



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, MARCH 9, 2021 at 4:00 PM
County Boardroom, Steele County Administration Center

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

Agenda

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

Public Comment

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

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

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.*

4. Approve February 23, 2021 Board Minutes (pg. 3)
5. Approve Bills and Journal Entries (pg. 8)
6. Approve Personnel Report (pg. 40)
7. Approve Agreement with Blooming Prairie Township for Replacement of Bridge No. 74504 (pg. 41)
8. Approve Cooperative Agreement with City of Owatonna for Construction of a Roundabout at State Ave. (CSAH45) & NW 26th St. (CSAH34) (pg. 45)

General

9. March Anniversaries (pg. 52)
10. Amendment to CUP 410, Riverview Campground with 10 conditions and Findings of Facts (pg. 53)
11. Renewal of CUP 347, Milestone Materials/Engelstad Pit with 20 conditions and Findings of Facts (pg. 72)
12. Renewal of CUP 194, Milestone Materials/Spinler Quarry with 16 conditions and Findings of Facts (pg. 83)
13. IUP 2021-01, Crane Creek Asphalt-Temporary Hot Mix Plant with 4 conditions and Findings of Facts (pg. 96)
14. Public Tile Ditch #11 Repair in section 24 of Berlin Township (pg. 105)

Internal Central Services Committee

15. Schedule Work Session (pg. 109)
16. Emergency Management Position (pg. 110)

Economic Relief Grant Committee

17. Authorize disbursement of Economic Relief Grants (pg. 117)

Information Items

18. Planning Commission Minutes – March 1, 2021 (pg. 121)
19. Internal Central Service Committee Minutes – March 3, 2021 (pg. 129)
20. Economic Relief Grant Committee Minutes – March 4, 2021 (pg. 130)

Commissioner Reports:

Next Meeting Notices:

Public Works Committee – Thursday, March 11 at 7:30 a.m., Public Works Facility

Land Use/Records – Tuesday, March 16 at 8 a.m. in the Boardroom

Internal Central Services – Wednesday, March 17 at 8 a.m. in the Boardroom

County Board Meeting – Tuesday, March 23 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.

- Home Medical Equipment by Anonymous
 - BD Insulin syringes by Anonymous
- F. Approve the renewal of the DNR Flood Gauge Maintenance Contract with the Commissioner of Natural Resources
 - G. Approve a three-year Lawn Mowing Contract for Parks with BRN Lawn & Landscaping for 2021, 2022 and 2023
 - H. Approve out-of-state travel to the FBI-LEEDA Executive Conference in Ft. Lauderdale, FL in April for the Sheriff
 - I. Approve schedule change for November Public Works Committee Meeting to Thursday, November 18 at 7:30 a.m.
 - J. Approve **Resolution** of support for Aurora Township Project Grant applications to the Local Road Improvement Program and to Act as Project Sponsor

LOCAL ROAD IMPROVEMENT PROGRAM RESOLUTION

STEELE COUNTY

WHEREAS the State legislature has provided \$75 million in Local Road Improvement Program (LRIP) funding, and

WHEREAS non-State-Aid cities and townships must have a County sponsor, and

WHEREAS Aurora Township has requested County sponsorship for these projects by Resolution dated February 4, 2021, and

WHEREAS SE 48th St. from SE 54th Ave. to ½ mile east has a history of flooding during rain events, and

WHEREAS reconstruction of this section of roadway will alleviate this flooding, and

WHEREAS SE 34th Ave. from CSAH 3 to ½ mile south has a history of being overtopped during rain events, and

WHEREAS replacement of the existing 18" centerline culvert with a 30" culvert would alleviate this overtopping, and

WHEREAS the Township has coordinated this effort with the County Engineer, and

WHEREAS The Aurora Town Board understands that it will be responsible for all costs not covered by LRIP including but not limited to consultant engineering, right-of-way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award, and

WHEREAS Aurora Township has agreed to maintain such improvements for the lifetime of the improvements.

NOW, THEREFORE BE IT RESOLVED:

1. The County agrees to act as project sponsor for the project(s) should the Township be awarded LRIP funds, and that such sponsorship shall include the following responsibilities:

- Be the fiscal agent on behalf of the Township and have funds flow from MnDOT to the County to the contractor.
- Request a State Aid Project number for the project(s).
- Ensure the project(s) meets milestones and dates.
- Assist the Township in execution of a grant agreement.
- Develop, review and/or approve the plan(s).
- Submit the plan(s), engineers estimate(s), and proposal to the MnDOT District State Aid Engineer.
- Advertise, let, and award the project(s).
- Submit pay requests to State Aid.
- Communicate progress and updates with the District State-Aid Engineer and State Aid Programs Engineer.
- Ensure that the project(s) receive adequate supervision and inspection.
- Assist with project(s) close out.

- K. Approve **Resolution** of support for Havana Township Project Grant applications to the Local Road Improvement Program and to Act as Project Sponsor

LOCAL ROAD IMPROVEMENT PROGRAM RESOLUTION

STEELE COUNTY

WHEREAS the State legislature has provided \$75 million in Local Road Improvement Program (LRIP) funding, and

WHEREAS non-State-Aid cities and townships must have a County sponsor, and

WHEREAS Havana Township has requested County sponsorship for these projects by Resolution dated February 1, 2021, and

WHEREAS SE 38th St. from ½ mile east of NE 64th Ave. to 1 mile east of NE 64th Ave. which Havana Township is responsible for has a history of extensive frost boils every spring leaving the road barely passable, and

WHEREAS centerline tiling and new aggregate surface of this section of roadway will alleviate this problem, and

WHEREAS SE 48th St. from County Road 159 to SE 54th Ave. which Havana Township is responsible for has a history of extensive frost boils every spring leaving the road barely passable, and

WHEREAS centerline tiling and new aggregate surface of this section of roadway will alleviate this problem, and

WHEREAS NE 64th Ave. from approximately 0.8 mile south of County Road 135 to approximately 0.6 mile south of County Road 135 which Havana Township is responsible for has a history of being overtopped during rain events leaving the road impassable, and

WHEREAS raising the roadbed and providing an appropriately sized centerline culvert will alleviate this problem, and

WHEREAS Havana Rd. from approximately 0.6 mile west of County State Aid Highway 43 to approximately 0.5 mile west of County State Aid Highway 43 which Havana Township is responsible for has a history of being overtopped during rain events leaving the road impassable, and

WHEREAS the Township has coordinated this effort with the County Engineer, and

WHEREAS The Havana Town Board understands that it will be responsible for all costs not covered by LRIP including but not limited to consultant engineering, right-of-way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award, and

WHEREAS Havana Township has agreed to maintain such improvements for the lifetime of the improvements.

NOW, THEREFORE BE IT RESOLVED:

1. The County agrees to act as project sponsor for the project(s) should the Township be awarded LRIP funds, and that such sponsorship shall include the following responsibilities:

- Be the fiscal agent on behalf of the Township and have funds flow from MnDOT to the County to the contractor.
 - Request a State Aid Project number for the project(s).
 - Ensure the project(s) meets milestones and dates.
 - Assist the Township in execution of a grant agreement.
 - Develop, review and/or approve the plan(s).
 - Submit the plan(s), engineers estimate(s), and proposal to the MnDOT District State Aid Engineer.
 - Advertise, let, and award the project(s).
 - Submit pay requests to State Aid.
 - Communicate progress and updates with the District State-Aid Engineer and State Aid Programs Engineer.
 - Ensure that the project(s) receive adequate supervision and inspection.
- Assist with project(s) close out.

- L. Approve **Resolution** of Support for the Medford CSAH 45 Project Grant application to the Local Road Improvement Program.

LOCAL ROAD IMPROVEMENT PROGRAM RESOLUTION

STEELE COUNTY

WHEREAS the State legislature has provided \$75 million in Local Road Improvement Program (LRIP) funding, and

WHEREAS LRIP funds can be used on reasonable elements associated with roadway construction and that other costs, including but not limited to: consulting engineering and inspection, utility construction, as well as construction costs above the LRIP award will need to have alternate funding sources, and

WHEREAS CSAH 45 from approximately 5th Ave. SE to approximately 2nd Ave. NW in the City of Medford has failing pavement and storm sewer and lacks sidewalks, and

WHEREAS the programmed project will reclaim and repave the roadway, repair storm sewer, and construct a sidewalk, and

WHEREAS CSAH 45 carries 3,500 vehicles per day in this section and is functionally classified a Major Collector, and

WHEREAS project planning has been ongoing since 2019, and

WHEREAS CSAH 45 is a route of regional significance as a farm to market route, part of the County's 10-ton route system and in conjunction with Rice County CSAH 45 directly connects the cities of Owatonna and Faribault, and

WHEREAS the residents and businesses of the City of Medford and Steele and Rice Counties will directly benefit from the project as well as the 3,500 vehicles per day that use the roadway, and

WHEREAS the project will benefit Steele County and the City of Medford with reduced road maintenance costs, and

WHEREAS the project will benefit pedestrians with the addition of a sidewalk, and

WHEREAS the current estimated construction cost is \$1,749,370 and planned for 2021.

NOW, THEREFORE BE IT RESOLVED:

1. The County Board supports the project and agrees to maintain such improvements.
2. The County Board supports submittal of the LRIP application.
3. The County provides assurances that the County will pay all costs associated with the project beyond the LRIP grant award.
4. The County understands the responsibilities associated with delivering a State-Aid project and will coordinate delivery with the MnDOT District State-Aid Engineer.

M. Approve Contract with SRF Consulting, Inc. for the Feasibility Study of CR 180 & Mineral Springs Road Railroad Bridges and Authorize a Cooperative Agreement for Cost Participation with the City of Owatonna

N. Approve Cooperative Agreement with Waseca County for Shoulder Paving of Steele County CSAH 2 and Waseca County CSAH 14.

O. Approve training for Land Records office employees with the use of the Compliance Funds providing up to \$3,000 towards the cost

P. Approve backfilling of a Human Resources Generalist Position

Q. Approve backfilling of a Maintenance Worker Position

Motion by Commissioner Abbe, seconded by Commissioner Gnemi approving the ISG proposal for the Courthouse Boiler Replacement & the Air Handler Project Design in the amount of \$94,000. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi approve entering into a Cooperative Agreement with the City of Owatonna and ISD 761 (Owatonna School District) for the construction of a roundabout at Bixby Road (CSAH 48) and SE 18th Street and approve a contract with WSB for design of the roundabout in the amount of \$161,194. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the Fish & Wildlife Fund Allocation in the amounts of \$2,220 to the ditch fund and \$53,280 to be restricted to the General Fund. Ayes all.

Regional Director Scott Roemhildt, Lands and Minerals Project Coordinator for SW MN Ben Schaefer and Regional Planner for SW MN Catherine Fouchi gave a DNR Presentation.

Commissioner Reports:

Commissioner Krueger reported his attendance at Public Works meeting, Utilization Management meeting with South Country Health Alliance and Jail Committee Update meeting.

Commissioner Abbe reported his attendance at Public Safety Committee meeting and Counties Providing Technology meeting.

Commissioner Gnemi reported his attendance at Drug Court meetings, Public Works meeting, History Center meeting, MNPraire meeting, Virtual AMC meeting and South Central Human Relations Center meeting.

Commissioner Brady was absent.

Commissioner Glynn reported his attendance at Public Safety meeting, Internal Central Services meeting and Semrex meeting.

LISTING OF BILLS
02/23/2021

Cannon River Watershed Jt Powers Board	\$ 5,000.00
Cen Tec Cast Metal Products	2,567.82
Community Co-op Oil Assn	15,973.21
Compass Minerals America	30,183.75
Counties Providing Technology	4,191.00
CRK Properties LLC	6,755.01
Dash Medical Gloves	2,179.00
Freeborn County Auditor-Treas	3,466.39
Hillyard-Hutchinson	2,020.79
Honeywell Inc	2,200.55
ICS Consulting Inc	125,739.00
JR's Advanced Recyclers Inc	7,031.50
Jones Haugh & Smith Inc	2,633.18
Kronos Incorporated	3,779.22
Matrix Communications Inc	3,013.84
Moore Md/Kellyanna J	3,536.33
Negen's Investigative Services LLC	3,701.34
Owatonna Groundmasters Inc	19,603.70
Rellas Learning LLC	5,990.03
Schwickert's Tecta America LLC	10,989.13
Steele County Treasurer	6,358.25
Summit Food Services LLC	7,542.11
Thomson Reuters – West	2,286.87
Waseca County Auditor – Treasurer	92,487.94
Waste Management of Wi-Mn	52,379.73
WatchGuard Video	5,220.00
Wold Architects and Engineers	6,219.65
Ziegler, Inc	2,083.15
92 Payments Less than \$2,000	<u>35,569.32</u>
Final Total:	\$ 470,701.81

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to adjourn at 5:36 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

NGRITZ
3/3/21

4:02PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

NGRITZ
3/3/21 4:02PM
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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
301	DEPT		Administration			
	61505 Gopher State One-Call					
9	10-301-000-0000-6260	2.70	February locates	1021434	Consultants/Admin Fee	N
	61505 Gopher State One-Call	2.70	1 Transactions			
	52930 TheTransportation Alliance					
14	10-301-000-0000-6241	2,642.00	Annual membership - Ilkka	P21-1105	Membership Dues	N
	52930 TheTransportation Alliance	2,642.00	1 Transactions			
301	DEPT Total:	2,644.70	Administration	2 Vendors	2 Transactions	
302	DEPT		Road & Bridge Maintenance Expense			
	23800 Fastenal Company					
8	10-302-000-0000-6801	32.11	Safety supplies - gloves	OWA231859	Osha/Safety Supplies	N
	23800 Fastenal Company	32.11	1 Transactions			
	1037 Midstates Equipment Supply					
12	10-302-000-0000-6525	883.93	Crackfill for 2021	221090	CSAH Supplies - Aggregate/Asphalt	N
13	10-302-000-0000-6525	11,500.40	Crackfill for 2021	221090	CSAH Supplies - Aggregate/Asphalt	N
11	10-302-000-0000-6529	885.26	Crackfill for 2021	221090	Co Rd Supplies	N
	1037 Midstates Equipment Supply	13,269.59	3 Transactions			
302	DEPT Total:	13,301.70	Road & Bridge Maintenance Expense	2 Vendors	4 Transactions	
303	DEPT		Construction Expense			
	7595 Bolton & Menk Inc					
1	10-303-000-0000-6260	3,958.25	Professional services	0265034	Consultants/Admin Fee	N
2	10-303-000-0000-6260	3,958.25	Professional services	0265034	Consultants/Admin Fee	N
	7595 Bolton & Menk Inc	7,916.50	2 Transactions			
	22460 Erickson Engineering Co LLC					
7	10-303-000-0000-6260	3,510.00	Professional services	14026	Consultants/Admin Fee	N
	22460 Erickson Engineering Co LLC	3,510.00	1 Transactions			
	77570 Short Elliott Hendrickson Inc					
22	10-303-000-0000-6260	4,855.99	Professional services	400652	Consultants/Admin Fee	N
23	10-303-000-0000-6260	3,247.90	Professional services	400658	Consultants/Admin Fee	N

NGRITZ
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10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
77570	Short Elliott Hendrickson Inc		8,103.89	2 Transactions		
1667	SRF Consulting Group Inc					
24	10-303-000-0000-6260	12,951.05	Professional services	13417.00-10	Consultants/Admin Fee	N
1667	SRF Consulting Group Inc	12,951.05	1 Transactions			
303	DEPT Total:	32,481.44	Construction Expense	4 Vendors	6 Transactions	
304	DEPT		Equipment Maintenance & Shops			
10150	Carquest Auto Parts					
3	10-304-000-0000-6520	12.99	Parts, unit#2062	399276	Machinery/Vehicle Parts	N
4	10-304-000-0000-6520	47.99	Parts, unit#2052	399360	Machinery/Vehicle Parts	N
5	10-304-000-0000-6520	67.48	Parts, unit#2162	399636	Machinery/Vehicle Parts	N
6	10-304-000-0000-6520	41.94	Parts, unit#2062	399646	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts	170.40	4 Transactions			
50510	McNeilus Steel Inc					
10	10-304-000-0000-6520	36.41	Parts, unit#2063	1629153	Machinery/Vehicle Parts	N
50510	McNeilus Steel Inc	36.41	1 Transactions			
56125	NAPA Auto Parts					
15	10-304-000-0000-6520	27.24	Parts, unit#2131	885432	Machinery/Vehicle Parts	N
16	10-304-000-0000-6520	26.44	Parts, unit#2170	885432	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts	53.68	2 Transactions			
4097	Nuss Truck & Equipment					
17	10-304-000-0000-6520	134.89	Parts, unit#2131	1201036P	Machinery/Vehicle Parts	N
18	10-304-000-0000-6520	134.89	Parts, unit#2170	1201036P	Machinery/Vehicle Parts	N
4097	Nuss Truck & Equipment	269.78	2 Transactions			
61520	Owatonna Motor Company					
19	10-304-000-0000-6520	1,568.56	Parts, unit#2052	147749	Machinery/Vehicle Parts	N
20	10-304-000-0000-6520	221.36	Parts, unit#2052	147785	Machinery/Vehicle Parts	N
61520	Owatonna Motor Company	1,789.92	2 Transactions			
3743	RDO Equipment Co, Inc.					
21	10-304-000-0000-6520	36.62	Hand Primer for skid loader	P9482804	Machinery/Vehicle Parts	N
3743	RDO Equipment Co, Inc.	36.62	1 Transactions			

NGRITZ
3/3/21 4:02PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

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 Total:				2,356.81	Equipment Maintenance & Shops	6 Vendors	12 Transactions
10	Fund Total:				50,784.65	Road & Bridge Fund		24 Transactions
	Final Total:				50,784.65	14 Vendors	24 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	50,784.65	Road & Bridge Fund	
	All Funds	50,784.65	Total	Approved by,
				
				

NGRITZ
3/4/21

2:51PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

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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

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	
3	DEPT				County Wide			
	6032	APG Media of Southern Minnesota LLC						
132		01-003-565-0000-6480		796.00	ERG Program Ad cost	12944-0121	Non-Capitalized Inventory	N
	6032	APG Media of Southern Minnesota LLC		796.00	1 Transactions			
	8589	Baker Tilly US, LLP						
134		01-003-565-0000-6260		250.00	Progres billing 2020 Audit CRF	BT1762744	Consultants/Admin Fee	Y
	8589	Baker Tilly US, LLP		250.00	1 Transactions			
	2203	Black Forest Ltd						
135		01-003-000-0000-6194		465.87	Recognition Awards 2020	14307	Personnel Policy	N
73		01-003-000-0000-6194		290.82	Recognition Awards 2020	166119	Personnel Policy	N
	2203	Black Forest Ltd		756.69	2 Transactions			
	8429	EVERFI INC						
76		01-003-000-0000-6194		2,200.00	Harassment/Inclusion Training	59258	Personnel Policy	Y
	8429	EVERFI INC		2,200.00	1 Transactions			
	2189	Further						
14		01-003-000-0000-6893		509.20	Participant fees Jan/Feb	16484602	Unallocated Insurance	N
	2189	Further		509.20	1 Transactions			
	5785	Townsquare Media Faribault						
198		01-003-565-0000-6801		642.49	ERG Grant Ad - KRFO/KQCL	2311802	General Expense - COVID 19	Y
	5785	Townsquare Media Faribault		642.49	1 Transactions			
3	DEPT Total:			5,154.38	County Wide	6 Vendors	7 Transactions	
5	DEPT				Board Of Commissioners			
	4319	Association Of Mn Counties						
4		01-005-000-0000-6261		75.00	Legislative Confer - Gnemi	58218	Conference & Training	N
	4319	Association Of Mn Counties		75.00	1 Transactions			
	4212	Bussler Publishing Inc						
8		01-005-000-0000-6242		64.26	Synopsis - 1/5/2021	30876	Publishing	N
7		01-005-000-0000-6242		44.92	Synopsis - 1/26/2021	30906	Publishing	N
	4212	Bussler Publishing Inc		109.18	2 Transactions			

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<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>
5	DEPT Total:		184.18	Board Of Commissioners	2 Vendors	3 Transactions
31	DEPT			County Administrator		
	4319 Association Of Mn Counties					
5	01-031-000-0000-6261		75.00	Legislative Confer - Golberg	58217	Conference & Training N
	4319 Association Of Mn Counties		75.00	1 Transactions		
	4879 Shred Right					
59	01-031-000-0000-6801		5.00	Shredding service	545653	General Expense Y
	4879 Shred Right		5.00	1 Transactions		
31	DEPT Total:		80.00	County Administrator	2 Vendors	2 Transactions
32	DEPT			Human Resources		
	4322 Owatonna Public Schools					
184	01-032-000-0000-6261		100.00	Community Leaders Training	17372 - Gina	Conference & Training N
	4322 Owatonna Public Schools		100.00	1 Transactions		
	4879 Shred Right					
60	01-032-000-0000-6801		5.00	Shredding service	545653	General Expense Y
	4879 Shred Right		5.00	1 Transactions		
32	DEPT Total:		105.00	Human Resources	2 Vendors	2 Transactions
41	DEPT			Auditor		
	8589 Baker Tilly US, LLP					
133	01-041-000-0000-6279		800.00	Progress billing - 2020 Audit	BT1762744	Audit Costs Y
	8589 Baker Tilly US, LLP		800.00	1 Transactions		
	50117 Marco Technologies LLC					
33	01-041-000-0000-6410		177.36	Printer charges - Auditor	84599449	Office Supplies N
	50117 Marco Technologies LLC		177.36	1 Transactions		
	4322 Owatonna Public Schools					
186	01-041-000-0000-6261		100.00	Community Leaders Training	17372 - Brenda	Conference & Training N
185	01-041-000-0000-6261		100.00	Community Leaders Training	17372 - Laura	Conference & Training N
	4322 Owatonna Public Schools		200.00	2 Transactions		

NGRITZ
3/4/21 2:51PM
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	
200	84035 Tri-M Graphics						
	01-041-000-0000-6410		164.97	Reg Envelopes - 1000	94591	Office Supplies	N
	84035 Tri-M Graphics		164.97	1 Transactions			
41	DEPT Total:		1,342.33	Auditor	4 Vendors	5 Transactions	
44	DEPT			Financial Administrator			
	7996 OpenGov Inc						
54	01-044-000-0000-6480		29,181.00	OpenGov Budget Software PMT	00003900	Non-Capitalized Inventory	Y
	7996 OpenGov Inc		29,181.00	1 Transactions			
44	DEPT Total:		29,181.00	Financial Administrator	1 Vendors	1 Transactions	
61	DEPT			Information Technology			
	83500 Steele County Highway Dept						
66	01-061-000-0000-6540		6.27	Fuel - January	1726	Gas & Oil	N
	83500 Steele County Highway Dept		6.27	1 Transactions			
	7887 Streamline Communications LLC						
68	01-061-000-0000-6413		952.50	MNPrairie-Signage Players	1177	Computer Supplies	N
	7887 Streamline Communications LLC		952.50	1 Transactions			
61	DEPT Total:		958.77	Information Technology	2 Vendors	2 Transactions	
62	DEPT			Central Services			
	8919 ArchKey Technologies						
2	01-062-000-0000-6301		4,283.00	Annual Camera/Access Renewal	90564	Equip/Software Maint	N
	8919 ArchKey Technologies		4,283.00	1 Transactions			
	16282 Crosstown Cartage Inc						
10	01-062-000-0000-6801		297.00	Scheduled service	2/19/2021	General Expense	N
11	01-062-000-0000-6802		65.00	Parcel post	2/19/2021	Internal Chargeback	N
	16282 Crosstown Cartage Inc		362.00	2 Transactions			
	49325 Mantronics Mailing Mach						
228	01-062-000-0000-6301		227.00	Ink cartridge	46415	Equip/Software Maint	N
229	01-062-000-0000-6301		167.25-	Credit - Ink cartridge	46415	Equip/Software Maint	N

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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	
49325	Mantronics Mailing Mach		59.75	2 Transactions		
4419	Matrix Communications Inc					
42	01-062-000-0000-6210	753.46	Phone System Matntenance-Jan	M002412	Telephone	N
43	01-062-000-0000-6210	753.46	Phone System Matntenance-Feb	M002418	Telephone	N
4419	Matrix Communications Inc	1,506.92	2 Transactions			
62	DEPT Total:	6,211.67	Central Services	4 Vendors	7 Transactions	
91	DEPT		County Attorney			
14420	Culligan Inc					
143	01-091-000-0000-6315	34.50	Delivery 2/25/2021 - Attorney	15133397	County Attorney Forfeiture Expenditu	N
14420	Culligan Inc	34.50	1 Transactions			
18305	Dell Marketing LP					
12	01-091-000-0000-6315	1,182.99	Projector - SCAO	10464183079	County Attorney Forfeiture Expenditu	N
18305	Dell Marketing LP	1,182.99	1 Transactions			
37025	Innovative Office Solutions LLC					
78	01-091-000-0000-6410	68.97	Pens/Color ink cartridge	3266955	Office Supplies	N
37025	Innovative Office Solutions LLC	68.97	1 Transactions			
9018	Karpel Solutions					
30	01-091-000-0000-6241	5,100.00	Annual Hosting Fee/Storage	50375	Membership Dues	N
31	01-091-000-0000-6241	6,398.01	Annual PBK Mtc/E-Discovery	50387	Membership Dues	N
72	01-091-000-0000-6241	4,059.00	Annual Maintenance-MNCIS/BCA	50391	Membership Dues	N
9018	Karpel Solutions	15,557.01	3 Transactions			
50117	Marco Technologies LLC					
32	01-091-000-0000-6410	0.45	Printer charges - Attorney	84599449	Office Supplies	N
50117	Marco Technologies LLC	0.45	1 Transactions			
977	Minnesota Supreme Court					
162	01-091-000-0000-6261	128.00	Registration - R Jarrett Atty	0400847	Conference & Training	N
977	Minnesota Supreme Court	128.00	1 Transactions			
4322	Owatonna Public Schools					
230	01-091-000-0000-6315	100.00	Community Leaders Training	17384-LeMay	County Attorney Forfeiture Expenditu	N

