – for the previous question to postpone indefinitely – to postpone to a certain day – to commit or amend; which several motions shall have precedence in the order which they stand arranged.

- VIII. Motion to Adjourn
A motion to adjourn shall always be in order except when a member is addressing the Chair, or a vote is being taken; that, and the motion to lay on the table shall be decided without debate.
- IX. Silence Constituting Affirmative Vote
Majority vote construed where no roll call is called, and where no ballots are cast, unless a member of the board stated that they are not voting their silence shall be recorded as an affirmative vote. Where a mere majority vote on proposition is required, and there is a quorum present, it shall be sufficient to carry such proposition if a number voting on such proposition shall be a majority of the vote actually cast provided that a number voting in favor of such proposition shall equal a majority of the number required to constitute a quorum.
- X. Roll Call Vote
The Ayes and Nays shall be called upon any question upon the requisition of the Chair or any member of the Board. Roll Call shall be by successive district number with the first call determined by lot and progressive therewith.
- XI. Introducing for Passage of Approval
a. No ordinance shall be passed and/or adopted unless the requirements of Notice of Intent to adopt, proof of Publication have been followed and passed by a majority of the Board pursuant to Minn. Stat. §375.51.
b. Resolutions may be sponsored by any member of the Board or staff provided County Administrator or Committee recommendation and unless so sponsored, they shall not be considered.
c. Proposed, resolutions must be in writing and a copy of each before each Commissioner before being considered.
d. All resolutions and ordinances shall become effective upon their publication as provided by law.
- XII. Absence from Meeting
Every member of the Board about to leave the County for a period of one week or more shall notify the Chair of the Board or the County Administrator.
- XIII. Records
It shall be the duty of the County Auditor to keep a current journal of the proceedings of the Board and perform such duties as required by the statutes. Auditor shall not allow any original journal, paper or record of the County to be taken from their custody without knowledge of the Board.
- XIV. Parliamentary Practice
The rules of parliamentary practice, embraced in Robert's Rules of Order, as amended, shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with Minnesota Statutes and with the Standing Rules of the Board. The County Attorney shall act as parliamentarian, and the Chair, or in their absence, the Vice-Chair, shall decide the question of Order subject to an appeal to the Board.

XV. Suspension of Rules

No rule of the Board shall be suspended, altered, or rescinded except upon the affirmative vote of three members of the Board, unless notice of such change shall have been given at a previous meeting.

Amended: January 8, 2019

DRAFT

PERSONNEL REPORT
January 5, 2021 at 5:00 pm

ACTION ITEMS

1. Personnel Actions:

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Start Date</i>
Madison Hadoff	Financial Specialist/Treasurer's Office	B25/2	01/11/21

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
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Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
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STAFFING STATUS (Information Only – No Action Required)
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Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Road Deputy	Sheriff's Office	Backgrounding
Assistant County Assessor	Assessor	Interviews Completed
MN Choices Assessor/RN	Public Health	Recruiting
Correctional Officers (3)	Det. Ctr./Sheriff's Office	On-hold
Assistant Program Coordinator	Det. Ctr./Sheriff's Office	On-hold

Open Positions – In Committee:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Custodian	Facilities & Grounds	Backfill Crandall



Steele County Agenda Item

Subject: Travel & Training

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 5, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Approve travel & training for officers and employees of Steele County, if within the State of Minnesota and the approved budget as per Steele County Personnel Rules and Policies

Background (*Including Budget Impact*):

Steele County Personnel Rules & Policies states:

Conferences and workshops are to be specifically related to the current job of the attending employee and used to develop the information and skills of departmental staff. These sessions may be attended upon approval of the supervisor and payment of fees and expenses must be part of the approved departmental budget.

Expense reimbursements for such training is outlined in the Personnel Rules & Policies, Chapter 19

Attachments:



Steele County Agenda Item

Subject: Travel & Training

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 5, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Authorize the expense reimbursement for registration, travel, lodging & meal expense for Commissioners and staff to attend AMC & NACO meetings.

Background (*Including Budget Impact*):

Both AMC & NACO provide various training, meetings and conferences throughout the year available to the Commissioners and staff. The ability to learn best practices and network with peers and state and national leadership (both within the organization and state and federal government) provides a valuable return to Steele County.

Attachments:

Steele County Board of Commissioners

Board Meeting Schedule for 2021

Board of Commissioners meet 5:00 p.m. the 2nd and 4th Tuesday of each Month (unless changed by Board Action)

Board Room at the Steele County Administration Center

January 5*
January 26

February 9
February 23

March 9 (4 p.m.)
March 23

April 13
April 27

May 11
May 25

June 8
June 22

July 13
July 27

August 10
August 24

September 14
September 28

October 12
October 26

November 9
November 23

December 14
December 28

*Minn. Stat. §37507 states: "The board shall meet at the county seat for the transaction of business on the first Tuesday after the first Monday in January..."

STEELE COUNTY

RESOLUTION DESIGNATING OFFICIAL WEBSITE OF STEELE COUNTY AND TRANSPORTATION PROJECT BIDS

NOW, THEREFORE, BE IT RESOLVED, that www.co.steele.mn.us will be and hereby is designated the official website to publish the proceedings of the County Board, ordinances, official notices, real estate delinquent tax lists, County Board of Equalization, financial statements, and all other notices to be posted by Steele County.

BE IT FURTHER RESOLVED, that www.co.steele.mn.us will be and hereby is designated as the official website for publication of Steele County transportation projects, as provided for in Minn. Stat. §331A.12.

This resolution shall become effective upon its passage and publication in the official newspaper for Steele County.

STEELE COUNTY
BOARD OF COMMISSIONERS

James Brady, Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 5th day of January, 2021.

Laura Ihrke, Steele County Auditor



Steele County Agenda Item

Subject: AMC Delegates

Department: Administrator's Office

Committee Meeting Date:

Board Meeting Date: January 5, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Approve the Association of Minnesota Counties (AMC) Delegates

Background (*Including Budget Impact*):

Minnesota Counties are requested to appoint delegates to AMC

The 2020 delegates were:

- *Commissioner James Brady
- *Commissioner John Glynn
- *Commissioner James Abbe
- *Commissioner Greg Krueger
- *Commissioner Rick Gnemi
- *County Administrator
- *County Auditor
- *County Treasurer

Attachments:



Steele County Agenda Item

Subject: 2021 AMC Policy Committee Members

Department: Administrator's Office

Committee Meeting Date: None

Board Meeting Date: January 5, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Appoint Commissioners to the same AMC Policy Committees as 2020

Background (*Including Budget Impact*):

AMC Policy Committees

Environ. & Natural Resources: John Glynn

General Government: Jim Abbe

Health & Human Services: Greg Krueger

Public Safety: Rick Gnemi

Transportation & Infrastructure: James Brady

Attachments:

None



Steele County Agenda Item

Subject: Delegation of Payment to County Auditor

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 5, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Approve the Resolution providing specific authorization to the County Auditor or County Finance Director in the payment of Salaries, Wages and Per Diems which align with policies and resolutions approved by the Steele County Board of Commissioners

Background (*Including Budget Impact*):

It is recommended that the resolution be reviewed and approved annually at the organizational meeting.

