



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, February 9, 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.

Agenda

1. Call to Order
2. Pledge of Allegiance

Regional Rail Authority Meeting

3. Approve Agenda
4. Approve Minutes – February 11, 2020 (Pg. 4)
5. Election of Officers for 2021
 - a. Chair – James Brady
 - b. Vice-Chair – John Glynn
 - c. Secretary – Scott Golberg
 - d. Treasurer – Cathy Piepho
6. Old Business
7. New Business
8. Regional Rail Authority Adjourn

Steele County Board of Commissioners Meeting

9. Approve Agenda

Public Comment

Those wishing to speak must state their name and address for the record after they are

acknowledged by the Board Chair. Each person will be limited to two (2) minutes to make his/her remarks.

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

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.*

10. Approve January 26, 2021 Board Minutes (Pg. 5)
11. Approve Bills (Pg. 9)
12. Approve Personnel Report (Pg. 39)
13. Approve revised Depository Resolution updating persons authorized on account (Pg. 40)
14. Approve revised Electronically Transfer Funds Resolution updating authorizations (Pg. 42)
15. Approve additional Dark Fiber at Four Seasons and Detention Center (Pg. 44)
16. Approve Equitable Sharing Agreement and Certification and Authorize the Chair to sign (Pg. 47)
17. Approve Resolution accepting Master Gardner Donation (Pg. 53)
18. Approve Contract Award for Pavement Reclamation Projects on CSAH's 7, 29, & 43 SAPs 74-607-024, 074-629-004, & 074-643-008 (Pg. 54)

General

19. February Anniversaries (Pg. 55)
20. Renewal of CUP #216, Wondra Pit in Section 8 of Blooming Prairie, with 13 Conditions based on the Findings of Fact (Pg. 56)
21. Renew of CUP #218, Wondra Pit in Section 20 of Blooming Prairie, with 14 Conditions based on the Findings of Fact (Pg. 65)
22. Renew of CUP #285, Wondra Pit in Section 17 of Blooming Prairie, with 18 Conditions based on the Findings of Fact (Pg. 74)

Internal Central Services Committee – February 3, 2021

23. Leave of Absence Request for Educational Purposes (Pg. 84)
24. Granicus GovD Communications Cloud (Pg. 86)

Information Items

- 25. November 2020 Financial Reports (Pg. 98)
- 26. Planning Commission Minutes – February 1, 2021 (Pg. 105)
- 27. Board of Adjustment Minutes – February 2, 2021 (Pg. 110)
- 28. Internal Central Services Committee Minutes – February 3, 2021 (Pg. 112)

Commissioner Reports:

Next Meeting Notices:

- Public Safety Committee - February 10th at 8 a.m. in the Boardroom
- Public Works Committee – February 11th at 7:30 a.m., Public Works Facility
- Land Use/Records – February 16th at 8 a.m. in the Boardroom
- Internal Central Services – February 17th at 8 a.m. in the Boardroom
- County Board Meeting – February 23rd 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.

STEELE COUNTY REGIONAL RAILROAD AUTHORITY

Meeting Minutes

February 11, 2020

5:00 p.m.

Present: Commissioners Gnemi, Glynn, Brady, Abbe and Krueger.

Call to Order and Pledge of Allegiance.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve the agenda. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the minutes of February 26, 2019. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to approve the following slate of officers for the Regional Railroad Authority for 2020: Chair-Jim Abbe, Vice Chair- James Brady, Secretary-County Administrator Scott Golberg and Treasurer-County Treasurer Cathy Piepho. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to adjourn the meeting of the Regional Railroad Authority at 5:03 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
SECRETARY

BE IT FURTHER RESOLVED, Steele County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

BE IT FURTHER RESOLVED, Steele County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

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.

- G. Approve Lease Renewal of Farmland Adjacent to the Public Works Facility to Mr. David Janke in the amount of \$303 per acre, for a total of \$5,605.50
- H. Approve Final Payment **Resolution** for Contract No. 201828; SAP 074-618-028 to Midwest Contracting, LLC, in the amount of \$6,371.32
- I. Approve adopting the 2021 Civil Process Fee Schedule
- J. Approve the 2021 Advanced Correctional Healthcare Service Contract Amendment with an increase of 3.5%
- K. Approve the 2021 Summit Food Service Contract Agreement
- L. Approve back-filling of an Appraiser position
- M. Approve back-filling of the 4-H/Youth Development Extension Educator position
- N. Approve Aquatic Invasive Species Prevention Inspection of Water-related Equipment Delegation Agreement

Human Resources Director Julie Johnson read the following Personnel Anniversaries for staff.

Anniversaries:

<i>Name</i>	<i>Position/Dept</i>	<i>Anniv. Date</i>	<i>Yrs Service</i>
Mike Johnson	Emergency Management Director	1/01/21	19
Julie Forbes	Assistant County Attorney II	1/02/21	8
Lyudmila Danilyuk	Custodian – Bldg & Grds.	1/02/21	3
Erin Cahoon	Nurse – Public Health	1/03/21	4
Bruce Holland	Landfill Supervisor	1/05/21	12
Laura Isenor	Asst. County Attorney II	1/05/21	6
Linda Skala	Corporal – Det. Ctr.	1/05/21	6
Alicyn Hinze	Correctional Officer – Det. Ctr.	1/06/21	6
Kaiya Martin	Probation Officer II – Comm. Corr.	1/07/21	2
Madison Tebay (.5FTE)	Office Support Spec. – Extension	1/07/21	1
Stacie Peterson	Correction Officer – Det. Ctr.	1/08/21	3
Jerry Wencil	Maint. Foreperson – Highway	1/10/21	16
Andrew Seifert	Licensed Sergeant – Sheriff's Office	1/12/21	6
Brian Rinehart	Correctional Officer – Det. Ctr.	1/17/21	4
Josh Johnson	Maint. Technician – Highway	1/17/21	3
Brenda Blood	Chief Deputy Auditor – Auditor	1/20/21	23
Nicholas Golbuff	Correctional Officer – Det. Ctr.	1/21/21	5
Dale Oolman	Planning & Zoning Director	1/22/21	20
David Hoffman	Corporal – Det. Ctr.	1/22/21	2
Gabe Kasper	Mechanic – Highway	1/22/21	3
Greg Born	Maint. Technician – Highway	1/22/21	3
Julie Johnson	Human Resources Director	1/23/21	7
Christy Hormann Ayers	Chief Deputy – County Attorney	1/23/21	15
Steve Kasper	Fac. Maint. Worker II – Bldg & Grds.	1/23/21	32
Joyce Hartle	Chief Deputy – Treasurer	1/27/21	21
Steven Gjerald	Correctional Officer – Det. Ctr.	1/13/21	16

Motion by Commission Gnemi, seconded by Commissioner Glynn to approve the Renewal of IUP 2014-02 (Medford Sand & Gravel LLC – Hill Pit) located in Section 16-106-20 of Medford township with 17 conditions per the Planning Commission and approve the Findings of Fact. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to rescind the motion from the 1-5-2021 meeting awarding the publication bid for the 2020 Financial Statement. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Glynn to rescind the previous motion to rescind the motion awarding the publication for the 2020 Financial Statement. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Glynn to rescind the previous motion from the 1-5-2021 meeting awarding 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. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to rescind the motion from the 1-5-2021 meeting awarding the 2nd publication bid for the 2020 Financial Statement to another paper located in the County. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to award the publication for printing of the Commissioner proceedings for 2021, Delinquent Tax List for 2020 and all other legal publications as required to the Steele County Times. Ayes all.

Motion by Commission Abbe, seconded by Commission Krueger to award the bid for publication of the 2020 Financial Statement to the Owatonna People’s Press. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to award the bid for the 2nd publication of the 2020 Financial Statement to another paper located in the County to the Steele County Times. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve payment to JJD Companies in the amount of \$115,436.19 for the 3rd payment for demo work at the Landfill, Cells C & D. Upon the vote being taken, 4 Commissioners voted in favor thereof, Commissioner Brady abstaining.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to rescind the motion to award the contract for SAP 074-598-014 to JJD Companies. Upon the vote being taken, 4 Commissioners voted in favor thereof, Commissioner Brady abstaining.

Motion by Commissioner Abbe, seconded by Commissioner Krueger awarding the contract for SAP 074-598-014 to low bidder JJD Companies in the amount of \$396,956.70 and authorized the Vice Chair to sign the contract. Upon the vote being taken, 4 Commissioners voted in favor thereof, Commission Brady abstaining.

Commissioner Reports:

Commissioner Krueger reported his attendance at South Country Health Alliance Joint Powers and all staff meeting, County Based Purchasing meeting, Board of Adjustment, Work Session, presented at the Senate Health & Human Services committee and a SCHA executive meeting.

Commissioner Abbe reported his attendance at 911 Joint Powers meeting, JD6 meeting, Board of Adjustment, Public Safety meeting, Land Use & Records meeting and a CPT meeting.

Commissioner Gnemi reported his attendance at the Cannon River Watershed meeting, Drug Court meetings, Workforce meeting, SEMCAC, Public Works meeting, SE Joint Powers meeting, Steele County Historical Society, MNPrairie, Work Session and Human Relations Center meetings.

Commissioner Glynn reported his attendance at the Fair Board meeting, JD6 meeting, Public Works meeting, Internal Central Services and Work Session meetings.

Commissioner Brady reported his attendance at MCIT meeting, Planning & Zoning meeting, 911 Dispatch meeting, Berlin Township meeting, SCWD, Land Use & Records Committee meeting, MNPrairie, Internal Central Services meeting, Work Session, Rural Cons. & Development and Human Relations Center meeting.

LISTING OF BILLS
1/26/2021

Aurora Township	21,007.00
Black Forest Ltd	2,108.04
Bolton & Menk Inc	44,560.50
Bureau of Criminal Apprehension	2,185.00
Central Farm Services	15,399.86
Counties Providing Technology	4,191.00
CPS Technology Solutions	4,495.00
CRK Properties LLC	6,562.71
Erickson Engineering Co LLC	3,065.00
Fidlar Technologies Inc	2,858.64
Hillyard - Hutchinson	2,994.73
Honeywell Inc	32,986.30
JJD Companies LLC	115,436.19
JMD Manufacturing Inc	2,452.63
Kronos Incorporated	3,407.88
L & L Street Rods & Sport Trucks	22,601.52

Loken Excavating & Drainage	2,801.47
MCCC MI 33	7,271.66
Minnesota Counties Computer Coop	7,084.62
Minnesota Valley Testing Labs	8,097.15
Mn Dept of Natural Resources	2,350.00
Moore Md/Kellyanna J	3,536.33
Owatonna Groundmasters Inc	5,942.15
Owatonna Motor Company	4,656.15
Owatonna Police Dept	2,374.00
SRF Consulting Group Inc	11,590.95
Steele County Treasurer	193,326.25
Summit Food Services LLC	7,447.28
Thomson Reuters – West	2,208.94
Waste Management Of Wi - Mn	53,036.11
WSB & Associates Inc	6,900.00
128 Payments less than 2000	<u>46,938.15</u>
Final Total:	\$654,073.76

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to go into closed session at 5:40 p.m. under the attorney-client privilege pursuant to Minn. Stat. § 13D.05, subd. 3(b), to discuss the following pending litigation: Coffey, et al. v Sheriff Lon Thiele, Court File Number 20-cv-2237. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to come out of closed session at 6:42 p.m. Ayes all

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to adjourn to the call of the chair at 6:42 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

NGRITZ
2/3/21

1:43PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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2 - Department (Totals by Dept) 2 - Page Break by Dept
3 - Vendor Number
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Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

NGRITZ
2/3/21 1:43PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
301	DEPT			Administration			
	4212 Bussler Publishing Inc						
7	10-301-000-0000-6242		4.76	Official website designation 1	30806	Publishing	N
8	10-301-000-0000-6410		131.00	3 year renewal Steele Cty Time	Renewal	Office Supplies	N
	4212 Bussler Publishing Inc		135.76	2 Transactions			
	61505 Gopher State One-Call						
22	10-301-000-0000-6260		5.40	January locates	1011435	Consultants/Admin Fee	N
	61505 Gopher State One-Call		5.40	1 Transactions			
	37025 Innovative Office Solutions LLC						
23	10-301-000-0000-6410		9.70	Batteries	IN3236572	Office Supplies	N
	37025 Innovative Office Solutions LLC		9.70	1 Transactions			
301	DEPT Total:		150.86	Administration	3 Vendors	4 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
	3738 Arrow Ace Hardware						
1	10-302-000-0000-6534		557.24	Mailboxes and supplies	264843/2	Supplies - Signing	N
	3738 Arrow Ace Hardware		557.24	1 Transactions			
	5010 Loken Excavating & Drainage						
25	10-302-000-0000-6523		2,733.90	Washed sand	130527	Supplies - Road Salt & Sand	N
	5010 Loken Excavating & Drainage		2,733.90	1 Transactions			
	48700 M-R Sign Company, Inc						
26	10-302-000-0000-6529		205.36	Roundabout symbol signs CSAH 1	211071	Co Rd Supplies	N
	48700 M-R Sign Company, Inc		205.36	1 Transactions			
302	DEPT Total:		3,496.50	Road & Bridge Maintenance Expense	3 Vendors	3 Transactions	
303	DEPT			Construction Expense			
	7595 Bolton & Menk Inc						
2	10-303-000-0000-6260		5,609.00	074-639-029 consulting fee	0263475	Consultants/Admin Fee	N
3	10-303-000-0000-6260		5,609.00	074-645-040 consulting fee	0263475	Consultants/Admin Fee	N
	7595 Bolton & Menk Inc		11,218.00	2 Transactions			
	77570 Short Elliott Hendrickson Inc						

Steele County



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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
42 10-303-000-0000-6260		1,133.03	Preliminary consultation	399840	Consultants/Admin Fee N
43 10-303-000-0000-6260		678.66	Preliminary consultation	399842	Consultants/Admin Fee N
77570 Short Elliott Hendrickson Inc		1,811.69	2 Transactions		
303 DEPT Total:		13,029.69	Construction Expense	2 Vendors	4 Transactions
304 DEPT			Equipment Maintenance & Shops		
87765 3D Specialties					
45 10-304-000-0000-6520		216.82	Parts, unit#2194	220432	Machinery/Vehicle Parts N
87765 3D Specialties		216.82	1 Transactions		
7846 Boss Supply Co					
4 10-304-000-0000-6520		57.90	Parts, unit#2171	30451	Machinery/Vehicle Parts N
5 10-304-000-0000-6520		7.59	Parts, unit#2200	30475	Machinery/Vehicle Parts N
6 10-304-000-0000-6520		7.59	Parts, unit#2201	30475	Machinery/Vehicle Parts N
7846 Boss Supply Co		73.08	3 Transactions		
10150 Carquest Auto Parts					
9 10-304-000-0000-6520		153.36	Parts, unit#2125	395949	Machinery/Vehicle Parts N
10 10-304-000-0000-6520		325.38	Parts, unit#2074	396799	Machinery/Vehicle Parts N
11 10-304-000-0000-6520		24.99	Parts, unit#2012	396856	Machinery/Vehicle Parts N
12 10-304-000-0000-6520		30.81	Parts, unit#2130	396886	Machinery/Vehicle Parts N
13 10-304-000-0000-6520		118.10	Parts, unit#2130	397377	Machinery/Vehicle Parts N
14 10-304-000-0000-6520		40.00	Return parts, unit#2074	397453	Machinery/Vehicle Parts N
15 10-304-000-0000-6513		44.49	8 pc hook pick set	397662	Tools N
16 10-304-000-0000-6520		12.45	Parts, unit#2130	397664	Machinery/Vehicle Parts N
17 10-304-000-0000-6520		35.94	Parts, unit#2122	397825	Machinery/Vehicle Parts N
10150 Carquest Auto Parts		705.52	9 Transactions		
11215 Central Farm Services					
18 10-304-000-0000-6511		496.65	Ultra Life Gold Ext 50/50 AF	2609163	Maint Shop Supplies & Materials N
19 10-304-000-0000-6511		436.00	Bulk DEF antifreeze	74760	Maint Shop Supplies & Materials N
11215 Central Farm Services		932.65	2 Transactions		
16480 Crysteel Truck Equipment Inc					
20 10-304-000-0000-6520		475.00	Parts, unit#2130	LP201777	Machinery/Vehicle Parts N
21 10-304-000-0000-6520		489.00	Parts, unit#2130	LP201782	Machinery/Vehicle Parts N
16480 Crysteel Truck Equipment Inc		964.00	2 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
24	524 Kecks Repair Inc		Parts, unit#2131	294963	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	209.52				
	524 Kecks Repair Inc	209.52	1 Transactions			
27	49625 Matejcek Implement Co		Parts, unit#2130	IB16649	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	7.20				
	49625 Matejcek Implement Co	7.20	1 Transactions			
28	50510 McNeilus Steel Inc		Parts, unit#2125	1614414	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	14.49				
	50510 McNeilus Steel Inc	14.49	1 Transactions			
29	51630 Mike's Repair		Parts, unit#2101	090919	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	664.00				
30	10-304-000-0000-6520	1,600.00	Parts, unit#2063	090976	Machinery/Vehicle Parts	Y
31	10-304-000-0000-6252	36.50	Custom labor, unit#2170	091042	Contracted Services	N
	51630 Mike's Repair	2,300.50	3 Transactions			
32	58850 Northland Farm Systems		Parts, unit#9998	Inv30769	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	72.90				
33	10-304-000-0000-6520	4.13	Parts, unit#9998	Inv31164	Machinery/Vehicle Parts	N
	58850 Northland Farm Systems	77.03	2 Transactions			
34	4097 Nuss Truck & Equipment		Parts, unit#2130	1200207P	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	89.69				
35	10-304-000-0000-6520	34.05	Parts, unit#2130	1200246P	Machinery/Vehicle Parts	N
36	10-304-000-0000-6520	179.38	Parts, unit#2131	1200260P	Machinery/Vehicle Parts	N
37	10-304-000-0000-6520	219.66	Parts, unit#2140	2211400P	Machinery/Vehicle Parts	N
38	10-304-000-0000-6520	141.04	Parts, unit#2170	2211400P	Machinery/Vehicle Parts	N
39	10-304-000-0000-6520	12.93-	Return parts, unit#2170	CM1199829P	Machinery/Vehicle Parts	N
40	10-304-000-0000-6520	51.72-	Return parts, unit#2170	CM1199829P	Machinery/Vehicle Parts	N
	4097 Nuss Truck & Equipment	599.17	7 Transactions			
41	3743 RDO Equipment Co, Inc.		Parts, unit#9903	P9412204	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	2,807.60				
	3743 RDO Equipment Co, Inc.	2,807.60	1 Transactions			
44	86520 Terminal Supply Company		Shop inventory	97340-00	Maint Shop Supplies & Materials	N
	10-304-000-0000-6511	503.73				

NGRITZ
2/3/21 1:43PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
86520	Terminal Supply Company		503.73	1 Transactions			
7787	Tri-State Bobcat						
46	10-304-000-0000-6520		534.71	Parts, unit#2125	P49543	Machinery/Vehicle Parts	N
7787	Tri-State Bobcat		534.71	1 Transactions			
99250	Zep Sales & Service						
47	10-304-000-0000-6511		101.04	Shop supplies	9005873381	Maint Shop Supplies & Materials	N
99250	Zep Sales & Service		101.04	1 Transactions			
99500	Ziegler,Inc						
48	10-304-000-0000-6520		338.15	Parts, unit#2190	c240150654	Machinery/Vehicle Parts	N
99500	Ziegler,Inc		338.15	1 Transactions			
304	DEPT Total:		10,385.21	Equipment Maintenance & Shops	16 Vendors	37 Transactions	
10	Fund Total:		27,062.26	Road & Bridge Fund		48 Transactions	
	Final Total:		27,062.26	24 Vendors	48 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	27,062.26	Road & Bridge Fund	
	All Funds	27,062.26	Total	Approved by, ...
				
				

NGRITZ

2/3/21

1:41PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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2 - Department (Totals by Dept) 2 - Page Break by Dept
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

NGRITZ
2/3/21 1:41PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt		Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
304	DEPT				Equipment Maintenance & Shops			
56125	NAPA Auto Parts							
1	10-304-000-0000-6520	AP	1	22.81	Parts, unit#2146	876190	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts			22.81	1 Transactions			
304	DEPT Total:			22.81	Equipment Maintenance & Shops	1 Vendors	1 Transactions	
10	Fund Total:			22.81	Road & Bridge Fund		1 Transactions	
	Final Total:			22.81	1 Vendors	1 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	22.81	Road & Bridge Fund	
	All Funds	22.81	Total	Approved by, ...
				