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	<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>	
	4322 Owatonna Public Schools		100.00	1 Transactions			
	9019 Pitney Bowes Global Financial Services						
188	01-091-000-0000-6410		152.31	Postage meter lease Jan - March	3104593087	Office Supplies	N
	9019 Pitney Bowes Global Financial Services		152.31	1 Transactions			
91	DEPT Total:		17,224.23	County Attorney	8 Vendors	10 Transactions	
101	DEPT			County Recorder			
	37025 Innovative Office Solutions LLC						
153	01-101-000-0000-6410		72.40	Copy paper - 2 cases	3280274	Office Supplies	N
	37025 Innovative Office Solutions LLC		72.40	1 Transactions			
	50117 Marco Technologies LLC						
39	01-101-000-0000-6401		243.87	Printer charges - Recorder	84599449	Copies	N
	50117 Marco Technologies LLC		243.87	1 Transactions			
	4322 Owatonna Public Schools						
187	01-101-000-9305-6410		100.00	Community Leaders Training	17372 - Meliss	Office Supplies - Technology Fund	N
	4322 Owatonna Public Schools		100.00	1 Transactions			
	84035 Tri-M Graphics						
103	01-101-000-0000-6410		229.72	Birth Cert Envelops - 1000	94566	Office Supplies	N
	84035 Tri-M Graphics		229.72	1 Transactions			
101	DEPT Total:		645.99	County Recorder	4 Vendors	4 Transactions	
103	DEPT			Assessor			
	48502 MAAO Region 1						
81	01-103-000-0000-6241		75.00	MAAO Membership - 2021		Membership Dues	N
	48502 MAAO Region 1		75.00	1 Transactions			
	51300 Metro Sales Inc						
87	01-103-000-0000-6301		325.62	RICOH/MP C3003 copier contract	1757988	Equip/Software Maint	N
	51300 Metro Sales Inc		325.62	1 Transactions			
	83500 Steele County Highway Dept						
97	01-103-000-0000-6540		13.66	Fuel - January	1725	Gas & Oil	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
83500	Steele County Highway Dept		13.66	1 Transactions		
103	DEPT Total:		414.28	Assessor	3 Vendors	3 Transactions
105	DEPT			Planning & Zoning		
4212	Bussler Publishing Inc					
138	01-105-000-0000-6242		9.52	Planning Commission notice	30907	Publishing N
139	01-105-000-0000-6242		16.66	Planning Commission notice	30908	Publishing N
4212	Bussler Publishing Inc		26.18	2 Transactions		
3426	MACFO					
158	01-105-000-0000-6241		125.00	MACFO Membership dues	Kuhns	Membership Dues N
3426	MACFO		125.00	1 Transactions		
105	DEPT Total:		151.18	Planning & Zoning	2 Vendors	3 Transactions
111	DEPT			Buildings & Grounds		
6980	Block Plumbing & Heating Inc					
137	01-111-044-0000-6300		29.57	Water heater repair	57760	Bldg Repairs & Maintenance N
136	01-111-040-0000-6300		24.94	Coil repair	57761	Bldg Repairs & Maintenance N
6980	Block Plumbing & Heating Inc		54.51	2 Transactions		
10150	Carquest Auto Parts					
140	01-111-040-0000-6300		27.06	Belt	398807	Bldg Repairs & Maintenance N
141	01-111-042-0000-6300		31.58	Belt	399191	Bldg Repairs & Maintenance N
10150	Carquest Auto Parts		58.64	2 Transactions		
1554	Cummins Sales and Service					
145	01-111-042-0000-6250		956.13	Generator repair - CH	E4-65317	Utilities Y
1554	Cummins Sales and Service		956.13	1 Transactions		
5819	Diamond Energy Systems Inc					
148	01-111-040-0000-6300		800.56	Boiler pipe repair - Admin	IVCO31515	Bldg Repairs & Maintenance N
5819	Diamond Energy Systems Inc		800.56	1 Transactions		
8288	Four Seasons Electric					
151	01-111-040-0000-6300		230.00	Wire sprinkler flow valve	9888	Bldg Repairs & Maintenance N
150	01-111-044-0000-6300		665.66	Change breaker - Dishwasher	9896	Bldg Repairs & Maintenance N

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No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8288 Four Seasons Electric		895.66	2 Transactions		
32300 Honeywell Inc					
152 01-111-040-0000-6300		1,209.24	Repair leak - Admin	5254987087	Bldg Repairs & Maintenance N
32300 Honeywell Inc		1,209.24	1 Transactions		
4710 Interstate Power Systems Inc					
155 01-111-042-0000-6300		292.01	Inspection - CH	R001172572	Bldg Repairs & Maintenance N
154 01-111-046-0000-6300		292.01	Inspection - Towers	R001173199	Bldg Repairs & Maintenance N
4710 Interstate Power Systems Inc		584.02	2 Transactions		
8955 Kurita America Inc					
157 01-111-040-0000-6560		773.57	Glycol	580149	Janitorial Supplies N
8955 Kurita America Inc		773.57	1 Transactions		
7906 Mark's					
159 01-111-044-0000-6300		231.11	Water pump repair	001928654	Bldg Repairs & Maintenance Y
7906 Mark's		231.11	1 Transactions		
52550 MEI Total Elevator Solutions					
160 01-111-042-0000-6300		182.63	Elevator service contract	899040	Bldg Repairs & Maintenance N
161 01-111-040-0000-6300		182.60	Elevator service contract	899041	Bldg Repairs & Maintenance N
52550 MEI Total Elevator Solutions		365.23	2 Transactions		
8253 Owatonna Filters					
164 01-111-040-0000-6300		518.40	Filters - Admin	3124	Bldg Repairs & Maintenance N
8253 Owatonna Filters		518.40	1 Transactions		
62815 Owatonna Groundsmasters Inc					
165 01-111-040-0000-6386		3,126.45	Sand/Salt & Plow - SCAC	142723	Parking Lot Maintenance N
166 01-111-041-0000-6386		905.35	Sand/Salt & Plow - Annex	142724	Parking Lot Maintenance N
167 01-111-044-0000-6386		1,312.19	Sand/Salt & Plow - Det Ctr	142725	Parking Lot Maintenance N
169 01-111-042-0000-6386		407.07	Sand/Salt & Plow - CH	142727	Parking Lot Maintenance N
170 01-111-042-0000-6386		340.10	Sand/Salt & Plow - CH	142728	Parking Lot Maintenance N
179 01-111-040-0000-6386		152.00	Sand/Salt & Power - Admin	142757	Parking Lot Maintenance N
180 01-111-041-0000-6386		152.00	Sand/Salt & Power - Annex	142758	Parking Lot Maintenance N
181 01-111-044-0000-6386		152.00	Sand/Salt & Power - Det Ctr	142759	Parking Lot Maintenance N
174 01-111-042-0000-6386		76.00	Sand/Salt & Plow - CH	142761	Parking Lot Maintenance N
175 01-111-043-0000-6386		76.00	Sand/Salt & Plow - COB	142762	Parking Lot Maintenance 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	
177	01-111-047-0000-6386		76.00	Sand/Salt & Power - Gym	142764	Parking Lot Maintenance	N
62815	Owatonna Groundsmasters Inc		6,775.16	11 Transactions			
62900	Owatonna Heating & Cooling Inc.						
182	01-111-044-0000-6300		12.50	Kitchen repair	8112	Bldg Repairs & Maintenance	N
62900	Owatonna Heating & Cooling Inc.		12.50	1 Transactions			
65300	Pals Machining Inc						
231	01-111-040-0000-6300		223.43	Drop box repair - SCAC	58565	Bldg Repairs & Maintenance	N
65300	Pals Machining Inc		223.43	1 Transactions			
7796	Ripple/Mary						
190	01-111-000-0000-6331	AP 1	72.45	Mileage Oct - Dec 2020		Mileage Reimbursement	N
7796	Ripple/Mary		72.45	1 Transactions			
83500	Steele County Highway Dept						
194	01-111-047-0000-6386		822.89	Haul snow - Gym	1716	Parking Lot Maintenance	N
191	01-111-041-0000-6386		511.26	Haul snow - Annex	1719	Parking Lot Maintenance	N
193	01-111-043-0000-6386		770.87	Haul snow - COB	1721	Parking Lot Maintenance	N
195	01-111-044-0000-6386		635.70	Haul snow - Det Ctr	1724	Parking Lot Maintenance	N
83500	Steele County Highway Dept		2,740.72	4 Transactions			
1419	Weinberg Supply & Equipment/E						
202	01-111-044-0000-6300		634.81	Hot water valve/screen-Det Ctr	29502600	Bldg Repairs & Maintenance	N
1419	Weinberg Supply & Equipment/E		634.81	1 Transactions			
111	DEPT Total:		16,906.14	Buildings & Grounds	17 Vendors	35 Transactions	
121	DEPT			Veteran Service			
14420	Culligan Inc						
144	01-121-000-0000-6301		8.50	Water - Veteran	15391516	Repairs/Maintenance	N
14420	Culligan Inc		8.50	1 Transactions			
37025	Innovative Office Solutions LLC						
227	01-121-000-0000-6410		34.86	Office supplies	3280413	Office Supplies	N
37025	Innovative Office Solutions LLC		34.86	1 Transactions			
50117	Marco Technologies LLC						
40	01-121-000-0000-6410		20.67	Printer charges - Veteran	84599449	Office Supplies	N

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	<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>	
	50117 Marco Technologies LLC		20.67	1 Transactions			
	83500 Steele County Highway Dept						
67	01-121-000-0000-6540		151.75	Fuel - January	1718	Gas & Oil	N
	83500 Steele County Highway Dept		151.75	1 Transactions			
121	DEPT Total:		215.78	Veteran Service	4 Vendors	4 Transactions	
201	DEPT			Sheriff			
	5283 Center for Education & Employment Law						
9	01-201-000-0000-6241		159.00	Public Employment Law Report	A266175904	Membership Dues	N
	5283 Center for Education & Employment Law		159.00	1 Transactions			
	20712 DVS Renewal						
75	01-201-000-0000-6320		14.25	Squad 7410- Renewal tabs	975MMP	Vehicle Maintenance	N
	20712 DVS Renewal		14.25	1 Transactions			
	33175 HP Inc						
16	01-201-000-0000-6293		140.00	Monitor - LEC	9011196122	Gun Permit Expenses	N
	33175 HP Inc		140.00	1 Transactions			
	37600 Intoximeters Inc						
80	01-201-000-0000-6844		103.00	Repair-Handheld breathalyzer	674117	Contingent Fund for Drug Alcohol DV	N
	37600 Intoximeters Inc		103.00	1 Transactions			
	50117 Marco Technologies LLC						
37	01-201-000-0000-6381		263.19	Printer charges - LEC	84599449	Cpu Usage & Network Support	N
	50117 Marco Technologies LLC		263.19	1 Transactions			
	56125 NAPA Auto Parts						
49	01-201-000-0000-6801		189.00	Cordless tool set	884310	Misc Expense	N
50	01-201-000-0000-6801		20.99	Gallon gas can	884310	Misc Expense	N
47	01-201-000-0120-6320		24.99	Windshield wiper	884310	Squad 7402 Maintenance	N
48	01-201-000-0120-6320		23.49	Windshield wiper	884310	Squad 7402 Maintenance	N
88	01-201-000-0000-6562		199.00	Craftsman tool set/shop	885007	Gas & Oil Squads	N
	56125 NAPA Auto Parts		457.47	5 Transactions			
	18450 Office of MN IT Services						
51	01-201-000-0000-6210		142.43	Sheriff telecom - January	W21010549	Telephone	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
18450	Office of MN IT Services		1 Transactions			
1663	Sign Pro Of Owatonna, Inc.					
62	01-201-000-0000-6480	325.00	7427 - Graphics on squad	21079	Non-Capitalized Inventory	N
1663	Sign Pro Of Owatonna, Inc.	325.00	1 Transactions			
83500	Steele County Highway Dept					
96	01-201-000-0000-6562	3,738.37	Fuel - January	1723	Gas & Oil Squads	N
83500	Steele County Highway Dept	3,738.37	1 Transactions			
85300	Streichers Inc					
98	01-201-000-0000-6285	279.30	15/40MM Sponge Rounds	I1485323	Firearms/Ammo Training	N
99	01-201-000-0000-6285	931.00	50/40MM Marking Rounds	I1485323	Firearms/Ammo Training	N
100	01-201-000-0000-6285	382.40	1/12GA Drage Stabilized	I1485323	Firearms/Ammo Training	N
101	01-201-000-0000-6285	55.00	Freight charge	I1485323	Firearms/Ammo Training	N
85300	Streichers Inc	1,647.70	4 Transactions			
3036	USPS-Hasler					
104	01-201-000-0000-6215	1,000.00	Postage-IM280 Hasler	215389	Postage	N
3036	USPS-Hasler	1,000.00	1 Transactions			
201	DEPT Total:	7,990.41	Sheriff	11 Vendors	18 Transactions	
208	DEPT		Coroner			
51200	Michaelson Funeral Homes Inc					
45	01-208-000-0000-6801	200.00	Removal/Transport - McGovern	1/28/2021	General Expense	Y
51200	Michaelson Funeral Homes Inc	200.00	1 Transactions			
208	DEPT Total:	200.00	Coroner	1 Vendors	1 Transactions	
251	DEPT		Jail			
5750	Bob Barker Company Inc					
74	01-251-000-0000-6418	390.94	Inmate footwear/Trousers	WEB000708148	Lock-Up Supplies	N
5750	Bob Barker Company Inc	390.94	1 Transactions			
50117	Marco Technologies LLC					
35	01-251-000-0000-6410	354.14	Printer charges - Det Ctr	84599449	Office Supplies	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
50117	Marco Technologies LLC		354.14	1 Transactions		
5104	McKesson Medical Surgical					
82	01-251-000-0000-6432		34.26	Exam gloves	21038076	Medical Payments N
83	01-251-000-0000-6432		5.18	Medical supplies	21084564	Medical Payments N
84	01-251-000-0000-6432		2.63	Dressings	21085844	Medical Payments N
85	01-251-000-0000-6432		1.54	Mask	21089910	Medical Payments N
86	01-251-000-0000-6432		12.12	Wipes	21090706	Medical Payments N
5104	McKesson Medical Surgical		55.73	5 Transactions		
18450	Office of MN IT Services					
53	01-251-000-0000-6410		88.22	Jail Telecom - January	W21010549	Office Supplies N
18450	Office of MN IT Services		88.22	1 Transactions		
4879	Shred Right					
93	01-251-000-0000-6304		20.00	Shredding service	545444	Contract Serv./Bldg Maint Y
4879	Shred Right		20.00	1 Transactions		
83500	Steele County Highway Dept					
95	01-251-000-0000-6562		131.44	Fuel - January	1729	Gas & Oil N
83500	Steele County Highway Dept		131.44	1 Transactions		
8247	Summit Food Services LLC					
102	01-251-000-0000-6441		3,722.73	Inmate meals 2/13-19/21	2000104592	Prisoner Meals N
8247	Summit Food Services LLC		3,722.73	1 Transactions		
251	DEPT Total:		4,763.20	Jail	7 Vendors	11 Transactions
252	DEPT			Community Corrections		
4319	Association Of Mn Counties					
6	01-252-775-0000-6261		129.00	Practical Leadership Training	57935	Conference & Training - CCA Subsidy N
4319	Association Of Mn Counties		129.00	1 Transactions		
2004	Fox Valley Technical College					
13	01-252-775-0000-6261		195.00	Current Drug Trends Training	700284951	Conference & Training - CCA Subsidy Y
2004	Fox Valley Technical College		195.00	1 Transactions		
50117	Marco Technologies LLC					
34	01-252-000-0000-6381		9.41	Printer charges - Comm Correct	84599449	Cpu Usage N

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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	
50117	Marco Technologies LLC		1 Transactions			
4879	Shred Right					
61	01-252-000-0000-6410	10.00	Shredding service	545677	Office Supplies	Y
4879	Shred Right	10.00	1 Transactions			
83500	Steele County Highway Dept					
65	01-252-000-0000-6540	24.26	Fuel - January	1728	Gas & Oil	N
83500	Steele County Highway Dept	24.26	1 Transactions			
252	DEPT Total:	367.67	Community Corrections	5 Vendors	5 Transactions	
253	DEPT		Law Enforcement Center			
3530	Bock/Wendy					
1	01-253-000-0000-6410	35.30	Stamped keys - 3	1002	Office Supplies	N
3530	Bock/Wendy	35.30	1 Transactions			
4753	Godfather's Exterminating Inc					
77	01-253-000-0000-6304	40.00	Pest control	156353	Contract Services/Bldg Mtce	N
4753	Godfather's Exterminating Inc	40.00	1 Transactions			
37025	Innovative Office Solutions LLC					
79	01-253-000-0000-6410	221.01	Markers/Folders/Files etc	3263506	Office Supplies	N
37025	Innovative Office Solutions LLC	221.01	1 Transactions			
50117	Marco Technologies LLC					
38	01-253-000-0000-6304	154.13	Printer charges - LEC Jt	84599449	Contract Services/Bldg Mtce	N
50117	Marco Technologies LLC	154.13	1 Transactions			
18450	Office of MN IT Services					
52	01-253-000-0000-6211	76.02	LEC Telecom - January	W21010549	Radio And Telephone	N
18450	Office of MN IT Services	76.02	1 Transactions			
62815	Owatonna Groundsmasters Inc					
168	01-253-000-0000-6380	675.45	Sand/Salt & Plow - LEC	142726	Grounds Maintenance	N
173	01-253-000-0000-6380	190.00	Sand/Salt & Plow - LEC	142760	Grounds Maintenance	N
62815	Owatonna Groundsmasters Inc	865.45	2 Transactions			
4879	Shred Right					

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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	
58	01-253-000-0000-6254				60.00	Shredding service	545678	Garbage Disposal	Y
4879	Shred Right				60.00	1 Transactions			
83500	Steele County Highway Dept								
192	01-253-000-0000-6380				563.29	Haul snow - LEC	1720	Grounds Maintenance	N
83500	Steele County Highway Dept				563.29	1 Transactions			
253	DEPT Total:				2,015.20	Law Enforcement Center	8 Vendors	9 Transactions	
391	DEPT					Environmental Services			
7020	Steele County Times								
197	01-391-000-0000-6361				49.00	Newspaper subscription	Environ Serv	Recycling Education	N
7020	Steele County Times				49.00	1 Transactions			
4955	Waste Management Of Wi-Mn								
201	01-391-000-0000-6548				52,302.59	Recycling contract	7192430-0491-3	Recycling	N
4955	Waste Management Of Wi-Mn				52,302.59	1 Transactions			
391	DEPT Total:				52,351.59	Environmental Services	2 Vendors	2 Transactions	
481	DEPT					Public Health Nursing			
115	Aaseth/Amber								
105	01-481-460-6009-6331				42.00	Mileage - February		Mileage Reimbursement	N
106	01-481-464-6061-6331				14.00	COVID19 - Mileage - February		Mileage Reimbursement	N
115	Aaseth/Amber				56.00	2 Transactions			
3282	Aaseth/Nijole								
107	01-481-460-6009-6331				23.52	Mileage - February		Mileage Reimbursement	N
3282	Aaseth/Nijole				23.52	1 Transactions			
8204	Adams/Penny								
108	01-481-460-6009-6331				19.04	Mileage - February		Mileage Reimbursement	N
8204	Adams/Penny				19.04	1 Transactions			
2574	Archambault/Kristi								
109	01-481-460-6009-6331				89.04	Mileage - February		Mileage Reimbursement	N
2574	Archambault/Kristi				89.04	1 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	
8205	Avery/Jamie					
110	01-481-460-6009-6331	47.04	Mileage - February		Mileage Reimbursement	N
8205	Avery/Jamie	47.04		1 Transactions		
7	Bartsch/Christine					
111	01-481-460-6009-6331	67.76	Mileage - February		Mileage Reimbursement	N
7	Bartsch/Christine	67.76		1 Transactions		
8486	Baumgartner/Ann					
112	01-481-460-6009-6331	13.44	Mileage - February		Mileage Reimbursement	N
8486	Baumgartner/Ann	13.44		1 Transactions		
8440	Braaten/Beverly A					
113	01-481-460-6009-6331	10.08	Mileage - February		Mileage Reimbursement	N
8440	Braaten/Beverly A	10.08		1 Transactions		
7933	Caron/Amy					
114	01-481-465-6057-6331	80.64	Mileage - February		Mileage Reimbursement	N
115	01-481-464-6061-6331	77.28	COVID19-Mileage-Essentials	February	Mileage Reimbursement	N
7933	Caron/Amy	157.92		2 Transactions		
12590	Christenson/Yukari					
116	01-481-460-6009-6331	45.36	Mileage - February		Mileage Reimbursement	N
12590	Christenson/Yukari	45.36		1 Transactions		
8789	Dahle/Teya F					
146	01-481-461-6034-6261	75.00	Reflective consultation	1232	Conference & Training	Y
147	01-481-461-6059-6261	75.00	Reflective consultation	1232	Conference & Training	Y
8789	Dahle/Teya F	150.00		2 Transactions		
8076	Fast/Heather					
117	01-481-460-6009-6331	66.64	Mileage - February		Mileage Reimbursement	N
8076	Fast/Heather	66.64		1 Transactions		
37025	Innovative Office Solutions LLC					
19	01-481-460-6009-6410	4.26	Office supplies	3267529	Office Supplies	N
20	01-481-460-6011-6410	0.24	Office supplies	3267529	Office Supplies	N
21	01-481-461-6025-6410	0.40	Office supplies	3267529	Office Supplies	N
22	01-481-461-6030-6410	0.24	Office supplies	3267529	Office Supplies	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
23	01-481-461-6032-6410		Office supplies 3267529	3267180	Office Supplies	N
24	01-481-461-6034-6410		Office supplies 3267529	3267180	Office Supplies	N
25	01-481-461-6040-6410		Office supplies 3267529	3267180	Office Supplies	N
26	01-481-461-6059-6410		Office supplies 3267529	3267180	Office Supplies	N
27	01-481-462-6047-6410		Office supplies 3267529	3267180	Office Supplies	N
28	01-481-464-6061-6410		COVID Office supplies 3267529	3267180	Office Supplies	N
29	01-481-465-6057-6410		Office supplies 3267529	3267180	Office Supplies	N
37025	Innovative Office Solutions LLC	25.94	11 Transactions			
3256	Kofstad/Melissa					
118	01-481-460-6009-6331	19.60	Mileage - February		Mileage Reimbursement	N
119	01-481-464-6061-6331	2.24	COVID 19 - Mileage - February		Mileage Reimbursement	N
3256	Kofstad/Melissa	21.84	2 Transactions			
41040	KOWZ-KRUE Radio					
156	01-481-460-6011-6243	180.00	Radio air time - February	5500-2	Advertising,Marketing & Promotional	N
41040	KOWZ-KRUE Radio	180.00	1 Transactions			
50117	Marco Technologies LLC					
41	01-481-460-6009-6410	8.10	Printer charges - PHN	84599449	Office Supplies	N
41	01-481-460-6011-6410	0.47	Printer charges - PHN	84599449	Office Supplies	N
41	01-481-461-6025-6410	0.78	Printer charges - PHN	84599449	Office Supplies	N
41	01-481-461-6030-6410	0.47	Printer charges - PHN	84599449	Office Supplies	N
41	01-481-461-6032-6410	0.47	Printer charges - PHN	84599449	Office Supplies	N
41	01-481-461-6034-6410	0.31	Printer charges - PHN	84599449	Office Supplies	N
41	01-481-461-6040-6410	1.40	Printer charges - PHN	84599449	Office Supplies	N
41	01-481-461-6059-6410	0.47	Printer charges - PHN	84599449	Office Supplies	N
41	01-481-462-6047-6410	0.47	Printer charges - PHN	84599449	Office Supplies	N
41	01-481-464-6052-6410	0.16	Printer charges - PHN	84599449	Office Supplies	N
41	01-481-465-6057-6410	2.50	Printer charges - PHN	84599449	Office Supplies	N
50117	Marco Technologies LLC	15.60	11 Transactions			
5754	McMann/Katy					
120	01-481-460-6009-6331	191.52	Mileage - February		Mileage Reimbursement	N
5754	McMann/Katy	191.52	1 Transactions			
8341	Mead/Kathleen					
121	01-481-460-6009-6331	14.56	Mileage - February		Mileage Reimbursement	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8341	Mead/Kathleen		1 Transactions			
44	182 Medline Industries Inc					
	01-481-464-6061-6464	157.28	COVID19-Gloves Nitrile	1941532548	General Supplies & Outreach	N
	182 Medline Industries Inc	157.28	1 Transactions			
52975	Minnesota Valley Testing Labs					
46	01-481-463-6049-6322	37.80	Lab water testing charges	1074576	Well Water Service Agreements	N
163	01-481-463-6049-6322	37.80	Lab water testing charges	1076298	Well Water Service Agreements	N
52975	Minnesota Valley Testing Labs	75.60	2 Transactions			
	7848 Nelson/Connie					
122	01-481-460-6009-6331	21.28	Mileage - February		Mileage Reimbursement	N
	7848 Nelson/Connie	21.28	1 Transactions			
	4322 Owatonna Public Schools					
183	01-481-461-6025-6261	100.00	Community Leaders Training	17372 - Hoffma	Conference & Training	N
	4322 Owatonna Public Schools	100.00	1 Transactions			
	2587 Piepho/Nancy J					
123	01-481-461-6034-6331	93.52	Mileage - February		Mileage Reimbursement	N
	2587 Piepho/Nancy J	93.52	1 Transactions			
	8645 Prevent Child Abuse America					
189	01-481-461-6059-6261	700.00	PSCO Training - Rau	11441	Conference & Training	N
	8645 Prevent Child Abuse America	700.00	1 Transactions			
	5252 Probst/Angie					
124	01-481-460-6009-6331	67.20	Mileage - February		Mileage Reimbursement	N
	5252 Probst/Angie	67.20	1 Transactions			
	8889 Rau/Terri					
125	01-481-461-6025-6331	39.20	Mileage - February		Mileage Reimbursement	N
126	01-481-461-6059-6331	2.80	Mileage - February		Mileage Reimbursement	N
	8889 Rau/Terri	42.00	2 Transactions			
	8237 Schroeder/Sue					
127	01-481-460-6009-6331	13.44	Mileage - February		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	
8237	Schroeder/Sue		1 Transactions			
83500	Steele County Highway Dept					
64	01-481-465-6057-6540	13.88	Fuel - January	1727	Gas & Oil	N
83500	Steele County Highway Dept	13.88	1 Transactions			
85147	Stericycle Inc					
69	01-481-460-6009-6322	85.13	Hazardous waste	4009933676	Service Agreements	N
71	01-481-461-6040-6322	37.84	Hazardous waste	4009933676	Service Agreements	N
70	01-481-462-6047-6322	255.39	Hazardous waste	4009933676	Service Agreements	N
85147	Stericycle Inc	378.36	3 Transactions			
8810	Stricklin/Katie					
128	01-481-460-6009-6331	61.04	Mileage - February		Mileage Reimbursement	N
8810	Stricklin/Katie	61.04	1 Transactions			
8907	Tappe/Jane					
129	01-481-460-6009-6331	30.80	Mileage - February		Mileage Reimbursement	N
8907	Tappe/Jane	30.80	1 Transactions			
90609	Urch/Mary					
130	01-481-461-6025-6261	85.00	Nurse license		Conference & Training	N
90609	Urch/Mary	85.00	1 Transactions			
4100	Wencl/Dianne Marie					
131	01-481-460-6009-6331	11.20	Mileage - February		Mileage Reimbursement	N
4100	Wencl/Dianne Marie	11.20	1 Transactions			
481	DEPT Total:	3,045.90	Public Health Nursing	33 Vendors	61 Transactions	
502	DEPT		Steele Co Community Ctr			
83500	Steele County Highway Dept					
196	01-502-000-0000-6380	623.24	Haul snow - Comm Center	1722	Grounds Maintenance	N
83500	Steele County Highway Dept	623.24	1 Transactions			
502	DEPT Total:	623.24	Steele Co Community Ctr	1 Vendors	1 Transactions	
521	DEPT		Park And Recreation			