Attachments:

Resolution

RESOLUTION
Delegation of Duties

WHEREAS, Steele County maintains its payroll system in order to compensate County employees and officials for their services. These payments include the salary and per diem payments approved by the Steele County Board of Commissioners by annual resolution, pursuant to Minn. Stat. §375.055, subd. 1(a); and

WHEREAS, it is advisable and prudent for the Board of Commissioners to delegate the review and approval of Steele County Board of Commissioner salary and per diem payments to the Steele County Auditor and Finance Director or their designee, pursuant to Minn. Stat. §375.18, subd. 1b; and

WHEREAS the Steele County Auditor and Finance Director has the internal accounting and administrative control procedures to ensure the proper disbursement of public funds, including the obligation to issue salary and per diem payments based solely on the annual resolution adopted by the Steele County Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED, that the Steele County Board of Commissioners hereby authorizes the Steele County Auditor and Finance Director or designee to approve the payment of the County payroll, including approved Commissioner salary and per diem payments made pursuant to Minnesota law and the annual resolution approving certain meetings for per diem payments for the year of 2021.

Dated: January 5, 2021

Chairman

Attest: _____
County Auditor



Steele County Agenda Item

Subject: 2021 Mileage Rate

Department: Auditor's Office

Committee Meeting Date: N/A

Board Meeting Date: January 5, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve 2021 Mileage Rate at 56 cents.

Background (*Including Budget Impact*):

The Board sets the rate for mileage reimbursement on an annual basis and per the IRS Standard rate. For 2021 the mileage rate is 56 cents.

Attachments:



Steele County Agenda Item

Subject: Resolution-Accounts Payable

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 5, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve Resolution authorizing the County Auditor & County Treasurer to process payments by Auditor's Warrants

Background (*Including Budget Impact*):

Annually the County Board adopts the Resolution authorizing the County Auditor & County Treasurer to process payments by Auditor's Warrants

Attachments:

Accounts Payable Resolution

RESOLUTION

Be it Resolved, that the County Auditor & County Treasurer are hereby authorized to process payments by Auditor's Warrants, for which the precise amount is fixed by law, which include fees, utility bills, salaries, highway department fuel bills, freight, witness expenses, vehicle registration/tabs, telephone, postage and sheriff's paper service to other counties. Necessary expenses include prepayment of expenses for seminars and other county business trips. Further to authorize payment to contractors for work and material in place on the job as certified by the Engineer or Architect except that the final payment on any project be approved by Board action; to authorize payments for bonds and interest payments for the bonded debt fund and for investments; to authorize payments for purchases made by the County Board wherein an amount has been set and entered in the Board minutes; to authorize payment of emergency welfare funds and Social Service funds as an emergency issuance procedure, as prescribed by state and federal law and claims that are due and would incur interest and penalties. A listing of bills paid will be provided to the County Board for their review.

Dated: January 5, 2021

STEELE COUNTY BOARD OF COMMISSIONERS

Chairman

Attest: _____
County Auditor

CERTIFICATION

I hereby certify that the above is a true and correct copy of the Resolution duly passed, adopted and approved by the county Board of said County on the 5th day of January 2021.

Steele County Auditor

RESOLUTION

RESOLUTION ESTABLISHING THE 2021 MINIMUM SALARIES FOR ELECTED OFFICIALS

WHEREAS, Minnesota Statutes state that “*At the January meeting prior to the first date on which applicants may file for the office of county attorney (county auditor, county sheriff, county treasurer) the board shall set by resolution the minimum salary to be paid the county attorney (county auditor, county sheriff, county treasurer) for the term next following*”; and

NOW, THEREFORE, BE IT RESOLVED by the Steele County Board of Commissioners that the annual minimum salary to be paid the elected official for the term next following be set at Step 1 of the Comparable Rating and Wage Scale System used by Steele County.

County Attorney (Minn. Stat. §388.18): E83
County Auditor (Minn. Stat. §384.151): D62
County Sheriff (Minn. Stat. §387.20): E83
County Treasurer (Minn. Stat. §385.373): D62

Whereupon the Resolution was declared duly passed and adopted.

STEELE COUNTY
BOARD OF COMMISSIONERS

Chairman

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 5th day of January, 2021.

Laura Ihrke, Steele County Auditor

RESOLUTION

ACCEPTANCE OF DONATION FOR EXTENSION MASTER GARDENER PROGRAM

WHEREAS, Minnesota Statute §465.03 allows counties to accept grants and donations of real or personal property for the benefit of its citizens;

WHEREAS, said donations must be accepted via resolution of the County Board of Commissioners by a two-thirds majority of its members; and

WHEREAS, the Board of Commissioners finds that it is appropriate to accept the donation offered;

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners in and for the County of Steele, Minnesota, that it accepts, with sincere appreciation, the donation of:

- Nagel Sod - \$257.00

Dated this 5th day of January 2021.

STEELE COUNTY
BOARD OF COMMISSIONERS

Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 5th day of January 2021.

Laura Ihrke, Steele County Auditor

**Nine-Month Extension of Current Agreement for
Delivery of Human Resources Services**
Between Minnesota Prairie County Alliance and Steele County

Minnesota Prairie County Alliance (hereinafter referred to as MNPRAIRIE), 22 6th Street East, Department 401, Mantorville, Minnesota 55955 and **Steele County**, Steele County Administration Center, 630 Florence Avenue, PO Box 890, Owatonna, MN 55060 (hereinafter referred to as STEELE COUNTY), enter into this Agreement for the period identified in Section 1.

WHEREAS, the Minnesota counties of Dodge, Steele, and Waseca executed a joint powers agreement to form a multi-county human services delivery authority known as Minnesota Prairie County Alliance and transferred operations of each member county's human services to MNPRAIRIE on January 1, 2015; and

WHEREAS, MNPRAIRIE's successful operation requires, among other things, the provision of professional human resources services; and

WHEREAS, STEELE COUNTY has established their capacity and continued interest in providing professional human resources services for this purpose; and

WHEREAS, the current Agreement expire while the parties are still in review of updated deliverables for the next contract period.

NOW THEREFORE, in consideration of the terms and conditions set forth herein, the parties hereby agree as follows:

Section 1. Extension.

- (a) The Agreement for Delivery of Human Resources Services between Minnesota Prairie County Alliance and Steele County and its duly executed attachments and amendments, for the period July 1, 2014 through December 31, 2019, that was extended to March 31, 2020, shall not expire on that date, but shall hereby be extended through December 31, 2020.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

STEELE COUNTY BOARD OF COMMISSIONERS

By: _____ Title: _____ Date: _____

As to form & execution:

By: _____ Title: Steele County Attorney Date: _____

MINNESOTA PRAIRIE COUNTY ALLIANCE JOINT POWERS BOARD

By: _____ Title: _____ Date: _____



Steele County Agenda Item

Subject: Resolution – Depository for deposits and safekeeping of County’s investments

Department: Treasurer's Office/Finance

Committee Meeting Date: Click or tap to enter a date.