				

NGRITZ
2/4/21

9:51AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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2 - Department (Totals by Dept) 2 - Page Break by Dept
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

NGRITZ
2/4/21 9:51AM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	Vendor Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT				County Wide			
4	5763 Barna Guzy & Steffen Ltd	AP	1	156.00	Overpayment issue/New Union	226101	Personnel Policy	Y
	5763 Barna Guzy & Steffen Ltd			156.00	1 Transactions			
99	4212 Bussler Publishing Inc			28.56	2021 Budge Summary	30816	Publishing	N
	4212 Bussler Publishing Inc			28.56	1 Transactions			
	8948 Townsquare Media Faribault							
111	01-003-565-0000-6801			208.00	ERG Grant Ad - KRFO	2311802	General Expense - COVID 19	Y
112	01-003-565-0000-6801			46.00	ERG Grant Ads - KRFO Stream	2311802	General Expense - COVID 19	Y
113	01-003-565-0000-6801			34.00	ERG Grant Ads - KQCL Stream	2311802	General Expense - COVID 19	Y
114	01-003-565-0000-6801			50.51	ERG Grant Ads - KQCL	2311802	General Expense - COVID 19	Y
115	01-003-565-0000-6801			166.00	ERG Grant Ads - Digital	2311802	General Expense - COVID 19	Y
	8948 Townsquare Media Faribault			504.51	5 Transactions			
3	DEPT Total:			689.07	County Wide	3 Vendors	7 Transactions	
13	DEPT				Law Library			
30	8068 Matthew Bender & Co Inc	AP	1	225.10	Dunnell MN Digest 2020	22380817	Books	N
	8068 Matthew Bender & Co Inc			225.10	1 Transactions			
13	DEPT Total:			225.10	Law Library	1 Vendors	1 Transactions	
31	DEPT				County Administrator			
56	6032 APG Media of Southern Minnesota LLC	AP	1	5.56	Notice of Public Hearing	12944-1220	Publishing	N
	6032 APG Media of Southern Minnesota LLC			5.56	1 Transactions			
40	4879 Shred Right			5.00	Shredding service	543831	General Expense	Y
	4879 Shred Right			5.00	1 Transactions			
31	DEPT Total:			10.56	County Administrator	2 Vendors	2 Transactions	

32 DEPT Human Resources

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	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
41	4879 Shred Right						
	01-032-000-0000-6801		5.00	Shredding service	543831	General Expense	Y
	4879 Shred Right		5.00	1 Transactions			
98	8338 Verified First LLC						
	01-032-000-0000-6260		34.50	BKG check - Jodi in PHN	000293104	Background Checks	Y
	8338 Verified First LLC		34.50	1 Transactions			
32	DEPT Total:		39.50	Human Resources	2 Vendors	2 Transactions	
41	DEPT			Auditor			
	33175 HP Inc						
12	01-041-000-0000-6410		140.00	Monitor - Auditor - K Winter	901121884	Office Supplies	N
	33175 HP Inc		140.00	1 Transactions			
	37025 Innovative Office Solutions LLC						
15	01-041-000-0000-6410		36.20	Copy paper - 1 case	3236628	Office Supplies	N
14	01-041-000-0000-6410		45.37	Toner - Reciept printer	3238017	Office Supplies	N
	37025 Innovative Office Solutions LLC		81.57	2 Transactions			
	50117 Marco Technologies LLC						
21	01-041-000-0000-6410		96.53	Printer charges - Auditor	8352417	Office Supplies	N
	50117 Marco Technologies LLC		96.53	1 Transactions			
41	DEPT Total:		318.10	Auditor	3 Vendors	4 Transactions	
42	DEPT			Treasurer			
	37025 Innovative Office Solutions LLC						
16	01-042-000-0000-6410		36.20	Copy paper - 1 case	3236628	Office Supplies	N
	37025 Innovative Office Solutions LLC		36.20	1 Transactions			
	50117 Marco Technologies LLC						
28	01-042-000-0000-6410		2.46	Printer charges - Treasurer	8352417	Office Supplies	N
	50117 Marco Technologies LLC		2.46	1 Transactions			
42	DEPT Total:		38.66	Treasurer	2 Vendors	2 Transactions	
61	DEPT			Information Technology			

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	Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	4319	Association Of Mn Counties							
		01-061-000-0000-6261			2,298.00	MNCILA Membership dues-2021	MNCITLA2021	Conference & Training	N
	4319	Association Of Mn Counties			2,298.00	1 Transactions			
73	83500	Steele County Highway Dept							
		01-061-000-0000-6540	AP	1	14.78	Fuel - December	1713	Gas & Oil	N
	83500	Steele County Highway Dept			14.78	1 Transactions			
61	DEPT Total:				2,312.78	Information Technology	2 Vendors	2 Transactions	
62	DEPT					Central Services			
	16282	Crosstown Cartage Inc							
58		01-062-000-0000-6801			297.00	Scheduled service	Wk end 1/22/21	General Expense	N
59		01-062-000-0000-6802			110.00	Parcel post	Wk end 1/22/21	Internal Chargeback	N
	16282	Crosstown Cartage Inc			407.00	2 Transactions			
	8859	Quadient Leasing USA Inc							
109		01-062-000-0000-6215			886.41	Coverage 2/28-5/21	N8699146	Postage	N
	8859	Quadient Leasing USA Inc			886.41	1 Transactions			
62	DEPT Total:				1,293.41	Central Services	2 Vendors	3 Transactions	
91	DEPT					County Attorney			
	97402	Xerox Corporation							
78		01-091-000-0000-6410			200.36	Charges - Nov/Dec	012262639	Office Supplies	N
	97402	Xerox Corporation			200.36	1 Transactions			
91	DEPT Total:				200.36	County Attorney	1 Vendors	1 Transactions	
101	DEPT					County Recorder			
	5925	Government Forms and Supplies							
10		01-101-000-0000-6410			125.00	MN Document security paper	0325668	Office Supplies	N
11		01-101-000-0000-6410			9.53	Freight	0325668	Office Supplies	N
	5925	Government Forms and Supplies			134.53	2 Transactions			
	37025	Innovative Office Solutions LLC							
18		01-101-000-0000-6410			4.52	Paper - colored 1 ream	3235672	Office Supplies	N
19		01-101-000-0000-6410			2.76	Replacement lead 7mm	3235672	Office Supplies	N

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	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	37025 Innovative Office Solutions LLC		7.28	2 Transactions			
27	50117 Marco Technologies LLC						
	01-101-000-0000-6401		201.62	Printer charges - Recorder	8352417	Copies	N
	50117 Marco Technologies LLC		201.62	1 Transactions			
32	8910 No Wait Inside LLC						
	01-101-000-0000-6410		70.40	Lobby scheduling software	1373	Office Supplies	N
	8910 No Wait Inside LLC		70.40	1 Transactions			
36	1237 Pakor Inc						
	01-101-000-0000-6410		328.12	Passport Meadia/Photo holders	0576077	Office Supplies	N
	1237 Pakor Inc		328.12	1 Transactions			
101	DEPT Total:		741.95	County Recorder	5 Vendors	7 Transactions	
103	DEPT			Assessor			
80	37025 Innovative Office Solutions LLC						
	01-103-000-0000-6410		94.22	Paper/Hitelighter/Batteries	3246529	Office Supplies	N
	37025 Innovative Office Solutions LLC		94.22	1 Transactions			
31	8975 Minnesota Counties Computer Coop						
	01-103-000-0000-6261		180.00	Legal description training	2101381	Conference & Training	N
	8975 Minnesota Counties Computer Coop		180.00	1 Transactions			
92	83500 Steele County Highway Dept	AP 1					
	01-103-000-0000-6540		51.51	Fuel - December	1711	Gas & Oil	N
	83500 Steele County Highway Dept		51.51	1 Transactions			
95	84035 Tri-M Graphics						
	01-103-000-0000-6410		364.06	#10 Reg envelopes - 1500	94290	Office Supplies	N
96	01-103-000-0000-6410		207.95	#9 Reg envelopes - 1500	94291	Office Supplies	N
	84035 Tri-M Graphics		572.01	2 Transactions			
103	DEPT Total:		897.74	Assessor	4 Vendors	5 Transactions	
104	DEPT			GIS			
	22567 ESRI Inc						

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Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
102	22567	01-104-000-0000-6301			38,500.00	Agreement fee-GIS software	93975812	Equip/Software Maint	N
		ESRI Inc			38,500.00	1 Transactions			
104	DEPT Total:				38,500.00	GIS	1 Vendors	1 Transactions	
121	DEPT					Veteran Service			
	14420	Culligan Inc							
173	14420	01-121-000-0000-6301			15.00	Water - January	15391516	Repairs/Maintenance	N
		Culligan Inc			15.00	1 Transactions			
	50117	Marco Technologies LLC							
29	50117	01-121-000-0000-6410			25.42	Printer charges - Veteran	8352417	Office Supplies	N
		Marco Technologies LLC			25.42	1 Transactions			
	83500	Steele County Highway Dept							
43	83500	01-121-000-0000-6540	AP	1	118.77	Fuel - December	1708	Gas & Oil	N
		Steele County Highway Dept			118.77	1 Transactions			
121	DEPT Total:				159.19	Veteran Service	3 Vendors	3 Transactions	
201	DEPT					Sheriff			
	5205	ANCOM COMMUNICATIONS INC							
79	5205	01-201-000-0000-6211			1,923.60	26th site-Install new cable	99609	Radio-Computers-Cameras	N
		ANCOM COMMUNICATIONS INC			1,923.60	1 Transactions			
	832	Applied Concepts Inc							
2	832	01-201-000-0000-6480			2,966.00	New squad equipment - #7408	377918	Non-Capitalized Inventory	N
		Applied Concepts Inc			2,966.00	1 Transactions			
	33175	HP Inc							
174	33175	01-201-000-0000-6480			140.00	Monitor - LEC	9011237384	Non-Capitalized Inventory	N
		HP Inc			140.00	1 Transactions			
	5895	Kiesler's Police Supply Inc							
81	5895	01-201-000-0000-6285			5,000.62	11 Cases - Ammo	156011	Firearms/Ammo Training	N
		Kiesler's Police Supply Inc			5,000.62	1 Transactions			
	4877	L & L Street Rods & Sport Trucks							

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No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
82	01-201-000-0000-6480			137.00	Shipping cost for parts - 7408	3114	Non-Capitalized Inventory	N
83	01-201-000-0000-6480			137.00	Shipping cost for parts - 7416	3114	Non-Capitalized Inventory	N
84	01-201-000-0000-6480			137.00	Shipping cost for parts - 7424	3114	Non-Capitalized Inventory	N
4877	L & L Street Rods & Sport Trucks			411.00	3 Transactions			
50117	Marco Technologies LLC							
25	01-201-000-0000-6381			327.23	Printer charges - LEC	8352417	Cpu Usage & Network Support	N
50117	Marco Technologies LLC			327.23	1 Transactions			
56125	NAPA Auto Parts							
86	01-201-000-0000-6562			10.37	EOC Trailer-Oil & Funnel	880746	Gas & Oil Squads	N
56125	NAPA Auto Parts			10.37	1 Transactions			
18450	Office of MN IT Services							
33	01-201-000-0000-6210	AP	1	159.17	Sheriff telecom - December	W20120550	Telephone	N
18450	Office of MN IT Services			159.17	1 Transactions			
8432	Prime Garage Doors & More LLC							
88	01-201-000-0000-6801	AP	1	110.00	Install spring - Door 2	5033	Misc Expense	N
8432	Prime Garage Doors & More LLC			110.00	1 Transactions			
9010	SEMNRB							
90	01-201-000-0000-6241			1,500.00	2021 Annual Membership Dues	01212021	Membership Dues	N
9010	SEMNRB			1,500.00	1 Transactions			
83500	Steele County Highway Dept							
93	01-201-000-0000-6562	AP	1	3,643.18	Fuel - December	1710	Gas & Oil Squads	N
83500	Steele County Highway Dept			3,643.18	1 Transactions			
85001	Steele-Waseca Coop Electric							
44	01-201-000-0000-6345	AP	1	42.57	Somerset utilities - December	76720	Somerset Tower	N
85001	Steele-Waseca Coop Electric			42.57	1 Transactions			
85300	Streichers Inc							
46	01-201-000-0000-6408			179.98	Duty shirts - 2 - Borash	11476741	Uniforms/Uniform Reimbursement	N
47	01-201-000-0000-6408			319.96	Duty shirts - 4 - Borash	11476741	Uniforms/Uniform Reimbursement	N
48	01-201-000-0000-6408			49.99	Duty shirts - Trousers	11476741	Uniforms/Uniform Reimbursement	N
49	01-201-000-0000-6408			139.98	Duty shirts - 2 -CargoTrousers	11476741	Uniforms/Uniform Reimbursement	N
50	01-201-000-0000-6408			44.99	Duty shirts - Mock shirt	11476741	Uniforms/Uniform Reimbursement	N

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51	01-201-000-0000-6408		15.98	Masks - 2	11476830	Uniforms/Uniform Reimbursement	N
45	01-201-000-0000-6408		99.95	Deputy badges - 5	11476949	Uniforms/Uniform Reimbursement	N
85300	Strechers Inc		850.83	7 Transactions			
85950	Sweet Towing & Repair, Inc.						
94	01-201-000-0000-6806		275.00	SC21-000071-Towed vehicle	68056	Vehicle Towing	N
85950	Sweet Towing & Repair, Inc.		275.00	1 Transactions			
84035	Tri-M Graphics						
97	01-201-000-0000-6410		71.98	Borash-Business cards-500	94253	Office Supplies	N
84035	Tri-M Graphics		71.98	1 Transactions			
201	DEPT Total:		17,431.55	Sheriff	15 Vendors	23 Transactions	
251	DEPT			Jail			
4346	Advanced Correctional Healthcare Inc						
169	01-251-000-0000-6270	AP 1	1,721.42	Reconciliation ADP	103431	Medical Services	Y
170	01-251-000-0000-6432	AP 1	72.74	Dodge Co Pharmacy	103514	Medical Payments	Y
168	01-251-000-0000-6269		1,557.37	On site Mental Health services	103692	Site Mental Health Services	Y
167	01-251-000-0000-6270		7,632.34	On site medical services	103692	Medical Services	Y
4346	Advanced Correctional Healthcare Inc		7,541.03	4 Transactions			
7798	Anchor Paper Company						
171	01-251-000-0000-6560		962.20	Toilet tissue/Paper towels	10644553	Janitorial Supplies	N
7798	Anchor Paper Company		962.20	1 Transactions			
5205	ANCOM COMMUNICATIONS INC						
1	01-251-000-0000-6211	AP 1	606.00	Service radios/replace batteri	99494	Radio - Computers - Cameras	N
5205	ANCOM COMMUNICATIONS INC		606.00	1 Transactions			
5750	Bob Barker Company Inc						
5	01-251-000-0000-6418		233.55	Inmate hygiene/Tshirts/Boxers	WEB000702872	Lock-Up Supplies	N
57	01-251-000-0000-6418		56.70	Inmate socks	WEB000703388	Lock-Up Supplies	N
5750	Bob Barker Company Inc		290.25	2 Transactions			
2204	Bureau Of Criminal Apprehension						
6	01-251-000-0000-6304	DTG 2	1,500.00	CJIS connections 3 - Lines	638927	Contract Serv./Bldg Maint	N
2204	Bureau Of Criminal Apprehension		1,500.00	1 Transactions			

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Vendor	Name	Rpt			Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
37025	Innovative Office Solutions LLC							
13	01-251-000-0000-6410			196.43	Copy paper	3231502	Office Supplies	N
61	01-251-000-0000-6410			33.39	Envelopes/Folders	3238249	Office Supplies	N
37025	Innovative Office Solutions LLC			229.82	2 Transactions			
50117	Marco Technologies LLC							
23	01-251-000-0000-6410			387.37	Printer charges - Det Ctr	8352417	Office Supplies	N
50117	Marco Technologies LLC			387.37	1 Transactions			
18450	Office of MN IT Services							
35	01-251-000-0000-6410	AP	1	88.22	Jail telecom - December	W20120550	Office Supplies	N
18450	Office of MN IT Services			88.22	1 Transactions			
4879	Shred Right							
37	01-251-000-0000-6304			20.00	Shredding service	543614	Contract Serv./Bldg Maint	Y
4879	Shred Right			20.00	1 Transactions			
83500	Steele County Highway Dept							
72	01-251-000-0000-6562	AP	1	160.22	Fuel - December	1715	Gas & Oil	N
83500	Steele County Highway Dept			160.22	1 Transactions			
85167	Stewart Sanitation							
175	01-251-000-0000-6254			257.81	Garbage service - February	638837	Garbage Disposal	N
85167	Stewart Sanitation			257.81	1 Transactions			
8247	Summit Food Services LLC							
52	01-251-000-0000-6441			3,860.50	Inmate meals 1/2-8/2021	2000101213	Prisoner Meals	N
53	01-251-000-0000-6441			3,873.83	Inmate meals 1/9-15/2021	2000101880	Prisoner Meals	N
77	01-251-000-0000-6441			3,967.11	Inmate meals 1/16-22/2021	2000102150	Prisoner Meals	N
176	01-251-000-0000-6441			3,866.55	Inmate meals 1/23-29/2021	2000102719	Prisoner Meals	N
8247	Summit Food Services LLC			15,567.99	4 Transactions			
618	Turnkey Corrections							
55	01-251-000-0000-6418	AP	1	79.86	Indigent supplies	10014726	Lock-Up Supplies	N
54	01-251-000-0000-6418			315.00	Inmate CUPS - 100	19538	Lock-Up Supplies	N
618	Turnkey Corrections			394.86	2 Transactions			
251	DEPT Total:			28,005.77	Jail	13 Vendors	22 Transactions	

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	Vendor Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
252	DEPT				Community Corrections			
	2004	Fox Valley Technical College						
60		01-252-775-0000-6261		195.00	Current drug trends	700283986	Conference & Training - CCA Subsidy	Y
	2004	Fox Valley Technical College		195.00	1 Transactions			
	50117	Marco Technologies LLC						
22		01-252-000-0000-6381		6.26	Printer charges - Comm Correc	8352417	Cpu Usage	N
	50117	Marco Technologies LLC		6.26	1 Transactions			
	4879	Shred Right						
42		01-252-000-0000-6410		10.00	Shredding service	543855	Office Supplies	Y
	4879	Shred Right		10.00	1 Transactions			
	83500	Steele County Highway Dept						
91		01-252-000-0000-6540	AP 1	24.14	Fuel - December	1714	Gas & Oil	N
	83500	Steele County Highway Dept		24.14	1 Transactions			
252	DEPT Total:			235.40	Community Corrections	4 Vendors	4 Transactions	
253	DEPT				Law Enforcement Center			
	16860	Custom Communications Inc						
7		01-253-000-0000-6304		60.87	Connect monitoring Feb- Apr	478043	Contract Services/Bldg Mtce	N
8		01-253-000-0000-6304		62.43	Fire alarm monitoring Feb-Apr	478043	Contract Services/Bldg Mtce	N
	16860	Custom Communications Inc		123.30	2 Transactions			
	50117	Marco Technologies LLC						
26		01-253-000-0000-6304		184.39	Printer charges - LEC Jt	8352417	Contract Services/Bldg Mtce	N
	50117	Marco Technologies LLC		184.39	1 Transactions			
	7771	MN Dept of Labor & Industry						
85		01-253-000-0000-6304		100.00	ELV1003566 Elevator annual OP	ALR0115868X	Contract Services/Bldg Mtce	N
	7771	MN Dept of Labor & Industry		100.00	1 Transactions			
	18450	Office of MN IT Services						
34		01-253-000-0000-6211	AP 1	75.64	LEC Telecom - December	W20120550	Radio And Telephone	N
	18450	Office of MN IT Services		75.64	1 Transactions			
	65100	Paape Companies Inc						
87		01-253-000-0000-6300		442.60	RTU-2 Zones overheating	101397	Bldg Repairs & Maintenance	Y

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Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	1099
65100	Paape Companies Inc				442.60						
	4879	Shred Right									
39		01-253-000-0000-6254			60.00	Shredding service		543856		Garbage Disposal	Y
	4879	Shred Right			60.00		1 Transactions				
253	DEPT Total:				985.93	Law Enforcement Center		6 Vendors		7 Transactions	
391	DEPT					Environmental Services					
	73118	Rice County Solid Waste Dept									
89		01-391-000-0000-6550	AP	1	2,310.00	Haz Waste fees drop offs-2020		1-28-2021		Household Hazardous Waste	N
	73118	Rice County Solid Waste Dept			2,310.00		1 Transactions				
	85001	Steele-Waseca Coop Electric									
76		01-391-000-0000-6550			68.27	Haz		22772		Household Hazardous Waste	N
	85001	Steele-Waseca Coop Electric			68.27		1 Transactions				
391	DEPT Total:				2,378.27	Environmental Services		2 Vendors		2 Transactions	
481	DEPT					Public Health Nursing					
	115	Aaseth/Amber									
116		01-481-460-6009-6331			42.00	Mileage - January				Mileage Reimbursement	N
117		01-481-465-6057-6331			3.36	Mileage - January				Mileage Reimbursement	N
	115	Aaseth/Amber			45.36		2 Transactions				
	3282	Aaseth/Nijole									
118		01-481-460-6009-6331			21.84	Mileage - January				Mileage Reimbursement	N
	3282	Aaseth/Nijole			21.84		1 Transactions				
	8204	Adams/Penny									
119		01-481-460-6009-6331			19.60	Mileage - January				Mileage Reimbursement	N
	8204	Adams/Penny			19.60		1 Transactions				
	2574	Archambault/Kristi									
120		01-481-460-6009-6331			84.56	Mileage - January				Mileage Reimbursement	N
	2574	Archambault/Kristi			84.56		1 Transactions				
	8205	Avery/Jamie									