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
149	26699	Four Seasons Centre			350.00	Open Ice - February	3997-1	Ice Rental Pymts	N
	26699	Four Seasons Centre			350.00	1 Transactions			
63	83500	Steele County Highway Dept			70.40	Fuel - January	1717	Gas & Oil	N
	83500	Steele County Highway Dept			70.40	1 Transactions			
521	DEPT Total:				420.40	Park And Recreation	2 Vendors	2 Transactions	
550	DEPT					Four Seasons			
3	3738	Arrow Ace Hardware			3.55	Nuts/Bolts	265022	Operating Supplies - Contracts	N
	3738	Arrow Ace Hardware			3.55	1 Transactions			
15	33550	Hillyard-Hutchinson			42.02	Vacuum bags	604241346	Operating Supplies - Contracts	N
	33550	Hillyard-Hutchinson			42.02	1 Transactions			
18	37025	Innovative Office Solutions LLC	AP	1	45.53	Tape/Laminatiz pouches	3212365	Operating Supplies - Contracts	N
17		01-550-000-0000-6410	AP	1	89.47	Ink Toner	3213329	Operating Supplies - Contracts	N
	37025	Innovative Office Solutions LLC			135.00	2 Transactions			
36	50117	Marco Technologies LLC			25.11	Printer charges - Four Seasons	84599449	Operating Supplies - Contracts	N
	50117	Marco Technologies LLC			25.11	1 Transactions			
171	62815	Owatonna Groundsmasters Inc			568.10	Sand/Salt & Plow - Fair	142729	Snow Removal	N
172		01-550-000-0000-6380			767.12	Sand/Salt & Plow - Fair	142731	Snow Removal	N
176		01-550-000-0000-6380			380.00	Sand/Salt & Plow - Fair	142763	Snow Removal	N
178		01-550-000-0000-6380			152.00	Sand/Salt & Power - Fair	142765	Snow Removal	N
	62815	Owatonna Groundsmasters Inc			1,867.22	4 Transactions			
56	71075	R & R Specialties Of Wisconsin Inc			87.35	Power connector	72232	Zamboni Repairs	N
55		01-550-000-0000-6314			92.50	Blade sharpening	72233	Zamboni Repairs	N
57		01-550-000-0000-6314			146.75	Battery charger - Edger	72234	Zamboni Repairs	N

NGRITZ
3/4/21 2:51PM
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	Service Dates	Paid On Bhf #	On Behalf of Name	
71075	R & R Specialties Of Wisconsin Inc		3 Transactions			
1663	Sign Pro Of Owatonna, Inc.					
199	01-550-000-0000-6410	300.00	Advertising wall signs	21113	Operating Supplies - Contracts	N
1663	Sign Pro Of Owatonna, Inc.	300.00	1 Transactions			
550	DEPT Total:	2,699.50	Four Seasons	7 Vendors	13 Transactions	
602	DEPT		Co-Op Extension			
14420	Culligan Inc					
142	01-602-000-0000-6410	13.91	Water/Cooler rent - February	15396671	Office Supplies	N
14420	Culligan Inc	13.91	1 Transactions			
3032	Star Eagle					
94	01-602-000-0000-6410	37.00	Yearly subscription-Extension		Office Supplies	N
3032	Star Eagle	37.00	1 Transactions			
72120	Univ Of Mn Regents					
89	01-602-000-0000-6306	340.00	Salary-1/18-31/21-Rugg	03000026544	Contracted Services	N
90	01-602-000-0000-6306	27.20	Benefits-1/18-31/21-Rugg	03000026544	Contracted Services	N
91	01-602-000-0000-6306	340.00	Salary-2/1-14/21-Rugg	03000026544	Contracted Services	N
92	01-602-000-0000-6306	27.20	Benefits-2/1-14/21-Rugg	03000026544	Contracted Services	N
72120	Univ Of Mn Regents	734.40	4 Transactions			
602	DEPT Total:	785.31	Co-Op Extension	3 Vendors	6 Transactions	
1	Fund Total:	154,037.35	General Revenue Fund		217 Transactions	

NGRITZ
3/4/21 2:51PM
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							
219	10-301-000-0000-6410		5.86	Printer charges - Engineering	8459949	Office Supplies			N
	50117	Marco Technologies LLC	5.86	1 Transactions					
	7887	Streamline Communications LLC							
220	10-301-000-0000-6301		320.00	Public Works Conf Rm/Paging	1177	Equip/Software Maint			N
	7887	Streamline Communications LLC	320.00	1 Transactions					
301	DEPT Total:		325.86	Administration	2 Vendors	2 Transactions			
10	Fund Total:		325.86	Road & Bridge Fund		2 Transactions			

NGRITZ
3/4/21 2:51PM
38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
251	DEPT			Jail				
	8756 ICS Consulting Inc							
223	38-251-000-0000-6600		11,000.00	Controls - Det Ctr	7042	Capital Outlay - Detention Center		Y
224	38-251-000-0000-6600		15,000.00	HVAC Labor - Det Ctr	7042	Capital Outlay - Detention Center		Y
225	38-251-000-0000-6600		3,625.35	Tank removal	7042	Capital Outlay - Detention Center		Y
226	38-251-000-0000-6600		14,565.00	Decomission Well Field	7042	Capital Outlay - Detention Center		Y
	8756 ICS Consulting Inc		44,190.35	4 Transactions				
251	DEPT Total:		44,190.35	Jail	1 Vendors	4 Transactions		
38	Fund Total:		44,190.35	Capital Outlay Fund		4 Transactions		

NGRITZ
3/4/21 2:51PM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
11215	Central Farm Services					
204	53-398-000-0000-6541	559.60	400 gals LP old shop	182095	Heating Fuel	N
205	53-398-000-0000-6541	853.39	610 gals LP new shop	182096	Heating Fuel	N
207	53-398-000-0000-6541	628.00	330 gal LP old shop	182549	Heating Fuel	N
208	53-398-000-0000-6541	855.50	450 gals LP new shop	182550	Heating Fuel	N
203	53-398-000-0000-6540	1,231.20	570 gals diesel	21053	Machine Fuel	N
206	53-398-000-0000-6540	1,110.00	500 gals diesel	21089	Machine Fuel	N
11215	Central Farm Services	5,237.69	6 Transactions			
38160	J R's Advanced Recyclers Inc					
210	53-398-000-0000-6304	330.00	61 appliances	103425	Contract Services	N
38160	J R's Advanced Recyclers Inc	330.00	1 Transactions			
38665	Joe's Repair Service, Inc.					
209	53-398-000-0000-6301	21.64	Wing return spring-Snowplow	46187	Equip Repairs	N
38665	Joe's Repair Service, Inc.	21.64	1 Transactions			
50117	Marco Technologies LLC					
211	53-398-000-0000-6410	69.92	Printer charges - Landfill	8459949	Office Supplies	N
50117	Marco Technologies LLC	69.92	1 Transactions			
52975	Minnesota Valley Testing Labs					
212	53-398-000-0000-6545	3,288.00	Well testing	1074141	Water Testing	N
52975	Minnesota Valley Testing Labs	3,288.00	1 Transactions			
77570	Short Elliott Hendrickson Inc					
213	53-398-000-0000-6542	5,172.19	Landfill services	400400	Testing & Monitoring	N
77570	Short Elliott Hendrickson Inc	5,172.19	1 Transactions			
398	DEPT Total:	14,119.44	Landfill	6 Vendors	11 Transactions	
53	Fund Total:	14,119.44	Landfill Fund		11 Transactions	

NGRITZ
3/4/21 2:51PM
70 Tax Collections 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	
0	DEPT				...			
	8740	Pena Janitorial Service						
221		70-000-000-0000-2162		660.00	221 SW 2nd Blo Pra - Clean out	2102014	Unapportioned Rev Sale Forfeited Lar	Y
	8740	Pena Janitorial Service		660.00	1 Transactions			
	83900	Steele County Landfill						
222		70-000-000-0000-2162		245.00	221 SW 2nd Blo Pra - Disposal	327125	Unapportioned Rev Sale Forfeited Lar	N
	83900	Steele County Landfill		245.00	1 Transactions			
0	DEPT Total:			905.00	...	2 Vendors	2 Transactions	
70	Fund Total:			905.00	Tax Collections Fund		2 Transactions	

NGRITZ
3/4/21 2:51PM
81 Consolidated Dispatch Fur

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	<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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
230	DEPT		Consolidated Dispatch			
	18602 Deraad/Lisa					
214	81-230-000-0000-6331	76.16	Mileage - Mandatory Training		Mileage Reimbursement	N
	18602 Deraad/Lisa	76.16	1 Transactions			
	2189 Further					
215	81-230-000-0000-6193	71.95	Patricipant fees Jan-Feb	15598633	Fee-Flex Benefit Admin	N
	2189 Further	71.95	1 Transactions			
	8027 La Plount/Stacey					
216	81-230-000-0000-6331	57.12	Mileage - CIN Training		Mileage Reimbursement	N
	8027 La Plount/Stacey	57.12	1 Transactions			
	18450 Office of MN IT Services					
217	81-230-000-0000-6210	57.48	RSC Telephone charges - Jan	W21010550	Telephone	N
	18450 Office of MN IT Services	57.48	1 Transactions			
	61755 Oswald/Kirk					
218	81-230-000-0000-6331	38.08	Mileage - Training - February		Mileage Reimbursement	N
	61755 Oswald/Kirk	38.08	1 Transactions			
230	DEPT Total:	300.79	Consolidated Dispatch	5 Vendors	5 Transactions	
81	Fund Total:	300.79	Consolidated Dispatch Fund		5 Transactions	
	Final Total:	213,878.79	157 Vendors	241 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	154,037.35	General Revenue Fund	
	10	325.86	Road & Bridge Fund	
	38	44,190.35	Capital Outlay Fund	
	53	14,119.44	Landfill Fund	
	70	905.00	Tax Collections Fund	
	81	300.79	Consolidated Dispatch Fund	
	All Funds	213,878.79	Total	Approved by,
				
				

Steele County

JOURNAL ENTRIES



Description JW - A2 - 2020 AUDIT AJE BATCH 2-3 CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/20	506	01-000-000-0000-1410 Advances To Other Funds	1,586.12	D	2020 Ditch Loan Allocation				1
2	12/31/20	506	01-000-000-0000-1001 Cash	1,586.12	C	2020 Ditch Loan Allocation				1
3	12/31/20	506	21-000-000-0000-1001 Cash	1,586.12	D	2020 Ditch Loan Allocation				1
4	12/31/20	506	21-000-000-0000-2520 Advance From Other Funds	1,586.12	C	2020 Ditch Loan Allocation				1
Debit Total				3,172.24		Credit Total	3,172.24	Net:	0.00	

PERSONNEL REPORT
March 9, 2021 at 4:00 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>
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Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Michael Johnson (.5 FTE)	Emergency Management Director	Emergency Management	05/28/21

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer	Detention Center	Backfill Lestrud

STAFFING STATUS (Information Only – No Action Required)
--

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Appraiser	Assessor's Office	Interviewing
Maintenance Worker	Bldgs & Grounds	Recruiting
HR Generalist	Human Resources	Recruiting
Correctional Officers (3)	Det. Ctr./Sheriff's Office	On-hold
Assistant Program Coordinator	Det. Ctr./Sheriff's Office	On-hold

Open Positions - In Committee:

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



Steele County Agenda Item

Subject: Approve Agreement with Blooming Prairie Township for Replacement of Bridge No. 74504.

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: March 9, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A.

Recommendation:

Approve Agreement with Blooming Prairie Township for the replacement of Bridge No. 74504 and authorize the Chair and Administrator to sign the agreement.

Background (*Including Budget Impact*):

Bridge No. 74504 is a timber slab span bridge in Blooming Prairie Township on SE 44th Ave and has been identified as deficient. The replacement structure qualifies for State-Aid Township Bridge funds. The project will be funded through local Township levy funds in the amount of \$20,000 and the remainder will be funded by State-Aid Township Bridge funds.

Working with the County Attorney's Office, we re-wrote the standard township bridge replacement Agreement to make it simpler and more concise. The Agreement assigns roles and responsibilities, addresses funding, appoints the County as the Township's agent relating to this bridge replacement and indemnifies the County.

The MnDOT Office of State-Aid has indicated there is a healthy balance in the Township Bridge Fund and if townships want to move projects ahead this would be a good year to do so. This is one of several town bridge projects we are moving ahead with this year.

The Blooming Prairie Township Board approved this Agreement at their March 2nd meeting.

Attachments:

Agreement executed by Blooming Prairie Township

AGREEMENT

This **AGREEMENT**, made and entered into by and between the Township of Blooming Prairie, Minnesota, a political subdivision of the State of Minnesota, hereinafter referred to as the Township, and the County of Steele, a political subdivision of the State of Minnesota, hereinafter referred to as the County;

WITNESSETH:

WHEREAS, the Township desires to replace a drainage structure, utilizing State of Minnesota or Federal Funds; and

WHEREAS, the County is designated by the State to be the Agent of the State for the purpose of conveying State or Federal funding to the Township; and

WHEREAS, the County, as an Agent, is responsible for administering the project and making the Contract payments to the Contractor.

NOW, THEREFORE,

IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. The County shall select a design consultant for bridge or culvert design to prepare plans and specifications for the replacement of Bridge No. 74J28 (New Br. No. 74504). Said plans and specifications will comply with the latest MnDOT Specifications and be subject to approval by MnDOT State-Aid for Local Transportation. The County will *not* provide bridge design or hydraulic recommendations.
2. The County shall arrange for necessary soils exploration required for the preparation of the plans, and/or R value determinations. The County shall also arrange for hazardous materials assessments if required by the MPCA, the EPA, and/or MnDOT for the bridge replacement project.
3. The County shall obtain any required permits for the bridge replacement project, including DNR, COE, MPCA, and/or Mn/DOT permits.
4. All costs and fees associated with items 1 thru 3 above shall be the responsibility of the Township and will be billed back subject to the limits of Minnesota Statutes 161.082, Subd. 2a. This statute provides that costs in excess of \$10,000 for bridge approach work, and costs in excess of \$10,000 for all related engineering fees are eligible for financial assistance from the Town Bridge Account.
5. The Township shall acquire any necessary right-of-way for the bridge replacement project and is responsible for all associated costs. The County is available to provide technical assistance as required.
6. The County shall administer the construction contract, including the advertising, letting of bids, awarding of contract, and payments to the Contractor.
7. The County shall furnish all necessary on and off-site construction engineering and inspection, under the direction of a professional engineer licensed by the State of Minnesota.
8. The County as agent for the Township under this Agreement may make changes in the plans on the character of the work and may enter into, for and on behalf of the Township, Change Orders with the Contractor for the performance of any extra work or work occasioned by any necessary advantages, or desirable change in plans or construction, if unforeseen circumstances require said action on the part

of the County to complete the project(s). The payment for said work shall be the responsibility of the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.

9. The Township does hereby agree to be responsible for paying all non-participating (not State-Aid eligible, such as bridge approach work) quantities, as will be shown on the Plan and Engineer's Estimate, subject to the limits of Minnesota Statute 161.082, Subd. 2a.
10. The County shall request reimbursement from the MnDOT State-Aid Town Bridge Account to secure payment for all costs of this project as are eligible for State Aid or Federal Aid participation, under the current State and Federal programs. Any costs of this project not covered by the current State and Federal programs are the responsibility of the Township and shall be paid by the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.
11. The County shall submit an invoice to the Township for those costs in excess of the State reimbursement and include copies of all invoices paid for engineering services and a copy of the final construction cost after the acceptance of the construction work. The Township is responsible to pay any monies due to Steele County within 30 days of billing.
12. The Township agrees to indemnify and hold harmless the County and all of the County's agents and employees from any and all claims, demands, actions and courses of action of whatever nature or character arising out of the performance of the work described in this Agreement and the Township further agrees to defend the County at its sole cost and expense in any action or proceeding commenced for the purpose of asserting any claim which may arise as a result of the performance to this agreement. Prior to beginning any work under this Agreement, Township shall provide the County with proof of liability insurance coverage naming the County as an additional insured for the purposes of the work under this Agreement and in amounts equal to or greater than the county's maximum liability under Minn. Stat. §466.04.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

**TOWNSHIP OF BLOOMING PRAIRE,
MINNESOTA**

COUNTY OF STEELE, MINNESOTA

Jerry Wend
Chair, Blooming Prairie Township Board

Steele County Board Chair

Date: 3/2/2021

Date: _____

Attest:

Melvin Anderson
Township Clerk

County Administrator

Date: 3-2-21

Date: _____

RESOLUTION

TOWN BOARD OF BLOOMING PRAIRIE TOWNSHIP

BE IT RESOLVED by the Blooming Prairie Town Board of Supervisors that the County of Steele be and hereby is authorized and requested to take such steps and perform such acts on behalf of the Township of Blooming Prairie, Steele County, as may be necessary to have the construction and improvement of the bridge and road, hereinafter described, properly approved by the Minnesota Department of Transportation as a Township bridge replacement project eligible for the expenditure of Township Bridge Funds and/or State Bond Funds thereon and eligible for present construction and the letting of a contract therefor.

Existing Bridge No. 74504
New Bridge No. 74J28
Town Road No: 44th Avenue SE
Section 17, Township 105N, Range 19W &
Section 18, Township 105N, Range 19W

BE IT FURTHER RESOLVED That the Town Board of Blooming Prairie Township agrees to reimburse the County of Steele for all engineering services performed in the project design, plan, specification preparation, project supervision, and all other costs related to the bridge replacement upon receipt of verified claims from the County Highway Engineer.

ADOPTED March 2, 2021.

BLOOMING PRAIRIE TOWNSHIP BOARD
Steele County, Minnesota

By: Jerry Wencil
Chairman

ATTEST:

By: Melina Anderson
Township Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted, and approved by the Blooming Prairie Township Board on the 2 day of March, 2021.

Melina Anderson
Township Clerk



Steele County Agenda Item

Subject: Approve Cooperative Agreement with City of Owatonna for Construction of a Roundabout at State Ave. (CSAH 45) & NW 26th St. (CSAH 34).

Department: Highway

Committee Meeting Date: February 11, 2021

Board Meeting Date: March 9, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval When Ready

Recommendation:

Approve entering into a Cooperative Agreement with the City of Owatonna for the construction of a roundabout at State Ave. (CSAH 45) and NW 26th St. (CSAH 34) and authorize the Chair and Administrator to execute the Agreement.

Background (*Including Budget Impact*):

The 2021 Highway CIP includes the construction of a full-size roundabout at the intersection of State Ave. (CSAH 45) and NW 26th St. (CSAH 34).

The cost share framework approved by the County Board and the City Council in 2017 provided that the cost of county highway improvements within the city will be cost shared on a 75% County – 25 % City basis. The roundabout is programmed at a total cost of \$2,000,000, which includes construction, engineering, and right-of-way. The current construction estimate is \$1,696,881.

The attached Cooperative Agreement lays out each parties' responsibilities with respect to the project.

The City of Owatonna approved the Agreement at their March 2nd meeting.

Attachments:

Cooperative Agreement

**COOPERATIVE AGREEMENT
BETWEEN
STEELE COUNTY AND THE CITY OF OWATONNA
FOR
CSAH 45 (State Ave) and CSAH 34 (26th St) Intersection Improvements**

THIS AGREEMENT, made and entered into by and between the City of Owatonna, a municipal corporation, organized under the laws of the State of Minnesota, party of the first part, hereinafter referred to as "City", and the County of Steele, Minnesota, a municipal corporation organized under the laws of the State of Minnesota, party of the second part, hereinafter referred to as "County";

WITNESSETH:

WHEREAS, the intersection of County State Aid Highway CSAH 45 (State Ave) and CSAH 34 (26th St)) has been programmed for safety improvements in the Steele County Highway Capital Improvement Program for several years, and

WHEREAS, CSAH 45 (State Ave) and CSAH 34 (26th St) are under the jurisdiction of the County of Steele, for purposes of maintenance and improvements, and

WHEREAS, the County and the City desire to share the costs of the intersection improvement and the County has adopted the policy, *Steele County and City of Owatonna: Framework for Construction project cost sharing on County Routes within City Limits*, for the division of costs on County Highways within the City, said Policy being adopted by the Steele County Board of Commissioners on September 12, 2017, a copy of which is attached hereto as Exhibit A and made a part hereof by reference, and

WHEREAS, project development prepared plans and specifications for the project at an estimated cost to the County of \$160,000, and

WHEREAS, said plans and specifications are currently under development, and

WHEREAS, the estimated construction cost of the project is \$1,696,881, and

WHEREAS, the estimated right-of-way cost of the project is \$10,000, and

WHEREAS, construction observation and inspection will be provided by Steele County staff or a consultant, the cost of which will be determined upon project completion, and

WHEREAS, it is the desire of both parties to enter into a written agreement regarding the intersection improvements at CSAH 45 (State Avenue) and CSAH 34 (26th St).

NOW THEREFORE, pursuant to Minnesota Statutes 471.59 and in consideration of the mutual covenants and promises hereinafter contained, it is agreed by and between the City of Owatonna and the County of Steele as follows:

- A. That this agreement shall apply only to the intersection improvements at CSAH 45 (State Ave) and CSAH 34 (26th St).
- B. Prosecution of work will be performed on the following basis. The County will:
 - 1) Prepare plans and specifications with an estimate of cost for the intersection improvement project.
 - 2) Act as the contracting agency for the project in accordance with the competitive bidding requirements of Minnesota Statutes 471.345 and 375.21.
 - 3) Provide the necessary surveying and construction inspection engineering services for the project.
 - 4) Obtain all permits and approvals required from other governmental agencies.
 - 5) The County will supervise the construction of all aspects of the project. Said supervision shall include keeping adequate records to document the quality of work and the substantiation of all pay quantities.
 - 6) Maintain the project open to inspection by the City or their duly authorized representatives.
 - 7) Address public concerns with the project.
 - 8) The County will be responsible for and liable for costs it incurs in performing its obligations under this Agreement.
- C. The City will:
 - 1) Assist the County in addressing concerns of the public relating to the County intersection improvement project.
 - 2) The City shall be responsible for and liable for all costs it incurs in performing its obligations under this Agreement.
- D. The County agrees to do all things necessary for the work of said project except as set forth in this agreement. Said project is to be performed, consistent with current City and County State Aid Highway Standards.
- E. The method of financing the project shall be the prerogative of Steele County and the City of Owatonna. Funding of the project is subject to the following provisions:

1) PROJECT DEVELOPMENT AND RIGHT-OF-WAY COSTS:

Project development and right-of-way costs are State-Aid eligible. Steele County and the City of Owatonna will share in the final project development and right-of-way costs as defined in Exhibit A, 75 percent being the County's share estimated at \$127,500 and 25 percent being the City's share estimated at \$42,500.

2) PROJECT CONSTRUCTION COSTS:

Steele County and the City of Owatonna will share in the final project construction costs as defined in Exhibit A, 75 percent being the County's share estimated at \$1,272,661, and 25 percent being the City's share estimated at \$424,220.

3) CONSTRUCTION OBSERVATION AND INSPECTION COSTS:

Construction observation and inspection costs are State-Aid eligible. Steele County and the City of Owatonna will share in the final construction observation and inspection costs, whether the County performs this work in-house or contracts with a consultant to perform this work, 75 percent being the County's share and 25 percent being the City's share. Final construction observation and inspection costs will be determined upon completion of the project and final acceptance of the project by the County Board.

4) REIMBURSEMENTS:

Upon completion and final acceptance of the project, and receipt of a detailed listing of the final actual project costs, the City of Owatonna will reimburse Steele County.

- F. The City of Owatonna agrees to save, hold harmless and indemnify Steele County and the County's officers, agents, employees, and volunteer workers against any and all claims, losses, damages, or law suits for damages arising from, allegedly arising from, or related to the provisions of the City's services hereunder, and further the City agrees to defend at its own sole cost and expense any action for proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the provision of City's services hereunder.

The County agrees to save, hold harmless and indemnify the City of Owatonna and the City's officers, agents, employees, and volunteer workers against any and all claims, losses, or law suits for damages arising from, allegedly arising from, or related to the County's provision of services hereunder, and further the County agrees to defend at its own sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the County's provision of services hereunder.

It is hereby understood and agreed that for the purpose of the Parties' performance hereunder, neither Party's employees shall be deemed employees of the other Party for any purpose and any and all claims made by third parties as a consequence of any act or omission on the part of a Party's employee(s) while engaged in the performance of any of the provisions of services hereunder shall in no way be the obligation or responsibility of the other Party

- G. Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.
- H. Pursuant to Minnesota Statute 16C.05, Subd. 5, the City agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the County and involve transactions relating to this Agreement.

The City agrees to maintain these records for a period of six years from the date of termination of this Agreement.

- I. Pursuant to Minnesota Statute 16C.05, Subd. 5, the County agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the County and involve transactions relating to this Agreement.

County agrees to maintain these records for a period of six years from the date of termination of this Agreement.

- J. During the performance of this Agreement, the City and the County agree to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment right in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

- K. Each party to this agreement reserves the right to withdraw from and cancel this agreement within 30 days from the opening of bids for the project in the event either or both parties consider any or all bids unsatisfactory; the withdrawal from or cancellation of the agreement to be accomplished by either or both parties within 30 days of opening of

bids by serving a written notice thereof upon the other, unless this right is waived by both parties in writing.