Board Meeting Date: January 5, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Adopt resolution to approve UBS Financial Services, LLC as the County’s depository for deposits and safekeeping of County’s investments

Background (*Including Budget Impact*):

UBS Financial Services, LLC (“UBS”) has been the third-party depository institution that Steele County has used since 2019. They hold the County’s securities, assist in the trading of securities and monitor the credit risks of the securities that the County owns. Staff recommends continue using UBS as its depository institution.

RESOLUTION

Resolution designating a depository for the County of Steele and persons authorized to sign orders thereon.

BE IT RESOLVED by the Board of Commissioners of Steele County Minnesota, that "UBS Financial Services, LLC," be and hereby is designated as depository for deposits and safekeeping of said County for such amounts as may be deposited herein.

BE IT FURTHER RESOLVED that orders of the County of Steele drawn on said UBS Financial Services, LLC for funds to be transferred to another Steele County Depository in whatever form shall be signed by one if the following officer is Catherine Piepho, Treasurer of Steele County; and by two if signed by Laura Ihrke, Steele County Auditor, and Joyce Hartle, Steele County Deputy Treasurer.

BE IT FURTHER RESOLVED that orders to purchase, sell, receive, or transfer investment securities on behalf of Steele County shall be initiated by Catherine Piepho, Steele County Treasurer.

NOW, THEREFORE, BE IT RESOLVED that all transfers of funds or investment securities to and from any Steele County accounts on behalf of Steele County as directed to UBS Financial Services LLC may only be made to another depository or account of Steele County in the name of Steele County.

Dated this 5th day of January 2021.

Chairman

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 5th day of January 2021.

County Auditor
County of Steele



Steele County Agenda Item

Subject: Set Date for the County Board of Appeal and Equalization

Department: Assessor's Office

Committee Meeting Date: January 5, 2021

Board Meeting Date: January 5, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Officially set the special meeting of the 2021 County Board of Appeal and Equalization for June 15, 2021 at 7:00 pm in the Board Room

Background (*Including Budget Impact*):

The County Board of Appeal and Equalization (CBAE) is the final step for property owners to appeal their 2021 assessments. Property owners may appeal the 2021 market valuation or classification placed on their properties. These assessments will be used to calculate the taxes payable in 2022. Attendees are encouraged to contact the County Assessor's Office prior to attending the meeting so that we can provide the necessary documents for discussion.

The first step in the appeal processes is to contact the Assessor to discuss their areas of concern. Most issues can be resolved in this manner. If after discussing the issues with the Assessor's Office, there is still disagreement, the next step in the appeal process is to attend the Local Board of Appeal and Equalization (LBAE). Property owners must attend the LBAE prior to attending the CBAE. If townships hold Open Book Meetings, property owners may appeal directly to the CBAE.

Attachments:



Steele County Agenda Item

Subject: Resolution – EFT Authorization

Department: Treasurer's Office/Finance

Committee Meeting Date: Click or tap to enter a date.

Board Meeting Date: January 5, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Adopt resolution to authorize personnel to process EFT transactions

Background (*Including Budget Impact*):

One of the legal compliance standards required by the State Auditor's Office is that the County Board delegate authority on an annual basis to certain personnel to make electronic funds transfers. Attached is the resolution to comply with that standard stating the personnel authorized to initiate such transactions.

RESOLUTION

WHEREAS, Steele County will electronically transfer funds and establish appropriate internal controls to ensure compliance with Minnesota law. Therefore, electronic fund transfers will be made for the following types of transactions: claim for payment from an imprest payroll bank account or investment of excess money; payment of tax or aid anticipation certificates; payment of contributions to a pension or retirement fund; vendor payments; and payment of bond principal, bond interest, and a fiscal agent service charge from the debt redemption fund.

BE IT FURTHER RESOLVED, electronic funds transfers can be initiated by the following individuals: Catherine Piepho, County Treasurer/Finance Director; Laura Ihrke, County Auditor; Joyce Hartle, Chief Deputy Treasurer; Kortney Miller, Payroll Specialist; Nancy Gritz, Deputy Auditor; and Karen Winter, Deputy Auditor.

BE IT FURTHER RESOLVED, that the Treasurer/Finance Director shall establish internal controls to ensure compliance with Minn. Stat. §471.38, subd. 3 & 3a, to include without limitation, annually providing a certified copy of the delegation of authority to the disbursing bank(s), certifying to the Banks of Steele County the names and signatures of the persons named above and such certifying officer from time to time, hereafter, upon a change in the facts so certified, and immediately certifying to the Banks the names and signatures of the persons then authorized to sign or to act.

BE IT FURTHER RESOLVED, a listing of electronic funds transfers transactions will be submitted to the Board at every Board meeting.

A transfer of funds by wire or electronic funds transfer in any of the Banks used by Steele County shall be by the signatures of the following officers or their alternatives;

Catherine Piepho, Treasurer/Finance Director _____

Laura Ihrke, Auditor _____

Joyce Hartle, Chief Deputy Treasurer _____

Kortney Miller, Payroll Specialist _____

Nancy Gritz, Deputy Auditor _____

Karen Winter, Deputy Auditor _____

Board Chairman

Laura Ihrke, Steele County Auditor

Date



Steele County Agenda Item

Subject: Resolution - Approve Final Payment for Contract No. 191921; SAP 074-619-021 and SAP 074-645-037

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: January 5, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Resolution – Approve Final Payment for Contract No. 191921: SAP 074-619-021 and SAP 074-645-037 to Interstate Improvement, Inc., in the amount of \$128,776.12.

Background (*Including Budget Impact*):

This project provided concrete pavement rehabilitation on CSAHs 19 & 45 in the City of Owatonna. It also removed traffic signals on CSAH 45 at Vine St. & McKinley Ave., restriped CSAH 45 to provide a continuous left turn lane, and built a roundabout at CSAH 19 (Rose St. & Grove Ave. The final total contract cost was \$2,512,962.95.

Attachments:

Resolution – Certificate of Final Acceptance

**Steele County Highway Department
Certificate of Final Contract Acceptance
County Board Acknowledgement**

Contract Number: 191921
Contractor: Interstate Improvement, Inc.
Date Certified: October 20, 2020
Final Pay Request Number: 10

Whereas; Contract No. 191921 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

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

State of Minnesota
County of Steele

Dated this ____ day of _____, 20__

At _____

Signed by _____
County Auditor
(SEAL)



Steele County Agenda Item

Subject: Contract Award – Bridge No. 74J25 – CR 198 over Rush Creek

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: January 5, 2021

Consent Agenda: ☒ Yes ☐ No **Resolution:** ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Award contract for SAP 074-598-014 to low bidder JJD Companies in the amount \$396,956.70.

Background (*Including Budget Impact*):

This project replaces Bridge No. 74525, a deteriorating timber structure built in 1972, with Bridge No. 74J25 which is comprised of two precast concrete box culverts.

The project was advertised for bids which were opened on Friday, December 18th. Five bids were received:

Bidder	Total Amount	Percent Over/Under Estimate
Engineer's Estimate	\$528,805.50	-
JJD Companies	\$396,956.70	24.93% UNDER
Nadeau Companies	\$403,244.10	23.74% UNDER
Timm's Trucking	\$427,420.17	19.17% UNDER
Midwest Contracting, LLC	\$499,177.24	5.60% UNDER
Heselton Construction	\$503,273.14	4.83% UNDER

MnDOT has approved \$302,233.00 in Local Bridge Replacement Program funds for this project. The remaining \$94,732.70 will be split with Rice County.