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1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
121	01-481-460-6009-6331	47.04	Mileage - January		Mileage Reimbursement	N
8205	Avery/Jamie	47.04	1 Transactions			
7	Bartsch/Christine					
122	01-481-460-6009-6331	68.88	Mileage - January		Mileage Reimbursement	N
7	Bartsch/Christine	68.88	1 Transactions			
8486	Baumgartner/Ann					
123	01-481-460-6009-6331	12.32	Mileage - January		Mileage Reimbursement	N
8486	Baumgartner/Ann	12.32	1 Transactions			
6027	Bettin/Linda					
124	01-481-460-6009-6331	8.58	Lunch & Garbage bags		Mileage Reimbursement	N
6027	Bettin/Linda	8.58	1 Transactions			
8440	Braaten/Beverly A					
125	01-481-460-6009-6331	11.20	Mileage - January		Mileage Reimbursement	N
8440	Braaten/Beverly A	11.20	1 Transactions			
7933	Caron/Amy					
127	01-481-464-6061-6331	39.20	COVID-Mileage essentials		Mileage Reimbursement	N
126	01-481-465-6057-6331	120.96	Mileage - January		Mileage Reimbursement	N
7933	Caron/Amy	160.16	2 Transactions			
12590	Christenson/Yukari					
128	01-481-460-6009-6331	44.80	Mileage - January		Mileage Reimbursement	N
12590	Christenson/Yukari	44.80	1 Transactions			
8789	Dahle/Teya F					
100	01-481-461-6034-6261	75.00	Reflective Consultation	1229	Conference & Training	Y
101	01-481-461-6059-6261	75.00	Reflective Consultation	1229	Conference & Training	Y
8789	Dahle/Teya F	150.00	2 Transactions			
1335	Dodge County Public Health					
9	01-481-465-6057-6383	5,500.00	CHB Accounting Service - 2021		Contract Services	N
1335	Dodge County Public Health	5,500.00	1 Transactions			
8076	Fast/Heather					
129	01-481-460-6009-6331	29.12	Mileage - January		Mileage Reimbursement	N

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8076	Fast/Heather		29.12	1 Transactions		
8735	Flemming/Julie					
130	01-481-460-6009-6331		1.12	Mileage - January	Mileage Reimbursement	N
131	01-481-460-6009-6331	AP 1	5.19	Mileage Oct-Nov-Dec	Mileage Reimbursement	N
8735	Flemming/Julie		6.31	2 Transactions		
5987	Hoffmann/Christine A					
132	01-481-464-6061-6331		6.72	COVID - Mileage - January	Mileage Reimbursement	N
5987	Hoffmann/Christine A		6.72	1 Transactions		
5109	Houck Transit Advertising					
104	01-481-460-6011-6243		900.00	Bus Advertisting Transit Media	96565-96566	Advertising,Marketing & Promotional N
5109	Houck Transit Advertising		900.00	1 Transactions		
37025	Innovative Office Solutions LLC					
17	01-481-460-6009-6410		20.81	Office Supplies	3229955	Office Supplies N
17	01-481-460-6011-6410		1.20	Office Supplies	3229955	Office Supplies N
17	01-481-461-6025-6410		2.00	Office Supplies	3229955	Office Supplies N
17	01-481-461-6030-6410		1.20	Office Supplies	3229955	Office Supplies N
17	01-481-461-6032-6410		1.20	Office Supplies	3229955	Office Supplies N
17	01-481-461-6034-6410		0.80	Office Supplies	3229955	Office Supplies N
17	01-481-461-6040-6410		3.60	Office Supplies	3229955	Office Supplies N
17	01-481-461-6059-6410		1.20	Office Supplies	3229955	Office Supplies N
17	01-481-462-6047-6410		1.20	Office Supplies	3229955	Office Supplies N
17	01-481-464-6052-6410		0.40	Office Supplies	3229955	Office Supplies N
17	01-481-465-6057-6410		6.40	Office Supplies	3229955	Office Supplies N
37025	Innovative Office Solutions LLC		40.01	11 Transactions		
3256	Kofstad/Melissa					
133	01-481-460-6009-6331		31.36	Mileage - January	Mileage Reimbursement	N
3256	Kofstad/Melissa		31.36	1 Transactions		
2284	Korogi/Janet					
135	01-481-460-6009-6331	AP 1	3.48	Mileage - May 2020	Mileage Reimbursement	N
134	01-481-464-6061-6331		4.48	COVID - Mileage - January	Mileage Reimbursement	N
2284	Korogi/Janet		7.96	2 Transactions		
50117	Marco Technologies LLC					

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
20	01-481-460-6009-6410		Printer charges - PHN	8352417	Office Supplies	N
20	01-481-460-6011-6410		Printer charges - PHN	8352417	Office Supplies	N
20	01-481-461-6025-6410		Printer charges - PHN	8352417	Office Supplies	N
20	01-481-461-6030-6410		Printer charges - PHN	8352417	Office Supplies	N
20	01-481-461-6032-6410		Printer charges - PHN	8352417	Office Supplies	N
20	01-481-461-6034-6410		Printer charges - PHN	8352417	Office Supplies	N
20	01-481-461-6040-6410		Printer charges - PHN	8352417	Office Supplies	N
20	01-481-461-6059-6410		Printer charges - PHN	8352417	Office Supplies	N
20	01-481-462-6047-6410		Printer charges - PHN	8352417	Office Supplies	N
20	01-481-464-6052-6410		Printer charges - PHN	8352417	Office Supplies	N
20	01-481-465-6057-6410		Printer charges - PHN	8352417	Office Supplies	N
50117	Marco Technologies LLC	29.24		11 Transactions		
5754	McMann/Katy					
136	01-481-460-6009-6331	223.44	Mileage - January		Mileage Reimbursement	N
5754	McMann/Katy	223.44		1 Transactions		
8341	Mead/Kathleen					
137	01-481-460-6009-6331	17.92	Mileage - January		Mileage Reimbursement	N
8341	Mead/Kathleen	17.92		1 Transactions		
182	Medline Industries Inc					
107	01-481-460-6009-6434	155.80	Medical supplies	1939016974	Medical Supplies	N
106	01-481-464-6061-6464	63.03	COVID-Gauze & Bandages	1939016974	General Supplies & Outreach	N
182	Medline Industries Inc	218.83		2 Transactions		
52975	Minnesota Valley Testing Labs					
108	01-481-463-6049-6322	37.80	Lab water testing	1072052	Well Water Service Agreements	N
52975	Minnesota Valley Testing Labs	37.80		1 Transactions		
7848	Nelson/Connie					
138	01-481-460-6009-6331	30.80	Mileage - January		Mileage Reimbursement	N
7848	Nelson/Connie	30.80		1 Transactions		
2587	Piepho/Nancy J					
139	01-481-461-6034-6331	104.27	Mileage - January		Mileage Reimbursement	N
140	01-481-461-6059-6331	8.96	Mileage - January		Mileage Reimbursement	N
2587	Piepho/Nancy J	113.23		2 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
5252	Probst/Angie							
141	01-481-460-6009-6331			72.24	Mileage - January		Mileage Reimbursement	N
5252	Probst/Angie			72.24	1 Transactions			
8889	Rau/Terri							
142	01-481-461-6025-6331			3.36	Mileage - January		Mileage Reimbursement	N
144	01-481-461-6025-6331	AP	1	2.30	Mileage - December		Mileage Reimbursement	N
143	01-481-461-6059-6331			20.72	Mileage - January		Mileage Reimbursement	N
8889	Rau/Terri			26.38	3 Transactions			
8237	Schroeder/Sue							
145	01-481-460-6009-6331			14.00	Mileage - January		Mileage Reimbursement	N
8237	Schroeder/Sue			14.00	1 Transactions			
4879	Shred Right							
38	01-481-460-6009-6322	AP	1	5.10	Shredding service	542451	Service Agreements	Y
38	01-481-460-6011-6322	AP	1	0.40	Shredding service	542451	Service Agreements	Y
38	01-481-461-6025-6322	AP	1	0.60	Shredding service	542451	Service Agreements	Y
38	01-481-461-6030-6322	AP	1	0.30	Shredding service	542451	Service Agreements	Y
38	01-481-461-6032-6322	AP	1	0.30	Shredding service	542451	Service Agreements	Y
38	01-481-461-6034-6322	AP	1	0.20	Shredding service	542451	Service Agreements	Y
38	01-481-461-6040-6322	AP	1	0.90	Shredding service	542451	Service Agreements	Y
38	01-481-461-6059-6322	AP	1	0.30	Shredding service	542451	Service Agreements	Y
38	01-481-462-6047-6322	AP	1	0.30	Shredding service	542451	Service Agreements	Y
38	01-481-464-6052-6322	AP	1	0.10	Shredding service	542451	Service Agreements	Y
38	01-481-465-6057-6322	AP	1	1.50	Shredding service	542451	Service Agreements	Y
4879	Shred Right			10.00	11 Transactions			
83500	Steele County Highway Dept							
110	01-481-465-6057-6540	AP	1	13.17	Fuel - December	1713	Gas & Oil	N
83500	Steele County Highway Dept			13.17	1 Transactions			
8810	Stricklin/Katie							
146	01-481-460-6009-6331			21.28	Mileage - January		Mileage Reimbursement	N
8810	Stricklin/Katie			21.28	1 Transactions			
8907	Tappe/Jane							
147	01-481-460-6009-6331			59.36	Mileage - January		Mileage Reimbursement	N

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1 General Revenue Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8907 Tappe/Jane		59.36	1 Transactions		
74928 Waypa/Lisa A					
148 01-481-464-6061-6331		8.96	COVID - Mileage - January		Mileage Reimbursement N
74928 Waypa/Lisa A		8.96	1 Transactions		
4100 Wencil/Dianne Marie					
149 01-481-460-6009-6331		12.32	Mileage - January		Mileage Reimbursement N
4100 Wencil/Dianne Marie		12.32	1 Transactions		
481 DEPT Total:		8,104.79	Public Health Nursing	36 Vendors	75 Transactions
521 DEPT			Park And Recreation		
26699 Four Seasons Centre					
103 01-521-000-0000-6831		350.00	Open Ice - January	3956-1	Ice Rental Pymts N
26699 Four Seasons Centre		350.00	1 Transactions		
58850 Northland Farm Systems					
66 01-521-000-0000-6410		41.08	Skidloader antenna	31032	Operating Supplies/Truck Repairs N
58850 Northland Farm Systems		41.08	1 Transactions		
83500 Steele County Highway Dept					
74 01-521-000-0000-6540	AP 1	18.65	Fuel - December	1707	Gas & Oil N
83500 Steele County Highway Dept		18.65	1 Transactions		
85001 Steele-Waseca Coop Electric					
75 01-521-000-0000-6823		9.83	Utilities - January	27829	Beaver Lake N
85001 Steele-Waseca Coop Electric		9.83	1 Transactions		
521 DEPT Total:		419.56	Park And Recreation	4 Vendors	4 Transactions
550 DEPT			Four Seasons		
37025 Innovative Office Solutions LLC					
62 01-550-000-0000-6410	AP 1	89.09	Chair runner/Note pads	3177216	Operating Supplies - Contracts N
63 01-550-000-0000-6410	AP 1	17.73	Hand sanitizer	3187801	Operating Supplies - Contracts N
37025 Innovative Office Solutions LLC		106.82	2 Transactions		
50117 Marco Technologies LLC					

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
24	01-550-000-0000-6410		7.07	Printer charges - Four Season	8352417	Operating Supplies - Contracts	N
50117	Marco Technologies LLC		7.07	1 Transactions			
47010	McCarthy Plumbing & Htg Inc						
105	01-550-000-0000-6410		200.00	Check/repair valves	32878	Operating Supplies - Contracts	N
47010	McCarthy Plumbing & Htg Inc		200.00	1 Transactions			
48530	MIAMA						
64	01-550-000-0000-6410		200.00	Annual membership - 2021	779	Operating Supplies - Contracts	N
48530	MIAMA		200.00	1 Transactions			
56125	NAPA Auto Parts						
65	01-550-000-0000-6314		71.64	Oil filters/Oil for zambonie	882062	Zamboni Repairs	N
56125	NAPA Auto Parts		71.64	1 Transactions			
71075	R & R Specialties Of Wisconsin Inc						
67	01-550-000-0000-6314		47.50	Z blade sharpening	71975	Zamboni Repairs	N
71075	R & R Specialties Of Wisconsin Inc		47.50	1 Transactions			
550	DEPT Total:		633.03	Four Seasons	6 Vendors	7 Transactions	
602	DEPT			Co-Op Extension			
14420	Culligan Inc						
172	01-602-000-0000-6410		48.41	Water/Cooler rent - January	15396671	Office Supplies	N
14420	Culligan Inc		48.41	1 Transactions			
72120	Univ Of Mn Regents						
68	01-602-000-0000-6306	DTG 2	280.00	Salary-Rugg-12/21-1/3/21	0300026429	Contracted Services	N
69	01-602-000-0000-6306	DTG 2	22.40	Benefits-Rugg-12/21-1/3/21	0300026429	Contracted Services	N
70	01-602-000-0000-6306		340.00	Salary-Rugg-1/4-17/21	0300026429	Contracted Services	N
71	01-602-000-0000-6306		27.20	Benefits-Rugg-1/4-17/21	0300026429	Contracted Services	N
72120	Univ Of Mn Regents		669.60	4 Transactions			
602	DEPT Total:		718.01	Co-Op Extension	2 Vendors	5 Transactions	
1	Fund Total:		104,338.73	General Revenue Fund		189 Transactions	

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10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT			Administration			
	50117 Marco Technologies LLC						
165	10-301-000-0000-6410		5.73	Printer charges - Engineering	8352417	Office Supplies	N
	50117 Marco Technologies LLC		5.73	1 Transactions			
301	DEPT Total:		5.73	Administration	1 Vendors	1 Transactions	
304	DEPT			Equipment Maintenance & Shops			
	3314 Ronco Engineering Sales						
177	10-304-000-0000-6520		11.39	Highway parts - Unit #2131	3232565	Machinery/Vehicle Parts	N
	3314 Ronco Engineering Sales		11.39	1 Transactions			
304	DEPT Total:		11.39	Equipment Maintenance & Shops	1 Vendors	1 Transactions	
10	Fund Total:		17.12	Road & Bridge Fund		2 Transactions	

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53 Landfill Fund

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
398 DEPT		Landfill			
11215 Central Farm Services					
151 53-398-000-0000-6541		363.85	280 gals LP old shop	181711	Heating Fuel N
152 53-398-000-0000-6541		494.40	380 gals LP New shop	181712	Heating Fuel N
153 53-398-000-0000-6541		273.31	210 gals LP Office	181713	Heating Fuel N
150 53-398-000-0000-6540		1,036.93	400 gals diesel- 75 gals unlead	20938	Machine Fuel N
154 53-398-000-0000-6540		1,491.75	675 gals diesel	20992	Machine Fuel N
155 53-398-000-0000-6540		414.38	88 gls 50/50 diesel/100 gls un	21022	Machine Fuel N
11215 Central Farm Services		4,074.62	6 Transactions		
50117 Marco Technologies LLC					
156 53-398-000-0000-6410		66.39	Printer charges - Landfill	8352417	Office Supplies N
50117 Marco Technologies LLC		66.39	1 Transactions		
435 OSI Environmental Inc					
158 53-398-000-0000-6304		150.00	Used oil	2089828	Contract Services N
157 53-398-000-0000-6304		150.00	3 drums filters	2089867	Contract Services N
435 OSI Environmental Inc		300.00	2 Transactions		
77570 Short Elliott Hendrickson Inc					
159 53-398-000-0000-6542		2,229.98	Landfill services	399437	Testing & Monitoring N
160 53-398-000-0000-6542		381.38	Well installation	399444	Testing & Monitoring N
77570 Short Elliott Hendrickson Inc		2,611.36	2 Transactions		
85001 Steele-Waseca Coop Electric					
163 53-398-000-0000-6250 AP 1		366.77	New shop	120435	Utilities N
162 53-398-000-0000-6250 AP 1		27.31	Clem's building site	120436	Utilities N
164 53-398-000-0000-6250 AP 1		62.87	Pumping station	22594	Utilities N
161 53-398-000-0000-6250 AP 1		115.47	Office	29002	Utilities N
85001 Steele-Waseca Coop Electric		572.42	4 Transactions		
398 DEPT Total:		7,624.79	Landfill	5 Vendors	15 Transactions
53 Fund Total:		7,624.79	Landfill Fund		15 Transactions

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT			...		
	13110 City Of Owatonna					
166	70-000-000-0000-2122	DTG 2	94,179.26	Special Assessment - 2020		Unapportioned Prepaid Special Asses N
	13110 City Of Owatonna		94,179.26	1 Transactions		
0	DEPT Total:		94,179.26	...	1 Vendors	1 Transactions
70	Fund Total:		94,179.26	Tax Collections Fund		1 Transactions
	Final Total:		206,159.90	127 Vendors	207 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	104,338.73	General Revenue Fund	
	10	17.12	Road & Bridge Fund	
	53	7,624.79	Landfill Fund	
	70	94,179.26	Tax Collections Fund	
	All Funds	206,159.90	Total	Approved by, ...
				
				

PERSONNEL REPORT
February 9, 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>
Jodi Houser	RN-MN Choices Assessor/Public Health	C42/7	02/05/21

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>
Appraiser	Assessor's Office	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>
Facilities Maintenance Worker	Bldgs & Grounds	Backfill Kasper
Custodian	Facilities & Grounds	On-hold



Steele County Agenda Item

Subject: Persons Authorized to Sign Orders

Department: Treasurer's Office/Finance

Committee Meeting Date: February 3, 2021

Board Meeting Date: February 9, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee Recommends approving revised Resolution

Recommendation:

Adopt revised resolution to authorize Madison Hadoff to sign depository instruments

Background (*Including Budget Impact*):

Attached is the revised resolution replacing Joyce Hartle for Madison Hadoff to sign depository instruments along with Laura Ihrke when Steele County Treasurer is not available. Joyce recently retired and Madison Hadoff is the new hire.

Attachments:

Resolution

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 **Madison Hadoff, Steele County Financial Specialist.**

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 9th day of February 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 9th day of February 2021.

County Auditor
County of Steele



Steele County Agenda Item

Subject: Electronically Transfer Funds Resolution

Department: Treasurer's Office/Finance

Committee Meeting Date: February 3, 2021

Board Meeting Date: February 9, 2021

Consent Agenda: ☐ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee Recommends Approving Request

Recommendation:

Adopt revised resolution to authorize Madison Hadoff to initiate transfer of funds electronically

Background (*Including Budget Impact*):

Attached is the revised resolution authorizing certain personnel to initiate transfer of funds electronically. The original resolution for 2021 was adopted in January but there has been a change of staffing due to a retirement in the Treasurer's Office. The revised resolution eliminates Joyce Hartle and includes Madison Hadoff as authorized employees who can initiate such transactions.

Attachments:

Resolution

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; **Madison Hadoff, Financial Specialist**; 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 _____

Madison Hadoff, Financial Specialist _____

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: Additional Dark Fiber

Department: Information Technology

Committee Meeting Date: February 3, 2021

Board Meeting Date: February 9, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee Recommends Approval

Recommendation:

Authorize IT Director to switch Four Seasons from existing Internet contract to dark fiber for \$325 MRC (Monthly Recurring Cost) per location with no one-time installation cost. Authorize IT Director to switch the secondary Internet connection at Detention Center to dark fiber for \$325 MRC with no one-time installation cost.

Background (*Including Budget Impact*):

Our wide area network consists of a variety of dedicated fiberoptic circuits and VPN (Virtual Private Network) connections over both wired and wireless Internet. Locations on fiber operate at speeds up to 1 Gb. By comparison, VPNs are limited to the speed of the Internet connection (less encryption overhead). All remaining VPNs are running at or below 25 Mb – one below 2 Mb. Both Four Seasons and the secondary Internet connection at the Detention Center are at or below 25 Mb.

Dark fiber is Steele County running our data over another entity's unused fiber. We control the bandwidth and data over that connection. We can use it to improve bandwidth, security, and ease of management. It also allows us to avoid unnecessary firewall replacement and renewals.

The Director of IT is requesting authority to convert both the FS and SCDC to dark fiber for an MRC (Monthly Recurring Cost) of \$325 per location with no installation fees. This is an increase from their existing MRC (\$195 at FS and \$245 at SCDC). However, with the elimination of two EOL firewalls (both budgeted for replacement) the net savings over three years is almost \$2,900.

This requires board approval as it is a 3-year contract.

Attachments:

Jaguar Proposal for Dark Fiber



Date: 1.28.2021

Contact: Dave Purscell

Phone: 507.444.7466

Email: David.Purscell@co.steele.mn.us

[illegible]

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Steele County Agenda Item

Subject: Equitable Sharing Agreement and Certification

Department: Attorney's Office

Committee Meeting Date:

Board Meeting Date: February 9, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving the signing of document by Board Chair

Recommendation:

This is an annual form to keep the SCAO eligible to receive any federal forfeiture funds.

Background (*Including Budget Impact*):

No negative impact. This creates the opportunity to receive funds associated with criminal cases.

Attachments:

Equitable Sharing Agreement



Equitable Sharing Agreement and Certification



NCIC/ORI/Tracking Number: MN074013A
Agency Name: Steele County Attorneys' Office
Mailing Address: 303 South Cedar
Owatonna, MN 55060

Type: Prosecutor's Office

Agency Finance Contact

Name: Zabel, Stacey L.
Phone: 507-444-7782

Email: stacey.zabel@co.steele.mn.us

Jurisdiction Finance Contact

Name: Piepho, Catherine
Phone: 5074447422

Email: catherine.piepho@co.steele.mn.us

ESAC Preparer

Name: Zabel, Stacey L.
Phone: 507-444-7782

Email: stacey.zabel@co.steele.mn.us

FY End Date: 12/31/2020

Agency FY 2021 Budget: \$1,152,218.00

Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds ¹	Treasury Funds ²
1	Beginning Equitable Sharing Fund Balance	\$2,554.60	\$610.55
2	Equitable Sharing Funds Received	\$0.00	\$0.00
3	Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Force	\$0.00	\$0.00
4	Other Income	\$0.00	\$0.00
5	Interest Income	\$0.00	\$0.00
6	Total Equitable Sharing Funds Received (total of lines 1-5)	\$2,554.60	\$610.55
7	Equitable Sharing Funds Spent (total of lines a - n)	\$0.00	\$0.00
8	Ending Equitable Sharing Funds Balance (difference between line 7 and line 6)	\$2,554.60	\$610.55

¹Department of Justice Asset Forfeiture Program participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA

²Department of the Treasury Asset Forfeiture Program participants are: IRS, ICE, CBP and USSS.