- L. Each party agrees that any modification of this agreement will be in writing and will be signed by the parties hereto.

IN TESTIMONY WHEREOF, The parties hereto have caused these presents to be executed.

City of Owatonna, Minnesota

Steele County, Minnesota

Mayor, City of Owatonna

Steele County Board Chair

Date: _____

Date: _____

Attest:

City Administrator

County Administrator

Date: _____

Date: _____

Steele County and City of Owatonna: Framework for Construction project cost sharing on County Routes within City Limits:

Steele County and the City of Owatonna desire to establish a framework for developing cooperative agreements for construction of County Roads within the City of Owatonna. Construction is defined as anything more than routine maintenance and patching which is covered under the existing maintenance agreement. Overlays and Concrete Pavement Rehabilitation (CPR) are considered to be construction.

In general, Steele County and the City of Owatonna agree to cost share on Minnesota State Aid eligible construction items with Steele County paying 75% and the City of Owatonna Paying 25%.

Americans with Disability Act (ADA) requirements will be addressed on all construction projects.

All costs associated with potable watermain will be the responsibility of Owatonna Public Utilities.

Sanitary sewer will be the responsibility of the City of Owatonna.

Trees will be 50% City and 50% County

Storm sewer costs will be split based on the percentage determined by MNDOT Hydraulic Review.

Aesthetic improvements beyond State Aid Standards will be 100% City Cost. Example, decorative lighting above standard street lighting, decorative treatment of retaining walls, etc.

Owatonna Public Utilities shall provide street lighting.

Federal Projects: Notwithstanding the above agreement. When Federal funds are available for a project, each agency agrees to cooperate fully to obtain and take advantage of these funds.

The City and County Engineer will work together to develop a detailed 5 year plan for construction activities on County routes within the City. The plan will allow each agency to plan for future expenditures.

Portions of the City share of the costs may be assessed to the adjacent property owners as per City of Owatonna Assessment Policy.

Coordination of the project lead will be determined by the County and City Engineers based on staff work load and expertise.

Rev. 08/07/17

STEELE COUNTY PERSONNEL AGENDA ITEM

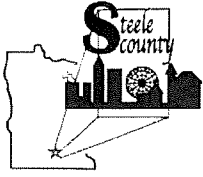
March 9, 2021 at 4:00 pm

MARCH EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Dave Purcell	Director of IT – IT Dept.	03/01/21	3
Terri Rau (.5 FTE)	Family Support Educ/PHN - Public Health	03/02/21	1
Jeffrey Gunther	Patrol Deputy – Sheriff's Office	03/02/21	1
Barb Osman	Assessment Technician – Assessor's Office	03/04/21	2
Amber Brooks	Tech Clerk I - Planning & Zoning/Facilities	03/09/21	1
Sasha Henning	Asst. Cty. Attorney II – Attorney's Office	03/12/21	9
Steve Rick	Asst. Director of Comm. Corrections – CCA	03/13/21	4
Doug Jensen	Engineering Tech III – Highway Dept.	03/15/21	36
Tonia Miller	Accounting Tech Lead – Public Health	03/17/21	12
Lon Thiele	County Sheriff – Sheriff	03/17/21	18
Julie Flemming	RN – Public Health Dept.	03/18/21	2
Kevin Lindquist	Maintenance Supervisor – Highway	03/19/21	3
Gina McGuire	Asst. Director of HR – HR Dept.	03/20/21	7
Joleen Koenig	Admin. Support Asst. – Extension Dept.	03/25/21	19
Kristi Blum	Technical Clerk II – Recorder's Office	03/25/21	8
Tyler Brase	Road Deputy – Sheriff's Office	03/29/21	4



Steele County Agenda Item

Subject: Amendment to CUP 410 – Riverview Campground)

Department: Planning & Zoning

Committee Meeting Date: March 1, 2021

Board Meeting Date: March 9, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 10 conditions.

Background *(Including Budget Impact):*

This request is from Wayne & Rebecca Cederberg to expand the Riverview Campground located in the SW ¼ of the SE ¼, Section 20 Owatonna Township. The expansion would add an additional 25 sites for a total of 167 sites.

Attachments:

Findings of Fact

Location Map

Site Maps

Staff Report(s)

Correspondence

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
AMENDMENT to CONDITIONAL USE PERMIT #410

Riverview Campground

Applicant:

Wayne & Rebecca Cederberg on behalf of Riverview Campground

Land Owner(s):

Wayne and Rebecca Cederberg.

Project Description:

Add an additional 25 new sites on approximately 4 acres of land that has been acquired by the campground for a total of 167 sites.

Zoning District(s):

Agricultural, Shoreland, Floodplain

Ordinance Section:

Section 704.2 of the Steele County Zoning Ordinance allows Commercial Outdoor Recreation Areas, including private campgrounds, non-commercial recreational facilities, public and private clubs as a conditional use in the Agricultural District.

Property Address:

2554 SW 28th St.
Owatonna, MN 55060

Project Site Legal Description:

The South two-thirds of the West one-fourth of the SE ¼ of the SE ¼ in Section 20, T 107 N, of R 20 W.

AND;

The South one-half of the SW ¼ of the SE ¼ of Section 20, T 107 N, of R 20 W;

EXCEPTING from above two described tracts that parcel which lies easterly of a line running parallel with and distant 184 feet westerly of the following described line:

Beginning at a point on the south line of said Section 20, distant 923.4 feet west of the southeast corner thereof; thence run northerly at an angle of 90°12'30" with said south section line (when measured from west to north) for 1000 feet and there terminating; Together with all that part of the two above described tracts adjoining and westerly of the above described strip and southerly of the following described line: Beginning at a point on the westerly boundary of the above described strip, distant 60 feet northerly of its intersection with the south line of said Section 20, thence run southwesterly to a point, distant 33 feet northerly (when measured at right angles) from a point on the south line of said Section 20, distant 735 feet westerly of its intersection with the above described line.

AND

All that part of the SW¼, SE¼ of Section 20, T 107 N, R 20 W, Steele County, Minnesota described as follows.

Commencing at the SW corner of said SE¼, thence North 00°15'16" East a distance of 666.67 feet, on an assumed bearing, on the west line of said SE¼, to the north line of S½, SW¼ of said SE¼; thence North 88°28'16" East a distance of 698.77 feet, on said north line, to the point of beginning; thence North 01°37'09" West a distance of 253.99 feet; thence North 88°28'10" East a distance of 690.83 feet, to the east line of SW¼ of said SE¼; thence South 00°03'51" West a distance of 254.11 feet, to north line of said S½; thence South 88°28'16" West a distance of 683.37 feet, to the point of beginning.

General Criteria for considering a Conditional Use Permit:

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

The planning commission finds the proposed use will have no impact on parks and schools. Road usage should not change substantially from current usage. The campground is connected to the City of Owatonna's sewage treatment system. The applicant shall obtain approval from the City of Owatonna and the state of Minnesota for the additional flow into the sewer system.

2) The use is compatible, separated, or screening from adjacent agricultural or residential land so as not to depreciate their values or deter the development of vacant land:

The planning commission finds the new campsites are being placed adjacent to agricultural land and approximately 500 southeast of the nearest neighboring residence. Clients trespassing offsite has been an issue to this neighbor. A fence shall be required along the north side of the campground to prevent campers from trespassing on his property.

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

The planning commission finds the appearance will be similar to the existing land use.

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

The planning commission finds the use is consistent with the existing land use.

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

Zoning Ordinance:

The campground is located in the agricultural zone. Campgrounds are listed as a conditional use in the agricultural zone.

Floodplain:

Areas of the campground lie within the floodplain of the Straight River. None of the new sites will be within this floodplain. 10 -12 overflow sites in the floodplain located east of the river shall be eliminated as a condition of the permit.

Shoreland:

Land within 300 feet of the ordinary high-water level of the Straight River is considered shoreland area. None of the new sites will be within this shoreland area.

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

The planning commission find the additional of sites will create additional traffic but not significantly enough to cause hazards. While the new sites will create additional traffic to the main area, the reduction of overflow sites on the east side of the river will reduce the need for traffic onto County Road 18 to reach those sites which should improve safety.

7) Existing businesses will not be adversely affected because of curtailment of customers trade brought about by intrusion of noise, glare, vibration or other nuisances:

The planning commission finds the proposal should not affect nearby businesses.

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

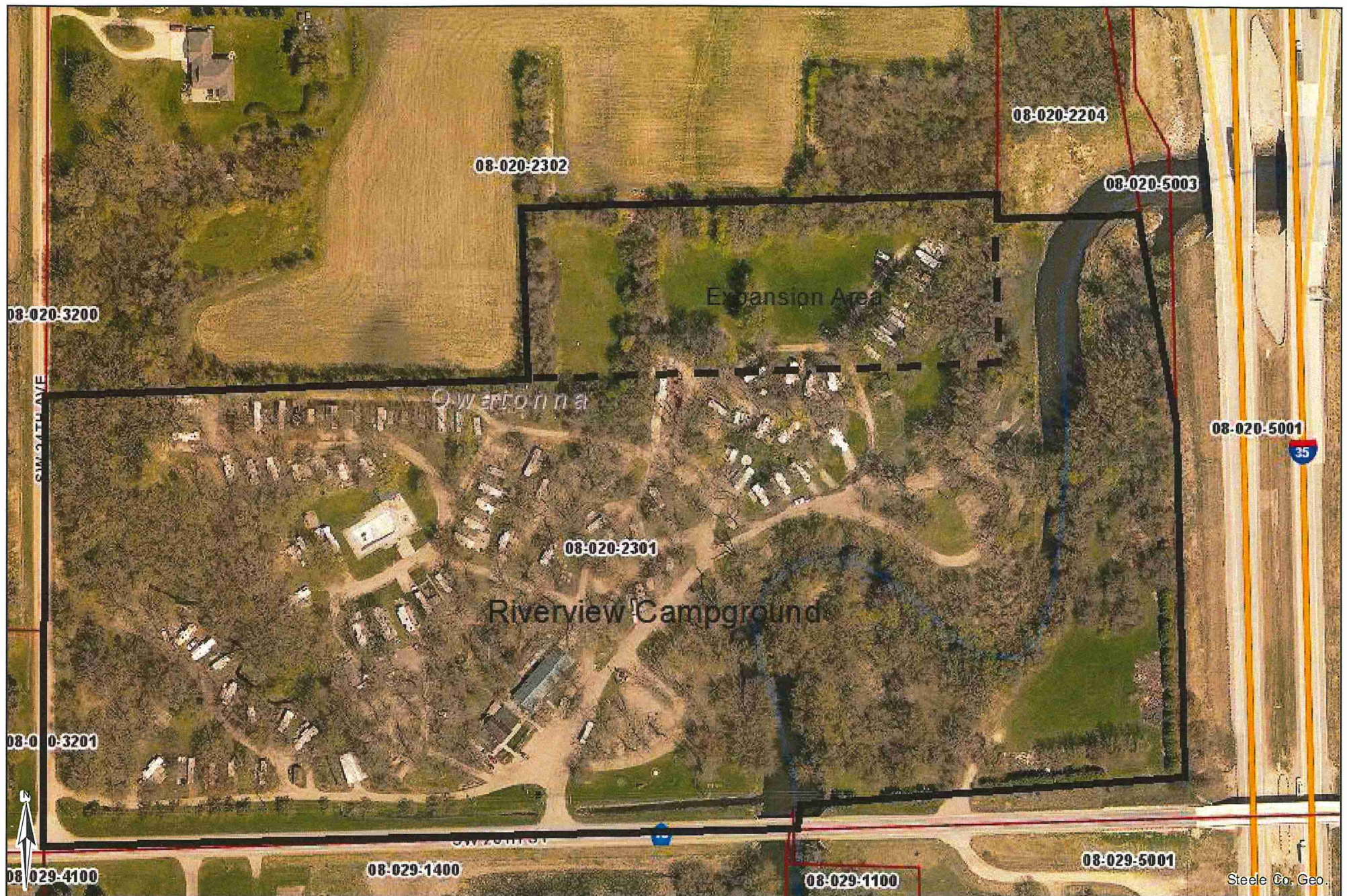
The planning commission finds:

- Water service is provided to the campground by a private well.
- Sewer service from this campground is connected to the City of Owatonna. The campground must obtain approval from the City of Owatonna and the State of Minnesota.
- The access road is already provided to the site and will not change.
- Drainage will not be substantially different than it is currently.
- Campgrounds are licensed by the Minnesota Department of Health. They will need to meet MDH licensing criteria to expand their campground.

Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends by a vote of 7 to 0 to approve the amendment to CUP #410 with 10 conditions.

1. Loud or objectionable noise shall not be allowed between the hours of 10:00 pm. and 7:00 am.
2. Lighting shall not be directed at or illuminate neighboring residential properties.
3. The site shall be limited to 167 short term or seasonal camping sites for tents or recreational vehicle use. Seasonal shall be defined as site rental or lease lengths of less than 12 months in length.
4. The operator acknowledges the existing adjacent agricultural land uses and accepts such inconveniences that may be brought about by noise, dust, or odors, from these land uses.
5. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to MN Department of Health, MN Pollution Control Agency, and the MN DNR.
6. No new campsites can be constructed in designated floodplain areas.
7. The Campground shall discontinue the use of the overflow campsites located east of the river.
8. No new sites shall be developed within the shoreland areas of the Straight River. (300 feet from the Ordinary High Water Level) unless they obtain authority thru the Minnesota Department of Natural Resources thru their planned unit development process.
9. Applicant shall install a 6 feet tall chain length fence along the north property line.
10. Applicant shall get approval of the City of Owatonna and the State of Minnesota for the additional sewage flow into the sewage disposal system.



Riverview Campground

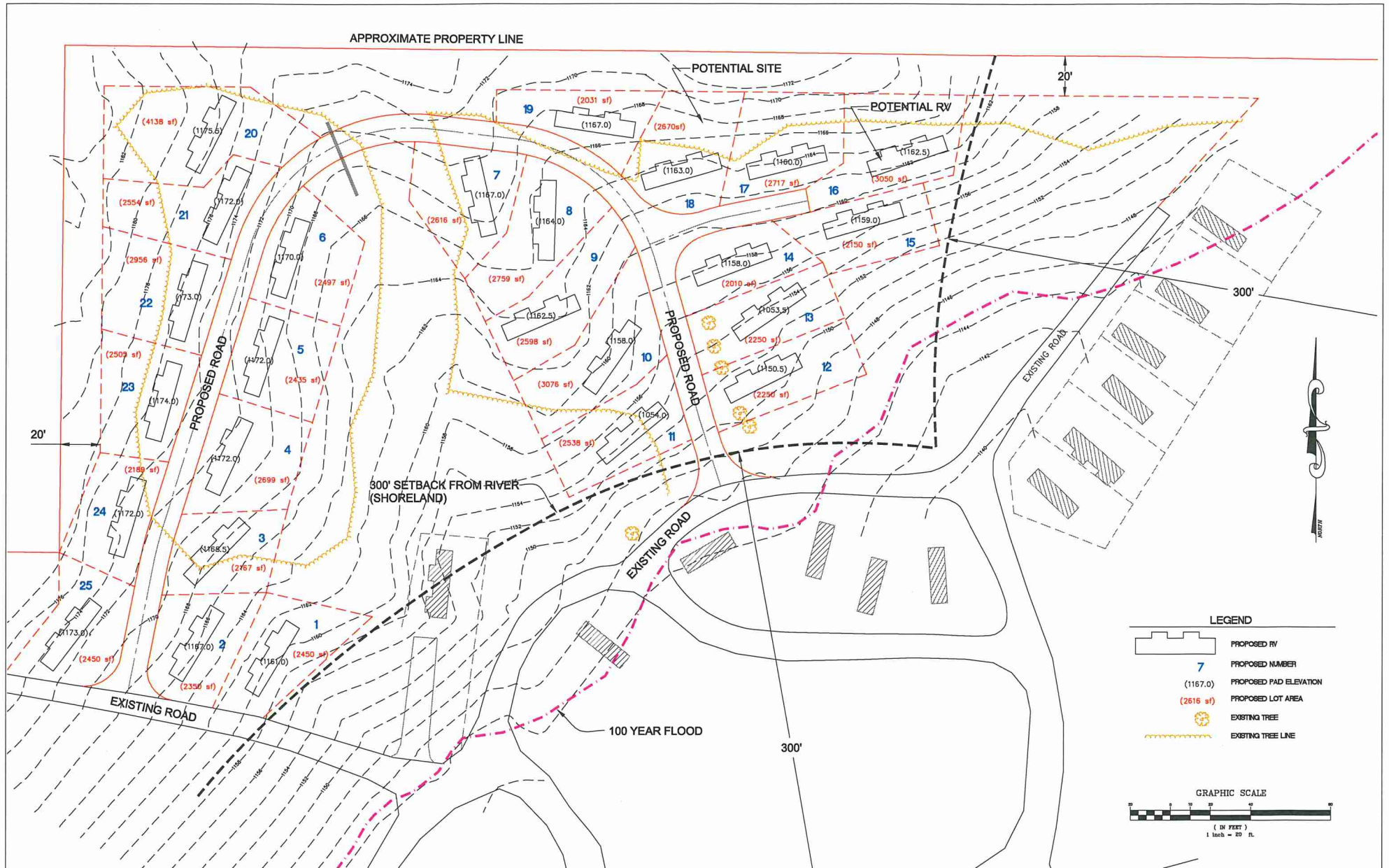
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February 22, 2021
Page 57 of 130







MILLER'S SEWAGE TREATMENT SOLUTIONS
A Division of WRM Services Inc.
9075 155th Street, Kimball, MN 55353
(320) 398-2705 cell (320) 980-1737

Location:
Part of the SE 1/4 of the SE 1/4 and the
SW 1/4 of the SE 1/4, Section 20, Township
107 N, Range 20, Stearns County, Minnesota.

Revisions:

PROJECT:

River View Campground

Date:

2/15/2021

EXPANSION AREA CONCEPT PLAN

Staff Report
for
Amendment to Conditional Use Permit Application #410
W & R Resorts Inc. aka River View Campground

Applicant:

Wayne & Rebecca Cederberg on behalf of Riverview Campground

Property Owner(s):

Wayne and Rebecca Cederberg.

Property Address:

2554 SW 28th St.

Project Site Legal Description:

The South two-thirds of the West one-fourth of the SE ¼ of the SE ¼ in Section 20, T 107 N, of R 20 W.

AND;

The South one-half of the SW ¼ of the SE ¼ of Section 20, T 107 N, of R 20 W;

EXCEPTING from above two described tracts that parcel which lies easterly of a line running parallel with and distant 184 feet westerly of the following described line:

Beginning at a point on the south line of said Section 20, distant 923.4 feet west of the southeast corner thereof; thence run northerly at an angle of 90°12'30" with said south section line (when measured from west to north) for 1000 feet and there terminating; Together with all that part of the two above described tracts adjoining and westerly of the above described strip and southerly of the following described line: Beginning at a point on the westerly boundary of the above described strip, distant 60 feet northerly of its intersection with the south line of said Section 20, thence run southwesterly to a point, distant 33 feet northerly (when measured at right angles) from a point on the south line of said Section 20, distant 735 feet westerly of its intersection with the above described line.

AND

All that part of the SW¼, SE¼ of Section 20, T 107 N, R 20 W, Steele County, Minnesota described as follows.

Commencing at the SW corner of said SE¼, thence North 00°15'16" East a distance of 666.67 feet, on an assumed bearing, on the west line of said SE¼, to the north line of S½, SW¼ of said SE¼; thence North 88°28'16" East a distance of 698.77 feet, on said north line, to the point of beginning; thence North 01°37'09" West a distance of 253.99 feet; thence North 88°28'10" East a distance of 690.83 feet, to the east line of SW¼ of said SE¼; thence South 00°03'51" West a distance of 254.11 feet, to north line of said S½; thence South 88°28'16" West a distance of 683.37 feet, to the point of beginning;

Project Description:

Add an additional 32 new sites on approximately 4 acres of land that has been added to the campground. This land has been leased for many years and currently contains open space. With the addition of the 32 new sites they would discontinue the use of 10 overflow sites located across the river for a total of 164 sites.

Zoning District(s):

Agricultural, Shoreland, Floodplain

Reason for Conditional Use Permit Application:

Section 704.2 of the Steele County Zoning Ordinance allows Commercial Outdoor Recreation Areas, including private campgrounds, non-commercial recreational facilities, public and private clubs as a conditional use in the Agricultural District. This site has been a campground for decades, but was not under a county CUP until 2017 when the owner at that time wanted to expand onto the 4 acres they had recently purchased. 23 additional sites were to be constructed on the 4 acres, but 23 other sites located in the floodplain and across the river were going to be abandoned for a total of 143 permitted sites. That plan was never implemented. Wayne and Rebecca Cederberg have now acquired the campground and want to implement an expansion. They are looking to add 32 additional sites on that 4 acres. They would still abandon the overflow tent sites across the river but would like to keep the other sites located in the floodplain that were originally going to be abandoned for a potential total of 164 sites.

General Criteria for Issuing Conditional Use Permit:

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

The use will not have an impact on parks and schools. Road usage should not change substantially from current usage. Electricity is already provided by Steele Waseca Coop.

2) The use is compatible, separated, or screening from adjacent agricultural or residential land:

The area where the new campsites are being placed is adjacent to agricultural land to the north and approximately 500 southeast of the nearest neighboring residence. These new sites should have no effect on the agricultural land. Rather the concern is that uses of the agricultural land may be an annoyance to the campground especially if manure or herbicides were ever applied on the land during the camping season and the operation of equipment during early morning hours. Noise from the campground also has the potential to be an annoyance to the nearest neighboring residence but this area has been used by the campground for many years.

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

The appearance of the property will be similar to the uses that have occurred on the site for many years.

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

The existing land use has been leased by the campground for years.

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

Zoning Ordinance:

- The campground is located in the agricultural zone. Campgrounds are listed as a conditional use in the agricultural zone.

Floodplain:

- It appears at least one new campsite may be proposed withing the floodplain area of the Straight River. Expansions of camp sites are not allowed in the floodplain if the site itself is not elevated above the base flood elevation and the access road is lower than 2 feet below regulatory flood protection level. It is unknown if the site can be elevated and the current access does not meet that level and appears to be costly to elevate. For this reason, it is recommended the permit prohibits any new sites within the floodplain area.
- The project is proposing to discontinue the use of 10 -12 overflow sites in the floodplain located east of the river which would be a good thing.

Shoreland:

- A portion of the new expansion is also located in the shoreland zone of the Straight River (within 300 feet) of the ordinary high-water level of the river but not within the structural setback of 100 feet from the river. As of the writing of this report, I have not received a written response from the DNR, but in discussing it with them verbally, they opposed any new expansion of the campground within this shoreland area as the number of current sites in shoreland already exceeds shoreland standards. I will provide written comment when I receive it.

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

The additional sites will create additional traffic but not significantly enough to cause hazards. While the new sites will create additional traffic to the main area, the reduction of overflow sites on the east side of the river will reduce the need for traffic onto County Road 18 as that is currently the only way to reach those sites from the main campground.

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

Nearby businesses should not be affected by this proposal.

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

- Water service is provided to the campground by a private well.
- Sewer service from this site is connected to the City of Owatonna. The City has been made aware of the project and may want to re-discuss their agreement.
- The access road is already provided to the site and will not change.
- Drainage will not be substantially different than it is currently.
- Campgrounds are licensed by the Minnesota Department of Health. They will need to meet the MDH criteria to expand their campground.

Staff Comments:

The following conditions were put on the permit when it was approved in 2017. If the planning commission recommends approval of this application, they may wish to consider these conditions with a few changes. (~~strikethrough~~ is deleted and underlined is added)

1. Loud or objectionable noised shall not be allowed between the hours of 10:00 pm. and 7:00 am.
2. Lighting shall not be directed at or illuminate neighboring residential properties.
3. The site shall be limited to ~~143~~ 164 short term or seasonal camping sites for tents or recreational vehicle use. Seasonal shall be defined as site rental or lease lengths of less than 12 months in length.
4. The operator acknowledges the existing adjacent agricultural land uses and accepts such inconveniences that may be brought about by noise, dust, or odors, from these land uses.
5. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to MN Department of Health, MN Pollution Control Agency, and the MN DNR.
6. No new campsites can be constructed in designated floodplain areas.
7. The Campground shall discontinue the use of the overflow campsites located east of the river.
8. No new sites shall be developed within the shoreland areas of the Straight River. (300 feet from the Ordinary High Water Level)

Supplemental Staff Report
for
Amendment to Conditional Use Permit Application #410
W & R Resorts Inc. aka River View Campground

Applicant:

Wayne & Rebecca Cederberg on behalf of Riverview Campground

Property Owner(s):

Wayne and Rebecca Cederberg.

Property Address:

2554 SW 28th St.

Project Site Legal Description:

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Zoning District(s):

Agricultural, Shoreland, Floodplain

Revised Project Description:

The applicant originally applied to expand their campground by 32 units for a total of 164 sites. A public hearing was held on February 1st, at which time the commission had questions on several issues including questions on the layout, discrepancies on the total number of existing and requested sites, setbacks from property lines, and question on if the sewage disposal infrastructure was capable of handling the additional loads. Action was tabled on this request to give the applicant time to provide additional information. A letter from Allen Kaplan was also submitted but the commission did not discuss before the request was tabled. The planning commission may also wish to discuss this comment when the item is brought back before it.

Revised Site Layout:

The applicant has submitted a revised site layout of the proposed expansion. Along with this they have submitted revised number for what is existing and what they are requesting:

Existing sewer hook-up sites.	95
<u>Existing non-sewer sites.</u>	<u>47</u>
Total existing sites.	142
New requested sites with sewer	25
<u>Total sites after expansion.</u>	<u>167</u>

The revised layout has removed all new sites from the shoreland area (*300 ft. from top of bank*) and from the floodplain designated area. (*elevation 1145 feet*) the revised layout also shows a 20 setback from all sites to property lines.

Sewage Disposal / Treatment

The applicant has submitted info from Scott Swenson, Minnesota Pump Works/ Wisconsin Pump Works on his opinion of the sewage lift system and the capacity question. It appears from his correspondence that he believes it will work but it also appears that there are unknown variables that also need to be accounted for. Because the system is not a septic system but rather a lift station consisting of three Grinder Stations (2 of which are duplex stations) and a force main connecting to the city, the county is not the regulatory authority over the system and has no expertise in proper sizing of pumps, tanks, and force mains. In discussion with the MPCA in Rochester, the City will need to apply for a sewer extension permit with the MPCA to add additional flow to the system. The MPCA would then be the regulatory authority over any sizing / capacity issues.