JJD Companies is a responsible contractor capable of performing the work.

Attachments: N/A



Steele County Agenda Item

Subject: Approve Cooperative Agreement with Rice County for Construction of Bridge 74J25

Department: Highway

Committee Meeting Date: December 10, 2020

Board Meeting Date: January 5, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval

Recommendation:

Approve Cooperative Agreement with Rice County for the construction of Bridge 74J25 and authorize the Chair and County Engineer to sign the agreement.

Background (*Including Budget Impact*):

The County's highway capital program includes the construction of Bridge 74J25 on CR 198 (County line) over Rush Creek in cooperation with Rice County this year and MnDOT has approved Local Bridge Replacement Program funds for the project.

This agreement outlines each County's roles and responsibilities and identifies cost splits.

\$530,300 for the project is programmed in the 2021 Highway construction budget.

The Rice County Board approved this Agreement on December 22, 2020.

This Agreement was discussed informally at the December 10, 2020 Public Works Policy Committee meeting and the Committee supported moving it to the full Board once it was received from Rice County.

Attachments:

Cooperative Agreement

COOPERATIVE CONSTRUCTION AGREEMENT STEELE AND RICE COUNTIES

Steele County
SAP 074-598-014

Rice County
CP 98-02

This agreement is made and entered into by and between the Counties of Steele and Rice, State of Minnesota, acting by and through their Boards of Commissioners.

WHEREAS, the Counties acting pursuant to Minnesota Statutes Sec. 471.29 are about to engage in a mutual endeavor to perform the construction of Bridge 74J25 (SAP 074-598-014 and CP 98-02) and associated construction on County Road 198 in Steele County; and County Road 98 in Rice County, under a contract, and

WHEREAS, the project termini are described as follows:

Located 1.0 miles west of Jct of CSAH 13 on CR 198/98 (NE 88th St.) over Rush Creek,
1.5 miles Northeast of Medford, Minnesota

WHEREAS, the construction will consist of replacing Bridge 74525 over Rush Creek with Culvert 74J25 and approach grading and bituminous pavement, aggregate shouldering and pavement markings, and

WHEREAS, all construction shall be in accordance with County prepared plans, specifications and special provisions as approved by the Minnesota Department of Transportation and on file in the office of the Steele County Engineer, and

WHEREAS, the Counties of Steele and Rice are willing to participate in the costs of the construction and associated construction engineering as hereinafter set according to each County's share utilizing appropriate Local Funds available to each County.

WHEREAS, Steele County has prepared an Engineer's Estimate of cost, attached as Exhibit A, and incorporated herein.

IT IS, THEREFORE, MUTUALLY AGREED AS FOLLOWS:

ARTICLE I - CONSTRUCTION PLAN PREPARATION

Steele County has had construction plans and engineer estimates prepared by a consultant and has obtained any required Mn/DOT approvals. Rice County agrees to pay 50% of the consultant design cost as part of the project costs.

The proposal and contract documents will be prepared by Steele County and provided to Rice County for review prior to advertisement for bids.

ARTICLE II - CONTRACT AWARD

Steele County shall advertise, receive bids and award a construction contract to the lowest responsible bidder, subject to concurrence by the Rice County Engineer in that award, in accordance with the plans, specifications and special provisions that are on file in the office of the Steele County Engineer.

ARTICLE III - SUPERVISION AND INSPECTION OF CONSTRUCTION

Steele County shall provide construction inspection and project administration, under the supervision of a licensed professional engineer. Steele County shall be responsible for the contractor's adherence to all plan directives, materials control, and specifications as set forth in the Contract documents and the current Mn/DOT "Standard Specifications for Construction" and amendments and revisions thereto. Steele County shall perform all material testing and bituminous plant inspection.

ARTICLE IV - PLAN CHANGES, SUPPLEMENTAL AGREEMENTS, CHANGE ORDERS

Steele County shall reserve the right to enter into change orders, supplemental agreements, work orders, or to make alterations to the project, but only after confirmation from the Rice County Engineer.

In the event that a dispute arises, Steele County and Rice County agree that all disputes between them arising out of or relating to this Agreement shall be submitted, upon agreement of both parties, to mediation, with the cost being shared equally.

ARTICLE V - CONTRACT ADMINISTRATION

Steele County shall administer the contract and shall be responsible for all record keeping, invoicing, partial estimates and documentation of quantities. Steele County shall retain all pertinent records and documentation of quantities on file. Steele County shall prepare all partial estimates. Steele County shall prepare all final documentation for submittal to Rice County upon completion of the project. Steele County shall be responsible for acceptance of completed work and assessment of any liquidated damages, if applicable, on the project, but only after confirmation from the Rice County Engineer.

ARTICLE VI - PAYMENTS

Steele County shall use OneOffice to administer construction payments. Local Bridge Replacement Program funds have been received for this project and will be used to pay the

Participating costs as detailed in Exhibit A. Steele and Rice Counties shall each be responsible to fund fifty (50) percent of the non-participating costs (local share) as detailed in Exhibit A. Rice County shall advance 95% of their share of the project costs to Steele County within 30 days of receipt of an invoice prior to construction. Upon project completion and final payment by Steele County to the Contractor, Steele County shall invoice Rice County for the remaining balance of their share of the project costs. In the event the Rice County payment exceeds the Rice County share of the final costs, such overpayment shall be returned to Rice County by Steele County within sixty days of final payment on the project.

Steele County shall prepare partial estimate vouchers. Payment to the Contractor will be made by Steele County.

ARTICLE VII - EXAMINATION OF BOOKS, RECORDS, ETC.

As provided by Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices of each party relevant to this Agreement are subject to examination by each party, and either the legislative auditor or the state auditor as appropriate, for a minimum of six years from final payment.

ARTICLE VIII - CLAIMS

- A. Steele County agrees to save, hold harmless and indemnify Rice County and Rice County's officers, agents, employees, and volunteer workers against any and all claims, losses, damages, or law suits for damages arising from, allegedly arising from, or related to the provisions of services hereunder, and further agrees to defend at its own sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the provision of services hereunder.
- B. Rice County agrees to save, hold harmless and indemnify Steele County and Steele County's officers, agents, employees, and volunteer workers against any and all claims, losses, or law suits for damages arising from, allegedly arising from, or related to the provision of services hereunder, and further agrees to defend at its own sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the provision of services hereunder.
- C. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act. Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts and omissions of others and the results thereof.

ARTICLE IX - NONDISCRIMINATION

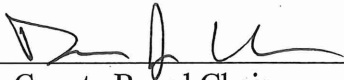
The provisions of Minnesota Statutes Section 181.59 and of any applicable law relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein.

In Testimony Whereof the Parties have executed this Agreement by Their Authorized Representatives.