Summary of Shared Funds Spent		Justice Funds	Treasury Funds
a	Law Enforcement Operations and Investigations	\$0.00	\$0.00
b	Training and Education	\$0.00	\$0.00
c	Law Enforcement, Public Safety, and Detention Facilities	\$0.00	\$0.00
d	Law Enforcement Equipment	\$0.00	\$0.00
e	Joint Law Enforcement/Public Safety Equipment and Operations	\$0.00	\$0.00
f	Contracts for Services	\$0.00	\$0.00
g	Law Enforcement Travel and Per Diem	\$0.00	\$0.00
h	Law Enforcement Awards and Memorials	\$0.00	\$0.00
i	Drug, Gang, and Other Education or Awareness Programs	\$0.00	\$0.00
j	Matching Grants	\$0.00	\$0.00
k	Transfers to Other Participating Law Enforcement Agencies	\$0.00	\$0.00
l	Support of Community-Based Programs	\$0.00	
m	Non-Categorized Expenditures	\$0.00	\$0.00
n	Salaries	\$0.00	\$0.00
Total		\$0.00	\$0.00

Equitable Sharing Funds Received From Other Agencies

Transferring Agency Name	Justice Funds	Treasury Funds

Other Income

Other Income Type	Justice Funds	Treasury Funds

Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Transfers to Other Participating Law Enforcement Agencies

Receiving Agency Name	Justice Funds	Treasury Funds

Support of Community-Based Programs

Recipient	Justice Funds	

Non-Categorized Expenditures

Description	Justice Funds	Treasury Funds

Salaries

Salary Type	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Asset Forfeiture and Money Laundering Section at 1400 New York Avenue, N.W., Washington, DC 20005.

Privacy Act Notice

The Department of Justice is collecting this information for the purpose of reviewing your equitable sharing expenditures. Providing this information is voluntary; however, the information is necessary for your agency to maintain Program compliance. Information collected is covered by Department of Justice System of Records Notice, 71 Fed. Reg. 29170 (May 19, 2006), JMD-022 Department of Justice Consolidated Asset Tracking System (CATS). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the System of Records Notice as amended by subsequent publications.

Single Audit Information**Independent Auditor****Name:** Ryan Engelstad**Company:** Baker, Tilly, Virchow, Krause, LLP**Phone:** 612-876-4500**Email:** ryan.engelstad@bakertilly.com

Were equitable sharing expenditures included on your jurisdiction's prior fiscal year's Schedule of Expenditures of Federal Awards (SEFA)?

YES ☐ NO ☒

Prior year Single Audit Number Assigned by Harvester Database:

Affidavit

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations under the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. The undersigned officials certify that the information submitted on the Equitable Sharing Agreement and Certification form (ESAC) is an accurate accounting of funds received and spent by the Agency.

The undersigned certify that the Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the Agency, and (3) the Agency's governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited funds, property, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submitting this form, the Agency agrees that it will be bound by the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. Submission of the ESAC is a prerequisite to receiving any funds or property through the Equitable Sharing Program.

1. Submission. The ESAC must be signed and electronically submitted within 60 days of the end of the Agency's fiscal year. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

2. Signatories. The ESAC must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be an official or employee of the Agency and must be from a separate entity.

3. Uses. Shared assets must be used for law enforcement purposes in accordance with the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations.

4. Transfers. Before the Agency transfers funds to other state or local law enforcement agencies, it must obtain written approval from the Department of Justice or Department of the Treasury. Transfers of tangible property are not permitted. Agencies that transfer or receive equitable sharing funds must perform sub-recipient monitoring in accordance with the Code of Federal Regulations.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury, funds from state and local forfeitures, joint law enforcement operations funds, and any other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that equitable sharing funds are maintained by the entity that maintains the Agency's appropriated or general funds and agrees that the funds will be subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the *Guide*, any subsequent updates, and the Code of Federal Regulations, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of equitably shared funds or assets or supplantation of existing resources with shared funds or assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending equitably shared funds. Failure to comply with any provision of the *Guide*, any subsequent updates, and the Code of Federal Regulations may subject the Agency to sanctions.

6. Single Audit Report and Other Reviews. Audits shall be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The Agency must report its equitable sharing expenditures on the Schedule of Expenditures of Federal Awards (SEFA) under Catalog of Federal Domestic Assistance number 16.922 for Department of Justice and 21.016 for Department of the Treasury. The Department of Justice and the Department of the Treasury reserve the right to conduct audits or reviews.

7. Freedom of Information Act (FOIA). Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury. Agencies must follow local release of information policies.

8. Waste, Fraud, or Abuse. An Agency or governing body is required to immediately notify the Money Laundering and Asset Recovery Section of the Department of Justice and the Executive Office for Asset Forfeiture of the Department of the Treasury of any allegations or theft, fraud, waste, or abuse involving federal equitable sharing funds.

Civil Rights Cases

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?

☐ Yes ☒ No

Agency Head

Name: McIntosh, Daniel A.

Title: Steele County Attorney

Email: daniel.mcintosh@co.steele.mn.us

Signature: _____



Date: January 29, 2021

To the best of my knowledge and belief, the information provided on this ESAC is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her agreement to abide by the Guide, any subsequent updates, and the Code of Federal Regulations, including ensuring permissibility of expenditures and following all required procurement policies and procedures.

Governing Body Head

Name: Brady, James

Title: Vice Chair/Board of Commissioners

Email: james.brady@co.steele.mn.us

Signature: _____

Date: _____

To the best of my knowledge and belief, the Agency's current fiscal year budget reported on this ESAC is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her agreement to abide by the policies and procedures set forth in the Guide, any subsequent updates, and the Code of Federal Regulations.

☐ I certify that I have obtained approval from and I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.

RESOLUTION

ACCEPTANCE OF DONATION FOR EXTENSION MASTER GARDNER 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:

- Laverne Klecker - \$100.00

Dated this 9th day of February 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 9th day of February 2021.

Laura Ihrke, Steele County Auditor



Steele County Agenda Item

Subject: Contract Award – Pavement Reclamation Projects on CSAH's 7, 29, & 43 SAPs 074-607-024, 074-629-004, & 074-643-008

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: February 9, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Award a contract for the Pavement Reclamation projects on CSAH's 7, 29 & 43, SAPs 074-607-024, 074-629-004, & 074-643-008 to Crane Creek Asphalt in the amount of \$1,457,731.77.

Background (*Including Budget Impact*):

These projects are on CSAH 7 (CSAH 29 to CSAH 32), CSAH 29 (Waseca County Line to CSAH 7), and CSAH 43 (CSAH 18 to US 14). The project will reclaim the existing pavements and resurface the highways. The projects are programmed using State Aid and Sales Tax funds.

The contract was advertised for bids, which were opened on Tuesday, February 2, 2021. Two bids were received.

Bidder	Total Amount	Percent Over/Under Estimate
Engineer's Estimate	\$1,681,386.30	
Ulland Brothers Inc.	\$1,593,909.28	-5.2% (Under)
Crane Creek Asphalt	\$1,457,731.77	-13.3% (Under)

Crane Creek Asphalt is a responsible contractor capable of performing the work.

Attachments:

N/A

STEELE COUNTY PERSONNEL AGENDA ITEM

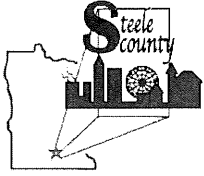
February 9, 2021 at 5:00 pm

FEBRUARY EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Mary Urch	Health Planner – Public Health	02/01/21	30
Kortney Miller	Payroll Specialist – Auditor/Finance	02/02/21	5
Jonathan Walstrom	Financial Analyst – Finance	02/06/21	4
Matt Koch	Engineering Technician II – Highway	02/06/21	6
Stacey Zabel	Legal Admin Asst – Attorney	02/11/21	30
Chad Staska	Arena/Park Maint Worker – Park & Rec.	02/13/21	4
Karen Winter	Accounting Technician – Auditor	02/19/21	8
Timothy Schammel	Community Corrections Director	02/19/21	17
Nicole Meixner-Frear	Admin Asst – Comm Corrections	02/24/21	11
Todd Edel	Facilities Maint. Worker II – B & G	02/26/21	20
Barb Alford	Legal Admin Asst – Attorney	02/26/21	20
Renee Babcock	Records Specialist – Sheriff's Office	02/27/21	20
Loren Jensen	Maintenance Technician – Highway	02/28/21	27



Steele County Agenda Item

Subject: Renewal of CUP 216 (Wondra – Section 8 Pit)

Department: Planning & Zoning

Committee Meeting Date: February 1, 2021

Board Meeting Date: February 9, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 13 conditions based on the Findings of Fact.

Background (*Including Budget Impact*):

This request is from Joe Wondra for the renewal of CUP #216 allowing the mining of sand and gravel on 20 acres located in Section 8 of Blooming Prairie Township.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #216

Joe Wondra – Section 8 Pit

Applicant:

Joe Wondra

Land Owner:

Joe Wondra

Project Description:

The applicant is requesting the renewal of CUP #216 allowing the mining and processing of sand and gravel material and the stockpiling of aggregate material on 20 acres located in Section 8 of Blooming Prairie Township.

Zoning District:

Agricultural District

Ordinance Section:

Condition #6 requires this permit to be renewed.

Property Description:

That part of the West Half of the Southwest Quarter of Section 8, T-105-N, R-19-W as follows:
Beginning at the Northeast corner of the W 1/2 of said quarter section;
Thence South 85 rods; thence West 432 feet; thence North 25 rods; thence West 228 feet;
thence North 56 rods; thence West 40 rods to the West line of said quarter section;
thence North 4 rods to Northwest corner of said quarter section;
thence East 80 rods to the point of beginning; being 20 acres more or less.

General Criteria for considering an Interim Use Permit:

- 1) **The use will not create a burden on parks, schools, streets, public facilities or utilities:**
The planning commission find the project will have no impact on parks and schools. No utilities or public facilities are used other than public roads. The road accesses onto SE 44th Ave. which is a gravel township road. No issues have been reported from traffic from this site.
- 2) **The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:**
The planning commission find the surrounding land use includes mostly agricultural land, and other gravel pits. This project should not affect nearby agricultural operations or the other gravel pits. Existing conditions have been imposed to minimize any effect on neighboring residences. No issues have been reported concerning neighboring residences with the existing mining operation.
- 3) **The appearance will not have an adverse effect on adjacent properties:**
The planning commission find the appearance of the pit will be similar to others in the area and is screened from the road by a hill and distance.

4) The use is related to the needs of the county and the existing land use:

The planning commission find the existing land use is an existing active mine. The proposed use shall be consistent with past mining operations.

5) The use is consistence with the purpose of the zoning ordinance and zoning district:

The planning commission find gravel mining of aggregate material and the storage of aggregate material is consistent with the Zoning Ordinance.

6) The use will not creation a traffic hazards or congestion:

The planning commission find the site will access onto SE 44th Ave. There have been no reported issues with traffic from this site.

7) Existing businesses will not be adversely affected because of curtailment of customers trade:

The planning commission find the operation does not affect nearby businesses.

8) Adequate utilities, access roads, drainage and other facilities will be provided:

The planning commission find:

Access: The existing access road is adequate.

Drainage: Water drains into the site.

Wetland: There are no jurisdictional wetlands on the site.

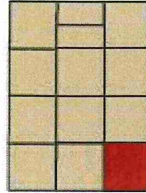
Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the re-issuance of CUP #216 with the following conditions.

(~~Strikethrough~~ is deleted, underlined is added.)

1. No topsoil shall be removed from the site.
2. The applicant shall continue with the current reclamation plan.
3. Setback from property lines shall be 20 feet of undisturbed soil. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant. The buffer between this property and the property to the north may be removed with agreement between both landowners.
4. To prevent erosion and minimize visual impacts, interim closure (e.g., stabilized slopes and vegetation) shall occur on excavation exposures and soil storage areas inactive for greater than 18 months.
5. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits.
6. The applicant is responsible to initiate renewal proceedings on or before July 1, ~~2018~~ 2025 or this permit becomes invalid.
7. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday
8. Dust control shall be used on SE 44th Ave. during times of heavy truck traffic.
9. Mining is limited to a bottom elevation of 1285 feet at this time. (approximately 25 feet deep)
10. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
11. Trucks shall not track material from the pit onto the public road
12. Signs warning of trucks hauling shall be placed when and where required by Blooming Prairie Township or Steele County Highway Department.
13. This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.

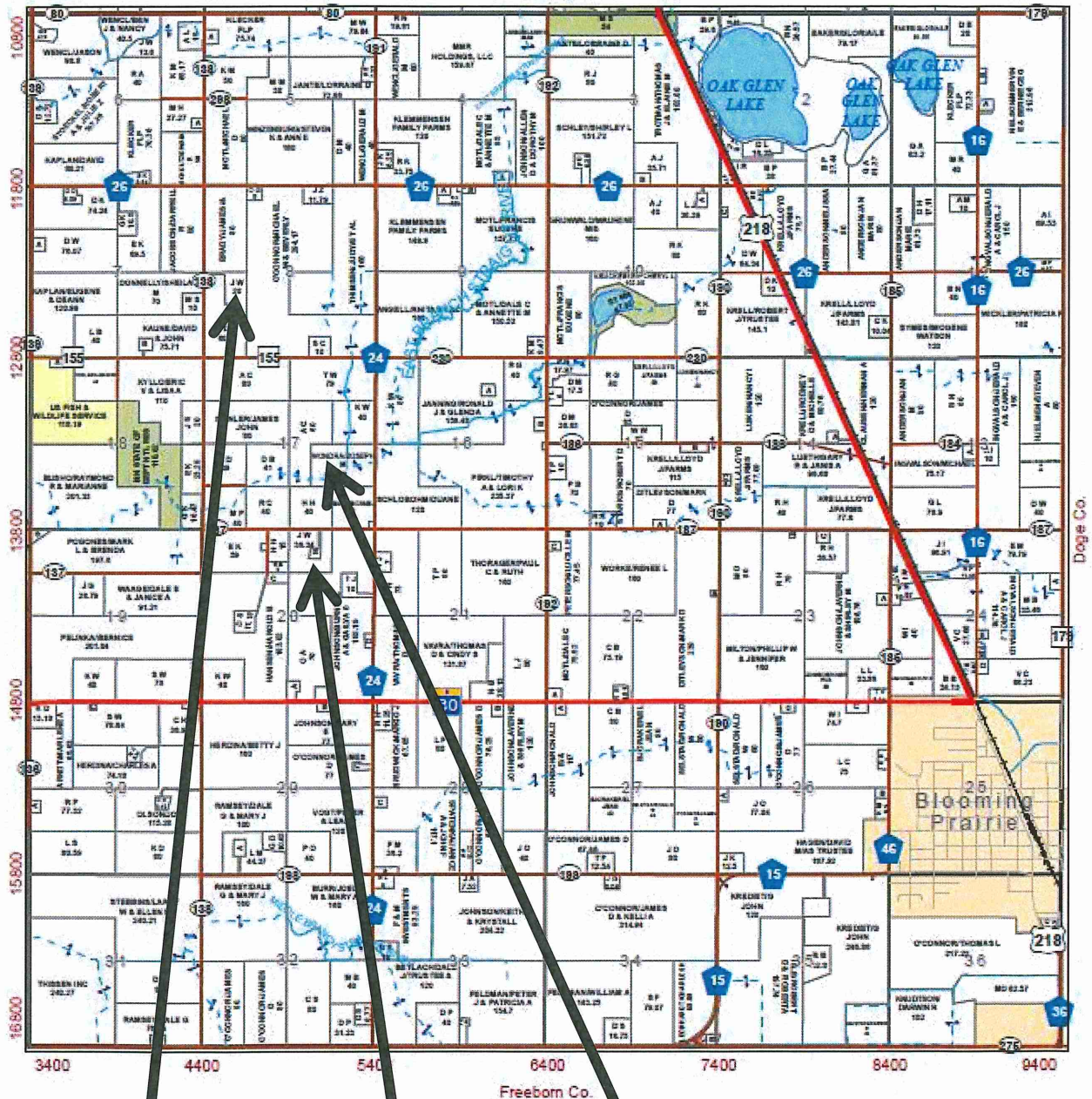
Blooming Prairie



T.105N. - R.19W.



See Page 14



CUP #285 (Wondra Pit #1)

CUP #218 (Wondra Pit #2)

CUP #216 (Wondra Pit #3)



Disclaimer: Steele County, MN makes no representations or warranties, express or implied, with respect to the use or reuse of the data provided herewith, regardless of the format or the means of transmission. THE DATA IS PROVIDED "AS IS" WITH NO GUARANTEE OR REPRESENTATION ABOUT THE ACCURACY, CURRENCY, SUITABILITY, PERFORMANCE, MERCHANTABILITY, RELIABILITY, OR FITNESS OF THE DATA FOR ANY PARTICULAR PURPOSE. Steele County, MN, shall not be liable for any direct, indirect, special, incidental, compensatory or consequential damages or third party claims resulting in the use of this data, even if Steele County, MN, has been advised of the possibility of such potential loss or damage. This data may not be used in states that do not allow the exclusion or limitation of incidental or consequential damages.

Wondra Pit (BP - 8)

0 65 130 260
ft

February 03, 2021



60 of 112

Staff Report
for
2021 Review of Conditional Use Permit #216
Joe Wondra Pit
(Section 8 of Blooming Prairie Township)

Operator: Joe Wondra sells to various contractors

Owner(s): Joe Wondra

Project Location: That part of the West Half of the Southwest Quarter of Section 8, T-105-N, R-19-W as follows:
Beginning at the Northeast corner of the W 1/2 of said quarter section;
Thence South 85 rods; thence West 432 feet; thence North 25 rods; thence West 228 feet;
thence North 56 rods; thence West 40 rods to the West line of said quarter section;
thence North 4 rods to Northwest corner of said quarter section;
thence East 80 rods to the point of beginning; being 20 acres more or less.

Zoning District: Agricultural District

Permitted Uses: Mining of sand and gravel including the crushing, screening, and the stockpiling of aggregate material.

Permit History: 1996: Issued to Alfred Wondra
2002: Reviewed
2008: Reviewed
2013: Reviewed

Conditions:

1. No topsoil shall be removed from the site.
2. The applicant shall continue with the current reclamation plan.
3. Setback from property lines shall be 20 feet of undisturbed soil. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant. The buffer between this property and the property to the north may be removed with agreement between both landowners.
4. To prevent erosion and minimize visual impacts, interim closure (e.g., stabilized slopes and vegetation) shall occur on excavation exposures and soil storage areas inactive for greater than 18 months.
5. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits.
6. The applicant is responsible to initiate renewal proceedings on or before July 1, 2018 or this permit becomes invalid.
7. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday
8. Dust control shall be used on SE 44th Ave. during times of heavy truck traffic.
9. Mining is limited to a bottom elevation of 1285 feet at this time. (approximately 25 feet deep)
10. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
11. Trucks shall not track material from the pit onto the public road
12. Signs warning of trucks hauling shall be placed when and where required by Blooming Prairie Township or Steele County Highway Department.
13. This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.

Total Acres: 20 acres
Minable Acres: 18 acres
Active Areas: 3.5 acres of mining.
0.5 acres of road.
Reclaimed Areas: 0 acres. The applicant has indicated there is still material deeper than he is currently mining.

Natural Elev: 1310 feet 1290 feet
Permitted Elev: 1285 feet
Mining Elev: 1290 feet.

Road Access: SE 44th Ave. (Gravel township road.)
½ mile north to SE 118th St. (paved county road)
½ mile south to SE 128th St. (paved county road)

Recyclable Amt: No recyclable material onsite.

Material Removed: Records indicated the following amount of material was removed for CUP #216 and CUP #285 combined. I estimate 6,000 yards from CUP #216 and 4,575 yards from CUP #285 since the last renewal period.
2019 – 0 yds
2018 – 1,319 yds
2017 – 843 yds
2016 – 3,912 yds
2015 – 3,781 yds
2014 – 720 yds

Other Permits: Nation Pollution Disposal Elimination System (NPDES): Permit MNG490064
DNR Water Appropriations: None

Comments: A relatively small amount of material has come out of the pit. The applicant indicates that the long-term plan for the pit is to expand out at this level and then come back and dig out material deeper so no areas have been reclaimed. Mining has occurred to the property line on the north by agreement with the north property owner who also mines. It appears on the aerial photos as if the mining is encroaching on the east property line as well, but field verification shows the actual fenceline does not co-inside with the drawn property line.

Condition Considerations: Consider extending the permit out another 5 years from July of 2020.

6. The applicant is responsible to initiate renewal proceedings on or before July 1, ~~2018~~ 2025 or this permit becomes invalid.