Kaplan Comments:

Kaplan's letter is included for possible discussion.

Staff Comments:

The following conditions were included as part of the staff report they include conditions that were included when the permit was approved in 2017 that may be considered as part of this request. (~~strikethrough~~ is deleted and underlined is added)

1. Loud or objectionable noised shall not be allowed between the hours of 10:00 pm. and 7:00 am.
2. Lighting shall not be directed at or illuminate neighboring residential properties.
3. The site shall be limited to ~~143~~ 167 short term or seasonal camping sites for tents or recreational vehicle use. Seasonal shall be defined as site rental or lease lengths of less than 12 months in length.
4. The operator acknowledges the existing adjacent agricultural land uses and accepts such inconveniences that may be brought about by noise, dust, or odors, from these land uses.
5. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to MN Department of Health, MN Pollution Control Agency, and the MN DNR.
6. No new campsites can be constructed in designated floodplain areas.
7. The Campground shall discontinue the use of the overflow campsites located east of the river.
8. No new sites shall be developed within the shoreland areas of the Straight River. (300 feet from the Ordinary High Water Level)

From: Scott Swenson swensons@minnesotapumpworks.com
Subject: RE: Riverview Campground
Date: Feb 9, 2021 at 11:35:23 AM
To: Wayne Cederberg wcederberg@msn.com

Wayne,

I have spent some time reviewing the emails from last week and the letter from the County. Based on the information we have, the email I sent you on 9/24/20 explaining the pump stations capability is the best I can do. We accounted for the run time over an extended period and were able to calculate the daily demand over that period. We received the as-builts for the force main and with those elevations and lengths were able to calculate the Total Dynamic Head the pumps would need to accommodate. A Total Dynamic Head is plotted against a Pump Curve to show the discharge capability of a pump(s) for a certain application. Once the capability is calculated, the daily run time can be applied as an example of the pump station capability over its output. That is how I came to the conclusion that more RV pads could be tied into the two large Duplex Grinder Pump Stations.

What I cannot help with is the demand on each station based on the gravity collection system that the County wants you to show. All I can say is the run time meters for both pumps in both stations that you provided over the 44 day period presents very similar run times, i.e. fairly equal split of the gravity collection system into the tanks. The large DH272 tanks installed can each accommodate up to 5,000 gallons per day. Based off of the run times collected over the 44 days, each station currently handles about 550 gallons a day.

Best Regards,

Scott Swenson
Minnesota Pump Works/Wisconsin Pump Works
1 Cannon Street West
Dundas, MN 55019

Cell: [612-910-1743](tel:612-910-1743)

Office: [507-645-8004](tel:507-645-8004)

Toll Free: [877-645-8004](tel:877-645-8004)

swensons@minnesotapumpworks.com

MPW large

From: Wayne Cederberg <wcederberg@msn.com>
Sent: Wednesday, February 3, 2021 9:05 PM
To: Scott Swenson <swensons@minnesotapumpworks.com>
Subject: Riverview Campground

From: Wayne Cederberg <wcederberg@msn.com>
Sent: Thursday, January 7, 2021 4:57 PM
To: River View
Subject: Fwd: Riverview Campground

Sent from my iPhone

Begin forwarded message:

From: Wayne Cederberg <wcederberg@msn.com>
Date: September 27, 2020 at 11:51:23 AM CDT
Subject: Fwd: Riverview Campground

Sent from my iPhone

Begin forwarded message:

From: Scott Swenson <swensons@minnesotapumpworks.com>
Date: September 24, 2020 at 1:24:52 PM CDT
To: Wayne Cederberg <wcederberg@msn.com>
Cc: Scott Swenson <swensons@minnesotapumpworks.com>
Subject: RE: Riverview Campground

Wayne,

The data you provided helped quite a bit in understanding how your system operates. And it helped immensely to have had the pumps diagnosed by Paul prior to recording the run times so we knew we had two functioning pumps in each tank. Here's what we have based on a 44 day recording period. Since the runs times are pretty close, I'll use only a single pump to reference the systems capability.

East Lift Station		West Lift Station	
PUMP 1	PUMP 2	PUMP 1	PUMP 2
2992 min	2746 min	3047 min	2780 min
= 49.86 hrs			
= 68 min/day			

68 minutes per day is not a big ask for these pumps. I reverse engineered the force main to try and get an idea of the system pressures. They are very high. If only a single pump is running, it's discharging about 9.5 gallons per minutes. Simultaneous pump operations would discharge at ~ 8 GPM.

So let's assume that we're running these pumps at 8 GPM because simultaneous operations are the expectation in a pressure sewer application.

68 min/day X 8 GPM = 544 gallons/day/pump on avg. The duplex grinder pump stations

are rated for at up to 3,000 gallons per day, each station.

On paper, you can add the additional RV lots with two pumps operating in each station and not have problems. If only one pump is operational, there could be issues.

Also, not knowing how the gravity system was built within the park and which station would bear the brunt of the additional flow could be a problem.

Best Regards,

Scott Swenson
Minnesota Pump Works/Wisconsin Pump Works
1 Cannon Street West
Dundas, MN 55019
Cell: 612-910-1743
Office: 507-645-8004
Toll Free: 877-645-8004
swensons@minnesotapumpworks.com

-----Original Message-----

From: Wayne Cederberg <wcederberg@msn.com>
Sent: Monday, September 21, 2020 2:58 PM
To: Scott Swenson <swensons@minnesotapumpworks.com>
Subject: Riverview Campground

Scott, attached is the daily reading on the pumps. I started to do the reading a few times a week, then started to do them daily, with the exception of the days I forget to.

I hope this will provide enough data to determine if the existing pumps can handle 25 more sites.

2/1/2021

Allen Kaplan
2591 SW 24th Ave
Owatonna, MN 55060

Dear Steele County Planning Commission,

I am writing regarding the recent request from Wayne Cederberg on behalf of Crystal Resorts to expand the existing facility. I am asking for three conditions of the expansion prior to the completion of the additional camp sites.

First, is to Install a privacy fence, on the campground property, respecting current code rules applying to setbacks, where the campground property meets my land. This request is for the privacy and safety of my family and property as well as the campground facility.

I believe, a privacy fence is important because I have dealt with several trespassers over the last few years while living at this residence; ranging from children playing in my field, domestic disputes being settled in the early hours of the morning, individuals out on adventure walks through my woods, and finally campers helping themselves to my asparagus patch which is clearly on my property. These are all reasons a bold border would be important. Keep in mind, these are just the examples that I am aware of.

The campground has been there for years, why is this an issue now? The previous owners of my property planted white cedars on the property line where campsites already exist. This spring, when I allowed Crystal Resorts to complete a tiling project on my property to benefit their resort, many of the roots of those white cedars became exposed. It will only be a matter of time before they are completely dead and no longer provide a natural privacy barrier.

Second, lighting. With the expansion of the facility will come with a need for more lighting, although I do not have a solution on this issue, I am asking that the lighting be installed in a matter that will not be shining at my house.

And lastly, even with the installation of a fence, there is still a possibility that campground patrons could find their way on to my property. In this case, if someone were to be injured while on my property, I could be liable for injuries sustained. That is why I'm asking that Crystal Resorts insurance coverage includes a rider policy on for any such incidents. If this is already in place, I request a copy for my records.

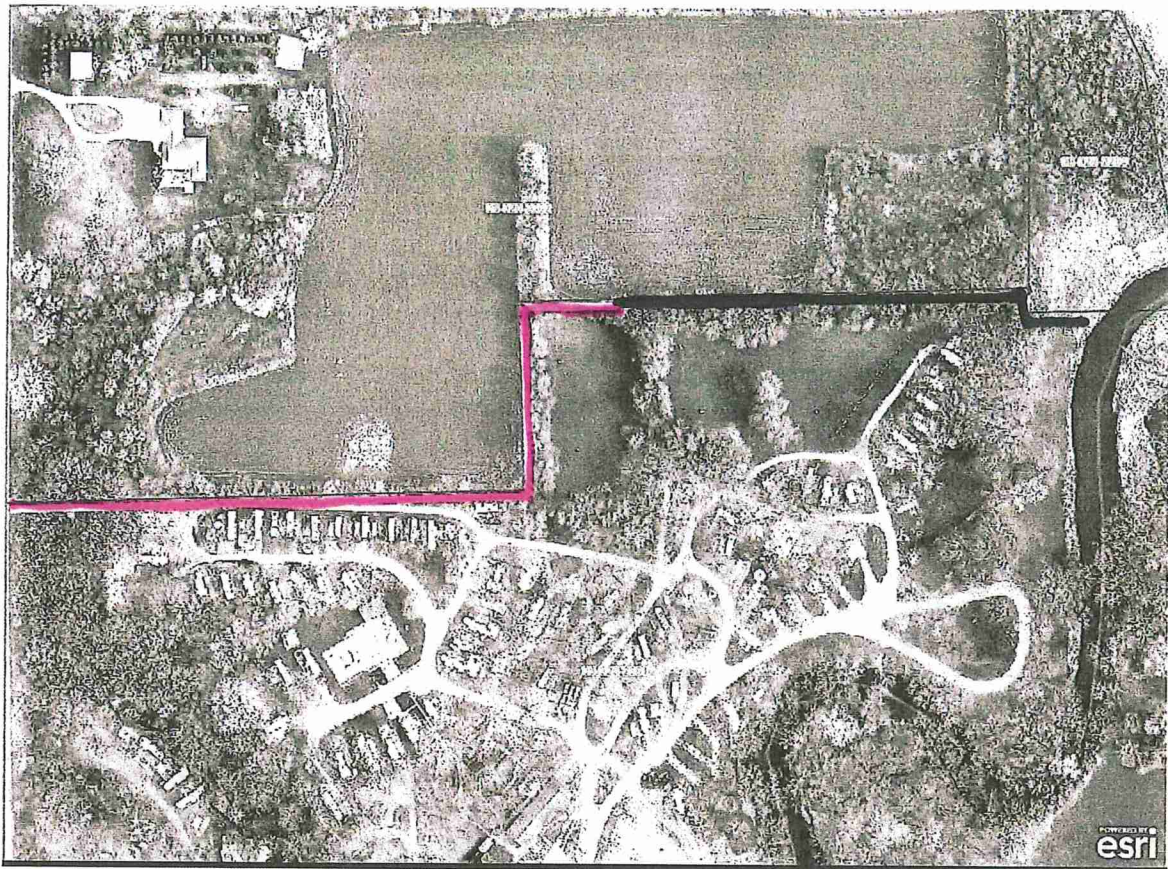
To be clear, I am not against this expansion. I believe the expansion speaks volumes for the owners and the way they conduct their business and they should be able to grow and prosper for the benefit of their patrons and themselves while keeping the safety of their neighbors a top priority.

Respectfully,

Allen Kaplan

Parcel data Attached





— CHAIN LINK W/SLATS PRIVACY 8'

— STANDARD CHAIN LINK 6'

CONDITIONAL USE PERMIT**PERMIT#** 410
amend

PARCEL #: 08-020-2301 **HEARING DATE:** 02/01/21
DISTRICT: Agricultural **DECISION DATE:** 03/09/21

APPLICANT: Wayne Cederberg **LANDOWNER:** Crystal Resorts Inc.
ADDRESS: 2554 SW 28th St. **ADDRESS:** 2554 SW 28th St.
Owatonna, MN 55060 Owatonna, MN 55060

PROPERTY ADDRESS:

2554 SW 28th St.
Owatonna, MN 55060

LEGAL DESCRIPTION OF PROPERTY:

Exhibit "A"

REFERENCE ORDINANCE FOR CUP:

704.2 of the Steele County Zoning Ordinance lists commercial outdoor recreation areas including private campgrounds as a conditional use in the agricultural district.

PROPOSED USE(S):

167 unit campground

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒ with 10 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# 410
amend

Conditions

- 1 Loud or objectionable noised shall be limited between the hours of 10:00 pm. and 7:00 am.
- 2 Lighting shall not be directed at or illuminate neighboring residential properties.
- 3 The site shall be limited to 167 short term or seasonal camping sites for tents or recreational vehicle use. Seasonal shall be defined as site rental or lease lengths of less than 12 months in length.
- 4 The operator acknowledges the existing adjacent agricultural land uses and accepts such inconveniences that may be brought about by noise, dust, or odors, from these land uses.
- 5 Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to MN Department of Health, MN Pollution Control Agency, and the MN DNR.
- 6 No new campsites can be constructed in designated floodplain areas.
- 7 The Campground shall discontinue the use of the overflow campsites located east of the river.
- 8 No new sites shall be developed within the shoreland areas of the Straight River. (300 feet from the Ordinary High Water Level) unless they obtain authority thru the Minnesota Department of Natural Resources thru their planned unit development process.
- 9 Applicant shall install a 6 feet tall chain length fence along the north property line.
- 10 Applicant shall get approval of the City of Owatonna and the State of Minnesota for the additional sewage flow into the sewage disposal system.

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.

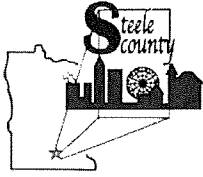
Steele County Auditor

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 347 (Milestone Materials – Engelsted Pit)

Department: Planning & Zoning

Committee Meeting Date: March 1, 2021

Board Meeting Date: March 9, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 20 conditions.

Background (*Including Budget Impact*):

The applicant is requesting the renewal of CUP #347 allowing the mining, processing, and stockpiling of sand and gravel material and stockpiling and processing of recyclable aggregate material on 30 acres located in the SW ¼ of the SE ¼ and the S ½ of the SW ¼, Section 36, Meriden Township.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #347

Milestone Materials – Engelsted Pit

Applicant:

Milestone Materials

Land Owner:

Mathy Construction Company

Project Description:

The applicant is requesting the renewal of CUP #347 allowing the mining, processing, and stockpiling of sand and gravel material and stockpiling and processing of recyclable aggregate material on 30 acres located in the SW ¼ of the SE ¼ and the S ½ of the SW ¼, Section 36, Meriden Township.

Zoning District:

Agricultural District

Ordinance Section:

Condition #20 requires this permit to be renewed.

Property Description:

All that part of Section 36, T 107 N, R 21 W, Steele County, MN described as;

The SW ¼ of the SE ¼; and

The S ½ of the SW ¼, Except the North 330 feet of the West 1980 feet.

And that part of the SE ¼ of the SE ¼, Section 35, Steele County, MN, T 107 N, R 21 W, lying East of State Aid Road No. 7 and South of a line 330 feet South of the North line of said Southeast ¼ of Southeast ¼.

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 #7 which is a paved county 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 CSAH #7. No issues have been reported concerning 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 will not change.

Drainage: Surface water drains into the site. The subsurface tile has been located and no mining occurs in that area.

Wetland: The wetland has been delineated and mining is not occurring in that area.

Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the renewal of issuance of CUP #347 with the following conditions.

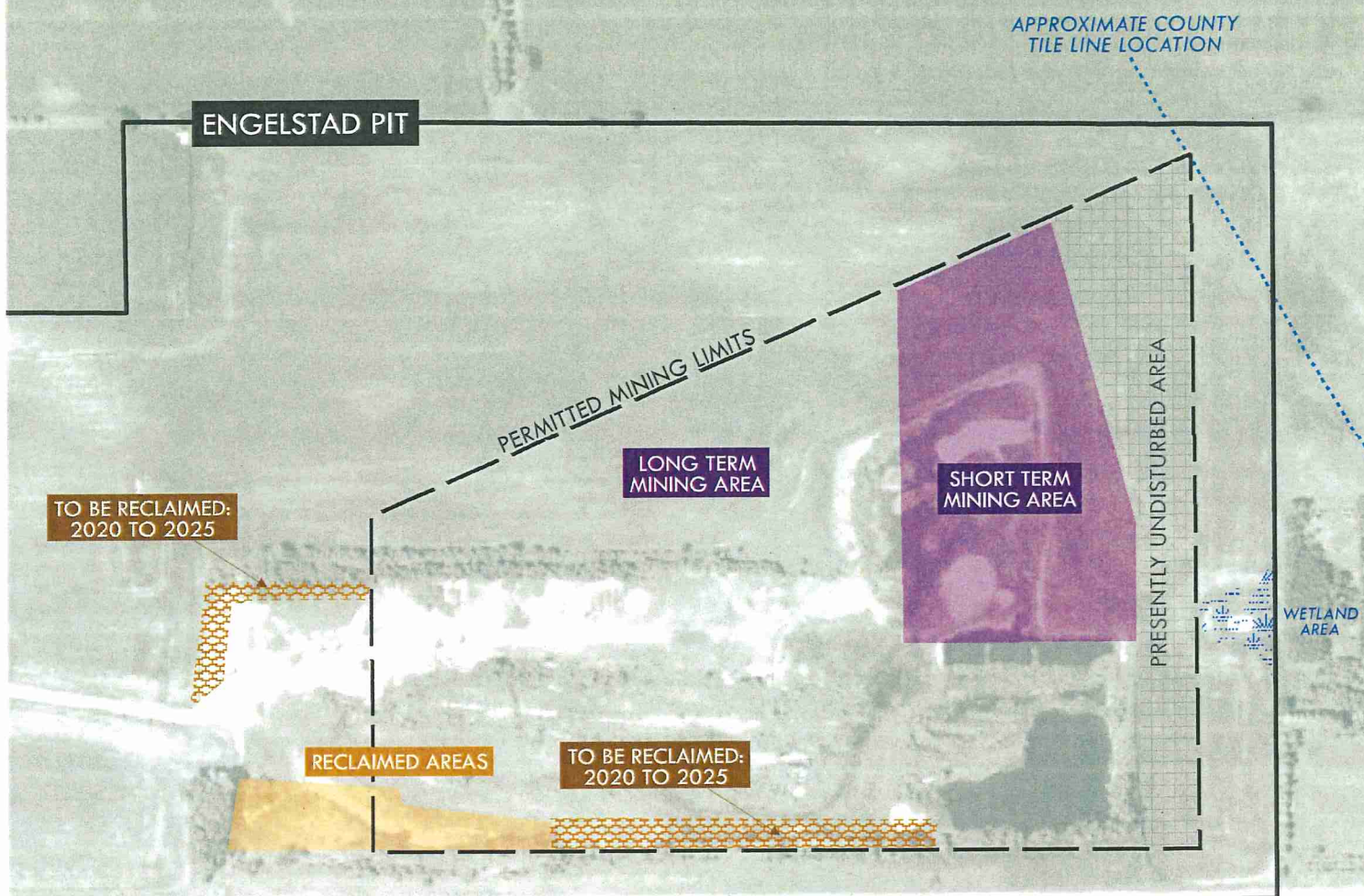
(~~Strikethrough~~ is deleted, underlined is added.)

1. Mining is not to commence on Phase 2 until reclamation is substantially completed on Phase 1.
2. Mining is limited to a bottom depth of 1130 feet. (Approximately 30 feet deep)
3. 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.
4. Trucks shall not track material from the pit onto the public road.
5. A stop sign shall be placed on the access road as it enters onto the public road.
6. Before mining can commence, signage warning of truck traffic shall be located along Lemond Road. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
7. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
8. Trucks hauling material to and from this site shall not use "jake brakes"
9. Operator is responsible to maintain dust control in the pit, on the access road, and on the public roads during hauling operations.
10. A 30 feet unexcavated buffer shall remain adjacent to all property lines. Original soil (over burden) shall not be removed in a manner that creates a slope greater than 1 ½ feet horizontal to 1 foot vertical. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
11. Excavation shall be setback 100 feet from the center of the road. A berm with shall be constructed along SW 48th St. and vegetated to prevent erosion.
12. Adequate topsoil shall remain on site to be used during reclamation of the mine.

13. The applicant shall follow their submitted reclamation plan. 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 flatter, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
14. Storage pile of recyclable aggregate materials shall not exceed 30,000 cubic yards.
15. Before mining can commence the permit holder shall contact the Steele County Ditch inspector and locate the county tile. All excavation and fill material shall be setback a minimum of 100 feet from the centerline of this tile.
16. Before mining can commence, the permit holder shall delineate any wetlands located on the property. No excavation or filling can occur within these areas unless the wetlands are mitigated or exempted according to the MN Wetland Conservation Act rules.
17. If the operator dewateres the pit or discharges water from the pit this permit will need to be amended.
18. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
19. 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, and Minnesota Wetland Conservation Act regulations.
20. Applicant is responsible to initiate renewal proceeding on or before January 1, ~~2021~~ 2026 or this permit becomes invalid.

A 4x4 grid with a red square in the second row, first column.

N
1 inch = 408 feet



MINING PLAN: 2020

ENGELSTAD PIT
SECTIONS 35/36, T107N, R21W
STEELE COUNTY, MINNESOTA
Page 77 of 130

Staff Report
for
2021 Review of Conditional Use Permit #347
Milestone Materials – Engelsted Pit
(Section 36 of Meriden Township)

- Operator:** Milestone Materials
- Owner(s):** Mathy Construction Company
- Project Location:** All that part of Section 36, T 107 N, R 21 W, Steele County, MN described as;
The SW 1/4 of the SE 1/4; and
The S 1/2 of the SW 1/4, Except the North 330 feet of the West 1980 feet.
And that part of the SE 1/4 of the SE 1/4, Section 35, Steele County, MN, T 107 N, R 21 W, lying
East of State Aid Road No. 7 and South of a line 330 feet South of the North line of said Southeast
1/4 of Southeast 1/4.
- Zoning District:** Agricultural District.
- Permitted Uses:** Mining of sand, gravel, clay, and topsoil including crushing, screening and the stockpiling of
aggregate material and recyclable aggregate material.
- Permit History:** 2007: Issued to Tri County Aggregate
2009: Transferred to Milestone Materials and renewed.
2015: Permit renewed.
- Conditions:**
1. Mining is not to commence on Phase 2 until reclamation is substantially completed on Phase 1.
 2. Mining is limited to a bottom depth of 1130 feet. (Approximately 30 feet deep)
 3. 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.
 4. Trucks shall not track material from the pit onto the public road.
 5. A stop sign shall be placed on the access road as it enters onto the public road.
 6. Before mining can commence, signage warning of truck traffic shall be located along Lemond
Road. The size and placement of these signs shall be at the direction of the Steele County
Highway Department.
 7. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
 8. Trucks hauling material to and from this site shall not use “jake brakes”
 9. Operator is responsible to maintain dust control in the pit, on the access road, and on the public
roads during hauling operations.
 10. A 30 feet unexcavated buffer shall remain adjacent to all property lines. Original soil (over
burden) shall not be removed in a manner that creates a slope greater than 1 ½ feet horizontal to
1 foot vertical. Any erosion to neighboring properties as a result of this mine shall be corrected
by the applicant.
 11. Excavation shall be setback 100 feet from the center of the road. A berm with shall be
constructed along SW 48th St. and vegetated to prevent erosion.
 12. Adequate topsoil shall remain on site to be used during reclamation of the mine.
 13. The applicant shall follow their submitted reclamation plan. 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 flatter, replacing topsoil, and vegetating exposed areas
not used for cropland or reclaimed to open water.
 14. Storage pile of recyclable aggregate materials shall not exceed 30,000 cubic yards.

15. Before mining can commence the permit holder shall contact the Steele County Ditch inspector and locate the county tile. All excavation and fill material shall be setback a minimum of 100 feet from the centerline of this tile.
16. Before mining can commence, the permit holder shall delineate any wetlands located on the property. No excavation or filling can occur within these areas unless the wetlands are mitigated or exempted according to the MN Wetland Conservation Act rules.
17. If the operator dewateres the pit or discharges water from the pit this permit will need to be amended.
18. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
19. 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, and Minnesota Wetland Conservation Act regulations.
20. Applicant is responsible to initiate renewal proceeding on or before January 1, 2021 or this permit becomes invalid.

Total Area: 115 ac.
Minable Area: Permitted for 30 ac.
Active Areas: 29.3 ac.
Reclaimed Areas: 2- 4 ac.

Natural Elev: 1160 feet
Permitted Elev: 1130 feet.
Mining Elevation: Estimated at 1150

Material Removed: Approximately 4,073 tons in 2017.
 Approximately 3,673 tons in 2015.

Recyclable Amts: None.

Road Access: County State Aid Highway #7 (Paved County Road – 10 ton per axel weight limit)

Other Permits: NPDES – General Permit MNG490081
 DNR Permit - No dewatering.

Review Issues: As mentioned in the 2015 review, mining by the previous operator (Tri-county Aggregate) was not contained to the permitted area or follow the submitted phase plan. When Milestone materials took over the pit in 2009 the violation had already occurred. Milestone Materials has been following the original plan and down some reclamation in the area outside of the permitted area but not a lot of activity has occurred in this pit.

Condition

Considerations: The planning commission should consider extending this permit another 5 years.

20. Applicant is responsible to initiate renewal proceeding on or before January 1, ~~2021~~ 2026 or this permit becomes invalid.

CONDITIONAL USE PERMIT**PERMIT# 347**

PARCEL #:	09-035-2202	HEARING DATE:	03/01/21
	09-036-2300,09-036-3200	DECISION DATE:	03/09/21
DISTRICT:	Agricultural		
APPLICANT:	Milestone Materials	LANDOWNER:	Mathy Construction Company
ADDRESS:	920 10th Ave. North	ADDRESS:	920 10th Ave. North
	Onalaska, WI 54650		Onalaska, WI 54650

LEGAL DESCRIPTION OF PROPERTY:

All that part of Section 36, T 107 N, R 21 W, Steele County, MN described as;
The SW 1/4 of the SE 1/4; and

The S 1/2 of the SW 1/4, Except the North 330 feet of the West 1980 feet.

And that part of the SE 1/4 of the SE 1/4, Section 35, Steele County, MN, T 107 N, R 21 W, lying East of State Aid Road No. 7 and South of a line 330 feet South of the North line of said Southeast 1/4 of Southeast 1/4.

REFERENCE ORDINANCE FOR CUP:

Section 1524.02 of the Steele County Zoning Ordinance requires a Conditional Use Permit for excavations.

PROPOSED USE(S):

Excavation of Sand, Gravel, Clay, and Topsoil. Crushing, The Stockpiling of Aggregate Material, and the Stockpiling of recyclable aggregate material.

DECISION OF BOARD OF COMMISSIONERSDeny ☐Approve ☒ with 20 conditions.