STEELE COUNTY

RICE COUNTY

BY: _____
County Board Chair

BY:  _____
County Board Chair

DATE: _____

DATE: 12-22-2020

BY: _____
County Engineer

BY:  _____
County Engineer

DATE: _____

DATE: 12-22-20

STEELE COUNTY
HIGHWAY DEPARTMENT

EXHIBIT A

DETAIL ESTIMATE FOR BRIDGE NO. 74J25

S.A.P 074-598-014

LOCATED ON CR 198, 1.0 MILES WEST OF JUNCTION CSAH 13
OVER RUSH CREEK

ITEM NO.	ITEM	UNIT	EST. QUANT.	UNIT PRICE	EST. COST
PARTICIPATING ITEMS					
2021.501	MOBILIZATION	LS	1	\$ 50,000.00	\$ 50,000.00
2105.601	TEMPORARY STREAM DIVERSION SYSTEM	LS	1	\$ 6,500.00	\$ 6,500.00
2412.502	16X8 PRECAST CONCRETE BOX CULVERT END	EA	2	\$ 30,000.00	\$ 60,000.00
2412.502	16X9 PRECAST CONCRETE BOX CULVERT END	EA	2	\$ 35,000.00	\$ 70,000.00
2412.503	16x8 PRECAST CONCRETE BOX CULVERT	LF	52	\$ 1,600.00	\$ 83,200.00
2412.503	16x9 PRECAST CONCRETE BOX CULVERT	LF	52	\$ 1,650.00	\$ 85,800.00
2451.507	GRANULAR BACKFILL (CV)	CY	299	\$ 20.00	\$ 5,980.00
2451.507	COARSE AGGREGATE BEDDING (CV)	CY	455	\$ 50.00	\$ 22,750.00
2511.504	GEOTEXTILE FILTER TYPE 7	SY	475	\$ 5.50	\$ 2,612.50
2511.507	RANDOM RIPRAP CLASS III	CY	238	\$ 80.00	\$ 19,040.00
2563.601	TRAFFIC CONTROL	LS	1	\$ 4,000.00	\$ 4,000.00
2573.602	TEMPORARY SEDIMENT TRAP	EA	1	\$ 400.00	\$ 400.00

Subtotal: \$ 410,282.50

NONPARTICIPATING ITEMS					
2101.501	CLEARING AND GRUBBING	LS	1	\$ 1,950.00	\$ 1,950.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	48	\$ 6.50	\$ 312.00
2104.503	REMOVE PIPE CULVERTS	LF	96	\$ 6.00	\$ 576.00
2104.503	REMOVE CONCRETE CULVERT	LF	100	\$ 6.00	\$ 600.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SY	894	\$ 5.00	\$ 4,470.00
2105.507	COMMON BORROW (LV)	CY	335	\$ 10.00	\$ 3,350.00
2105.507	COMMON EXCAVATION	CY	330	\$ 7.50	\$ 2,475.00
2211.507	AGGREGATE BASE (CV) CLASS 5	CY	476	\$ 32.00	\$ 15,232.00
2221.507	SHOULDER BASE AGGREGATE (CV) CLASS 5	CY	48	\$ 32.00	\$ 1,536.00
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	76	\$ 3.00	\$ 228.00
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	TON	166	\$ 120.00	\$ 19,920.00
2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE	TON	166	\$ 100.00	\$ 16,600.00
2442.501	REMOVE EXISTING BRIDGE	LS	1	\$ 25,000.00	\$ 25,000.00
2451.507	GRANULAR BACKFILL (CV)	CY	12	\$ 20.00	\$ 240.00
2501.502	36" GS PIPE APRON	EA	2	\$ 750.00	\$ 1,500.00
2501.502	42" GS PIPE APRON	EA	2	\$ 1,600.00	\$ 3,200.00
2501.503	36" CS PIPE CULVERT	LF	44	\$ 70.00	\$ 3,080.00
2501.503	42" CS PIPE CULVERT	LF	65	\$ 85.00	\$ 5,525.00
2573.503	SILT FENCE, TYPE MS	LF	738	\$ 3.50	\$ 2,583.00
2575.501	TURF ESTABLISHMENT	LS	1	\$ 3,000.00	\$ 3,000.00
2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	SY	1196	\$ 3.50	\$ 4,186.00

Subtotal: \$ 115,563.00

TOTAL: \$ 525,845.50



Steele County Agenda Item

Subject: Resolution – Approving Local Bridge Replacement Program Grant Agreement

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: January 5, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve Resolution for Local Bridge Replacement Program Grant Agreement for S.A.P. 074-598-014, Construct Bridge 74J25, authorizing the Chair and County Administrator to execute the Agreement.

Background (*Including Budget Impact*):

Bridge 74J25, replacing bridge 74525 on CR 198 has been approved for the Local Bridge Replacement Program with Motor Vehicle Leased Sales Tax (MVLST) funding. The use of Local Bridge Replacement Program funds requires local agencies to enter into a Grant Agreement with MnDOT. It also requires the County to pay any costs in excess of the grant amount, or return any funds not used. MnDOT requires a resolution from the County Board to approve entering into the Grant Agreement.

Since this project is located on a County road, not a County State-Aid Highway, it is eligible for 100% bridge funds for eligible items. Generally, eligible items include everything except the removal of the old bridge, approach grading and pavement.

The low bid for the project was \$396,956.70. \$302,233.00 will be funded with State bridge funds. \$94,723.70 is not eligible for State bridge funds and will be split with Rice County.

Attachments:

Resolution
Full Grant Agreement

RESOLUTION
For Agreement to State Transportation Fund
Local Bridge Replacement Program
Grant Terms and Conditions
SAP 074-598-014
January 5, 2021

WHEREAS, Steele County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. 74J25; and

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

WHEREAS, the amount of the grant has been determined to be \$302,233.00 by reason of the lowest responsible bid;

NOW, THEREFORE BE IT RESOLVED that Steele County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

STEELE COUNTY
BOARD OF COMMISSIONERS

James Brady, Chair

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF STEELE

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Steele County Board at a duly authorized meeting thereof held on the 5th day of January 2021, as shown by the minutes of said meeting in my possession.

Laura Ihrke, Steele County Auditor

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

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

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

Steele County
Highway Department
P.O. Box 890
3000 Hoffman Drive
Owatonna, MN 55060
Contact: Greg Ilkka, County Engineer

RECITALS

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

AGREEMENT TERMS

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

- 1.1 **Effective Date.** This agreement will be effective on the date the State obtains all required signatures under [Minn. Stat. §16B.98](#), Subd. 5. As required by [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to Grantee until this agreement is fully executed. Grantee must not begin work under this agreement until this agreement is fully executed and Grantee has been notified by the State's Authorized Representative to begin the work.
- 1.2 **Expiration Date.** This agreement will expire on **December 31, 2023**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this agreement, including, without limitation, the following clauses: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 11. Workers Compensation; 12. Governing Law, Jurisdiction, and Venue; and 14. Data Disclosure.
- 1.4 **Exhibits.** Exhibit A: Sources and Uses of Funds Schedule; Exhibit B: Grant Application; and Exhibit C: Grantee Resolution Approving Grant Agreement are attached and incorporated into this agreement.