CONDITIONAL USE PERMIT**PERMIT#** 216
Review

PARCEL #:	<u>01-008-3401</u>	HEARING DATE:	<u>02/01/21</u>
DISTRICT:	<u>Agricultural</u>	DECISION DATE:	<u>02/09/21</u>
APPLICANT: <u>Joe Wondra</u>		LANDOWNER:	<u>Same</u>
ADDRESS:	<u>13030 SE 19th Ave.</u>	ADDRESS:	<u></u>
	<u>Blooming Prairie, MN 55917</u>		<u></u>

PROPERTY ADDRESS:

NA

LEGAL DESCRIPTION OF PROPERTY:

That part of the West Half of the Southwest Quarter of Section 8, T-105-N, R-19-W as follows:
Beginning at the Northeast corner of the W 1/2 of the SW 1/4; thence South 85 rods; thence West 432 feet; thence North 25 rods; thence West 228 feet; thence North 56 rods; thence West 40 rods to the west line of said quarter section; thence North 4 rods to Northwest corner of said quarter section; thence East 80 rods to the point of beginning.

REFERENCE ORDINANCE FOR CUP:

Section 703.2 of the Steele County Zoning Ordinance.

PROPOSED USE(S):

Mining of sand and gravel including crushing, screening, and the stockpiling of aggregate material.

DECISION OF BOARD OF COMMISSIONERSDeny ☐Approved ☒ with 13 conditions.

Findings recommended by the Planning Commission are hereby adopted to be the Findings of the Steele County Board of Commissioners.

Chair, Steele County Board of CommissionersDate

CONDITIONAL USE PERMIT

PERMIT#

216
Review

Conditions

- 1 No topsoil shall be removed from the site.
- 2 The applicant shall continue with the current reclamation plan.
- 3 Setback from property lines shall be 20 feet of undisturbed soil. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant. The buffer between this property and the property to the north may be removed with agreement between both landowners.
- 4 To prevent erosion and minimize visual impacts, interim closure (e.g., stabilized slopes and vegetation) shall occur on excavation exposures and soil storage areas inactive for greater than 18 months.
- 5 Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits.
- 6 The applicant is responsible to initiate renewal proceedings on or before July 1, 2025 or this permit becomes invalid.
- 7 Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday
- 8 Dust control shall be used on SE 44th Ave. during times of heavy truck traffic.
- 9 Mining is limited to a bottom elevation of 1285 feet at this time. (approximately 25 feet deep)
- 10 The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
- 11 Trucks shall not track material from the pit onto the public road
- 12 Signs warning of trucks hauling shall be placed when and where required by Blooming Prairie Township or Steele County Highway Department.
- 13 This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.

CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the _____ day of _____, 2021.

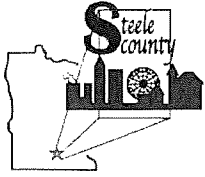
Steele County Auditor

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date



Steele County Agenda Item

Subject: Renewal of CUP 218 (Wondra – Section 20 Pit)

Department: Planning & Zoning

Committee Meeting Date: February 1, 2021

Board Meeting Date: February 9, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 14 conditions based on the Findings of Fact.

Background *(Including Budget Impact)*:

This request is from Joe Wondra for the renewal of CUP #218 allowing the mining of sand and gravel and the stockpiling and processing of recyclable aggregate material on 36 acres located in Section 20 of Blooming Prairie Township.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #218

Joe Wondra – Section 20 Pit

Applicant:

Joe Wondra

Land Owner:

Joe Wondra

Project Description:

The applicant is requesting the renewal of CUP #218 allowing the mining, processing, and stockpiling of sand and gravel material and stockpiling and processing of recyclable aggregate material on 36 acres located in Section 20 of Blooming Prairie Township.

Zoning District:

Agricultural District

Ordinance Section:

Condition #7 requires this permit to be renewed.

Property Description:

The NW 1/4 of the NE 1/4, Section 20, T 105 N, R 19 W, excepting: Commencing 893.34 feet East of the Northwest corner of said NE 1/4, thence South 595.94 feet, thence N 83°41'30" W 258.50 feet; thence S 06°07'30" W 329.60 feet; , thence South 86°40'35" E 356.26 feet; thence N 03°02'30" E 311.56 feet; thence North 604.78 feet to the North line of said NE 1/4; thence West 80 feet to point of beginning

General Criteria for considering an Interim Use Permit:

1) The use will not create a burden on parks, schools, streets, public facilities or utilities:

The planning commission find the project will have no impact on parks and schools. No utilities or public facilities are used other than public roads. The road accesses onto SE 138th St. which is a gravel township road. No issues to the road have been reported about this site.

2) The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:

The planning commission find the surrounding land use includes mostly agricultural land, and several rural residences. This project should not affect nearby agricultural operations. Existing conditions have been imposed to minimize any effect on neighboring residences. No issues have been reported concerning neighboring residences with the existing mining operation.

3) The appearance will not have an adverse effect on adjacent properties:

The planning commission find the appearance of the pit will be similar to others in the area.

4) The use is related to the needs of the county and the existing land use:

The planning commission find the existing land use is an existing active mine. The proposed use shall be consistent with past mining operations.

5) The use is consistence with the purpose of the zoning ordinance and zoning district:

The planning commission find gravel mining and the storage of aggregate material and the storage and processing of recyclable aggregate material is consistent with the Zoning Ordinance.

6) The use will not creation a traffic hazards or congestion:

The planning commission find the site will access onto SW 138th St. One reported issue of dust on this gravel road was rectified by the operator.

7) Existing businesses will not be adversely affected because of curtailment of customers trade:

The planning commission find the operation does not affect nearby businesses.

8) Adequate utilities, access roads, drainage and other facilities will be provided:

The planning commission find:

Access: The existing access road is adequate.

Drainage: Water drains into the site.

Wetland: Mining is not allowed in the jurisdictional wetlands on the site.

Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the re-issuance of CUP #218 with the following conditions.

(~~Strikethrough~~ is deleted, underlined is added.)

- 1 No topsoil shall be removed from the site.
2. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulation including but not limited to NPDES permits, DNR Water Appropriation Permits and MN Wetland Conservation Act regulations.
3. Applicant is encouraged to maintain an open dialogue with the neighboring resident in any effort to minimize any conflicts which may arise.
4. Setbacks from property lines shall be 20 feet of undisturbed soil. Any erosion to neighboring properties a result of this mine shall be corrected by the applicant.
5. To prevent erosion and minimize visual impacts, interim closure (e.g., stabilized slopes and vegetation) shall occur on excavation exposures and soil storage areas inactive for greater than 18 months.
6. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
7. The applicant is responsible to initiate renewal proceedings on or before July 1, ~~2018~~ 2025 or this permit becomes invalid.
8. Hours of operation shall be between 6:00 AM and 7:00 PM Monday thru Saturday.
9. Dust control shall be used on SE 138th St. during periods of heavy truck traffic.
10. Mining is limited to a bottom elevation of 1230 feet at this time. (approximately 25 feet deep)
11. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
12. Trucks shall not track material from the pit onto the public road
13. Signs warning of trucks hauling shall be placed when and where required by Blooming Prairie Township or Steele County Highway Department.
14. This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.



Wondra Pit (BP -20)

Steele Co. Geo.

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2019

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January 18, 2021



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Staff Report
for
2021 Review of Conditional Use Permit #218
Joe Wondra Pit
(Section 20 of Blooming Prairie Township)

Operator: Joe Wondra leases out to Don Loken Excavating

Owner(s): Joe Wondra

Project Location: The NW 1/4 of the NE 1/4, Section 20, T 105 N, R 19 W, excepting: Commencing 893.34 feet East of the Northwest corner of said NE 1/4, thence South 595.94 feet, thence N 83°41'30" W 258.50 feet; thence S 06°07'30" W 329.60 feet; , thence South 86°40'35" E 356.26 feet; thence N 03°02'30" E 311.56 feet; thence North 604.78 feet to the North line of said NE 1/4; thence West 80 feet to point of beginning

Zoning District: Agricultural District

Permitted Uses: Mining of sand and gravel including the crushing, screening, and the stockpiling of aggregate material and recyclable aggregate material.

Permit History: 1996: Permit Issued
2002: Reviewed
2008 Reviewed
2013: Reviewed

Conditions:

- 1 No topsoil shall be removed from the site.
2. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulation including but not limited to NPDES permits, DNR Water Appropriation Permits and MN Wetland Conservation Act regulations.
3. Applicant is encouraged to maintain an open dialogue with the neighboring resident in any effort to minimize any conflicts which may arise.
4. Setbacks from property lines shall be 20 feet of undisturbed soil. Any erosion to neighboring properties a result of this mine shall be corrected by the applicant.
5. To prevent erosion and minimize visual impacts, interim closure (e.g., stabilized slopes and vegetation) shall occur on excavation exposures and soil storage areas inactive for greater than 18 months.
6. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
7. The applicant is responsible to initiate renewal proceedings on or before July 1, 2018 or this permit becomes invalid.
8. Hours of operation shall be between 6:00 AM and 7:00 PM Monday thru Saturday.
9. Dust control shall be used on SE 138th St. during periods of heavy truck traffic.
10. Mining is limited to a bottom elevation of 1230 feet at this time. (approximately 25 feet deep)
11. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
12. Trucks shall not track material from the pit onto the public road
13. Signs warning of trucks hauling shall be placed when and where required by Blooming Prairie Township or Steele County Highway Department.

14. This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.

Total Acres: 36 acres
Minable Acres: 23 acres
Active Areas: 15 acres
Reclaimed Areas: 5.5 acres.

Natural Elev: 1230 – 1260 feet
Permitted Elev: 1230 feet
Mining Elev: estimated at 1230

Road Access: Two accesses off of SE 138th St. (gravel township road), then ¼ mile east to SE 54th Ave. (County Road 24)

Recyclable Amt: Less than 400 cubic yards.

Material Removed: Records indicated the following amount of material was removed:

2019 – 14,742 yds
2018 – 12,368 yds
2017 – 74,296 yds
2016 – 33,707 yds
2015 – 17,746 yds
2014 – 0 yds

Other Permits: Nation Pollution Disposal Elimination System (NPDES): Permit MNG490064
DNR Water Appropriations: 1996-5072: 200 mgy
2018: 4.8 mg
2017: 4.0 mg
2016 – 2013: 0

Comments: The pit appears to be progressing as expected. The only complaint I've heard about this pit is an issue concerning dust on the corner of SE 138th St. and County Road 24. Loken applied CaCl₂ to address the issue.

Condition Consider extending the permit out another 5 years from July of 2020.

Considerations: The applicant is responsible to initiate renewal proceedings on or before July 1, ~~2018~~ 2025 or this permit becomes invalid.

CONDITIONAL USE PERMIT**PERMIT#** 218
Review

PARCEL #:	<u>01-020-1400</u>	HEARING DATE:	<u>02/01/21</u>
DISTRICT:	<u>Agricultural</u>	DECISION DATE:	<u>02/09/21</u>

APPLICANT:	<u>Joe Wondra</u>	LANDOWNER:	<u>Same</u>
ADDRESS:	<u>13030 SE 19th Ave.</u>	ADDRESS:	<u></u>
	<u>Blooming Prairie, MN 55917</u>		<u></u>

PROPERTY ADDRESS:
NA

LEGAL DESCRIPTION OF PROPERTY:

The NW 1/4 of the NE 1/4 of Section 20, T 105 N, R 19 W, Steele County, MN

EXCEPTING:

Commencing 893.3 feet East of the Northwest corner of said NE1/4 of Section 20-105-19, thence South 595.94 feet, N 83°41'30" W 258.5 feet; S 6°7'30" W 329.6 feet; S 86°40'35" E 356.26 feet; N 3°2'30" E 311.56 feet; N 604.78 feet to North line of said Northeast Quarter thence West 80 feet to point of beginning.

REFERENCE ORDINANCE FOR CUP:

Section 703.2 of the Steele County Zoning Ordinance.

PROPOSED USE(S):

Mining of sand and gravel including crushing, screening, and the stockpiling of aggregate material and the stockpiling and processing of recyclable aggregate material.

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approved ☒ with 14 conditions.

Findings recommended by the Planning Commission are hereby adopted to be the Findings of the Steele County Board of Commissioners.

Chair, Steele County Board of Commissioners

Date

Conditions

- 1 No topsoil shall be removed from the site.
- 2 Applicant is responsible to obtain and follow all other federal, state, and local permits and regulation including but not limited to NPDES permits, DNR Water Appropriation Permits and MN Wetland Conservation Act regulations.
- 3 Applicant is encouraged to maintain an open dialogue with the neighboring resident in any effort to minimize any conflicts which may arise.
- 4 Setbacks from property lines shall be 20 feet of undisturbed soil. Any erosion to neighboring properties a result of this mine shall be corrected by the applicant.
- 5 To prevent erosion and minimize visual impacts, interim closure (e.g., stabilized slopes and vegetation) shall occur on excavation exposures and soil storage areas inactive for greater than 18 months.
- 6 Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
- 7 The applicant is responsible to initiate renewal proceedings on or before July 1, 2025 or this permit becomes invalid.
- 8 Hours of operation shall be between 6:00 AM and 7:00 PM Monday thru Saturday.
- 9 Dust control shall be used on SE 138th St. during periods of heavy truck traffic.
- 10 Mining is limited to a bottom elevation of 1230 feet. (approximately 25 feet deep)
- 11 The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
- 12 Trucks shall not track material from the pit onto the public road.
- 13 Signs warning of trucks hauling shall be placed when and where required by Blooming Prairie Township or the Steele County Highway Department.
- 14 This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.

CONDITIONAL USE PERMIT

PERMIT# 218
Review

CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the _____ day of _____, 2021.

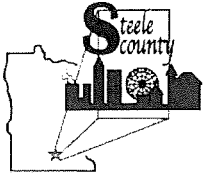
Steele County Auditor

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date



Steele County Agenda Item

Subject: Renewal of CUP 285 (Wondra – Section 17 Pit)

Department: Planning & Zoning

Committee Meeting Date: February 1, 2021

Board Meeting Date: February 9, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 18 conditions based on the Findings of Fact

Background (*Including Budget Impact*):

This request is from Joe Wondra for the renewal of CUP #285 allowing the mining, processing, and stockpiling of sand and gravel material and the stockpiling and processing of recyclable aggregate material on 36 acres located in Section 17 of Blooming Prairie Township.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #285

Joe Wondra – Section 17 Pit

Applicant:

Joe Wondra

Land Owner:

Joe Wondra

Project Description:

The applicant is requesting the renewal of CUP #285 allowing the mining, processing, and stockpiling of sand and gravel material and the stockpiling and processing of recyclable aggregate material on 36 acres located in Section 17 of Blooming Prairie Township.

Zoning District:

Agricultural District

Ordinance Section:

Condition #16 requires this permit to be renewed.

Property Description:

The NE 1/4 of the SE 1/4 and the E 1/2 of the NW 1/4 of the SE 1/4, Section 17, T 105 N, R 19 W, Steele County, MN

General Criteria for considering an Interim Use Permit:

- 1) **The use will not create a burden on parks, schools, streets, public facilities or utilities:**
The planning commission find the project will have no impact on parks and schools. No utilities or public facilities are used other than public roads. The road accesses onto CSAH #24 which is a paved 9 ton per axel weight limit road. No issues to the road have been reported about this site.
- 2) **The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:**
The planning commission find the surrounding land use includes mostly agricultural land. residences. This project should not affect nearby agricultural operations. Existing conditions have been imposed to minimize any effect on any neighboring residences. No issues have been reported concerning neighboring residences with the existing mining operation.
- 3) **The appearance will not have an adverse effect on adjacent properties:**
The planning commission find the appearance of the pit will be similar to others in the area.
- 4) **The use is related to the needs of the county and the existing land use:**
The planning commission find the existing land use is an existing active mine. The proposed use shall be consistent with past mining operations.

- 5) **The use is consistence with the purpose of the zoning ordinance and zoning district:**
The planning commission find gravel mining and the storage of aggregate material and the storage and processing of recyclable aggregate material is consistent with the Zoning Ordinance.
- 6) **The use will not creation a traffic hazards or congestion:**
The planning commission find the site will access onto CSAH #24. There have been no reported issues with traffic from this pit.
- 7) **Existing businesses will not be adversely affected because of curtailment of customers trade:**
The planning commission find the operation does not affect nearby businesses.
- 8) **Adequate utilities, access roads, drainage and other facilities will be provided:**
The planning commission find:
Access: The existing access road is adequate.
Drainage: Water drains into the site.
Wetland: Mining is not allowed in the jurisdictional wetlands on the site.

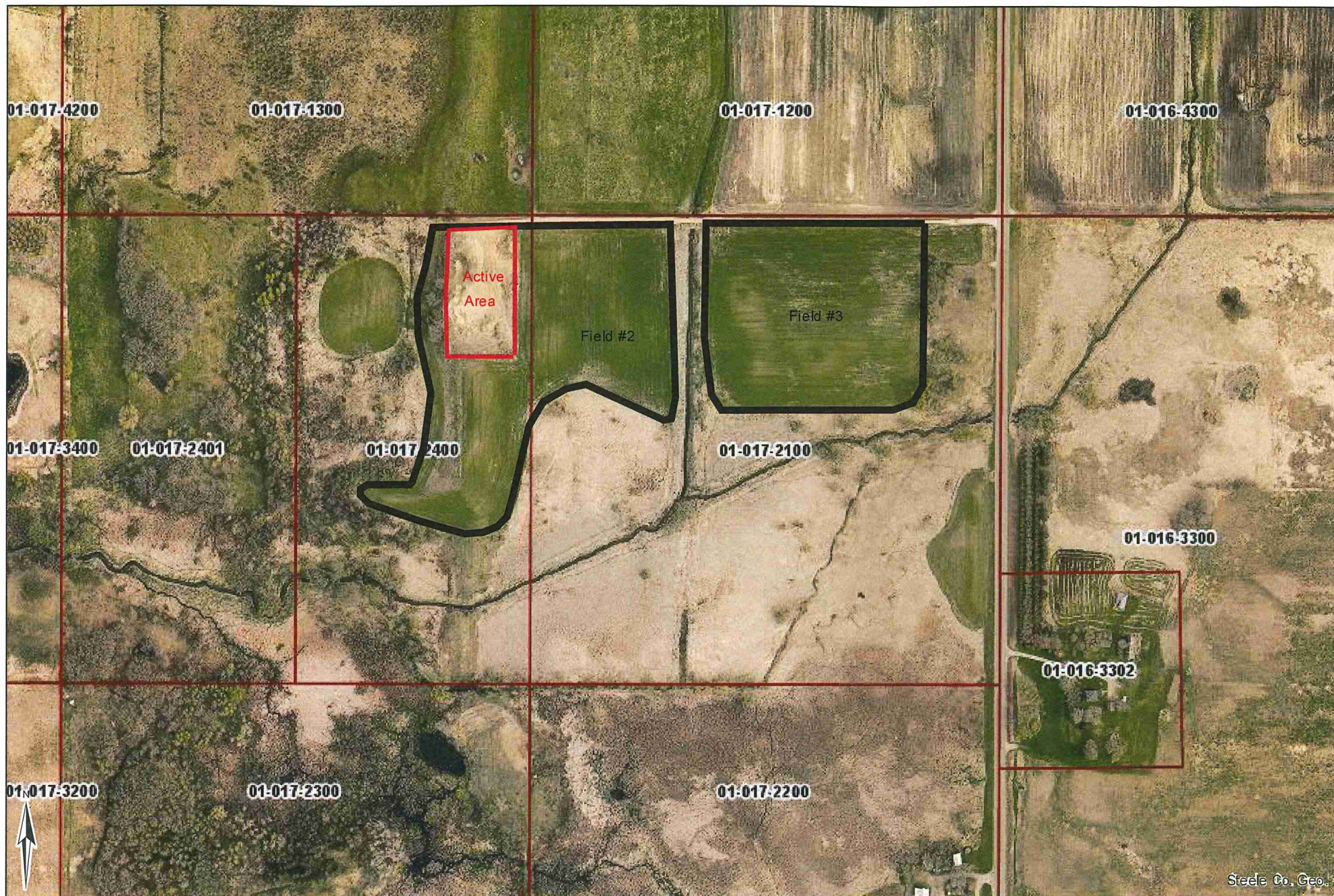
Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the re-issuance of CUP #285 with the following conditions.

(~~Strikethrough~~ is deleted, underlined is added.)

1. Mining is only to be allowed in areas labeled on the submitted FSA photo as field #2 and field #3.
2. Mining is allowed only to a bottom elevation of 1190' in area labeled as field #2.
3. Mining is allowed only to a bottom elevation of 1210' in the area labeled as field #3.
4. Applicant is to satisfy the requirements of the MN Wetland Conservation Act and the Steele SWCD before mining or dewatering can take place in the area labeled as field #2.
5. No mining or placement of fill material is allowed in areas identified by the Steele County SWCD as wetland.
6. A 20 feet unexcavated buffer shall remain adjacent to all property lines.
7. The existing drainage ditch along with a 35 foot or greater vegetative buffer shall be maintained.
8. Dust control shall be used on the access road during periods of truck traffic.
9. The existing woody vegetation along CSAH #24 should be maintained or a constructed earthen berm shall be required along CSAH #24 to visually obstruct views and provide safety to the roadway.
10. A stop sign shall be placed on the main access road to CSAH #24 and truck hauling signs shall be placed along CSAH #24. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
11. All access roads to the site shall be gated.
12. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
13. Interim reclamation shall be completed on any open excavation or soil storage areas inactive for more than 18 months. This reclamation shall include grading slopes to a 2:1 slope or greater and vegetating exposed areas to prevent erosion and minimize visual impacts.
14. Final reclamation shall be completed in phases that have been inactive for more than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
15. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to the MN Wetland Conservation Act regulations, NPDES permits, and DNR Water Appropriation Permits.
16. The applicant is responsible to initiate renewal proceedings on or before July 1, ~~2018~~ 2025 or this permit becomes invalid.