Recommendations of the Steele County 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 Mining is not to commence on Phase 2 until reclamation is substantially completed on Phase 1.
- 2 Mining is limited to a bottom depth of 1130 feet. (Approximately 30 feet deep)
- 3 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.
- 4 Trucks shall not track material from the pit onto the public road.
- 5 A stop sign shall be placed on the access road as it enters onto the public road.
- 6 Before mining can commence, signage warning of truck traffic shall be located along Lemond Road. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
- 7 Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
- 8 Trucks hauling material to and from this site shall not use "jake brakes".
- 9 Operator is responsible to maintain dust control in the pit, on the access road, and on the public roads during hauling operations.
- 10 A 30 foot unexcavated buffer shall remain adjacent to all property lines. Original soil (over burden) shall not be removed in a manner that creates a slope greater than 1 ½ feet horizontal to 1 foot vertical. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
- 11 Excavation shall be setback 100 feet from the center of the road. A berm with shall be constructed along SW 48th St. and vegetated to prevent erosion.
- 12 Adequate topsoil shall remain on site to be used during reclamation of the mine.
- 13 The applicant shall follow their submitted reclamation plan. 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 flatter, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
- 14 Storage pile of recyclable aggregate materials shall not exceed 30,000 cubic yards.
- 15 Before mining can commence the permit holder shall contact the Steele County Ditch inspector and locate the county tile. All excavation and fill material shall be setback a minimum of 100 feet from the centerline of this tile.
- 16 Before mining can commence, the permit holder shall delineate any wetlands located on the property. No excavation or filling can occur within these areas unless the wetlands are mitigated or exempted according to the MN Wetland Conservation Act rules.
- 17 If the operator dewater the pit or discharges water from the pit this permit will need to be amended.
- 18 This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
- 19 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, and Minnesota Wetland Conservation Act regulations.
- 20 Applicant is responsible to initiate renewal proceeding on or before January 1, 2026 or this permit becomes invalid.

CONDITIONAL USE PERMIT

PERMIT# 347

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.

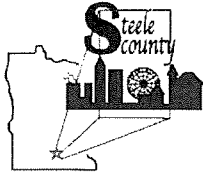
Steele County Auditor

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 194 (Milestone Materials – Spinler Quarry)

Department: Planning & Zoning

Committee Meeting Date: March 1, 2021

Board Meeting Date: March 9, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 16 conditions.

Background *(Including Budget Impact):*

The applicant is requesting the renewal of CUP #194 allowing the mining, processing, and stockpiling of sand and gravel material, the blasting and quarrying of limestone, the dewatering of the pit, a washplant and the stockpiling and processing of recyclable aggregate material on 199 acres located in Sections 1,2,11,and 12 of Lemond Township.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #194

Milestone Materials – Spinler Quarry

Applicant:

Milestone Materials

Land Owner:

Mathy Construction Company

Project Description:

The applicant is requesting the renewal of CUP #194 allowing the mining, processing, and stockpiling of sand and gravel material, the quarrying of limestone, blasting, crushing, the dewatering of the pit, a wash plant and the stockpiling and processing of recyclable aggregate material on 199 acres in Sections 1, 2, 11 and 12 of Lemond Township.

Zoning District:

Agricultural District

Ordinance Section:

Condition #12 requires this permit to be renewed.

Property Description:

The North 3/4 of the NW1/4 of the NW1/4 of Section 12;

AND

The North 3/4 of the NE 1/4 of the NE 1/4 of Section 11;

AND

The SE 1/4 of the SE 1/4 of Section 2, lying easterly of a line 350 feet easterly and parallel with the centerline of County Ditch No. 5;

AND

All that part of Section 1, lying south of SW 51st Street and lying easterly of a line 350 feet easterly and parallel with the centerline of County Ditch No. 5, and lying West of SW 43rd Avenue;

EXCEPT the following three parcels:

- 1) Beginning at the South line of the South Half of the Southeast 1/4 20 rods west of the centerline of SW 43rd Avenue; thence East 20 rods; thence northeasterly along the centerline of SW 43rd Avenue 65 rods; thence West and parallel to the South line of the South Half of the Southeast Quarter 52 rods; thence Southwesterly to the point of beginning;
- 2) The following described parcel lying South of SW 51st Street;
Commencing at the Southwest corner of the East 1/2 of the NE1/4 of the SW 1/4 of Section 1; thence West 640 feet along the South line of the W1/2 of said NE1/4 of the SW 1/4 to the point of beginning; thence North 330 feet; thence West 660 feet; thence South 660 feet; thence East 660 feet; thence North 330 feet to the point of beginning;

- 3) Beginning at the intersection of the east line of the West ½ of the SW 1/4 of the SW 1/4 with the centerline of SW 51st Street; thence South 0°40'00" West, (assumed bearing) 207.78 feet along the East line of the West ½ of the Southwest ¼ of the SW 1/4; thence South 89°56'56" West 364.00 feet along a line parallel with the North line of the West ½ of the Southwest ¼ of the Southwest ¼; ; thence North 0°00'40" East 350.64 feet to said street centerline; thence South 41°21'22" East 13.05 feet along said street centerline; thence Easterly along said street centerline and along a tangential curve concave to the North, central angle 48°18'53", radius 390.17 feet, arc length 329.01 feet; thence North 89°40'13" East 63.09 feet to beginning,

All in T 106 N, R 21 W, Town of Lemond, Steele County, Minnesota.

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 SW 51st Street which is a paved Township Road constructed to handle heavy truck traffic. All traffic is routed to the northwest to County State Aid Highway #7 which is a paved County Road which has a 10 ton per axle weight limit. 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, several rural residences and other mining operations. This project should not affect nearby agricultural operations. Existing conditions have been imposed to minimize any effect on neighboring residences. The closest neighbor has no issues with Milestone Material's operation of the site.

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 51st Street connecting to CSAH #7. Signage may be required if traffic from this pit creates issues.

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 will not change.

Drainage: Surface water drains into the site as is covered by an National Pollution Discharge Elimination System permit. If water is pumped into CD #5, a discharge permit shall be paid to the ditch system.

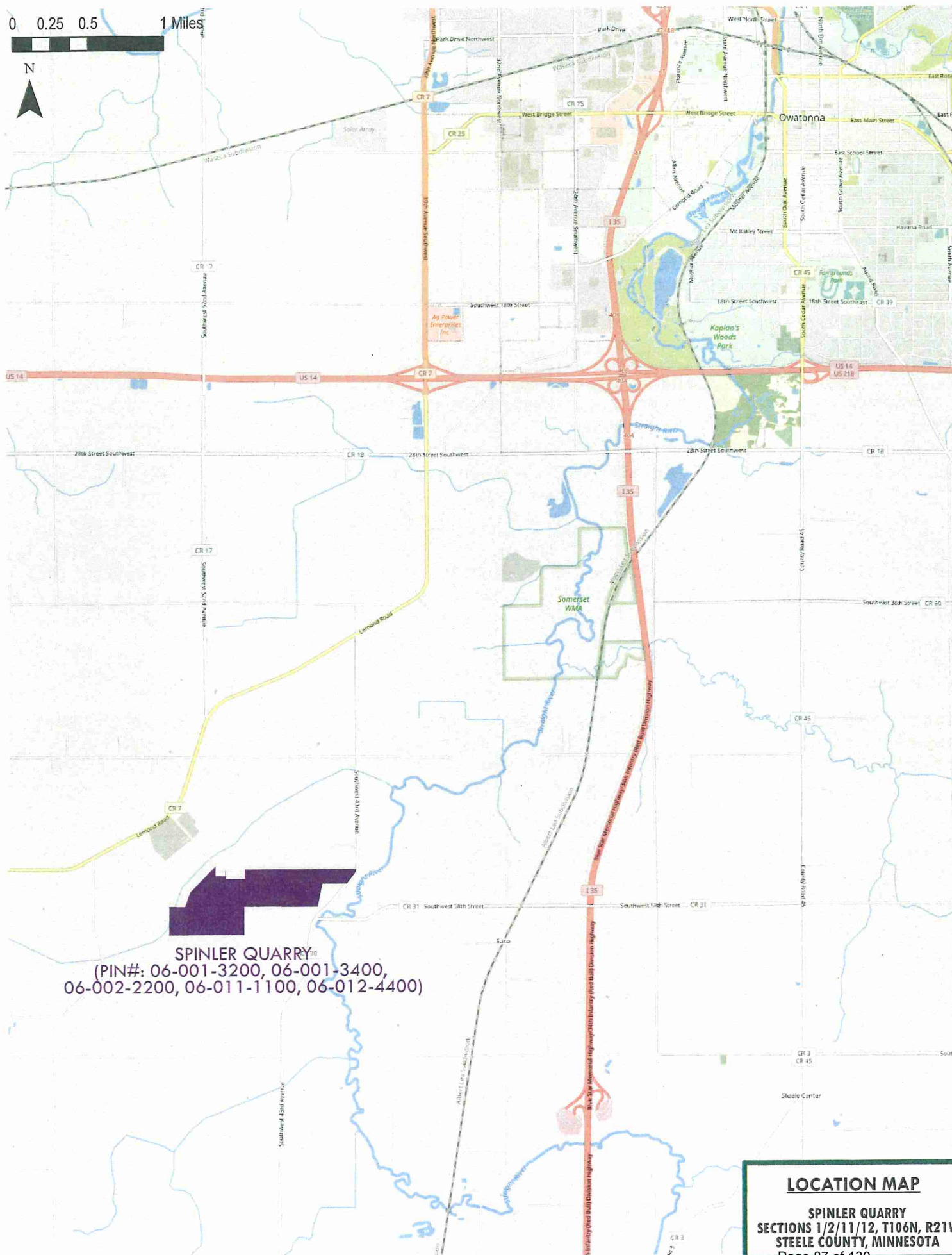
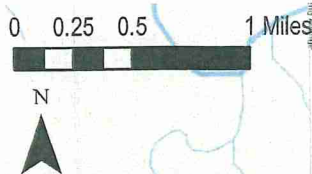
Wetland: No wetlands have been identified on this site.

Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the renewal of issuance of CUP #194 with the following conditions.

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

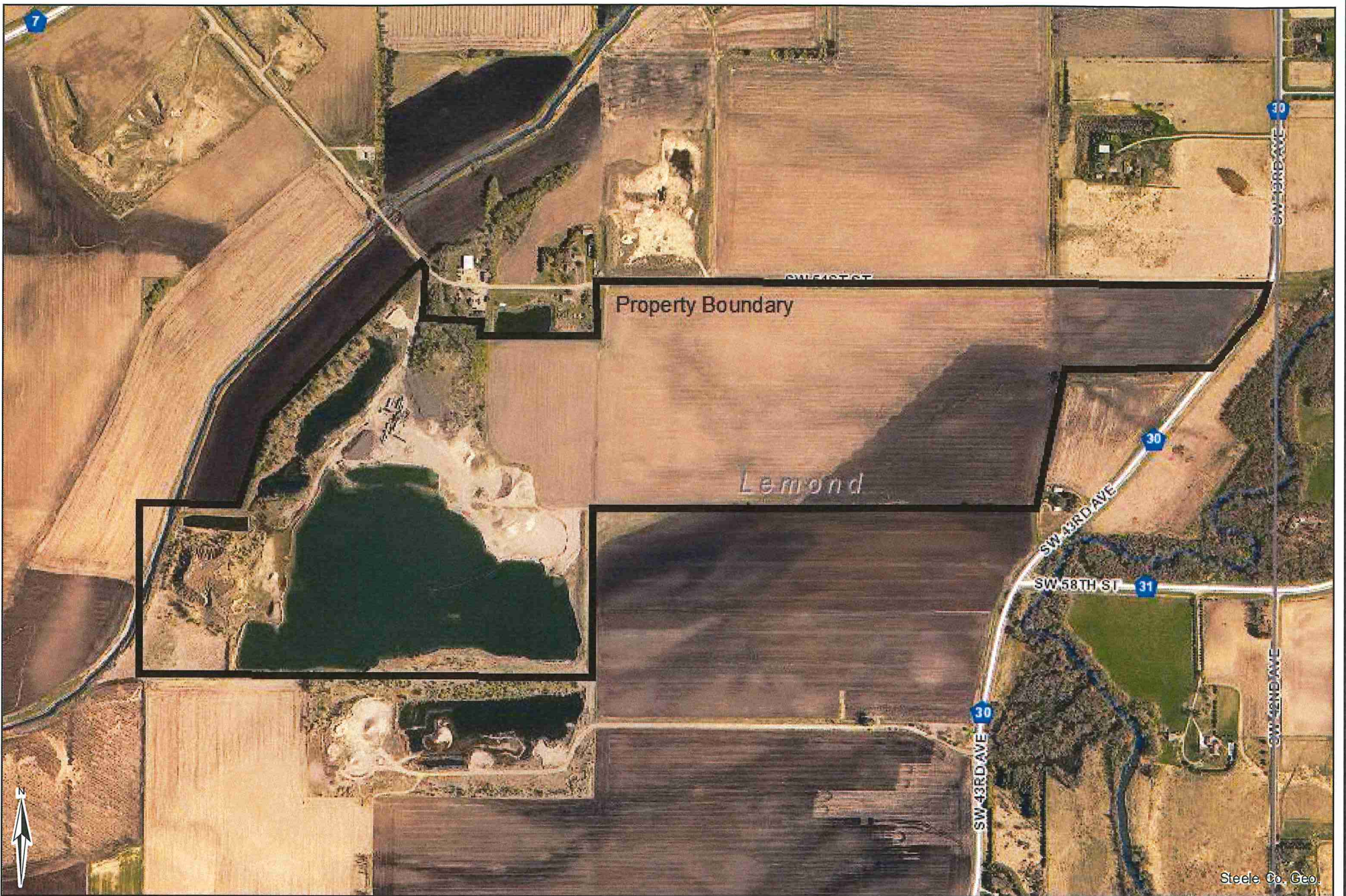
1. Mining and quarrying is limited to a bottom elevation of 1075 (NAD 27)
2. Signage warning of truck traffic and other traffic warning devices shall be posted as directed by the Steele County Highway Engineer.
3. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
4. All accesses to the site shall be gated.
5. The operator shall control dust in the mine, on the access road, and on SW 51st St. if necessary.
6. Blasting shall be done according to standard established by the U.S. Bureau of Mines, the U.S. Office of Surface of Mining, and MSHA.
7. The applicant shall follow the requirements of their DNR Water Appropriations permit #94-5056 including the requirements of the monitoring plan.
8. Stockpiles and berms shall not encroach on neighboring properties or road right-of-ways. All berms and stockpiles inactive for greater than 18 months shall be vegetated to reduce erosion.
9. Setback from property lines shall be 30 feet of undisturbed soil. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
10. The applicant shall follow their approved closure plan including back filling perimeter slopes to a maximum slope of 4:1, replacing a minimum of 6 inches of topsoil, and stabilizing with vegetation. Slopes to waterlines will be a maximum slope of 10:1 for a minimum width of ten feet above and below the water line to provide a safety bench at the waterline.
11. Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Lemond Township Ordinances and permits.
12. The applicant is responsible to initiate renewal proceedings on or before January 1, ~~2024~~ 2026 or this permit becomes invalid.
13. The operator shall pay a user fee for industrial discharge into County Ditch #5 agricultural drainage system. The discharge shall be metered by the operator with the amount of discharge and payment made to the Auditor by the 14th day of January of each year. The discharge rate shall be \$.10 per 10,000 gallons of discharged. This discharge rate will be reviewed along with the Conditional Use Permit at the request of the Operator.
14. Signage prohibiting the use of jake brakes on trucks shall be installed by the operator at the exit of the quarry.
15. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
16. Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed.



SPINLER QUARRY
(PIN#: 06-001-3200, 06-001-3400,
06-002-2200, 06-011-1100, 06-012-4400)

LOCATION MAP

SPINLER QUARRY
SECTIONS 1/2/11/12, T106N, R21W
STEELE COUNTY, MINNESOTA
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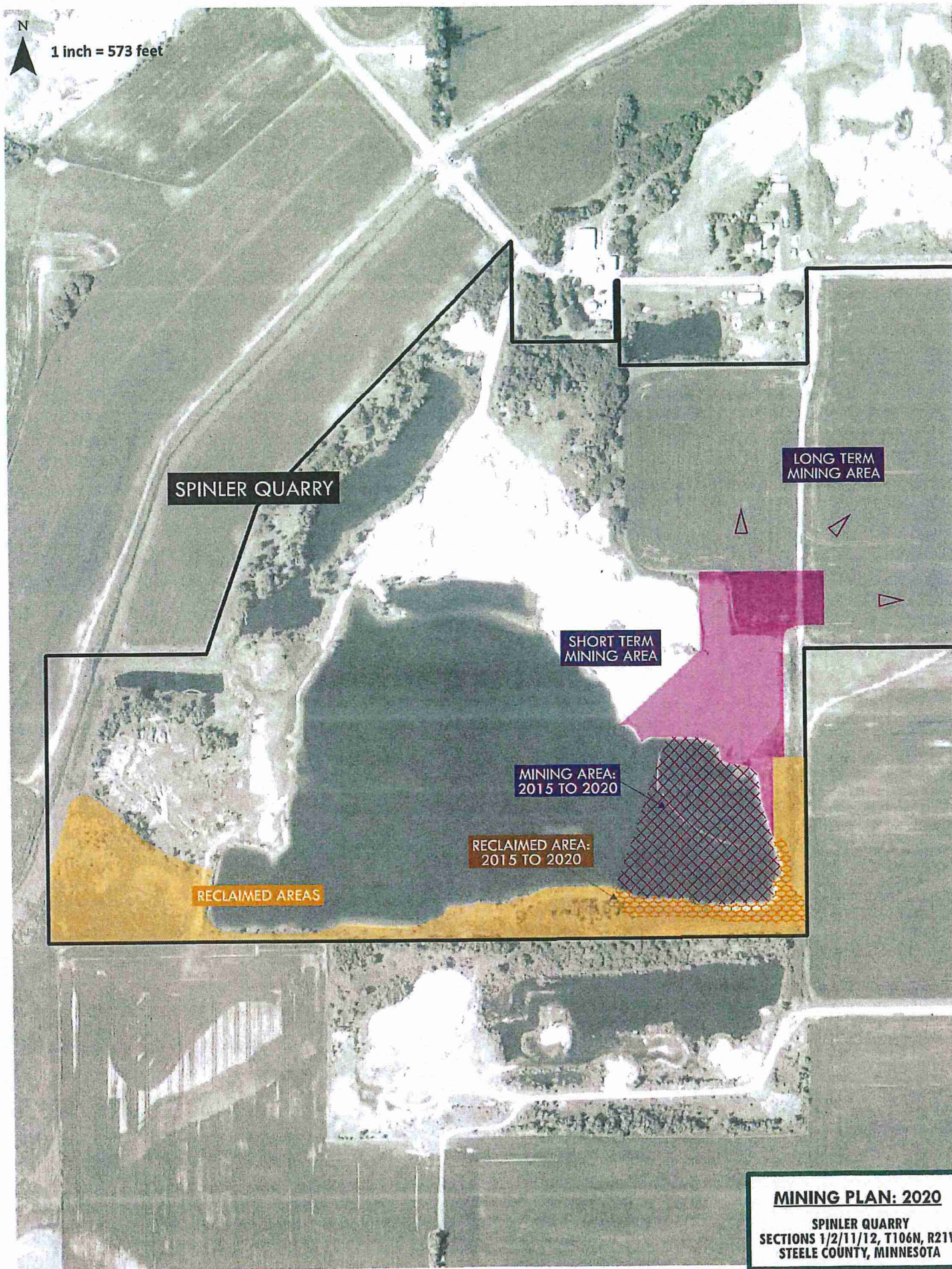
Disclaimer: Steele County, MN makes no representation or warranty, express or implied, with respect to the use or reuse of the data provided herewith, regardless of the format or the means of transmission. THE DATA IS PROVIDED "AS IS" WITH NO GUARANTEE OR REPRESENTATION ABOUT THE ACCURACY, CURRENT CYCLICITY, 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 from 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 a manner that does not allow for the reduction or limitation of liability or consequential damages.



Spinler Quarry Boundary

Steele Co. Geo.





MINING PLAN: 2020

**SPINLER QUARRY
SECTIONS 1/2/11/12, T106N, R21W
STEELE COUNTY, MINNESOTA**

Staff Report
for
2021 Review of Conditional Use Permit #194
Milestone Materials – Spinler Quarry
(Sections 1,2,11,12 of Lemond Township)

Operator: Milestone Materials

Owner(s): Mathy Construction Company

Project Location: The North 3/4 of the NW1/4 of the NW1/4 of Section 12; AND
The North 3/4 of the NE 1/4 of the NE 1/4 of Section 11; AND
The SE 1/4 of the SE 1/4 of Section 2, lying easterly of a line 350 feet easterly and parallel with the centerline of County Ditch No. 5; AND
All that part of Section 1, lying south of SW 51st Street and lying easterly of a line 350 feet easterly and parallel with the centerline of County Ditch No. 5, and lying West of SW 43rd Avenue;
EXCEPT the following three parcels:

- 1) Beginning at the South line of the South Half of the Southeast 1/4 20 rods west of the centerline of SW 43rd Avenue; thence East 20 rods; thence northeasterly along the centerline of SW 43rd Avenue 65 rods; thence West and parallel to the South line of the South Half of the Southeast Quarter 52 rods; thence Southwesterly to the point of beginning;
- 2) The following described parcel lying South of SW 51st Street;
Commencing at the Southwest corner of the East 1/2 of the NE1/4 of the SW 1/4 of Section 1; thence West 640 feet along the South line of the W1/2 of said NE1/4 of the SW 1/4 to the point of beginning; thence North 330 feet; thence West 660 feet; thence South 660 feet; thence East 660 feet; thence North 330 feet to the point of beginning;
- 3) Beginning at the intersection of the east line of the West 1/2 of the SW 1/4 of the SW 1/4 with the centerline of SW 51st Street; thence South 0°40'00" West, (assumed bearing) 207.78 feet along the East line of the West 1/2 of the Southwest 1/4 of the SW 1/4; thence South 89°56'56" West 364.00 feet along a line parallel with the North line of the West 1/2 of the Southwest 1/4 of the Southwest 1/4; ; thence North 0°00'40" East 350.64 feet to said street centerline; thence South 41°21'22" East 13.05 feet along said street centerline; thence Easterly along said street centerline and along a tangential curve concave to the North, central angle 48°18'53", radius 390.17 feet, arc length 329.01 feet; thence North 89°40'13" East 63.09 feet to beginning,

All in T 106 N, R 21 W, Town of Lemond, Steele County, Minnesota.

Zoning District: Agricultural District.

Permitted Uses: Quarrying of limestone, blasting, crushing, dewatering, wash plant, stockpiling of aggregate material, stockpiling of recyclable aggregate material.

Permit History: 1994 CUP #194 granted to Crane Creek Construction
1994 DNR Water Appropriation Permit #94-5056 issued allowing 41 mgy.
1998 Crane Creek Construction notified of CUP violations.

- Mining to a depth of approximately 100 feet or more.
- Quarrying and blasting which is an intensification of use beyond the limits of CUP #194.
- Dewatering has intensified beyond the limits of CUP #194 and DNR Permit #94-5056
- Discharge into ditch #5 has intensified beyond the limits of CUP #194
- Potential need for an EAW

1999 CUP #194 amended restricting mining to a depth of 25 until EAW completed.
 1999 NPDES Permit #0063045 amended allowing discharge to County Ditch 5.
 2000 CUP #194 reviewed.
 2000 EAW completed
 2000 DNR Water Appropriation Permit amended allowing 1,650 mgy
 2003 DNR Permit #94-5056 Monitoring Plan modified allowing instrumented well monitoring.
 2003 CUP #194 transferred to Milestone Materials
 2006 CUP #194 renewed
 2015 CUP #194 renewed

Conditions:

1. Mining and quarrying is limited to a bottom elevation of 1075 (NAD 27)
2. Signage warning of truck traffic and other traffic warning devices shall be posted as directed by the Steele County Highway Engineer.
3. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
4. All accesses to the site shall be gated.
5. The operator shall control dust in the mine, on the access road, and on SW 51st St. if necessary.
6. Blasting shall be done according to standard established by the U.S. Bureau of Mines, the U.S. Office of Surface of Mining, and MSHA.
7. The applicant shall follow the requirements of their DNR Water Appropriations permit #94-5056 including the requirements of the monitoring plan.
8. Stockpiles and berms shall not encroach on neighboring properties or road right-of-ways. All berms and stockpiles inactive for greater than 18 months shall be vegetated to reduce erosion.
9. Setback from property lines shall be 30 feet of undisturbed soil. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
10. The applicant shall follow their approved closure plan including back filling perimeter slopes to a maximum slope of 4:1, replacing a minimum of 6 inches of topsoil, and stabilizing with vegetation. Slopes to waterlines will be a maximum slope of 10:1 for a minimum width of ten feet above and below the water line to provide a safety bench at the waterline.
11. Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Lemond Township Ordinances and permits.
12. The applicant is responsible to initiate renewal proceedings on or before January 1, 2021 or this permit becomes invalid.
13. The operator shall pay a user fee for industrial discharge into County Ditch #5 agricultural drainage system. The discharge shall be metered by the operator with the amount of discharge and payment made to the Auditor by the 14th day of January of each year. The discharge rate shall be \$.10 per 10,000 gallons of discharged. This discharge rate will be reviewed along with the Conditional Use Permit at the request of the Operator.
14. Signage prohibiting the use of Jake brakes on trucks shall be installed by the operator at the exit of the quarry.
15. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
16. Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed.

Total Area: 199 ac.
Minable Area: 180 ac.
Active Areas: 5 ac. of active mining.
 10 acres of stockpiles, staging areas, scales etc.
Reclaimed Areas: 45 acres including the southern edge and the ponding area.

Natural Elev: 1160 – 1165
Permitted Elev: 1075 feet
Mining Elevation: 1075 feet

Material Removed: 128,347 ton of material reported removed the last 5 years.

- 2020 – 9,756 ton
- 2019 – 16,432 ton
- 2018 – 21,043 ton
- 2017 – 81,016 ton
- 2016 – 0 ton

Recyclable Amts: None.

Other Permits: NPDES – MN G490081
DNR Permit – 94-5056 allowing up to 1.65 billion gallons / year

- 1.2 mg reported in 2017. No pumping reported in other years.

Road Access: SW 51st Street (paved township road to County Road #7 (paved County Road)

Staff Comments: Recently they are mining down approximately 25'- 30' or an elevation of approximately 1130 feet. They plan to continue north and then east with future mining operations.

Condition

Considerations: The planning commission should consider reviewing the permit again in 5 years by modifying the following condition. (~~strike through~~ is deleted. underlined is added)

12. The applicant is responsible to initiate renewal proceedings on or before January 1, ~~2021~~ 2026 or this permit becomes invalid.