2 Grantee's Duties

- 2.1 Grantee will conduct one of more of the following activities in accordance with its grant application, which is attached to this Agreement as Exhibit B: (i) constructing or reconstructing a bridge, (ii) preliminary engineering and environmental studies authorized under Minn. Stat. Sec. 174.50, subdiv. 6a, (iii) abandoning an existing bridge that is deficient and in need of replacement, but where no replacement will be made, or (iv) constructing a road to facilitate the abandonment or removal of an existing bridge determined to be deficient.
- 2.2 Grantee will comply with all required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1).
- 2.3 **Asset Monitoring.** If Grantee uses funds obtained by this agreement to acquire a capital asset, the Grantee is required to use that asset for a public purpose for the normal useful life of the asset. Grantee may not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this agreement without the prior written consent of the State and an agreement executed and approved by the same parties who executed and approved this agreement, or their successors in office.

3 Time

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

4 Consideration and Payment

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

- 4.1.1 **Compensation.** Grantee will be reimbursed for actual, incurred costs that are eligible under Minn. Stat. § 174.50, subd 6-7. Grantee shall use this grant solely to reimburse itself for expenditures it has already made to pay for the costs of one or more of the activities listed under section 2.1. Grantee shall not use this grant for any other purpose, including but not limited to, any work to be done on a state trunk highway or within a trunk highway easement.
- 4.1.2 **Sources and Uses of Funds.** Grantee represents to State that the Sources and Uses of Funds Schedule attached as Exhibit A accurately shows the total cost of the project and all of the funds that are available for the completion of the project. Grantee agrees that it will pay for any costs that are ineligible for reimbursement and for any amount by which the costs exceed State's total obligation in section 4.1.3. Grantee will return to State any amount appropriated but not required.
- 4.1.3 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to Grantee under this agreement will not exceed \$302,233.00.

4.2 Payment

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

5 Conditions of Payment

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

6 Authorized Representatives

6.1 The State's Authorized Representative is:

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

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

6.2 Grantee's Authorized Representative is:

Greg Ilkka
County Engineer
Steele County Highway Department
P.O. Box 890
3000 Hoffman Drive
Owatonna, MN 55060
Office: 507-444-7670
gregory.ilkka@co.steele.mn.us

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

7 Assignment Amendments, Waiver, and Grant Agreement Complete

- 7.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or the State's right to subsequently enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

8 Liability

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

9 State Audits

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

10 Government Data Practices and Intellectual Property Rights

- 10.1 **Government Data Practices.** Grantee and State must comply with the Minnesota Government Data Practices

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

11 **Workers Compensation**

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

12 **Governing Law, Jurisdiction, and Venue**

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

13 **Termination; Suspension**

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

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

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

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

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

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

14 **Data Disclosure**

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

15 **Fund Use Prohibited.** The Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Grantee from utilizing these funds to pay any party who might be disqualified or debarred after the Grantee's contract award on this Project.

16 Discrimination Prohibited by Minnesota Statutes §181.59. Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

17 Limitation. Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Grantee, however, the Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

18 Additional Provisions

18.1 Prevailing Wages. Grantee agrees to comply with all of the applicable provisions contained in Minnesota Statutes Chapter 177, and specifically those provisions contained in Minn. Stat. §. 177.41 through 177.435 as they may be amended or replaced from time to time with respect to the project. By agreeing to this provision, Grantee is not acknowledging or agreeing that the cited provisions apply to the project.

18.2 E-Verification. Grantee agrees and acknowledges that it is aware of Minn.Stat. § 16C.075 regarding e-verification of employment of all newly hired employees to confirm that such employees are legally entitled to work in the United States, and that it will, if and when applicable, fully comply with such order.

18.3 Telecommunications Certification. If federal funds are included in Exhibit A, by signing this agreement Grantee certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), Grantee does not and will not use any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Grantee will include this certification as a flow down clause in any contract related to this agreement.

18.4 Title VI/Non-discrimination Assurances. Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Grantee's compliance with this provision. The Grantee must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

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

GRANTEE

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

By: _____

Title: County Board Chair

Date: _____

By: _____

Title: County Administrator

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____
(with delegated authority)

Title: State Aid Programs Engineer

Date: _____

**DEPARTMENT OF TRANSPORTATION
OFFICE OF FINANCIAL MANAGEMENT – GRANT UNIT**

By: _____

Date: _____

**DEPARTMENT OF TRANSPORTATION
CONTRACT MANAGEMENT**

By: _____

Date: _____

EXHIBIT A

SOURCES AND USES OF FUNDS SCHEDULE

SOURCES OF FUNDS		USES OF FUNDS	
Entity Supplying Funds	Amount	Expenses	Amount
State Funds:		Items Paid for with LBRP	
LBRP Grant	\$302,233.00	Grant Funds:	
Other:		Mobilization	\$10,000.00
		Precast Concrete Box Culvert & End Sections	\$238,440.00
		Temp Stream Diversion	\$8,000.00
		Granular Backfill	\$6,578.00
		Course Agg Bedding	\$13,650.00
		Geotextile Filter	\$1,425.00
		Random Riprap	\$19,040.00
		Traffic Control	\$4,100.00
		Temp Sediment Trap	\$1,000.00
Subtotal	\$302,233.00	Subtotal	\$302,233.00
Public Entity Funds:		Items paid for with Non-	
Matching Funds	\$94,723.70	LBRP Grant Funds:	
Other:		Bridge Removal	\$12,000.00
		Approach Grading	\$34,655.70
		Approach Pavement	\$48,068.00
Subtotal	\$94,723.70	Subtotal	\$94,723.70
TOTAL FUNDS	\$396,956.70	TOTAL PROJECT COSTS	\$396,956.70

EXHIBIT B

GRANT APPLICATION

Attach the grant application for the project

MnDOT 30809(11/2014)



APPLICATION FOR BRIDGE FUNDS

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

Identification	Project Number	SAP 074-598-014	Old Bridge Number	74525	
	New Bridge No.	74J25	Over	Rush Creek	
	County of	Steele & Rice	Road or Street No.	CR 198 / CR 98	
	Township of	Medford & Walcott	Road or Street Name	NE 86th St / 270th St E.	
	Municipality of		Proposed Const Year	2018	
	Does the municipality have a population of 5,000 or less? ☐ Yes ☐ No				
Eligibility	Bridge Sufficiency Rating <u>60.8</u>		Is this bridge hydraulically deficient? ☐ Yes ☒ No		
	Adequacy Status from Structure Inventory ☒ Structurally Deficient ☐ Functionally Obsolete ☐ Adequate				
	Date of Council/Board action prioritizing this bridge <u>January 24, 2017</u>				
	Is this a road-in-lieu of bridge project? ☐ Yes ☒ No				
Prioritization	How many people are affected by this deficiency? <u>1700 directly</u>		What is the ADT on this bridge? <u>592</u>		
	Describe the economic importance of replacing this bridge.				
	Bridge 74525 is on CR 198 and is a critical link on this important farm to market route on the border of Steele and Rice counties, directly serving the townships of Medford and Walcott and indirectly townships to the east.				
	Is the road designated or planned to be designated as a Minimum Maintenance road? ☐ Yes ☒ No (Attach additional sheets for explanation if necessary)				
	Is the township net tax capacity less than \$300,000? ☐ Yes ☒ No				
Cost Estimate	Is the bridge listed on the National Register of Historic Places or been determined to be eligible? ☐ Yes ☒ No				
	National Register of Historic Places link here: http://www.nps.gov/history/nr/research/				
		Eligible Amount		Ineligible Amount	
	Structure Costs	\$ 360,000	\$		
	Approach Costs	\$	\$ 104,000		
	Engineering Costs	\$	\$		
	Total Costs	\$	\$		
	Total Project Cost	\$ 464,000			
	 County/City Engineer <u>5/8/18</u> Date				
	DSAE	DISTRICT STATE AID ENGINEER RECOMMENDATION			
Replace <u>X</u>		Defer _____	 District State Aid Engineer Signature		
Approval			Date <u>05/10/2018</u>		
	STATE AID USE ONLY	Federal-Aid	\$		
		State-Aid	\$		
		Local/Other	\$		
		Town Bridge	\$		
		Unallocated Town Bridge	\$		
		State Bridge Funds	\$		
Total	\$				