17. This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.
18. Storage pile of recyclable aggregate materials shall not exceed 60,000 cubic yards.



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Wondra Pit

January 15, 2021

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Staff Report
for
2021 Review of Conditional Use Permit #285
Joe Wondra Pit
(Section 17 of Blooming Prairie Township)

Operator: Joe Wondra sells to various contractors

Owner(s): Joe Wondra

Project Location: The NE 1/4 of the SE 1/4 and the E 1/2 of the NW 1/4 of the SE 1/4, Section 17, T 105 N, R 19 W, Steele County, MN

Zoning District: Agricultural District

Permitted Uses: Mining of sand and gravel including the crushing, screening, and the stockpiling of aggregate material and recyclable aggregate material.

Permit History: 2002: Permit Issued
2008: Reviewed
2013: Reviewed

Conditions:

- 1 Mining is only to be allowed in areas labeled on the submitted FSA photo as field #2 and field #3.
2. Mining is allowed only to a bottom elevation of 1190' in area labeled as field #2.
3. Mining is allowed only to a bottom elevation of 1210' in the area labeled as field #3.
4. Applicant is to satisfy the requirements of the MN Wetland Conservation Act and the Steele SWCD before mining or dewatering can take place in the area labeled as field #2.
5. No mining or placement of fill material is allowed in areas identified by the Steele County SWCD as wetland.
6. A 20 feet unexcavated buffer shall remain adjacent to all property lines.
7. The existing drainage ditch along with a 35 foot or greater vegetative buffer shall be maintained.
8. Dust control shall be used on the access road during periods of truck traffic.
9. The existing woody vegetation along CSAH #24 should be maintained or a constructed earthen berm shall be required along CSAH #24 to visually obstruct views and provide safety to the roadway.
10. A stop sign shall be placed on the main access road to CSAH #24 and truck hauling signs shall be placed along CSAH #24. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
11. All access roads to the site shall be gated.
12. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
13. Interim reclamation shall be completed on any open excavation or soil storage areas inactive for more than 18 months. This reclamation shall include grading slopes to a 2:1 slope or greater and vegetating exposed areas to prevent erosion and minimize visual impacts.
14. Final reclamation shall be completed in phases that have been inactive for more than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
15. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to the MN Wetland Conservation Act regulations, NPDES permits, and DNR Water Appropriation Permits.
16. The applicant is responsible to initiate renewal proceedings on or before July 1, 2018 or this permit becomes invalid.

17. This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.
18. Storage pile of recyclable aggregate materials shall not exceed 60,000 cubic yards.

Total Acres: 36 acres
Minable Acres: 20 acres
Active Areas: 1.8 acres plus .33 acres of access road.
Reclaimed Areas: 0 acres.

Natural Elev: 1220-1240
Permitted Elev: 1190 feet in field #2
1210 feet in field #3
Mining Elev: estimated at 1220

Road Access: CSAH #24 (SE 54th Ave.) 9 ton axel limit paved county road.

Recyclable Amt: No recyclable material onsite.

Material Removed: Records indicated the following amount of material was removed for CUP #216 and CUP #285 combined. I estimate 6,000 yards from CUP #216 and 4,575 yards from CUP #285 since the last renewal period.
2019 – 0 yds
2018 – 1,319 yds
2017 – 843 yds
2016 – 3,912 yds
2015 – 3,781 yds
2014 – 720 yds

Other Permits: Nation Pollution Disposal Elimination System (NPDES): Permit MNG490064
DNR Water Appropriations: 2002-5085: 1.2 mgd (no pumping reported)

Comments: A relatively small amount of material has come out of the pit.

Condition Considerations: Consider extending the permit out another 5 years from July of 2020.

16. The applicant is responsible to initiate renewal proceedings on or before July 1, ~~2018~~ 2025 or this permit becomes invalid.

CONDITIONAL USE PERMIT**PERMIT#** 285
Review

PARCEL #: 01-017-2100
01-017-2400
DISTRICT: Agricultural
HEARING DATE: 02/01/21
DECISION DATE: 02/09/21

APPLICANT: Joe Wondra
ADDRESS: 13030 SE 19th Ave.
Blooming Prairie, MN 55917
LANDOWNER: Same
ADDRESS:

PROPERTY ADDRESS:
NA

LEGAL DESCRIPTION OF PROPERTY:

The NE 1/4 of the SE 1/4 and the E 1/2 of the NW 1/4 of SE 1/4, Section 17, T 105 N, R 19 W, Steele county, Minnesota

REFERENCE ORDINANCE FOR CUP:

Section 703.2 of the Steele County Zoning Ordinance.

PROPOSED USE(S):

Mining of sand and gravel including crushing, screening, and the stockpiling of aggregate material and recyclable aggregate material.

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approved ☒ with 18 conditions.

Findings recommended by the Planning Commission are hereby adopted to be the Findings of the Steele County Board of Commissioners.

Chair, Steele County Board of Commissioners

Date

CONDITIONAL USE PERMIT

PERMIT# 285
Review

Conditions

- 1 Mining is only to be allowed in areas labeled on the submitted FSA photo as field #2 and field #3.
- 2 Mining is allowed only to a bottom elevation of 1190' in area labeled as field #2.
- 3 Mining is allowed only to a bottom elevation of 1210' in the area labeled as field #3.
- 4 Applicant is to satisfy the requirements of the MN Wetland Conservation Act and the Steele SWCD before mining or dewatering can take place in the area labeled as field #2.
- 5 No mining or placement of fill material is allowed in areas identified by the Steele County SWCD as wetland.
- 6 A 20 foot unexcavated buffer shall remain adjacent to all property lines.
- 7 The existing drainage ditch along with a 35 foot or greater vegetative buffer shall be maintained.
- 8 Dust control shall be used on the access road during periods of truck traffic.
- 9 The existing woody vegetation along CSAH #24 should be maintained or a constructed earthen berm shall be required along CSAH #24 to visually obstruct views and provide safety to the roadway.
- 10 A stop sign shall be placed on the main access road to CSAH #24 and truck hauling signs shall be placed along CSAH #24. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
- 11 All access roads to the site shall be gated.
- 12 Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
- 13 Interim reclamation shall be completed on any open excavation or soil storage areas inactive for more than 18 months. This reclamation shall include grading slopes to a 2:1 slope or flatter and vegetating exposed areas to prevent erosion and minimize visual impacts.
- 14 Final reclamation shall be completed in phases that have been inactive for more than five years. Final reclamation shall include grading slopes to a 4:1 slope or flatter, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
- 15 Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to the MN Wetland Conservation Act regulations, NPDES permits, and DNR Water Appropriation Permits.
- 16 The applicant is responsible to initiate renewal proceedings on or before July 1, 2025 or this permit becomes invalid.
- 17 This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.
- 18 Storage pile of recyclable aggregate materials shall not exceed 60,000 cubic yards.

CONDITIONAL USE PERMIT

PERMIT# 285
Review

CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the _____ day of _____, 2021.

Steele County Auditor

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date



Steele County Agenda Item

Subject: Leave of Absence Request

Department: Detention Center

Meeting Date: 2/3/2021

Board Meeting Date: February 9, 2021

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends denial of Leave of Absence Request

Recommendation:

Recommend that the leave of absence not be approved at this time. Due to the current state of the pandemic, and the need to have adequate staffing, the detention center cannot afford to be down an additional staff member.

Background (*Including Budget Impact*):

Attachments: Leave Request Letter

January 5, 2021

Mattie Lestrud
Correctional Officer
Steele County Detention Center
2500 Alexander Street SW
Owatonna, MN 55060

Dear Steele County Commissioners,

I would like to request a 152 day leave of absence for educational reasons. If possible, I would like to have April 4, 2021 through June 20, 2021 and July 6, 2021 through September 19, 2021 off work to attend classes.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Mattie Lestrud", with a stylized flourish at the end.

Mattie Lestrud



Steele County Agenda Item

Subject: Granicus GovD Communications Cloud

Department: Information Technology

Committee Meeting Date: February 3, 2021

Board Meeting Date: February 9, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move item to Board for discussion.

Recommendation:

Authorize IT Director to approve a one-year contract with Granicus for their GovD Communications Cloud (formerly GovDelivery). Cost is \$6,000 for 12 months of service plus a one-time onboarding fee of \$2,900.

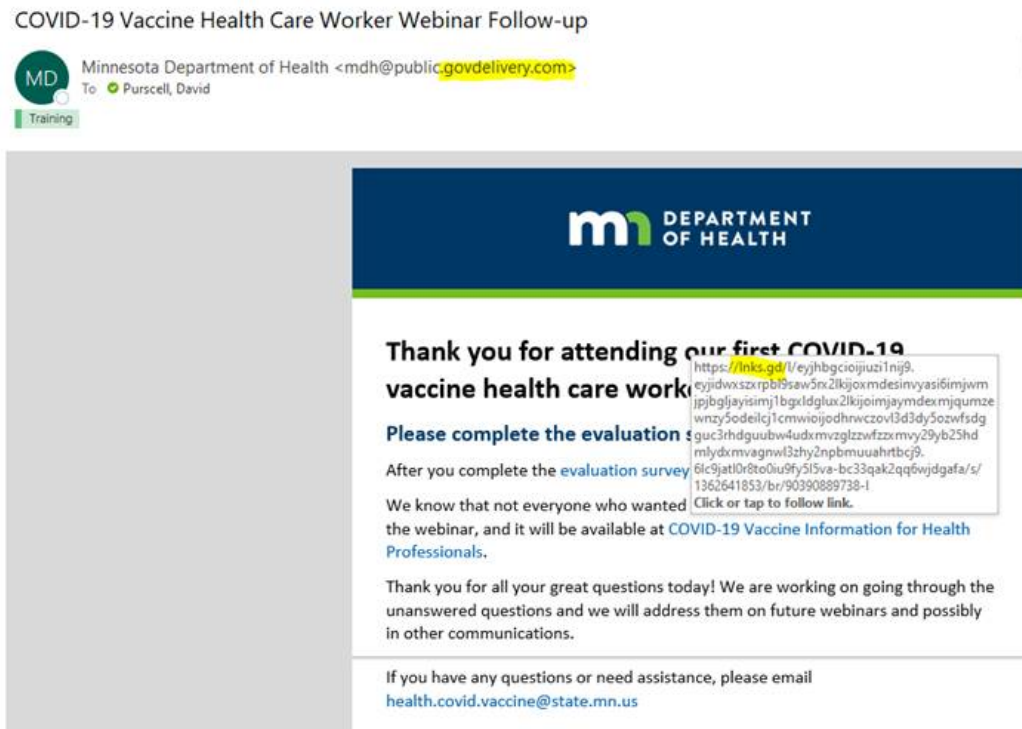
Background (*Including Budget Impact*):

Granicus is a large government services provider offering a plethora of solutions to improve citizen engagement for federal, state, and local governments. This particular offering is from what was originally their GovDelivery product. GovDelivery has its roots right here in Minnesota. It is a system for simple mass communications to people who have subscribed to one or more distribution lists via email, text, or both. You enter the information one time and it sends to recipients on both platforms.

Their secret sauce, is cross populating distribution lists. A user still has to opt-in to any list. But with as many lists as they have, they make recommendations to current subscribers for other content they may want to receive. It has proven very effective for enhancing and expanding citizen engagement.

GovDelivery was acquired by Granicus in 2016 when it received a rather healthy infusion of cash allowing it to expand its R&D. Now branded as **GovD Communications Cloud**, it also includes web and social media. In other words, you post the information one time and it goes to a variety of platforms simultaneously. Better yet, the information you provide is delivered with consistent branding to make it more effective. Their platform tracks opens and link-clicks to gauge effectiveness. It even provides you the opportunity to try multiple versions of a mailing with different wording or graphics. It will track the response of each version and automatically allow you to send the remainder based on those results.

The State or MN is a long-time subscriber. In fact, every department at the State has access to this product. You are likely already receiving mailings such as this from MDH using GovD.



Another good example is MNDOT where you can signup for updates related to Hwy-14.

[Hwy 14 from Owatonna to Dodge Center - MnDOT \(state.mn.us\)](https://state.mn.us/hwy-14)

We looked into GovDelivery almost three years ago. There was some interest from various departments, but not enough to justify it at that time. In hindsight, we should have signed up for it using CRF dollars. It could have greatly enhanced our communication throughout COVID. Now that vaccinations are upon us, I'm wishing this solution was already in place.

"The best time to plant a tree is 20 years ago.
The second-best time is right now!"

GovD is urgently needed by Public Health but can also be used by every other department for both internal and external delivery. Granicus is even willing to make it available to MNPrairie under our agreement, provided they pay for their own onboarding. GovD would be a great tool for Highway to notify interested persons concerning road construction or weather related closures. It can also be used to notify potential bidders of upcoming projects. MNDOT is already using GovD to meet similar needs. GovD could also be used for expanding the coverage of newsletters such as Beyond the Steele Star.

Both Highway and the Sheriff's departments have been looking for ways to expand their reach. GovD could easily fill that need.

In addition to the State of Minnesota, the following counties are currently using GovD Communication Cloud:

- Carver y <https://service.govdelivery.com/accounts/MNCARVER/subscriber/new>
- Hennepin <https://public.govdelivery.com/accounts/MNHENNE/subscriber/new>
- Olmsted <https://public.govdelivery.com/accounts/MNOLMSTED/subscriber/new>
- Ramsey <https://public.govdelivery.com/accounts/MNRAMSEY/subscriber/new>
- Stearns <https://public.govdelivery.com/accounts/STEARNS/subscriber/new>
- St. Louis <https://public.govdelivery.com/accounts/MNSTLOUIS/subscriber/new>

It is a very powerful solution which I know could greatly benefit Public Health (and many other departments).

Budget Impact

This is NOT a budgeted item. The CRF program concluded last year. We do not know whether similar funds will be available in the future. More importantly, the urgency for Public Health is now. We do have reserves which came from the CRF program which could potentially be used for this purpose.

The ***Granicus GovD Communications Cloud*** proposal is attached. It matches the pricing of their earlier quotes. \$2,900 in one-time onboarding and \$6,000 for the first 12 months of coverage. It is an annual commitment which includes unlimited emails and up to 100,000 SMS/text messages per year.

Initially we are proposing we focus our attention on implementing for Steele County. If MNPrairie chooses to participate in the future, we would establish a cost sharing between Steele County and MNPrairie for the annual service fees. They would be responsible for their own onboarding.

Attachments:

GovD – Building the Playbook for Vaccination Communication

GovD – Credibility in Minnesota

GovD Proposal – Steele County, MN

Build the Playbook for COVID-19 Vaccination Communications



A DAUNTING TASK...

40%

of U.S. adults stated they are not comfortable taking a coronavirus vaccine.

...REQUIRES A SOPHISTICATED STRATEGY

“ For a COVID-19 vaccine to be embraced by the public, officials can’t rely on a one-size-fits-all message.”

–Professor William Hallman,
Rutgers Global Health Institute

Communicate When It Matters Most

With limited guidance from the Federal government, states face hard decisions and a complicated web of coordination when it comes to distributing the coronavirus vaccines. Communicators must build their playbook today, so they’re ready to support effective vaccine distribution.

The Challenge

A recent Pew Research Center survey showed just over half of Americans are comfortable taking a COVID-19 vaccine, but to achieve vaccine effectiveness, 70–80% of the population requires vaccination. Communicators face a daunting task of educating and building trust in the vaccine, communicating when and how to get vaccinated, and providing reminders for second, and possibly third, doses. And there’s no one size fits all approach. In addition to these overarching objectives, communicators must convey this critical information to diverse – sometimes hard-to-reach – audiences who hold different points of view about vaccine safety and effectiveness.

What If You Could...

- ✓ **Educate the public with up-to-date vaccination information** through a multichannel digital communications approach?
- ✓ **Target your community with timely and accurate information** as vaccines become available to different groups?
- ✓ **Automate notifications and second-dose reminders** through automated calls, emails, and texts to maximize impact?
- ✓ **Build trust in the vaccine and mitigate the spread of misinformation** with fast website and email updates that draw on cross-government toolkits and best practices?
- ✓ **Gain an understanding of communication effectiveness** with robust reporting and real-time adjustments to optimize for success?

Granicus: Trusted Partner to Governments through COVID-19

5 Billion+

COVID-related messages sent by government agencies at every level with Granicus technologies

250M

Members of the Granicus Subscriber Network, helping grow audience size by 250% on average

25%

Increase in traffic to government websites powered by Granicus

GRANICUS COMMUNICATIONS CAPABILITIES

Obtain Subscribers & Drive Interest in Your Mission

- Signup Box
- Text-to-Subscribe
- Website Overlay
- Quick Subscribe Pages
- Granicus Subscriber Network

Engage & Drive Action

- Personalized Emails
- Text Messaging
- Social Posts
- Branded Mobile Friendly Templates
- Dynamic Segmentation
- Scheduled Campaigns

Continually Improve

- A/B Testing
- Robust Reporting & APIs
- Link Tracking Parameters

With Granicus You Can Build Impactful Communications Plans...

- 1 **Align:** Establish goals, gather insights, and evaluate current approach to strategy and engagement
- 2 **Design:** Build a plan that meets the information needs of your community and supports vaccine distribution effectiveness
- 3 **Deliver:** Execute your strategy through cost-effective digital channels such as email and SMS
- 4 **Refine:** Use reporting to identify what works, identify areas to improve, and course correct

...with Best-In-Class Support at the Ready.



Granicus Experience Group (GXG) — Scale your team as needed to stand up your vaccine communications strategy quickly. Experts in our technology, GXG can help you rapidly stand up campaigns designed to drive action, educate your residents, and communicate with hard-to-reach audiences.



Granicus Implementation Services — Get up and running quickly during this unprecedented time with fast-tracked implementation and contracting.



Granicus Subscriber Network — Opt-in citizen database + proprietary recommendation engine to help you reach residents through cross-promotion and audience acceleration.

Customer Success



Goal: Boost enrollment of new families

355M In budget savings

250K New Medicaid Members



Goal: Boost email enrollment to provide critical healthcare information

3000% Audience growth to 1M subscribers

70% Engagement rate



Goal: Recruit healthcare workers to support surge in NY coronavirus cases

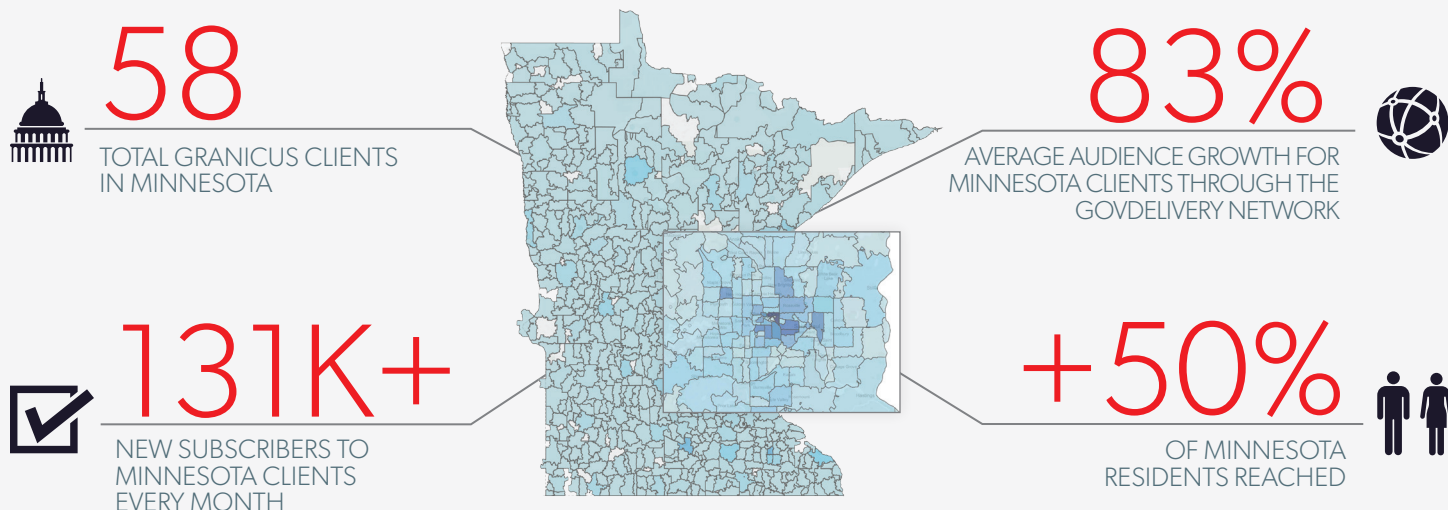
40K Medical volunteers identified

570K Digital comms sent

SUCCESS STORY | MINNESOTA

The city of St. Paul was among one of the first government agencies to partner with Granicus in 2001. Since then, over 4,200 government organizations around the world — from FEMA to the U.K. Parliament — and 58 more organizations just within the state of Minnesota, have partnered with Granicus to drive increased efficiency and better program outcomes through proactive communication. Ten states have implemented Granicus at an enterprise level to modernize their communications and drive increased citizen engagement.

GRANICUS IN MINNESOTA



GRANICUS CLIENTS IN MINNESOTA

Government organizations in Minnesota connect with over **3.7 million** people across the state, using Granicus to drive improved outcomes for critical programs, at every level of government.