CONDITIONAL USE PERMIT**PERMIT# 2021 Renewal**

PARCEL #:	06-001-3200 06-001-3400 06-002-2200 06-011-1100 06-012-4400	HEARING DATE:	03/01/21
DISTRICT:	Agricultural	DECISION DATE:	03/09/21
APPLICANT:	Milestone Materials	LANDOWNER:	Mathy Construction Company
ADDRESS:	920 10th Ave. N Onalaska, WI 54650	ADDRESS:	920 10th Ave. N. Onalaska, WI 54650

LEGAL DESCRIPTION OF PROPERTY:

All that part of Section 1, T-106-N, R-21-W lying south of SW 51st Street and lying easterly of a line 350 feet easterly and parallel with the centerline of County Ditch No. 5, and lying West of SW 43rd Avenue except the following described parcels:

Beginning at the intersection of the east line of said West quarter of the SW 1/4 of the SW 1/4 with the centerline of SW 51st Street; thence South 0°40'00" West, assumed bearing 207.78 feet along the east line; thence South 89°56'56" West 364.00 feet; thence North 0°00'40" East 350.64 feet to said street centerline; thence South 41°21'22" East 13.05 feet along said street centerline; thence easterly along said street centerline and along a tangential curve concave to the north, central angle 48°18'53", radius 390.17, arc length 329.01 feet; thence North 89°40'13" East 63.09 feet to beginning;

Commencing at the Southwest corner of the East 1/2 of the NE1/4 of the SW 1/4; thence West 640 feet along the South line of the W1/2 of said NE1/4 of the SW 1/4 to the point of beginning;

Beginning at the South line of the South Half of the Southeast 1/4; thence 20 rods east, thence Northeasterly along the centerline of SW 43rd Avenue 65 rods; thence West 52 rods; thence Southwesterly to the point of beginning.

And the SE 1/4 of the SE 1/4 of Section 2, T-106-N, R-21-W, lying easterly of a line 350 feet easterly and parallel with the centerline of County Ditch No. 5.

And the North 3/4 of the NE 1/4 of the NE 1/4, Section 11, T-106-N, R-21-W.

And the North 3/4 of the NW1/4 of the NW1/4, Section 12, T-106-N, R-21-W.

REFERENCE ORDINANCE FOR CUP:

Section 1524.02 of the Steele County Zoning Ordinance requires a conditional use permit for excavations.

PROPOSED USE(S):

Quarrying of Limestone, Blasting, Crushing, Dewatering, Wash Plant, Stockpiling of Aggregate Material, Stockpiling of recycled road material.

CONDITIONAL USE PERMIT**PERMIT#** 194
2021 Renewal**DECISION OF BOARD OF COMMISSIONERS**Deny ☐Approve ☒ with 16 conditions.

Recommendations of the Steele County 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 Mining and quarrying is limited to a bottom elevation of 1075 (NAD 27).
- 2 Signage warning of truck traffic and other traffic warning devices shall be posted as directed by the Steele County Highway Engineer.
- 3 Hours of operation shall be between 6:00 AM and 7:00 PM Monday thru Saturday.
- 4 All accesses to the site shall be gated.
- 5 The operator shall control dust in the mine, on the access road, and on SW 51st St. if necessary.
- 6 Blasting shall be done according to standard established by the U.S. Bureau of Mines, the U.S. Office of Surface of Mining, and MSHA.
- 7 The applicant shall follow the requirements of their DNR Water Appropriations permit #94-5056 including the requirements of the monitoring plan.
- 8 Stockpiles and berms shall not encroach on neighboring properties or road right-of-ways. All berms and stockpiles inactive for greater than 18 months shall be vegetated to reduce erosion.
- 9 Setback from property lines shall be 30 feet of undisturbed soil. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
- 10 The applicant shall follow their approved closure plan including back filling perimeter slopes to a maximum slope of 4:1, replacing a minimum of 6 inches of topsoil, and stabilizing with vegetation. Slopes to waterlines will be a maximum slope of 10:1 for a minimum width of ten feet above and below the water line to provide a safety bench at the waterline.
- 11 Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Lemond Township Ordinances and permits.
- 12 The applicant is responsible to initiate renewal proceedings on or before January 1, 2026 or this permit becomes invalid.
- 13 The operator shall pay a user fee for industrial discharge into County Ditch #5 agricultural drainage system. The discharge shall be metered by the operator with the amount of discharge and payment made to the Auditor by the 14th day of January of each year. The discharge rate shall be \$.10 per 10,000 gallons of discharged. This discharge rate will be reviewed along with the Conditional Use Permit at the request of the Operator.
- 14 Signage prohibiting the use of jake brakes on trucks shall be installed by the operator at the exit of the quarry.
- 15 This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
- 16 Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed.

CONDITIONAL USE PERMIT

PERMIT# 194
2021 Renewal

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.

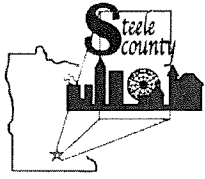
Steele County Auditor

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date



Steele County Agenda Item

Subject: IUP 2021-01 (Crane Creek Asphalt – Temporary Hot Mix Plant)

Department: Planning & Zoning

Committee Meeting Date: March 1, 2021

Board Meeting Date: March 9, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 4 conditions.

Background (*Including Budget Impact*):

The applicant is requesting to place a temporary hot mix plant in the Spinler Quarry located in the West ½ of the SW ¼ of the SW ¼, Section 1, Lemond Township. The Quarry/ Gravel Pit is permitted by CUP #194.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
INTERIM USE PERMIT #2021-01

Applicant:

Crane Creek Asphalt

Land Owner:

Mathy Construction

Project Description:

Temporary hot mix asphalt plant.

Ordinance Section:

Section 703.3 of the Steele County Zoning Ordinance allows temporary processing of concrete and/or bituminous material as Interim Uses in the Agricultural District.

Zoning District:

Agricultural District

Property Address:

5145 SW 51st Street
Owatonna, MN 55060

Property Legal Description:

The West ½ of the SW ¼ of the SW ¼, Section 1, T 106 N, R 21 W. Steele County, Minnesota.

General Criteria for considering a Conditional Use Permit:

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

The planning commission finds there will be no burden on parks, schools or utilities. Access to and from the site will be via SW 51st Street to County Road 7 (Lemond Road). SW 51st St. is a paved township road to the west and a gravel road to the east. All material will be trucked to the northwest on the paved portion of the road.

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 finds the surrounding land is predominately agricultural land. This proposal should have no impact on agricultural land. The nearest residences are located approximately 750 feet and 1250 feet northeast of the proposed site. To mitigate inconveniences from noise, a limit shall be imposed on the hours of operation from 5:30 am to 7:00 pm.

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

The planning commission finds the appearance will not have a negative effect on surrounding properties as it is similar to the mining operation.

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

The planning commission finds the existing land use is a gravel, sand, and quarry operation. A temporary bituminous plant is consistent with these activities if approved as an interim use.

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

The planning commission finds the project will be consistent with the Zoning Ordinance and Zoning District as an Interim Use.

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

The planning commission finds the use will create short term heavy truck traffic. The road is able to handle heavy truck traffic and routinely experiences this type of traffic from the gravel pits in the area.

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

The planning commission finds that an auto body shop could is located approximately 1000 feet to the northeast of the plant location. The owner has indicated he has no objection to the proposal.

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

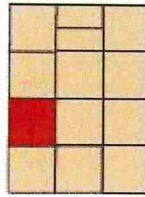
The planning commission finds the access roads, drainage, and other necessary facilities are adequate. The plant itself will need to meet MPCA requirements for emissions.

Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of IUP #2021-01 with the following 4 conditions.

- 1) Plant operation hours shall allow plant warm-up to begin after 5:30 am and production and trucking of material can occur from 6:00 am to 7:00 pm.
- 2) All other non-hour related conditions of CUP #194 shall be adhered to.
- 3) Truck traffic shall only enter and exit from the northwest on SW 51st St.
- 4) This permit expires on January 1, 2026.

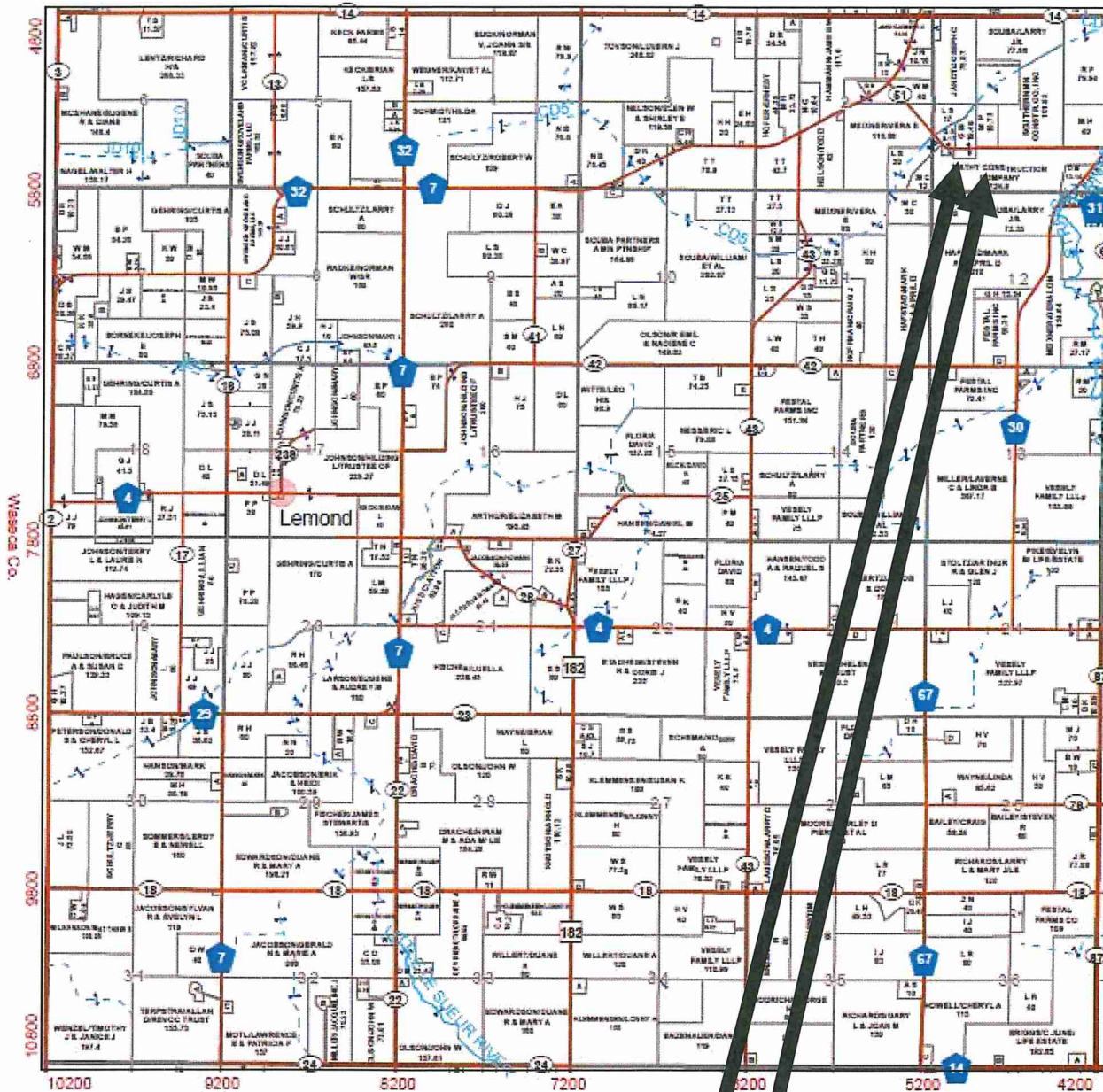
Lemond



T.106N. - R.21W.



See Page 18



CUP #194 Renewal (Spinler Quarry)

IUP 2021-01 Request (Asphalt Plant)



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Asphalt Plant

0 130 260 520
ft

February 16, 2021 Page 100 of 130



Staff Report
for
Interim Use Permit #2021-01
Crane Creek Asphalt
Asphalt Plant in Spinler Quarry

Applicant:

Crane Creek Asphalt

Property Owner:

Mathy Construction

Site Address:

5145 SW 51st Street
Owatonna, MN 55060

Legal Description of Property:

The West ½ of the SW ¼ of the SW ¼, Section 1, T 106 N, R 21 W. Steele County, Minnesota.

Project Description:

Portable Hot Mix Plant

Zoning District:

Agricultural District

Reason for Interim Use Permit Application:

Section 703.3 of the Steele County Zoning Ordinance allows temporary processing of concrete and/or bituminous material as Interim Uses in the Agricultural District.

General Criteria for Issuing an Interim Use Permit:

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

There will be no burden on parks, schools or utilities. Access to and from the site will be via SW 51st Street to County Road 7 (Lemond Road). SW 51st St. is a paved township road to the west and a gravel road to the east. In the past all traffic has been required to travel to the west. The planning commission may want to consider a condition requiring that as well.

b) 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 surrounding land is predominately agricultural land and a few rural residences. This proposal should not have any effect on the agricultural land. The nearest residences are located approximately 750 feet north and 1250 feet northeast of the proposed site. Other residences are located 4000 feet or greater away. To mitigate inconveniences from noise we have limited operation hours in the past. The pit has a limit of 6:00 am to 7:00 pm. but we have allowed previous asphalt plants to operate from 5:30 am to 7:00 pm to allow for start-up time.

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

The appearance of the temporary bituminous plant will be screened by a spoil pile or separated by distance to surrounding properties. Its appearance will be similar to mining operations equipment and should not have any negative effect on neighboring properties.

d) The use is related to the needs of the County and to the existing land use:

The existing land use is a gravel, sand, and quarry operation. A temporary bituminous plant is consistent with these activities if approved as an interim use.

e) The use is consistence with the purpose of the zoning ordinance and zoning district.

The zoning ordinance allows temporary storage, crushing and processing of concrete and/or bituminous material as an Interim use permit in the agricultural district. Asphalt plants have been permitted in this location numerous times with the most recent being in 2019, 2018, 2017, 2015, and 2013. Although the ordinance permits asphalt plants on a temporary bases as an interim use permit, it does not dictate the length of time the permit should cover. Historically we have permitted this type of plant for a single season, however in 2019 we allowed a plant at this site for two years. This was done with the expectation that in 2021, we would consider allowing the permit for the hot mix plant to run concurrently with CUP #194 or for 5 years. We have not had any concerns about the hot mix plant at this site since Mathy's has taken over the pit and the operation.

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

The use will create short term heavy truck traffic. Because of the existing gravel mine and quarry, this road routinely experiences heavy truck traffic and has been able to handle the traffic.

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

An auto body shop is located approximately 1000 feet to the northeast of the plant location. Crane Creek has been operating an asphalt plant from this location without any issues from the body shop owner. Other businesses include other gravel pits. This proposed use should not affect these other gravel pits.

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

Access roads, drainage, and other necessary facilities appear to be adequate. The plant itself will need to meet MPCA requirements for emissions and fuel storage.

Staff Comments:

If the planning commission recommends approval, they may wish to consider the following conditions.

- 1) Plant operation hours shall allow plant warm-up to begin after 5:30 am and production and trucking of material can occur from 6:00 am to 7:00 pm.
- 2) All other non-hour related conditions of CUP #194 shall be adhered
- 3) Truck traffic shall only enter and exit from the northwest on SW 51st St.
- 4) This permit expires on January 1, 2026.

INTERIM USE PERMIT**Permit # 2021-01**

PARCEL #:	<u>06-001-3400</u>	HEARING DATE:	<u>03/01/21</u>
DISTRICT:	<u>Agricultural</u>	DECISION DATE:	<u>03/09/21</u>
APPLICANT:	<u>Crane Creek Asphalt</u>	LANDOWNER:	<u>Mathy Construction Co.</u>
ADDRESS:	<u>710 24th St. NW</u> <u>Faribault, MN 55021</u>	ADDRESS:	<u>920 10th Ave. N</u> <u>Onalaska, WI 54650</u>

LEGAL DESCRIPTION OF PROPERTY:

All that part of the West Quarter of the Southwest Quarter of Section 1, T 106 N, R 21 W, lying south of SW 51st Street and lying easterly of a line 350 feet easterly and parallel with the centerline of County ditch No. 5;

EXCEPT:

All that part of the West Half of the Southwest Quarter of the Southwest Quarter and all that part of the West Half of the Northwest Quarter of the Southwest Quarter, Section 1, T 106 N, R 21 W, Steele County, Minnesota, described by:

Beginning at the intersection of the east line of said West Half of the Southwest Quarter of the Southwest Quarter with the centerline of Southwest 51st Street; thence South 0°40'00" West, assumed bearing 207.78 feet along the east line of said West Half of Southwest Quarter of Southwest Quarter; thence South 89°56'56" West 364.00 feet along a line parallel with the north line of said West half of the Southwest Quarter of the Southwest Quarter; thence North 0°00'40" East 350.64 feet to said street centerline; thence South 41°21'22" East 13.05 feet along said street centerline; thence easterly along said street centerline and along a tangential curve concave to the north, central angle 48°18'53", radius 390.17 feet, arc length 329.01 feet; thence North 89°40'13" East 63.09 feet to beginning.

REFERENCE ORDINANCE FOR CUP:

Section 703.1, sub 3 of the Steele County Zoning Ordinance allows Temporary processing of bituminous material as an Interim Use in the Agricultural District.

PROPOSED USE(S):

Temporary Hot Mix Asphalt Plant

INTERIM USE PERMIT

Permit # 2021-01

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒ with 4 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 Plant operation hours shall allow plant warm-up to begin after 5:30 am and production and trucking of material can occur from 6:00 am to 7:00 pm.
- 2 All other non-hour related conditions of CUP #194 shall be adhered to.
- 3 Truck traffic shall only enter and exit from the northwest on SW 51st St.
- 4 This permit expires on January 1, 2026.

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: Public Tile Ditch #11

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: March 9, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Approve repair for PTD#11 in Section 24 of Berlin Township

Background (*Including Budget Impact*):

Landowner contacted Ditch Inspector re: issue on ditch that is surrounded by a grove of trees.
Ditch Inspector sent out requests for bids from 3 contractors and received only 1 back.

Ditch Inspector is looking at rerouting the tile that runs through the grove of trees to around the trees in order to maintain efficient drainage to the tile system.

This repair is located in NW1/4 Section 24 of Berlin Township.

Attachments:

Bid Schedule

Contractor Information:

Name: H&H Excavating Inc

Address: 12487 290th Ave
Wadsworth MN 56093

Phone: 507-838-7799

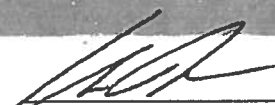
Ditch Number:

Public Tile 11 - Lateral B Tile Repair - NW 1/4 Section 24, Berlin Township

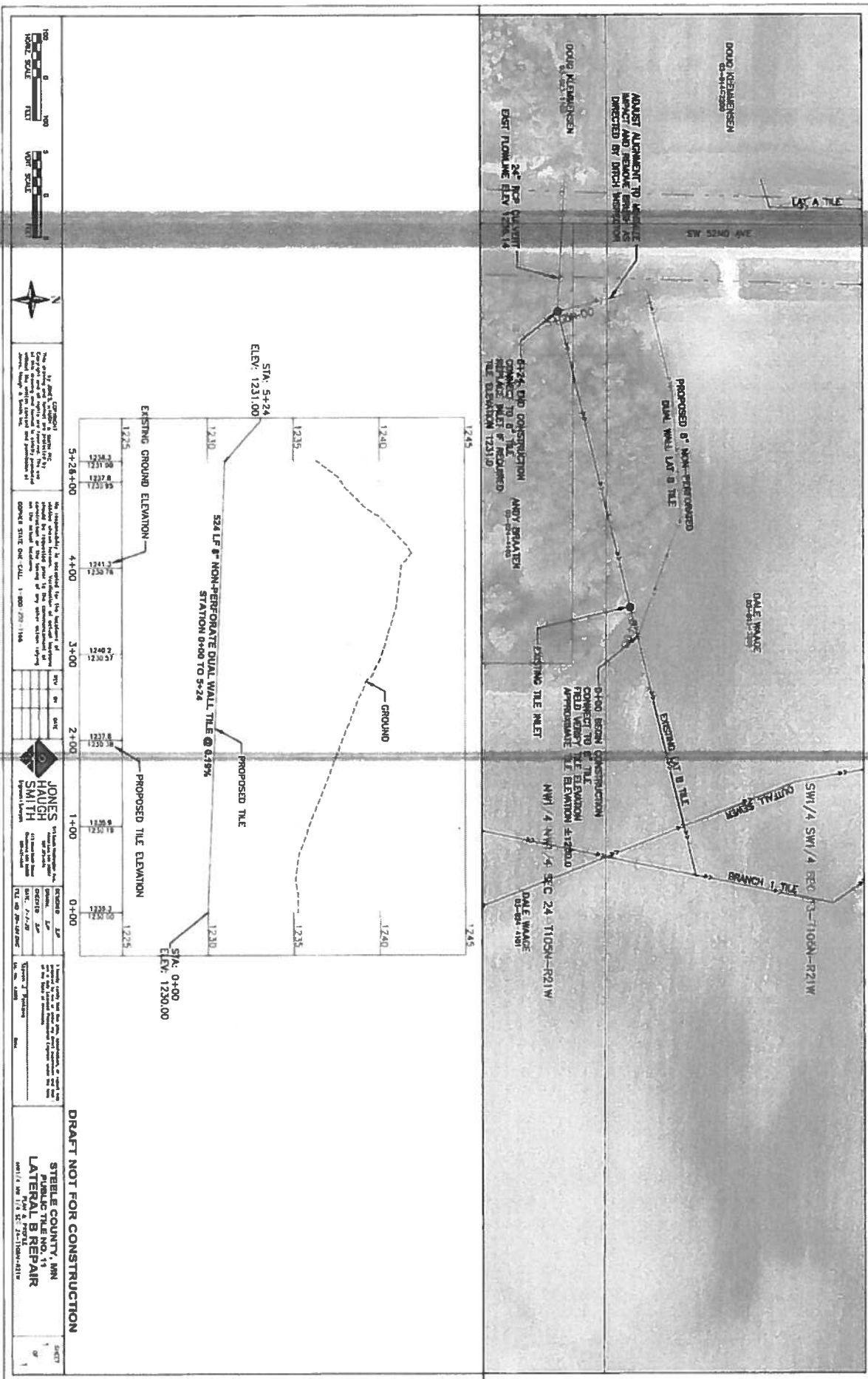
Item	Amount	Cost/Unit	Total
8" Tile	524 LF	18.51	9,700.00
12" Tile Inspection Inlet	1 EA	300.00	300.00
Connect Existing Tile	2 EA	150.00	300.00
Seed Mix 125-42 & Cat 3 Blanket	100 SY	3.00	300.00
Crushed Rock for pipe foundation in poor soil	50 ton	38.00	1,900.00
Clearing & Grubbing	1 LS	800.00	800.00
Total Cost			\$13,300.00

Rates for Time and Material Work:

_____ Work to begin Spring of 2021.

 Chris Howard
 Signature

12-2-20
 Date





PT 11 Reroute

March 04, 2021

0 0.07 0.15 0.3 mi

Disclaimer: Steele County, MN makes no representations or warranties, expressed or implied, with respect to the use or accuracy of the data provided. THE DATA IS PROVIDED AS IS, WITHOUT WARRANTY, REPRESENTATION, OR AGREEMENT WITH ANY ACCURACY, CURRENCY, RELIABILITY, OR PERFORMANCE. THE DATA IS FOR INFORMATIONAL PURPOSES ONLY. THE DATA IS NOT TO BE USED FOR ANY PURPOSES, including, but not limited to, engineering, construction, or other professional services. The data may not be used in states that do not allow the exclusion or limitation of damages for consequential damages.



Steele County Agenda Item

Subject: Schedule Work Session

Department: Administrator's Office

Committee Meeting Date: March 3, 2021

Board Meeting Date: March 9, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Schedule a Board Work Session. Dates available to Jail Consultant:
March 15th (afternoon), 16th (morning), 17th (afternoon), 22nd (anytime)

Recommendation:

Schedule a Board Work Session for March

Background (*Including Budget Impact*):

The following issues are potential agenda items for a March Work Session:

1. Strategic Plan Update
2. Old Highway Shop Properties
3. Detention Center – study, Rice Co.
4. Master Planning/Space Study
5. FFCRA Sick Leave
6. Federal American Rescue Plan Act

Attachments:

List each of the attachments to be included with the agenda item. If no attachments, list “N/A”



Steele County Agenda Item

Subject: Emergency Management Director Position

Department: Administrator's Office

Committee Meeting Date: March 3, 2021

Board Meeting Date: March 9, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Consider backfilling Emergency Management Director position as a full-time position with additional safety/insurance responsibilities

Recommendation:

Backfill Emergency Management Director position as a 1.0 FTE with additional duties for county safety program and property/casualty insurance oversight.

Background (*Including Budget Impact*):

Mike Johnson has submitted his retirement letter with a last day of work on May 28, 2021.

The County Emergency Management Director position is required by Minnesota Statute 12.25. Currently, the county emergency management program consists of a part-time Emergency Management Director and two part-time (.25 FTE) Deputy Emergency Management Directors.

Three options have been considered for this backfill:

1. Part-time (.5 FTE) – same as current position
2. .75 - 1 FTE position with additional safety program and insurance oversight duties
3. 1 FTE in Sheriff's Department – Emergency Management/Licensed Officer position

Committee discussed these options and is recommending to backfill as a 1 FTE Emergency and Risk Management position that would assimilate the safety program and insurance oversight duties. This would provide an opportunity to move these other duties to a more appropriate position than they currently are in with HR. The safety program consult contract would be eliminated and more time could be dedicated to the county safety program from a position with more connectedness to the broad safety field.