EXHIBIT C

GRANTEE RESOLUTION APPROVING GRANT AGREEMENT

RESOLUTION
For Agreement to State Transportation Fund
Local Bridge Replacement Program
Grant Terms and Conditions
SAP 074-598-014
January 5, 2021

WHEREAS, Steele County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. 74J25; and

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

WHEREAS, the amount of the grant has been determined to be \$302,233.00 by reason of the lowest responsible bid;

NOW, THEREFORE BE IT RESOLVED that Steele County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

STEELE COUNTY
BOARD OF COMMISSIONERS

James Brady, Chair

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF STEELE

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Steele County Board at a duly authorized meeting thereof held on the 5th day of January 2021, as shown by the minutes of said meeting in my possession.

Laura Ihrke, Steele County Auditor

2021 STEELE COUNTY BOARD COMMITTEE APPOINTMENTS

2021 Chair: James Brady

2021 Vice Chair: John Glynn

Internal / Policy Committees

Community Services Committee

Rick Gnemi, Chair
Greg Krueger
John Glynn, Alternate

Public Safety Committee

John Glynn, Chair
Jim Abbe
James Brady, Alternate

Internal Central Services Committee

James Brady, Chair (Board Chair)
John Glynn, (Board Vice-Chair)
Greg Krueger, Alternate

Public Works Committee

Greg Krueger, Chair
Rick Gnemi
Jim Abbe, Alternate

Land Use/Records Committee

Jim Abbe, Chair
James Brady
Rick Gnemi, Alternate

Board of Equalization

All Commissioners

Joint Powers, Advisory Board, Regional Representation

Cannon River Watershed Joint Powers Board

Rick Gnemi
James Brady, Alternate

County/City Intergovernmental Committee

(City of Owatonna)

Rick Gnemi
Jim Abbe
James Brady, Alternate

Children's Mental Health Collaborative

James Brady
Greg Krueger

CP/DM&E Task Force

Rick Gnemi

Community Corrections Advisory Committee

John Glynn
Greg Krueger, Alternate

Criminal Justice Committee

Greg Krueger

Community Health Board

John Glynn
Jim Abbe
Greg Krueger

Cultural Diversity Network

Greg Krueger
Jim Abbe, Alternate

Counties Providing Technology

Jim Abbe, Delegate
John Glynn, Alternate

Economic Development Authority

Jim Abbe
Greg Krueger, Alternate

Extension

James Brady, Chair
John Glynn, Vice Chair

Fair Board Liaison

John Glynn
James Brady, Alternate

Hope Drainage

James Brady
John Glynn, Alternate

Hope Drainage

James Brady
John Glynn, Alternate

Intergovernmental Committee

All Commissioners

Joint Agency Task Force

Jim Abbe
James Brady

Judicial Ditch 1, 6, 24

Jim Abbe, Chair
John Glynn
Rick Gnemi

Judicial Ditch 2

John Glynn, Chair
James Brady
Jim Abbe

Judicial Ditch 5

James Brady
John Glynn
Greg Krueger

Judicial Ditch 7, 10, 11, 12, 23

James Brady
John Glynn

Law Enforcement Center Committee

John Glynn
Greg Krueger

Law Library

Jim Abbe
Greg Krueger, Alternate

Minnesota Prairie County Alliance

James Brady
Rick Gnemi
Jim Abbe, Alternate
Cathy Piepho, Finance Committee
Scott Golberg, Finance Committee Alternate

Multi-County Solid Waste

Jim Abbe
Rick Gnemi, Alternate

Parks & Rec Commission Liaison

John Glynn
James Brady, Alternate

Planning Commission Liaison

James Brady
John Glynn, Alternate

Recorder's Compliance Committee

Jim Abbe (Land Use Record Comm. Chair)

Regional Railroad Authority

All Commissioners

Resource Conservation & Development

James Brady
John Glynn, Alternate

Rice-Steele 911 Dispatch Joint Powers Board

James Brady
Jim Abbe

SMART Transit Advisory Board

Greg Krueger

Soil & Water Conservation District Liaison

James Brady
John Glynn, Alternate

South Central Human Relations Center

James Brady
Rick Gnemi

South Country Health Alliance

Greg Krueger
Jim Abbe, Alternate

SE MN Comm Action Agency (SEMCAC)
Rick Gnemi

SE MN Emergency Communications Board
James Brady
Rick Gnemi, Alternate

SE MN Emergency Medical Services
Rick Gnemi

SE MN Recyclers Exchange (SEMREX)
John Glynn

Southern MN Association of Regional Trails
James Brady
Jim Abbe, Alternate

Southern MN Tourism
James Brady
John Glynn, Alternate

Steele County Historical Society Liaison
Rick Gnemi
Greg Krueger, Alternate

Steele County Weed Management Assoc.
James Brady
John Glynn, Alternate

Steele-Waseca Drug Court
Greg Krueger

U.S. Highway 14 Partnership
All Commissioners

Water Planning Committee
James Brady
John Glynn

Workforce Development, Inc.
Rick Gnemi

Zumbro River Watershed Partnership
James Brady
John Glynn, Alternate

State / National

Association of Minnesota Counties (AMC)
All Commissioners

AMC Policy Committees
Environ. & Natural Resources: John Glynn
General Government: Jim Abbe
Health & Human Services: Greg Krueger
Public Safety: Rick Gnemi
Transportation & Infrastructure: James Brady

Minnesota Counties Intergovernmental Trust
James Brady
Greg Krueger, Alternate

National Association of Counties
All Commissioners

STEELE COUNTY

Resolution Establishing Per Diem Amounts for Citizens on Boards and Commissions in 2021

WHEREAS, Minnesota Stat. §375.47, Subd. 1, allows the County Board of Commissioners to set per diem payments for members of boards or agencies authorized by statute, and members of advisory boards or committee, performing duties for all or part of the county, when the board or agency does not itself have power to make expense allowances for its members;

NOW, THEREFORE, BE IT RESOLVED that the per diem amount be \$___ when members are attending a meeting on behalf of the Steele County Board of Commissioners.

BE IT FURTHER RESOLVED that the members may receive a mileage reimbursement equivalent to that adopted by the Steele County Board of Commissioners.

This resolution shall become effective upon its passage and without further publication.

Dated this 5th day of January 2021.

STEELE COUNTY
BOARD OF COMMISSIONERS

Chairman

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 5th day of January 2021.