INCREASED REACH

64 MILLION
MESSAGES SENT TO
MINNESOTA RESIDENTS
IN THE PAST YEAR

3.7 MILLION
UNIQUE CONTACTS IN
MINNESOTA RECEIVE
GRANICUS UPDATES



MINNESOTA GOVERNOR'S OFFICE

To better engage residents of Minnesota on issues from raising the minimum wage to environmental sustainability, the Governor's office utilizes a range of digital media to cross-promote content on multiple channels. From promoting shareable infographics on social media to driving traffic to live video streams, Granicus provides the Governor's team with a complete communications solution to improve citizen involvement in critical conversations happening in Minnesota. Granicus is among the largest drivers of referral traffic to the Governor's website, ensuring frequent touch points with more than 100,000 subscribers throughout the state of Minnesota.



MINNESOTA DEPARTMENT OF HEALTH

One of the top state health departments in the country, serving nearly five million citizens, health care providers, and agency partners with information that protects, maintains, and improves Minnesotans' health. MDH currently communicates with more than 700 providers through Granicus to drive referrals to Call It Quits, a program that streamlines patient access to smoking cessation resources. Granicus also helps MDH connect with partners on grant opportunities through programs like the Eliminating Health Disparities Initiative (EHDI), as well as boost participation in special events like Flu Chat, a live, Twitter-driven conversation. Today, MDH connects with a diverse audience of over 78,000 providers, partners, and community members on the programs and initiatives that ensure better health for more Minnesotans.



CITY OF SAINT PAUL, MINNESOTA

With an ever-growing population (294,000 residents and counting) and a focus on establishing a unique blend of small town values and big city opportunities, the City of Saint Paul is an attractive spot for young families, commuters and new businesses. The City uses the Granicus platform to inform and engage more than 177,000 people about crime prevention, road closures, economic development initiatives, parks and recreation activities, and more. Each month, more than 500 people sign up for city information through the GovDelivery Network, coming from other organizations like the City of Minneapolis, Minnesota Department of Economic Development, Minnesota Department of Natural Resources, and more. Because of the GovDelivery Network, the City can directly reach more than 60 percent of its community at any time.

Granicus Proposal for Steele County MN

Granicus Contact

Name: Brian Szymanski

Phone: 612-296-6308

Email: brian.szymanski@granicus.com

Proposal Details

Quote Number: Q-129213

Prepared On: 1/19/2021

Valid Through: 3/20/2021

Tier: Up to 5000 Subscribers

Pricing

Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

Currency: USD

Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 12 months.

Domains Included for the Communications Cloud

The subscription includes the following domain(s) and subdomain(s): 1

One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Communications Cloud - Setup and Configuration	Up Front	1 Each	\$2,400.00
Communications Cloud - Online Training	Up Front	1 Each	\$500.00
SUBTOTAL:			\$2,900.00

Annual Fees for New Subscriptions			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Communications Cloud	Annual	1 Each	\$6,000.00
SUBTOTAL:			\$6,000.00

Remaining Option Period(s)		
Solution(s)	Year 2	Year 3
Communications Cloud	\$6,420.00	\$6,869.40
SUBTOTAL:	\$6,420.00	\$6,869.40

Product Descriptions	
Name	Description
Communications Cloud	The Cloud is a Software-as-a-Service (SaaS) solution that enables government organizations to connect with more people. By leveraging the Cloud, the client will be able to utilize a number of different outreach mediums, including email, SMS/text messages, RSS feeds, and social media integration to connect with its target audiences. The Cloud includes: • Unlimited email sends with industry-leading delivery and management of all bounces • Support to upload and migrate existing email lists • Access to participate in the GovDelivery Network • Ability to send mass notifications to multiple devices • 24/7 system monitoring, email and phone support during business hours, auto-response to inbound messages from end users, and emergency support • Text-to-subscribe functionality • Up to 2 Web-hosted training sessions annually • Up to 50 administrators • Up to 1 GovDelivery account(s) • Access to a complete archive of all data created by the client for 18 months (rolling) • Up to 3 hours of message template and integration development • Up to 100 subscription topics • Up to 100,000 SMS/text messages per year from a shared short code within the United States* *International numbers are not supported. SMS/text messages not used in the period of performance will not carry over to the following year.

Product Descriptions	
Name	Description
Communications Cloud - Setup and Configuration	The Cloud is a Software-as-a-Service (SaaS) solution that enables government organizations to connect with more people. By leveraging the Cloud, the client will be able to utilize a number of different outreach mediums, including email, SMS/text messages, RSS feeds, and social media integration to connect with its target audiences. The Cloud setup and configuration includes: • The implementation consultant will be assigned to Recipient during the setup process for up to 90 days • Unlimited access to Web-based recorded trainings and online help for administrations on the following topics: standard Messaging, the GovDelivery Network, Automation, Mobile and Analytics • Up to 2 Web-hosted training sessions that must be used within 180 days of Kickoff • Up to 5 hours of message template and integration development that must be used within 90 days of Kickoff
Communications Cloud - Online Training	Provides a balance of Product knowledge and industry best practices to a specific audience. Sessions are delivered by product experts via videoconferencing technology.

Terms and Conditions

- Link to Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Steele County MN to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-129213 dated 1/19/2021 are incorporated into this Purchase Order by reference.
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which volume based pricing is used and the volume has changed from the prior term without regard to the prior term's per-unit pricing.
- Granicus Communications Suite Subscriber Information.
 - Data provided by the Client and contact information gathered through the Client's own web properties or activities will remain the property of the Client ("Direct Subscriber"), including any and all personally identifiable information (PII). Granicus will not release the data without the express written permission of the Client, unless required by law.
 - Granicus shall: (i) not disclose the Client's data except to any third parties as necessary to operate the Granicus Products and Services (provided that the Client hereby grants to Granicus a perpetual, non-cancelable, worldwide, non-exclusive license to utilize any data, on an anonymous or aggregate basis only, that arises from the use of the Granicus Products by the Client, whether disclosed on, subsequent to, or prior to the Effective Date, to improve the functionality of the Granicus Products and any other legitimate business purpose, including the right to sublicense such data to third parties, subject to all legal restrictions regarding the use and disclosure of such information).
- Data obtained through the Granicus Advanced Network.
 - Granicus offers a SaaS product, known as the Communications Cloud, that offers Direct Subscribers recommendations to subscribe to other Granicus Client's digital communication (the "Advanced Network"). When a Direct Subscriber signs up through one of the recommendations of the Advanced Network, that subscriber is a "Network Subscriber" to the agency it subscribed to through the Advanced Network.
 - Network Subscribers are available for use while the Client is under an active subscription with Granicus. Network Subscribers will not transfer to the Client upon termination of any Granicus Order, SOW, or Exhibit. The Client shall not use or transfer any of the Network Subscribers after termination of its Order, SOW, or Exhibit placed under this agreement. All information related to Network Subscribers must be destroyed by the Client within 15 calendar days of the Order, SOW, or Exhibit placed under this agreement terminating.

- Opt-In. During the last 10 calendar days of the Client's subscription, the Client may send an opt-in email to Network Subscribers that shall include an explanation of the Client's relationship with Granicus terminating and that the Network Subscribers may visit the Client's website to subscribe to further updates from the Client in the future. Any Network Subscriber that does not opt-in will not be transferred with the subscriber list provided to the Client upon termination.

Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Billing Information

Name:

Phone:

Email:

Address:

Steele County MN

Signature:

Name:

Title:

Date:



Steele County Agenda Item

Subject: November 2020 Financial Reports

Department: Treasurer's Office/Finance

Committee Meeting Date: February 3, 2021

Board Meeting Date: February 9, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Informational Item Only

Background (*Including Budget Impact*):

Revenues collected during the eleven months ended November 30, 2020 amounted to \$45 million. \$4.5 million of those revenues were from the Coronavirus Relief Fund (CRF) grant and another \$4.6 million were from the bond proceeds relating to the Detention Center's HVAC project. Consequently, expenditures spent during this time period amounted to \$49.4 million. Most of the expenditure categories were below budget except for funds spent relating to the CRF grant as those funds had to be spent by November 30th.

Due to the pandemic, revenues relating to inmate boarding charges and investment earnings were drastically less than previous years (approx. \$1 million less). Also, Road & Bridge paid for 2019 uncompleted projects in 2020. Due to these reasons, expenditures exceeded revenues by \$4.3 million for the eleven months of 2020, \$1.9 million more in comparison to the prior year.

Total cash and investments amounted to \$63.1 million at the end of November 2020, approximately \$1.5 million less than November 2019.

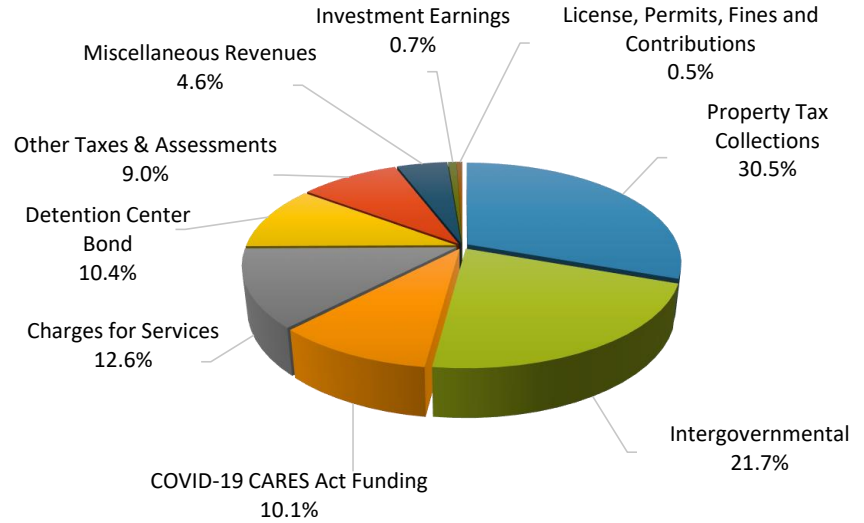
Attachments:

November 2020 Financial Reports

Steele County
Summary of Revenues and Expenditures
For the Eleven Months Ended November 30, 2020 (Cash Basis)

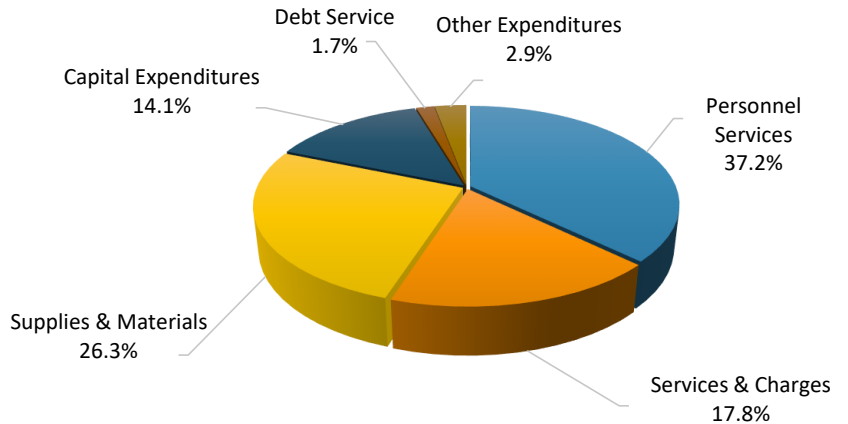
January - November 2020 Revenues

Property Tax Collections	\$ 13,733,999
Intergovernmental	9,774,270
COVID-19 CARES Act Funding	4,544,397
Charges for Services	5,692,604
Detention Center Bond	4,674,126
Other Taxes & Assessments	4,052,510
Miscellaneous Revenues	2,061,847
Investment Earnings	336,083
License, Permits, Fines and Contributions	227,705
Total Revenues	\$ 45,097,541



January - November 2020 Expenditures

Personnel Services	\$ 18,381,787
Services & Charges	8,818,790
Supplies & Materials	13,000,865
Capital Expenditures	6,993,489
Debt Service	820,088
Other Expenditures	1,452,053
Total Expenditures	\$ 49,467,072



Steele County
Comparative Financial Statements
For the Eleven Months Ended November 30, 2020 in Comparison to Annual Budget (Cash Basis)

Revenues	Jan - Sept 2020 Actual	October 2020 Actual	November 2020 Actual	Jan - Nov 2020 Actual	2020 Budget	% of 2020 Budget
Property Tax Collections	\$ 13,733,999	\$ -	\$ -	\$ 13,733,999	\$ 25,697,008	53.4%
Other Taxes & Assessments	3,365,304	335,501	351,705	4,052,510	3,636,400	111.4%
Intergovernmental	9,012,035	455,774	306,461	9,774,270	11,390,193	85.8%
Charges for Services	4,938,705	413,372	340,527	5,692,604	9,036,953	63.0%
Licenses and Permits	169,038	24,991	16,121	210,150	168,500	124.7%
Fines and Forfeitures	14,414	2,413	553	17,380	28,000	62.1%
Investment Earnings	441,311	(116,453)	11,225	336,083	310,000	108.4%
Gifts and Contributions	175	-	-	175	100,000	0.2%
COVID-19 CARES Act Funding	4,479,147	-	65,250	4,544,397	-	0.0%
Detention Center Bonds	4,674,126	-	-	4,674,126	4,581,241	102.0%
Miscellaneous / Other Financing Sources	695,962	1,166,417	199,468	2,061,847	3,264,964	63.2%
Total Revenues	41,524,216	2,282,015	1,291,310	45,097,541	58,213,259	77.5%
Expenditures						
<i>Personnel Services</i>						
Wages and Overtime	10,355,471	1,631,673	1,324,516	13,311,660	15,275,834	87.1%
Health, Life and Disability Insurance	2,191,379	243,339	244,175	2,678,893	3,030,852	88.4%
PERA Contributions	897,976	140,048	116,349	1,154,373	1,345,070	85.8%
FICA / Medicare Tax	674,624	108,830	85,417	868,871	1,022,347	85.0%
Other Payroll Related Expenses	338,159	3,911	25,920	367,990	467,623	78.7%
Total Personnel Services	14,457,609	2,127,801	1,796,377	18,381,787	21,141,726	86.9%
Services & Charges	6,609,289	535,029	1,674,472	8,818,790	11,381,315	77.5%
Supplies & Materials	11,628,598	815,125	557,142	13,000,865	15,354,668	84.7%
Capital Expenditures	5,220,308	1,170,848	602,333	6,993,489	7,211,461	97.0%
Debt Service Levy	697,028	-	-	697,028	1,840,318	37.9%
Non-Levied Debt	64,816	2,363	55,881	123,060	430,740	28.6%
Other Expenditures	244,791	1,160,864	46,398	1,452,053	853,031	170.2%
Total Expenditures	38,922,439	5,812,030	4,732,603	49,467,072	58,213,259	85.0%
Net Expenditures (Over) Under Revenues	\$ 2,601,777	\$ (3,530,015)	\$ (3,441,293)	\$ (4,369,531)	\$ -	

Steele County
Comparative Fund Financial Statements
For the Eleven Months Ended November 30, 2020 (Cash Basis)

Revenues	General	Highway	Debt Service	Capital Projects	All Other Funds/Dept*	Total
Property Tax Collections	\$ 10,956,111	\$ 1,449,726	\$ 903,332	\$ 424,830	\$ -	\$ 13,733,999
Other Taxes & Assessments	256,905	3,580,427	6,133	1,970	207,075	4,052,510
Intergovernmental	3,038,811	6,480,321	82,626	172,512	-	9,774,270
Charges for Services	3,414,363	362,453	-	-	1,915,788	5,692,604
Licenses and Permits	201,570	8,580	-	-	-	210,150
Fines and Forfeitures	17,380	-	-	-	-	17,380
Investment Earnings	314,297	-	-	19,390	2,396	336,083
Gifts and Contributions	175	-	-	-	-	175
COVID-19 CARES Act Funding	4,544,397	-	-	-	-	4,544,397
Detention Center Bond	-	-	-	4,674,126	-	4,674,126
Miscellaneous / Other Financing Sources	614,474	136,099	-	1,278,132	33,142	2,061,847
Total Revenues	23,358,483	12,017,606	992,091	6,570,960	2,158,401	45,097,541
Expenditures						
<i>Personnel Services</i>						
Wages and Overtime	11,684,601	1,349,897	-	-	277,162	13,311,660
Health, Life and Disability Insurance	2,300,230	336,526	-	-	42,137	2,678,893
PERA Contributions	1,037,587	96,621	-	-	20,165	1,154,373
FICA / Medicare Tax	753,357	94,773	-	-	20,741	868,871
Other Payroll Related Expenses	306,067	50,751	-	-	11,172	367,990
Total Personnel Services	16,081,842	1,928,568	-	-	371,377	18,381,787
Services & Charges	7,662,038	636,534	-	31,775	488,443	8,818,790
Supplies & Materials	1,452,139	11,383,701	-	-	165,025	13,000,865
Capital Expenditures	887,514	704,517	-	5,257,896	143,562	6,993,489
Debt Service Levy	-	-	697,028	-	-	697,028
Non-Levied Debt	-	-	-	-	123,060	123,060
Other Expenditures	302,778	1,100,888	22,736	-	25,651	1,452,053
Total Expenditures	26,386,311	15,754,208	719,764	5,289,671	1,317,118	49,467,072
Net Expenditures (Over) Under Revenues	\$ (3,027,828)	\$ (3,736,602)	\$ 272,327	\$ 1,281,289	\$ 841,283	\$ (4,369,531)

* Includes Landfill, Ditch, Bixby, and Trust Funds

Steele County
Budget to Actual Comparison
For the Eleven Months Ended November 30, 2019 and 2020 in Comparison to Annual Budget (Cash Basis)

	2019		2019		% of		2020		2020		% of	
	Jan - Nov Actual		Budget		2019 Budget		Jan - Nov Actual		Budget		2020 Budget	
Revenues												
Property Tax Collections	\$	13,113,092	\$	24,785,085		52.9%	\$	13,733,999	\$	25,697,008		53.4%
Other Taxes & Assessments		4,386,022		3,789,497		115.7%		4,052,510		3,636,400		111.4%
Intergovernmental		11,729,289		14,820,634		79.1%		9,839,520		11,390,193		86.4%
Charges for Services		7,081,203		7,819,534		90.6%		5,692,604		9,036,953		63.0%
Licenses and Permits		162,648		168,500		96.5%		210,150		168,500		124.7%
Fines and Forfeitures		34,587		25,200		137.3%		17,380		28,000		62.1%
Investment Earnings		1,052,308		310,000		339.5%		336,083		310,000		108.4%
Gifts and Contributions		2,729		100,000		2.7%		175		100,000		0.2%
COVID-19 CARES Act Funding		-		-		0.0%		4,479,147		-		0.0%
Sale of Cedarview / Park Place Building		2,925,000		-		0.0%		-		-		0.0%
Public Works Facility & Detention Center		1,786,904		260,000		687.3%		4,674,126		4,581,241		102.0%
Miscellaneous / Other Financing Sources		1,270,504		4,356,744		29.2%		2,061,847		3,264,964		63.2%
Total Revenue		43,544,286		56,435,194		77.2%		45,097,541		58,213,259		77.5%
Expenditures												
General Government												
Commissioners		190,194		238,010		79.9%		188,141		222,236		84.7%
Courts		252,302		397,750		63.4%		210,627		390,750		53.9%
Law Library		16,549		36,000		46.0%		13,694		36,000		38.0%
County Administrator		198,485		254,070		78.1%		235,900		267,426		88.2%
Human Resources		370,271		440,710		84.0%		409,416		445,096		92.0%
County Auditor		479,776		547,750		87.6%		446,021		550,509		81.0%
Treasurer/Finance		428,131		454,700		94.2%		437,624		473,320		92.5%
Information Technology		412,493		538,050		76.7%		446,564		492,013		90.8%
Central Services		261,234		292,610		89.3%		249,830		254,100		98.3%
Auditor Elections		24,538		34,550		71.0%		140,369		66,150		212.2%
County Attorney		1,124,022		1,237,280		90.8%		1,156,154		1,274,965		90.7%
Drug Court		-		21,720		0.0%		-		-		0.0%
Recorder		444,229		424,300		104.7%		417,385		418,135		99.8%
Surveyor		25,584		20,000		127.9%		22,314		25,000		89.3%
County Assessor		641,667		719,730		89.2%		667,209		748,675		89.1%
Geographic Information Systems (GIS)		86,394		93,550		92.4%		90,498		99,984		90.5%
Planning & Zoning		501,574		599,359		83.7%		466,883		645,699		72.3%
Buildings and Grounds		1,138,949		1,229,710		92.6%		1,327,497		1,595,840		83.2%
Veterans Service		173,124		206,160		84.0%		185,751		217,120		85.6%
Other (Includes 2019 SCHL Contribution)		2,722,354		837,766		325.0%		1,834,506		618,638		296.5%
Total General Government		9,491,870		8,623,775		110.1%		8,946,383		8,841,656		101.2%
Public Safety												
Sheriff		2,793,778		3,226,320		86.6%		2,792,013		3,234,552		86.3%
Coroner		79,938		72,100		110.9%		76,286		80,000		95.4%
Public Transit		3,196		4,800		66.6%		-		-		0.0%
Detention Center		4,056,493		5,098,000		79.6%		4,014,970		4,746,787		84.6%
Community Corrections		1,505,598		1,758,730		85.6%		1,592,921		1,800,962		88.4%
Law Enforcement Center		388,455		478,570		81.2%		349,878		509,128		68.7%
Joint Dispatch		686,073		914,765		75.0%		896,052		896,053		100.0%
Emergency Management		85,170		91,980		92.6%		81,661		99,230		82.3%
Total Public Safety		9,598,701		11,645,265		82.4%		9,803,781		11,366,712		86.2%

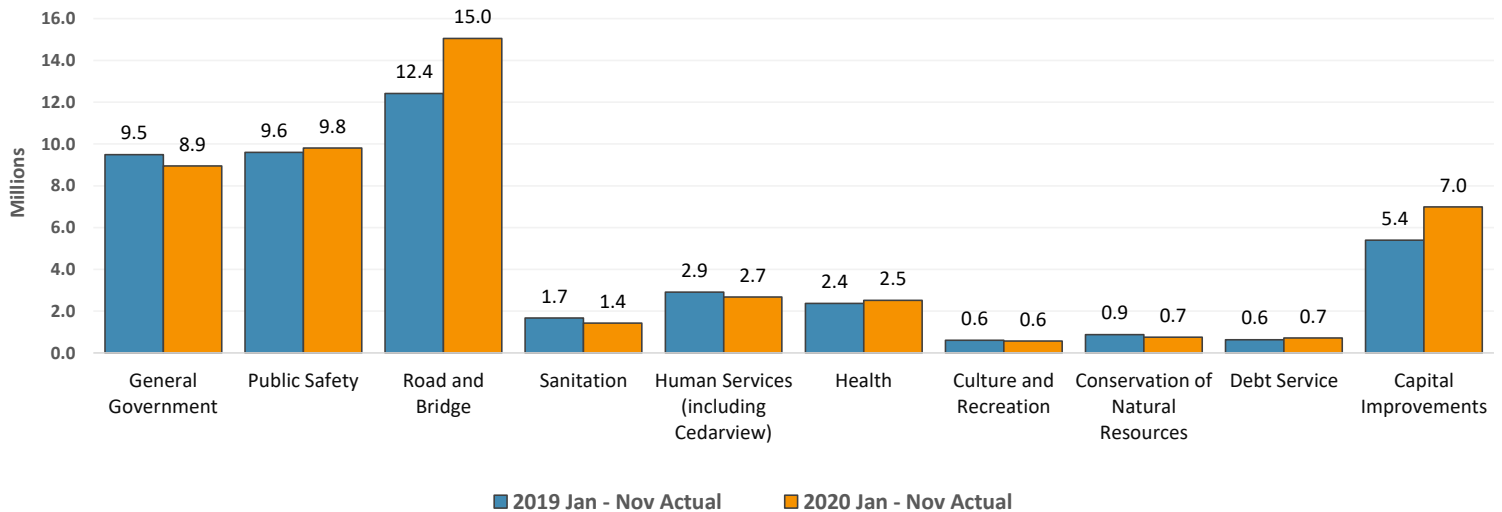
Steele County
Budget to Actual Comparison (Continued)
For the Eleven Months Ended November 30, 2019 and 2020 in Comparison to Annual Budget (Cash Basis)

	2019	2019	% of	2020	2020	% of
	Jan - Nov Actual	Budget	2019 Budget	Jan - Nov Actual	Budget	2020 Budget
<i>Road and Bridge</i>						
Highway	12,422,201	20,157,793	61.6%	15,049,691	16,392,836	91.8%
<i>Sanitation</i>						
Environmental Services	656,419	684,240	95.9%	592,785	703,700	84.2%
Landfill	1,017,421	1,430,000	71.1%	838,147	1,443,270	58.1%
Total Sanitation	1,673,840	2,114,240	79.2%	1,430,932	2,146,970	66.6%
<i>Human Services</i>						
MNPrairie County Alliance	2,450,376	4,900,751	50.0%	2,679,125	5,365,528	49.9%
Community Wellness (including Cedarview)	458,450	278,175	164.8%	-	278,175	0.0%
Total Human Services	2,908,826	5,178,926	56.2%	2,679,125	5,643,703	47.5%
<i>Health</i>						
Public Health Nursing	2,373,316	2,853,668	83.2%	2,523,173	2,957,766	85.3%
Community Health	-	250	0.0%	-	250	0.0%
Total Health	2,373,316	2,853,918	83.2%	2,523,173	2,958,016	85.3%
<i>Culture and Recreation</i>						
Historical Society	8,000	8,000	0.0%	8,000	8,000	100.0%
Parks and Recreation	250,754	301,420	83.2%	227,169	298,520	76.1%
Four Seasons Center	329,454	479,140	68.8%	322,955	491,298	65.7%
Community Center	18,340	19,600	93.6%	13,024	19,750	65.9%
Total Culture and Recreation	606,548	808,160	75.1%	571,148	817,568	69.9%
<i>Conservation of Natural Resources</i>						
U of M Extension	272,368	341,274	79.8%	264,051	352,869	74.8%
Soil and Water Conservation	101,250	135,000	75.0%	101,250	135,000	75.0%
Agricultural Society/County Fair	60,525	46,500	130.2%	48,996	43,000	113.9%
County Ditch	230,745	300,000	76.9%	211,269	300,000	70.4%
Clean Water Loan Program	111,762	139,000	80.4%	111,762	139,000	80.4%
Bixby Sewer Project	99,357	24,150	411.4%	12,258	24,150	50.8%
Total Conservation of NR	876,007	985,924	88.9%	749,586	994,019	75.4%
<i>Debt Service</i>						
Debt Service Levy	633,419	1,700,668	37.2%	719,764	1,840,318	39.1%
<i>Capital Improvements</i>						
General Government	902,747	1,098,825	82.2%	1,934,642	1,177,640	164.3%
Public Safety	121,226	221,200	54.8%	4,156,314	4,779,641	87.0%
Highway	386,118	523,500	73.8%	704,517	610,000	115.5%
Culture and Recreation	46,576	53,000	87.9%	45,555	70,000	65.1%
Public Health	-	10,000	0.0%	5,475	8,000	68.4%
Landfill	91,470	200,000	45.7%	143,562	545,000	26.3%
Fairgrounds	-	-	0.0%	-	21,180	0.0%
Public Works Facility	3,851,806	260,000	1481.5%	3,424	-	0.0%
Total Capital Improvements	5,399,943	2,366,525	228.2%	6,993,489	7,211,461	97.0%
Total Expenditures	45,984,671	56,435,194	81.5%	49,467,072	58,213,259	85.0%
Net Expenditures (Over) Under Revenues	\$ (2,440,385)	\$ -		\$ (4,369,531)	\$ 103 of 112	

Steele County
Summary of Expenditures by Function
For the Eleven Months Ended November 30, 2019 and 2020 in Comparison to Annual Budget (Cash Basis)

	2019 Jan - Nov Actual	2019 Budget	% of 2019 Budget	2020 Jan - Nov Actual	2020 Budget	% of 2020 Budget
<i>Expenditures by Function</i>						
General Government	\$ 9,491,870	\$ 8,623,775	110.1%	\$ 8,946,383	\$ 8,841,656	101.2%
Public Safety	9,598,701	11,645,265	82.4%	9,803,781	11,366,712	86.2%
Road and Bridge	12,422,201	20,157,793	61.6%	15,049,691	16,392,836	91.8%
Sanitation	1,673,840	2,114,240	79.2%	1,430,932	2,146,970	66.6%
Human Services (including Cedarview)	2,908,826	5,178,926	56.2%	2,679,125	5,643,703	47.5%
Health	2,373,316	2,853,918	83.2%	2,523,173	2,958,016	85.3%
Culture and Recreation	606,548	808,160	75.1%	571,148	817,568	69.9%
Conservation of Natural Resources	876,007	985,924	88.9%	749,586	994,019	75.4%
Debt Service	633,419	1,700,668	37.2%	719,764	1,840,318	39.1%
Capital Improvements	5,399,943	2,366,525	228.2%	6,993,489	7,211,461	97.0%
Total Expenditures	\$ 45,984,671	\$ 56,435,194	81.5%	\$ 49,467,072	\$ 58,213,259	85.0%

Summary of Expenditures by Function



**Minutes of the
Steele County Planning Commission
February 1, 2021**

Call to Order:

The meeting was called to order by B. Schmidt at 7 pm. Present were B. Schmidt, Lammers, Esplan, Jaster, Spatenka, Queen, Ingvaldson, County Board member Brady, and staff member Oolman.

Agenda:

Motion by Esplan, second by Ingvalson to approve the agenda as submitted. Roll call taken. Motion passed unanimously.

Minutes:

Motion by Esplan second by Lammers to approve the January 4th, 2021 minutes as submitted. Roll call taken. Motion passed unanimously.

County Board Action

Oolman reported the County Board approved the Renewal of IUP 2014-02 (Medford Sand & Gravel – Hill Pit) as recommended by the Planning Commission:

Review of CUP #216 (Wondra Pit in Section 8 of Blooming Prairie Township)

This request is from Joe Wondra to renew Conditional Use Permit #216 allowing the mining and processing of sand and gravel on property located in the NW 1/4 of the SW 1/4, Section 8, Blooming Prairie Township.

Questions and comments of the commission.

- Discussion was held on the property line along the east side. Oolman explained that recent mining is maintaining the setback from the fence, however the property line drawn on the photos does not line up with the fence making it appear he is mining too close.
- Schmidt asked about the northeast corner of the property that appears to be even closer.
Oolman indicated that mining occurred in that area decades ago probably before we even had a permit or required setbacks.
- Has the neighboring property owner ever questioned the line?
Oolman indicated no one has ever contacted him.
Joe Wondra stated they were going by the old fence line.

The public hearing was opened. As there were no questions or comments, the public hearing was closed.

Motion by Esplan, second by Queen to recommend renewal of CUP #216 with the following 13 conditions: (~~strike through~~ is deleted, underlined is added)

1. No topsoil shall be removed from the site.
2. The applicant shall continue with the current reclamation plan.

3. Setback from property lines shall be 20 feet of undisturbed soil. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant. The buffer between this property and the property to the north may be removed with agreement between both landowners.
4. To prevent erosion and minimize visual impacts, interim closure (e.g., stabilized slopes and vegetation) shall occur on excavation exposures and soil storage areas inactive for greater than 18 months.
5. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits.
6. The applicant is responsible to initiate renewal proceedings on or before July 1, ~~2018~~ 2025 or this permit becomes invalid.
7. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday
8. Dust control shall be used on SE 44th Ave. during times of heavy truck traffic.
9. Mining is limited to a bottom elevation of 1285 feet at this time. (approximately 25 feet deep)
10. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
11. Trucks shall not track material from the pit onto the public road
12. Signs warning of trucks hauling shall be placed when and where required by Blooming Prairie Township or Steele County Highway Department.
13. This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.

Roll call taken. Motion passed unanimously.

Review of CUP #218 (Wondra Pit in Section 20 of Blooming Prairie Township)

This request is from Joe Wondra to renew Conditional Use Permit #218 allowing the mining and processing of sand and gravel and the stockpiling and processing of recyclable aggregate material on property located in the NW 1/4 of the NE 1/4, Section 20, Blooming Prairie Township.

Questions and comments of the commission.

- Has the gravel tax been paid?
Oolman indicated they have.

The public hearing was opened. As there were no questions or comments, the public hearing was closed.

Motion by Ingvalson, second by Lammers to recommend renewal of CUP #218 with the following 14 conditions: (~~strikethrough~~ is deleted, underlined is added)

1. No topsoil shall be removed from the site.
2. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulation including but not limited to NPDES permits, DNR Water Appropriation Permits and MN Wetland Conservation Act regulations.
3. Applicant is encouraged to maintain an open dialogue with the neighboring resident in any effort to minimize any conflicts which may arise.
4. Setbacks from property lines shall be 20 feet of undisturbed soil. Any erosion to neighboring properties a result of this mine shall be corrected by the applicant.

5. To prevent erosion and minimize visual impacts, interim closure (e.g., stabilized slopes and vegetation) shall occur on excavation exposures and soil storage areas inactive for greater than 18 months.
6. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
7. The applicant is responsible to initiate renewal proceedings on or before July 1, ~~2018~~ 2025 or this permit becomes invalid.
8. Hours of operation shall be between 6:00 AM and 7:00 PM Monday thru Saturday.
9. Dust control shall be used on SE 138th St. during periods of heavy truck traffic.
10. Mining is limited to a bottom elevation of 1230 feet at this time. (approximately 25 feet deep)
11. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
12. Trucks shall not track material from the pit onto the public road
13. Signs warning of trucks hauling shall be placed when and where required by Blooming Prairie Township or Steele County Highway Department.
14. This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.

Roll call taken. Motion passed unanimously

Review of CUP #285 (Wondra Pit in Section 17 of Blooming Prairie Township)

This request is from Joe Wondra to renew Conditional Use Permit #285 allowing the mining and processing of sand and gravel and the stockpiling and processing of recyclable aggregate material on property located in the E ½, NW ¼, SE ¼, and the NE ¼, SE ¼ Section 17, Blooming Prairie Township.

Questions and comments of the commission.

- Where is the access road located?
Oolman indicated it ran along the north property line.
- Clarification was asked for on the different phases.
Oolman indicated the active area is about 2.0 acres and is located in field #2

The public hearing was opened. As there were no questions or comments, the public hearing was closed.

Motion by Lammers, second by Spatenka to recommend renewal of CUP #285 with the following 18 conditions: (~~strike through~~ is deleted, underlined is added)

1. Mining is only to be allowed in areas labeled on the submitted FSA photo as field #2 and field #3.
2. Mining is allowed only to a bottom elevation of 1190' in area labeled as field #2.
3. Mining is allowed only to a bottom elevation of 1210' in the area labeled as field #3.
4. Applicant is to satisfy the requirements of the MN Wetland Conservation Act and the Steele SWCD before mining or dewatering can take place in the area labeled as field #2.
5. No mining or placement of fill material is allowed in areas identified by the Steele County SWCD as wetland.
6. A 20 feet unexcavated buffer shall remain adjacent to all property lines.
7. The existing drainage ditch along with a 35 foot or greater vegetative buffer shall be maintained.

8. Dust control shall be used on the access road during periods of truck traffic.
9. The existing woody vegetation along CSAH #24 should be maintained or a constructed earthen berm shall be required along CSAH #24 to visually obstruct views and provide safety to the roadway.
10. A stop sign shall be placed on the main access road to CSAH #24 and truck hauling signs shall be placed along CSAH #24. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
11. All access roads to the site shall be gated.
12. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
13. Interim reclamation shall be completed on any open excavation or soil storage areas inactive for more than 18 months. This reclamation shall include grading slopes to a 2:1 slope or greater and vegetating exposed areas to prevent erosion and minimize visual impacts.
14. Final reclamation shall be completed in phases that have been inactive for more than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
15. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to the MN Wetland Conservation Act regulations, NPDES permits, and DNR Water Appropriation Permits.
16. The applicant is responsible to initiate renewal proceedings on or before July 1, ~~2018~~ 2025 or this permit becomes invalid.
17. This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.
18. Storage pile of recyclable aggregate materials shall not exceed 60,000 cubic yards

Roll call taken. Motion passed unanimously

Amendment to 410 (Riverview Campground)

This request is from Wayne & Rebecca Cederberg on behalf of Riverview Campground to amend Conditional Use Permit #410 allowing them to expand their campground by up to 32 sites for a maximum of 165 sites on property located S ½ of the SE ¼, Section 20, Owatonna, Township.

Questions and comments of the commission.

- Spatenka commented that he previously owned the campground and was instrumental in getting the sewer hooked up to the city. He commented that the capacity of the tanks was sized for the number of sites they had at the time. He is concerned that the tanks would not be able to hold the additional sewage generated from this expansion and past additional hookups.
- Schmidt asked who oversaw the design and installation.
Spatenka said that Ellingson designed the system for the number of people expected at that time.
- Discussion was held on how the county can assure the system can handle the expected amount of sewage. Oolman clarified that the county has jurisdiction over septic systems, but not collection systems that connect to a municipal system. He is unsure who would have jurisdiction on approving this system.
- Spatenka commented that this is essentially a septic tank, except instead of discharging to a drainfield, it discharges to the City sewer system. He believes that additional tanks may be needed to handle the additional sewage.

- Schmidt commented that the submitted layout only showed 26 sites, but the applicant is asking for an additional 32 sites. He would like to see an accurate layout showing the true number of new sites.
- Schmidt also commented the layout does not give the setback to the property line and he would like more info on what the setback would be.
Oolman commented that he has received a revised layout from a consultant working with the campground but that layout is also outdated because it shows a number of sites both in the floodplain and shoreland area.
- Schmidt felt there were too many issues unanswered to make a decision at this time.
- Brady commented that he would like to know if the sewage can be taken care of before a decision can be made.

Comments by the Wayne Cederberg, applicant, include:

- He has contacted Scott Swenson from MN Pump Works who feels the pumps can handle the sewage. He can get that info to the Board.
- He talked to Kyle Skov, with the City of Owatonna, who's only concern was the rate at which they are charged.
- The MN Department of Health has requirements on camp site sizing.
- He also indicated that not all of the new sites will have sewer.

Motion was made by Esplan, second by Lammers to table action on amendment request to CUP #410 to give the applicant time to provide more detailed information.

Roll call taken. Motion passed unanimously

Review of 2020 Activities

Oolman reviewed the activities that permitted and processed thru the planning and zoning office in 2020.

Adjournment:

Motion by Lammers, second by Spatenka to adjourn at 8:14 pm.

**Minutes
of the
Steele County Board of Adjustments
February 2nd, 2021**

Call to Order:

The meeting was held under MN Statutes Section 13D.021. The meeting was called to order by Chair Schmidt at 7:00 pm. Members present were Nelson, Schmidt, Lammers, Jaster, Ulrich and staff member Oolman.

Agenda:

Motion by Jaster, second by Nelson to approve the agenda as submitted Roll call vote. Motion passed 5 to 0.

Minutes:

Motion by Jaster, second by Nelson to approve the January 12th, 2021 minutes as submitted. Roll call vote. Motion passed 5 to 0.

Public Hearing –Variance Request #643 (Jensen)

This hearing is to consider a variance request from Brody Jensen to construct a 30' x 48' storage structure as close as 10 feet to a side property line. The property is described as Block 1, Lot 3, Borgstahl Addition, and the property address is 2710, Austin Road, Owatonna. Steele County Ordinances require structures to be 20 feet from side property lines.

Questions & Comments by board members:

- Schmidt – It appears the front of the shed will be 15 feet from the property line and the back will be 10 feet from the property line. Is the shed being placed at an angle?
Oolman responded the applicant wishes to line the shed up with the concrete drive and the house instead of the lot line.
- Schmidt – How old is the septic system? Will there be room to install a new one if the existing system fails even without the shed?
Oolman stated the system was installed in the 1990's, but there was a compliance inspection done in 2018. Replacement of that system may be problematic on that lot even without the shed.
- Ulrich – Asked if the white square on the photos was the existing building that was being removed and could the new shed be moved closer to the house?
Oolman speculated that there needs to be room for access between the shed and the house. Schmidt felt that the shed couldn't be moved enough to not require a variance. Brody Jensen, responded that he needed enough space between the shed and the house to allow for septic pumper access and there is a window in the house that overlooks the yard. He did not want that window to look directly into the shed.

The public hearing was opened. As there were no other public comments the public hearing was closed.

The board reviewed the criteria for granting a variance.

1) Is the variance in harmony with the intent of the comprehensive plan and ordinance?

All members felt the request met the intent of the comprehensive plan and ordinance.

2) Is the property owner proposing to use the property in a reasonable manner?

All members felt the property owner was using the property in a reasonable manner.

3) The plight of the applicant is due to circumstances unique to the property.

All members felt the circumstances were unique to the property.

4) Was the plight of the landowner created by someone other than the landowner?

All members felt the circumstances were not created by the landowner.

5) The variance will not alter the essential character of the locality.

All members felt the variance would not change the character of the locality.

6) Economic considerations alone are not the only practical difficulty?

All members did not feel economics were the only reason for the request.

Motion by Lammers, second by Nelson, to approve variance request #643 based upon the findings of the board that the request meets all criteria as required.

Roll call vote. 5 ayes. 0 nays. Motion to approve passes.

Adjournment:

Motion by Jaster, second by Nelson to adjourn. Motion passed. Meeting adjourned at 7:19 PM.



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

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

Wednesday, February 3, 2021 at 8:00 a.m. – Board Room

Attendees: Commissioner Brady, Commissioner Glynn, IT Director Dave Purscell, Finance Director Cathy Piepho, Jail Administrator Anthony Buttera, Human Resource Director Julie Johnson, Auditor Laura Ihrke and Administrator Scott Golberg.

Consent Agenda

1. Recommend Approving Persons Authorized to Sign Orders adding Madison Hadoff from Treasurers Office.
2. Recommend Approving Electronically Transfer Funds revised Resolution adding Madison Hadoff from Treasurers office.
3. Recommend Approving Additional Dark Fiber at Four Seasons and Detention Center
4. Recommend Approving Equitable Sharing Agreement and Authorizing the Chair to sign.

General Agenda

1. Recommend Denial of Leave of Absence Request for Education purposes from Detention Center
2. Recommend moving to Board for discussion the Granicus GovD Communications Cloud

Information

- November 2020 Financial Reports

Department Head Reports:

Treasurer/Finance: Continue training of new employee.

Human Resources: Affordable Care Act forms are being completed. Have one unfilled vacancy in Steele, planning for one upcoming retiree. Completing the filling of positions in MNPrairie.

Detention Center: Population is in the mid-forties. Majority of population is from Steele County.

Information Technology: Working with Facilities regarding the damage done to the maintenance door.

Administration: Update on ERG Program. Grant requests are currently at 61 applications requesting approximately 2 MM.