Laura Ihrke, Steele County Auditor



Steele County Agenda Item

Subject: Award Publication Bid for 2021

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 5, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Award the publication bid for printing of the Financial Statement for 2020; Commissioner proceedings for 2021, Delinquent Tax List for 2020 and all other legal publications as required

Background (*Including Budget Impact*):

Annually the county Board sends out bids for the Publication of the Financial Statement, the Delinquent Tax List and the Commissioner Proceedings and all other legal publications as required by 331A.01 and 375.12.

Attachments:



Steele County Agenda Item

Subject: Award 2nd Publication Bid

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 5, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Award the 2nd Publication bid for the 2020 Financial Statement to another paper located in the County.

Background (*Including Budget Impact*):

Annually the County Board awards the bid for the 2nd Publication of the Financial Statement to another paper located in the County.

Attachments:



Steele County Agenda Item

Subject: Tax Forfeited Properties

Department: Auditor's Office

Committee Meeting Date

Board Meeting Date: January 5, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Approve Resolution and authorize sale of Tax Forfeited Properties.

Recommendation:

Approve Resolution and authorize sale of Tax Forfeited Properties

Background (*Including Budget Impact*):

SUBJECT: Classification of the tax forfeited parcels as conservation or non-conservation land.

BACKGROUND: In order to move forward in the tax forfeiture process, the County Board needs to classify the land as conservation or non-conservation. After discussion with the County Assessor, it was determined that these properties would be classified as non-conservation.

The next step is to notify the city and township of the classification and for them to approve the parcel(s) for public auction or auction to adjacent owners or request a conveyance for public use. All parcels listed on the List of Tax-Forfeited Land are non-waterfront land.

Attachments:

Resolution

RESOLUTION

WHEREAS, The County Board of Commissioners of the County of Steele, State of Minnesota, desires to offer for sale certain parcels of land that have forfeited for non-payment of taxes; and

WHEREAS, said parcels of land have been viewed by the County Board of Commissioners and have been classified as non-conservation lands as provided for in Minnesota Statute 282.01.

NOW, THEREFORE, BE IT RESOLVED that the Steele County Board of Commissioners hereby certify that all parcels of land on the attached list have been viewed and comply with the provisions of Minnesota Statutes 85.012, 92.461, 282.01, Subd. 8 and 282.018, and other statutes that require the withholding of tax-forfeited lands from sale.

Upon the vote being taken _____ Commissioners voted in favor thereof, and _____ Commissioners voted against.

Dated this _____ day of January, 2021

STEELE COUNTY BOARD OF COMMISSIONERS

By: _____
Chairman

ATTEST: _____
Steele County Auditor

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the _____ day of January, 2021.

Steele County Auditor

NAMES/ADDRESSES	PID AND DESCRIPTION
Odell Barnes, LLC 4552 Augusta Highway Gilbert, SC 29054 Property Address: 10242 Bixby Place Blooming Prairie, MN 55917	04-103-0007 Lot Seven (7), T.H. Kelly's Addition to the Village of Bixby
Eric Isenor 221 SW 2nd St Blooming Prairie, MN 55917	14-107-0803 Lot 3 and E5' of Lot 4, Block 8, Virtues Addition to the Village, now City, of Blooming Prairie, Minnesota, Steele County, Minnesota



Steele County Agenda Item

Subject: Approval of 2021-2022 LELS – Licensed Sergeants Contract

Department: Human Resources

Committee Meeting Date

Board Meeting Date: January 5, 2021

Consent Agenda: ☐ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommend Approval

Recommendation:

Recommend approval of the 2021/2022 LELS – Licensed Sergeants Contract

Background (*Including Budget Impact*):

An overall agreement was reached for a new contract with the LELS – Licensed Sergeants Unit in the Sheriff's Office. The contract changes of significance are as follows:

- 2-year contract (2021-2022)
- 2 % COLA in 2021; 2.25% COLA in 2022
- County paying for 2.5% health insurance premium increase in 2021 and then continuation of current health insurance language with the 50/50 cost-sharing between employer and employees for any premium increase/decrease in 2022
- Consistent Christmas Eve holiday language with Deputy Unit
- Increase sick leave payout from 20% to 25% after 25 years of service or more, at time of retirement to be consistent with other bargaining units in the county
- County sharing the cost to purchase a load-bearing vest 50/50 for Sergeants who choose to wear one, effective 01/01/22. Replacement costs would be the sole responsibility of the Sergeant going forward.

Attachments:

Resolution

**Resolution Adopting Negotiated Changes To The
2021 – 2022 LELS
Sheriff's Department – Licensed Sergeants Unit**

WHEREAS, the current Collective Bargaining Agreement between the Law Enforcement Labor Services (LELS), Sheriff's Department – Licensed Sergeants Unit expired effective December 31, 2020; and

WHEREAS, the County has recently negotiated a two (2) year labor agreement with LELS; and

WHEREAS, the proposed agreement is reasonable, fiscally prudent and within current budget parameters;

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Board of Commissioners approves the proposed labor agreement effective January 1, 2021 through December 31, 2022 between Steele County and the Law Enforcement Labor Services, Sheriff's Department – Licensed Sergeants Unit.

Dated this 5th day of January, 2021.

STEELE COUNTY
BOARD OF COMMISSIONERS

ATTEST:

Laura Ihrke
Steele County Auditor



Steele County Agenda Item

Subject: Approval of 2021-2022 AFSCME – Courthouse Unit Contract

Department: Human Resources

Committee Meeting Date: Click or tap to enter a date.

Board Meeting Date: January 5, 2021

Consent Agenda: ☐ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommend Approval

Recommendation:

Recommend approval of the 2021/2022 AFSCME – Courthouse Unit Contract

Background (*Including Budget Impact*):

An overall agreement was reached for a new contract with the AFSCME – Courthouse Unit. The contract changes of significance are as follows:

- 2-year contract (2021-2022)
- 2 % COLA in 2021; 2.25% COLA in 2022
- County pays for 2.5% health insurance premium increase in 2021 and then continuation of current health insurance language with the 50/50 cost-sharing between employer and employees for any premium increase/decrease in 2022
- Allow use of one additional day of sick leave (non-consecutive) to total 3 for the death/funeral of a member of their immediate family
- Included language that if a unit member is contacted after hours to deal with a work issue that is not de minimus, they'll be paid a minimum of a ½ hour of overtime.

Attachments:

Resolution

**Resolution Adopting Negotiated Changes To The
2021 – 2022 AFSCME
Courthouse Unit Labor Agreement**

WHEREAS, the current Collective Bargaining Agreement between the American Federation of State, County and Municipal Employees – Courthouse Unit expired effective December 31, 2020; and

WHEREAS, the County has recently negotiated a two (2) year labor agreement with AFSCME; and

WHEREAS, the proposed agreement is reasonable, fiscally prudent and within current budget parameters;

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Board of Commissioners approves the proposed labor agreement effective January 1, 2021 through December 31, 2022 between Steele County and the American Federation of State, County and Municipal Employees AFL-CIO, Council 65, Local 147 – Courthouse Unit.

Dated this 5th day of January, 2021.

STEELE COUNTY
BOARD OF COMMISSIONERS

ATTEST:

Laura Ihrke
Steele County Auditor