Attachments:

Minnesota Statute 12.25, Position Requisition Forms

Steele County
Position Requisition Form (PRF)

Section 1: Current Position Information

Date Prepared: _____

Is this a new position? _____

Title: _____ Division: _____
Former Incumbent: _____ Department: _____
Former Incumbent's Wage: _____ DBM Rating: _____ Step: _____ Full-time/Part-time: _____
Incumbent's Last Working Day: _____

Section 2: Proposed Position Information

Title: _____ Division: _____
Department: _____ Date of Need: _____
Regular/Seasonal/Temporary: _____ <i>If seasonal or temporary, list state/end dates:</i> _____

Section 3: Position Type

____ Supervisory ____ Non-Supervisory Full-time/Part-time: _____ Hours per week: _____
--

Section 4: Funding Source (Chart of Accounts)

Fund Code: _____ Department: _____ Program Code: _____ Account: _____ % Percentage: _____
Fund Code: _____ Department: _____ Program Code: _____ Account: _____ % Percentage: _____
Target Salary: _____ Estimated Budget Impact: _____
Budgeted position: _____ Reallocation: _____

Section 5: Revenue Source

Grant (Amount/Percent): _____ Reimbursement (Amount/Percent): _____ Levy (Amount/Percent): _____
--

Section 6: Justification for Position

1. Can the position be filled by a temporary/part-time employee? Yes _____ No _____
2. Can the job function be restructured in such a way as to:
 - Make the functioning of the department more effective (which may require re-evaluating positions and responsibilities)? Yes _____ No _____
 - Contracting with/purchasing services from another agency/government? Yes _____ No _____
 - Contracting with a consultant/contractor/vendor? Yes _____ No _____
3. Is the position legally mandated and a decision not to fill the position would result in penalties to the County: *If yes, please specify.*
4. Does this position require specialized skills/training/licenses that current staff do not possess? *If yes, please specify.*
5. How is this position critical to achieving departmental goals which are aligned to the strategic initiatives of the County? *Please specify.*
6. Provide additional information to justify fulfilling this position (additional cost savings, programmatic initiatives/needs, supports mandated services, etc.)
7. What options were considered for redistribution of job functions to create efficiencies and salary savings for the County?

8. If the position were not filled, indicate the organizational impact and recommended action to address the mission critical duties.

9. Will this position require additional resources? (computing equipment, furniture, special accommodations, etc.)

<u>APPROVAL SIGNATURES</u>

Department Head: _____ Date: _____

Division Director: _____ Date: _____
(If Applicable)

Human Resources Director: _____ Date: _____

County Administrator Signature: _____ Date: _____

<u>HR USE ONLY</u>

___ Non-Exempt (OT Eligible) ___ Exempt (OT Ineligible)

Bargaining Unit : _____ DBM Rating: _____

Salary amount budgeted for position: _____

Steele County
Position Requisition Form (PRF)

Section 1: Current Position Information

Date Prepared: 03/03/2021

Is this a new position? Yes

Title: <u>Emergency Management Director</u>	Division: _____
Former Incumbent: <u>Mike Johnson</u>	Department: <u>Emergency Management</u>
Former Incumbent's Wage: <u>46,671</u> Includes benefits DBM Rating: <u>D61</u> Step: <u>3</u> Full-time/Part-time: <u>FT</u>	
Incumbent's Last Working Day: <u>May 28, 2021</u>	

Section 2: Proposed Position Information

Title: <u>Emergency and Risk Management Director</u>	Division: _____
Department: <u>Emergency Management</u>	Date of Need: <u>May 24, 2021</u>
Regular/Seasonal/Temporary: <u>Regular</u> <i>If seasonal or temporary, list state/end dates: _____</i>	

Section 3: Position Type

☒ Supervisory	☐ Non-Supervisory	Full-time/Part-time: <u>Full-Time</u>	Hours per week: <u>40</u>
---	--	---------------------------------------	---------------------------

Section 4: Funding Source (Chart of Accounts)

Fund Code: <u>01</u>	Department: <u>281</u>	Program Code: _____	Account: _____	% Percentage: _____
Fund Code: _____	Department: _____	Program Code: _____	Account: _____	% Percentage: _____
Target Salary: <u>\$96,000 to \$118,500 inc. benefits</u>		Estimated Budget Impact: <u>\$40,000 - \$62,400 inc. Benefits</u>		
Budgeted position: <u>Yes</u> Reallocation: <u>Yes</u>				

Section 5: Revenue Source

Grant (Amount/Percent): <u>\$25,000</u>	Reimbursement (Amount/Percent): _____	Levy (Amount/Percent): <u>\$71,000</u>
---	---------------------------------------	--

Section 6: Justification for Position

1. Can the position be filled by a temporary/part-time employee? Yes ☒ No ☐
2. Can the job function be restructured in such a way as to:
- Make the functioning of the department more effective (which may require re-evaluating positions and responsibilities)? Yes ☒ No ☐
 - Contracting with/purchasing services from another agency/government? Yes ☐ No ☒
 - Contracting with a consultant/contractor/vendor? Yes ☐ No ☒

3. Is the position legally mandated and a decision not to fill the position would result in penalties to the County? *If yes, please specify.*

This position is legally mandated by Minnesota State Statute. This option proposes to increase the FTE from .5 to 1.0 and add additional risk management duties to the position (i.e. county safety program, property/casualty insurance oversight)

4. Does this position require specialized skills/training/licenses that current staff do not possess? *If yes, please specify.*

Director Certification Program through Minnesota Dept. of Public Safety - Homeland Security and Emergency Management (HSEM)

5. How is this position critical to achieving departmental goals which are aligned to the strategic initiatives of the County? *Please specify.*

Emergency Management Director provides leadership and direction in the four phases of emergency management: mitigation, preparedness, response, and recovery.

6. Provide additional information to justify fulfilling this position (additional cost savings, programmatic initiatives/needs, supports mandated services, etc.)

The Director coordinates the activities of and may assist in the training of emergency management organizations of political subdivisions throughout the county; plan for the emergency operations of county government organization, and with other appropriate county government officials and private sector representatives; acquire equipment necessary in connection with these activities; and expend funds provided by the county board out of general revenue funds for such purposes.

7. What options were considered for redistribution of job functions to create efficiencies and salary savings for the County?

Additional responsibilities in risk management such as; MCIT Insurance and Steele County's Safety Program, both residing in the Human Resource Department.

8. If the position were not filled, indicate the organizational impact and recommended action to address the mission critical duties.

Lack of leadership and direction during an event and in the phases of Emergency Management: Preparedness, Response, Recovery and Mitigation.

9. Will this position require additional resources? (computing equipment, furniture, special accommodations, etc.)

Office location, possible storage location for equipment. Possible location for SKYWARN, RACES, CAER and CERT unless an agreement with the City of Owatonna. Generator is required at the base location.

<u>APPROVAL SIGNATURES</u>

Department Head: _____ Date: _____

Division Director: _____ Date: _____

(If Applicable)

Human Resources Director: _____ Date: _____

County Administrator Signature: _____ Date: _____

<u>HR USE ONLY</u>

___ Non-Exempt (OT Eligible) ___ Exempt (OT Ineligible)

Bargaining Unit : _____ DBM Rating: _____

Salary amount budgeted for position: _____



Steele County Agenda Item

Subject: Economic Relief Grant (ERG) Awards

Department: Administrator's Office

Committee Meeting Date: March 4, 2021

Board Meeting Date: March 9, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

ERG Committee recommends authorizing Administrator to disburse economic relief program grants

Recommendation:

Authorize Administrator to disburse grants as per committee recommendation.

Background (*Including Budget Impact*):

Steele County has approximately \$715,000 in a state appropriation to use for a business and nonprofit grant relief program.

The County Board assigned the task of administering the grant program to an adhoc committee. 165 grant applications were received requesting approximately \$5.3 million in grants.

The Committee reviewed the priority system and proposed grant award listing by business/nonprofit category. They are recommending grant awards as per the attached spreadsheet summary.

The final list of businesses and grant awards will be made public after this Board authorization and notification by the county to the individual businesses.

Attachments:

Memo, Grant Award Summary

MEMORANDUM

TO: Scott Golberg – County Administrator
FROM: Keith Dahl - Ehlers
DATE: March 4, 2021
SUBJECT: Steele County Economic Relief Grant (ERG) Program – Applicant Overview

In response to the passage of the Economic Relief Package by the Minnesota Legislature, Steele County created a grant program and allocated \$715,000 to support for-profit, private businesses and nonprofits impacted by Executive Orders related to the COVID-19 pandemic. Applications were accepted from January 7 to February 12, 2021. This memo has been prepared, at the request of the County, to provide an overview of the applications received for the ERG program. In total, the County received a grant request of **\$5,287,695**. The information below provides a summary of the applications received.

Applicant Entity Type	# of Applications	EO Impact Type	# of Applications
For-Profit:	127	Direct:	73
Nonprofit:	34	Indirect:	84
Government:	3	NA:	7
TOTAL:	164	TOTAL:	164

Eligible Applicants

Applicants were required to meet and be able to demonstrate all of the following criteria at time of application submittal in order to be eligible for the grant program. It should be noted that if an application was determined to be incomplete, a required supporting document wasn't submitted, and/or additional information was necessary for us to applicant eligibility, all applicants were given until February 19, 2021 to submit the requested information.

- Physically located within the political boundaries of Steele County
- Active/in good standing with the Secretary of State
- No current tax liens on record with the State of Minnesota
- Were impacted by an Executive Order related to the COVID-19 pandemic
- Submitted required supporting documents
- Demonstration of revenue loss (year-over-year)

Based on application reviews, there are **104 eligible applicants**. Applicants were deemed ineligible for five main reasons; (1) ineligible business pursuant to grant program guidelines, (2) requested information was not provided by deadline, (3) applicant was a government entity, (4) had not started business operations prior to November 20, 2021, and (5) unable to demonstrate revenue loss year-over-year.

Eligible: 104
Ineligible: 60

Statistical Measures

Current Number of Employees		Revenue Loss (%)	
Mean:	9	Mean:	-10%
Median:	3	Median:	-8%
Lowest:	1	Lowest:	NA
Highest:	232	Highest:	-100%

Grant Request		Revenue Loss (\$)	
Mean:	\$ 32,144	Mean:	\$ 119,308
Median:	\$ 19,100	Median:	\$ 9,250
Lowest:	\$ 1,220	Lowest:	NA
Highest:	\$ 552,824	Highest:	\$ 8,817,028

Priority Levels

- Any entity which did not receive any Federal/State assistance, who was directly referenced in Executive Order 20-99 issued by the State of Minnesota in response to the COVID-19 pandemic and required to close or reduce operating capacity below 50%; or who's NAICS code matches those specifically identified by the Department of Revenue for business relief payments.
 - Receive up to **\$20,000**; not to exceed grant request
- Any entity who was directly referenced in any Executive Order issued by the State of Minnesota in response to the COVID-19 pandemic and was required to close or reduce operating capacity by 50%, which received Federal/State assistance and is still experiencing a revenue loss equal to or greater than 10%.
 - Receive up to **\$10,000**; not to exceed grant request
- Any entity who was indirectly impacted by any Executive Order issued by the State of Minnesota in response to the COVID-19 pandemic and is experiencing a revenue loss equal to or greater than 10%.
 - Receive up to **\$5,000**; not to exceed grant request
- Remaining Funds: The remaining funds will be distributed equally to any entity who was directly referenced or indirectly impacted by an Executive Order issued by the State of Minnesota in response to the COVID-19 pandemic and is experiencing a revenue loss greater than 0%.

Proposed Grant Distribution

Priority Level	# of Applicants	Grant Award
1	6	\$ 95,642
2	45	\$ 411,559
3	34	\$ 163,364
4	19	\$ 47,500
TOTALS:	104	\$ 718,064

Economic Relief Grant Program

Tenative Award Amounts by Business Category 03/04/2021

Priority Level	Business Type	Business Count	Grant Amount
1	Bar / Restaurant / Catering	3	\$56,664.00
	Entertainment	1	\$3,977.86
	Fitness	2	\$35,000.00
2	Bar / Restaurant / Catering	17	\$170,000.00
	Church	2	\$16,000.00
	Community	3	\$30,000.00
	Entertainment	4	\$38,216.00
	Fitness	2	\$20,000.00
	Food Supplement	1	\$10,000.00
	Health Care	1	\$10,000.00
	Retail	3	\$29,004.31
	Salon / Barber	12	\$88,338.76
	Agriculture	3	\$15,000.00
	Automotive	4	\$20,000.00
3	Bar / Restaurant / Catering	1	\$5,000.00
	Cleaning Services	2	\$10,000.00
	Community	5	\$18,466.55
	Construction / Remodel	3	\$15,000.00
	Consulting Services	2	\$9,896.98
	Entertainment	1	\$5,000.00
	Equipment Manufacturing	1	\$5,000.00
	Hotel / Motel	4	\$20,000.00
	Insurance Services	1	\$5,000.00
	Laundry / Dry Cleaning	1	\$5,000.00
	Publishing	1	\$5,000.00
	Retail	2	\$10,000.00
	Textile Products	1	\$5,000.00
	Translation Services	1	\$5,000.00
	Travel	1	\$5,000.00
	Automotive	4	\$10,000.00
	Bar / Restaurant / Catering	1	\$2,500.00
4	Childcare	1	\$2,500.00
	Church	1	\$2,500.00
	Community	2	\$5,000.00
	Construction / Remodel	1	\$2,500.00
	Consulting Services	1	\$2,500.00
	Entertainment	1	\$2,500.00
	Health Care	2	\$5,000.00
	Retail	1	\$2,500.00
	Salon / Barber	2	\$5,000.00
	Telecommunications	1	\$2,500.00
	Zoo / Botanical Gardens	1	\$2,500.00
	Not Eligible.Revenue Loss	39	\$0.00
	Not Eligible	22	\$0.00
Grand Total		165	\$718,064.46

**Minutes of the
Steele County Planning Commission
March 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 Jaster, second by Lammers to approve the agenda as submitted. Roll call taken. Motion passed unanimously.

Minutes:

Motion by Esplan, second by Queen to approve the February 1st, 2021 minutes as submitted. Roll call taken. Motion passed unanimously.

County Board Action

Oolman reported the County Board approved the renewal of CUP 216 (Wondra Pit - Section 8 of Blooming Prairie Township), the renewal of CUP 218 (Wondra Pit - Section 20 of Blooming Prairie Township), and the renewal of CUP 285 (Wondra Pit - Section 17 of Blooming Prairie Township) as recommended by the Planning Commission.

Review of CUP #347 (Milestone Materials – Englested Pit)

This request is from Milestone Materials to renew Conditional Use Permit #347 allowing the mining and processing of sand and gravel on property located in the S ½ of the SW ¼ and the SW ¼ of the SE ¼, Section 36, Meriden Township. The property is owned by Mathy Construction

Questions and comments of the commission.

- Wayne Gieseke, Milestone Materials commented that he asks the board for recommendation with the conditions as written. Not a lot of work has been done in this pit but as projects & demand warrant, we hope to get back into this pit.
- Schmidt – it looks like you haven't removed anything in there for the past 3 years.
Wayne Gieseke stated that is correct.

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

Motion by Jaster, second by Spatenka to recommend approval to renew CUP #347 with the following 20 conditions: (~~strike through~~ is deleted, underlined is added)

1. Mining is not to commence on Phase 2 until reclamation is substantially completed on Phase 1.
2. Mining is limited to a bottom depth of 1130 feet. (Approximately 30 feet deep)
3. 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.
4. Trucks shall not track material from the pit onto the public road.

5. A stop sign shall be placed on the access road as it enters onto the public road.
6. Before mining can commence, signage warning of truck traffic shall be located along Lemond Road. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
7. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
8. Trucks hauling material to and from this site shall not use "jake brakes"
9. Operator is responsible to maintain dust control in the pit, on the access road, and on the public roads during hauling operations.
10. A 30 feet unexcavated buffer shall remain adjacent to all property lines. Original soil (over burden) shall not be removed in a manner that creates a slope greater than 1 ½ feet horizontal to 1 foot vertical. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
11. Excavation shall be setback 100 feet from the center of the road. A berm with shall be constructed along SW 48th St. and vegetated to prevent erosion.
12. Adequate topsoil shall remain on site to be used during reclamation of the mine.
13. The applicant shall follow their submitted reclamation plan. 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 flatter, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
14. Storage pile of recyclable aggregate materials shall not exceed 30,000 cubic yards.
15. Before mining can commence the permit holder shall contact the Steele County Ditch inspector and locate the county tile. All excavation and fill material shall be setback a minimum of 100 feet from the centerline of this tile.
16. Before mining can commence, the permit holder shall delineate any wetlands located on the property. No excavation or filling can occur within these areas unless the wetlands are mitigated or exempted according to the MN Wetland Conservation Act rules.
17. If the operator dewater the pit or discharges water from the pit this permit will need to be amended.
18. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
19. 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, and Minnesota Wetland Conservation Act regulations.
20. Applicant is responsible to initiate renewal proceeding on or before January 1, ~~2024~~ 2026 or this permit becomes invalid.

Roll call taken. Motion passed unanimously.

Review of CUP #194 (Milestone Materials – Lemond Quarry)

This request is from Milestone Materials to renew Conditional Use Permit #194 allowing the mining of sand and gravel on property located in the S ½ of the SW¼ of Section 1, the SE ¼ of the SE ¼, Section 2, the NE ¼ of the NE ¼, Section 11, and the NW ¼ of the NW ¼, Section 12 of Lemond Township. The property address is 5145 51st St. SW. and the property is owned by Mathy Construction.

Questions and comments of the commission.

- Schmidt – Are their taxes current?
Oolman replied that their taxes are current. We also have an industrial water pumping fee on this pit because they pump into a county ditch. That fee is also current.
- Schmidt – Where are they at with the piling of aggregate materials?
Oolman responded with there were no uncrushed recycled aggregate piles. There were some crushed piles.
- Spatenka – I don't have any real concerns with the pit. As they are moving towards his house, he asked how far away from the property line they would stay?
Wayne Gieseke replied, they would comply with a 100-foot setback. If there are any concerns, I'd be willing to meet you out there to discuss.
- Spatenka – Are you guys looking to go north this year?
Wayne Gieseke answered yes, we plan to go a couple hundred feet north of where the power line used to be.

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

Motion by Esplan second by Lammers to recommend approval of CUP #194 with the following 16 conditions: (~~strike through~~ is deleted, underlined is added)

1. Mining and quarrying is limited to a bottom elevation of 1075 (NAD 27)
2. Signage warning of truck traffic and other traffic warning devices shall be posted as directed by the Steele County Highway Engineer.
3. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
4. All accesses to the site shall be gated.
5. The operator shall control dust in the mine, on the access road, and on SW 51st St. if necessary.
6. Blasting shall be done according to standard established by the U.S. Bureau of Mines, the U.S. Office of Surface of Mining, and MSHA.
7. The applicant shall follow the requirements of their DNR Water Appropriations permit #94-5056 including the requirements of the monitoring plan.
8. Stockpiles and berms shall not encroach on neighboring properties or road right-of-ways. All berms and stockpiles inactive for greater than 18 months shall be vegetated to reduce erosion.
9. Setback from property lines shall be 30 feet of undisturbed soil. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
10. The applicant shall follow their approved closure plan including back filling perimeter slopes to a maximum slope of 4:1, replacing a minimum of 6 inches of topsoil, and stabilizing with vegetation. Slopes to waterlines will be a maximum slope of 10:1 for a minimum width of ten feet above and below the water line to provide a safety bench at the waterline.
11. Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Lemond Township Ordinances and permits.
12. The applicant is responsible to initiate renewal proceedings on or before January 1, ~~2021~~ 2026 or this permit becomes invalid.
13. The operator shall pay a user fee for industrial discharge into County Ditch #5 agricultural drainage system. The discharge shall be metered by the operator with the amount of discharge and payment made to the Auditor by the 14th day of January of each year. The discharge rate shall be \$.10 per

10,000 gallons of discharged. This discharge rate will be reviewed along with the Conditional Use Permit at the request of the Operator.

14. Signage prohibiting the use of Jake brakes on trucks shall be installed by the operator at the exit of the quarry.
15. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
16. Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed.

Roll call taken. Motion passed unanimously.

IUP 2021-01 (Crane Creek Asphalt Plant)

This request is from Crane Creek Asphalt for Interim Use Permit #2021-01 to operate a Hot Mix Asphalt Plant on property located in the W ½ of the SW ¼ of the SW ¼, Section 1, Lemond Township. The property address is 5145 51st. SW. and is the property is owned by Mathy Construction.

Questions and comments of the commission.

- Spatenka – Would it be beneficial to extend the hours past 7p as sometimes you need to finish up a project?
Wayne Gieseke responded he was ok with the set hours.
- Schmidt – Is there anything else the applicant would like to add?
Wayne Gieseke added this property continues to prove itself as a valuable asset and having an asphalt plant permit piggyback this CUP makes sense with saving sometime every year.

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 approval of IUP 2021-01 with the following 4 conditions: (~~striketrough~~ is deleted, underlined is added)

- 1) Plant operation hours shall allow plant warm-up to begin after 5:30 am and production and trucking of material can occur from 6:00 am to 7:00 pm.
- 2) All other non-hour related conditions of CUP #194 shall be adhered to.
- 3) Truck traffic shall only enter and exit from the northwest on SW 51st St.
- 4) This permit expires on January 1, 2026.

Roll call taken. Motion passed unanimously.

Rezone #82 (Redman – Medford Section 4)

This request is from Don Redman to rezone 5.74 acres of property located at in the NW ¼, NW ¼, Section 4, Medford Township from Agricultural to Industrial.

Questions and comments of the commission.

- Schmidt – There is a residence directly south of this requested site, is this zoned residential?
Oolman replied that site is used as a residence in an agriculture zone.
- Schmidt – Asked about the parcel on the map located to the south on the curve.
Oolman indicated that is a cemetery.
- Schmidt – Asked if there is one more resident to the north on the Rice county side?
Oolman confirmed there are a couple more residents to the West of the pond in Rice County.
- Schmidt – The rest of the property that surrounds the rezone site is owned by the applicant?
Oolman answered yes, the rest of the property South of 102, between the tracks and County Road 49, that is still zoned as Agricultural, except for the residence, is all owned by the applicant.
- Spatenka – Have we spot zoned other places in the county?
Oolman replied, We don't get a lot of applicants. We got one last year in the city of Hope to rezone from residential to industrial. This one was denied. Further back, these properties that you see on your map were agricultural properties & we rezoned to industrial properties.
- Ingvaldson – Are there plans to add water and sewer perhaps when they do the road work?
Oolman answered No
- Schmidt – This was gravel pit area that has been reclaimed back to Agriculture land?
Oolman replied, yes, it has been leveled off & seeded to grass.
- Spatenka – It was poor cropland. Putting a business on it could increase tax base.
Ingvaldson added, it's too small to put a crop there.
- Jaster – My issue is that other properties that have been rezoned and permitted for cold storage are being used for other things.
Spatenka replied that is a different person though.
Jaster reiterated, once we convert this to industrial, anything can go there.
- Lammers – If they wanted to change it from cold storage to something else later, wouldn't they need a conditional use permit to change it?
Oolman answered, no, they may need a building permit. If it's zoned to industrial, anything on that list would be permitted as long as it met building codes.
- Lammers – Could they do cold storage under a Conditional Use permit?
Oolman replied, No, commercial storage is not an allowable use in an ag district.
- Schmidt – My problem is it's not contiguous with the rest of the industrial zone and its right next to a residence.
- Schmidt – Is there is anything the applicant would like to add?
Don Redman, stated this property has never been in agricultural. It was a farmstead in the 70's and farmed around it. This has been in the mining district in the township since before the County took over zoning. We've mined the upper layer & restored. To the West, we have deeper depths that can be mined. With the setbacks from the road, this property has no other use. We're just trying to find a use for our property.

The public hearing was opened.

- Steve Svenby, neighbor to the south stated he is the only property that Mr. Redman doesn't own in this section. There site has had alfalfa taken off this property for the past 6 years, so it an agricultural site. I've called about this road several times in the past, people have died on this road. Will there be an access on this road? He stated there is also a well on the property and he is concerned if it's in the same vein as his well and contaminating my water.

Redman responded that the well has been sealed.

- Schmidt – Another concern of mine would be adding more traffic to this road.
- Paul Sponholz, Assistant highway engineer discussed the plans for redoing the road. They want to reduce accesses that do not meet the access policy so would not want an access from this site onto CR 49.

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

Board Discussion:

- Schmidt with the statement from county highway, safety is a big issue. I am opposed to changing an ag zone to an industrial zone that's not contiguous with an industrial zone. Until the road is reconstructed & the safety issues are addressed, I'm strongly opposed to rezoning.
- Jaster – As a board member and a Medford township supervisor, I agree with Schmidt, we are not in favor of this at this point.

Motion by Esplan, second by Jaster to recommend denial of IUP 2021-01.

Roll call taken. Motion passed unanimously.

Amendment to CUP 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 25 sites for a maximum of 167 sites on property located in the S ½ of the SE ¼, Section 20, Owatonna, Township.

Motion by Jaster, second by Esplan to remove CUP 410 from the table.

Questions and comments of the commission.

- Schmidt – Is there a current permit with the MPCA?
Oolman replied, the individual from the MPCA that he talked too didn't know if there was a permit or not. Any permit would have been issued to Owatonna by the MPCA.
- Scott Swensen, Minnesota Pump Works explained the capacity of the pumps and tanks onsite. Based on the flow readings that were taken from mid August to mid September, he feels the pumps would be able to handle the additional sites depending on how they were connected to the system.
- Ingvaldson – So there is no State or county agencies that does site inspections on these campgrounds?

Oolman responded the sewage is going to the city, so it is governed by the rules that affect the city. It is not a septic system so no county permit is needed. I not aware of a Department of Health requirement.

- Wayne Cederberg, applicant stated his discussion with the city only included discussions on billing.
- Bernie Miller, campground designer, gave further explanation on the sewer disposal system and how systems worked at similar campgrounds.
- Esplan – I don't think it's our place to be concerned about the worst-case scenarios. I don't think it's in the applicant's best interest for raw sewage to be coming out of the ground.
- Ingvaldson – Can we add a condition that the applicant must work with the MPCA & the city of Owatonna to size the waste water system appropriately. I agree with Esplan that it isn't our job to regulate this.
- Rebecca Cederberg, noted that they don't have all our sites dumping on Sundays. We have weekly, monthly, and seasonal guests that live here most of the summer who don't come on the weekends because they don't like how busy it is.

The public hearing was opened.

- Kaplan, resident to the North – I would like a privacy fence put along the border of my property to prevent trespassers for the safety of my family, property & their campers.
- Wayne Cederberg – We have talked to Al about the fence. We originally offered to pay for the fence materials if Al installed it. He verbally agreed & later decided he didn't want to do it because it is not his profession.
- Rebecca Cederberg – We've never been told that there have been any issues. He's never called the police. We've never been given the chance to correct it ourselves before being asked to put a fence up along that whole line.
- Al Kaplan – I've never called the police because I've dealt with it, but now that there's more campsites being added, closer to my property, it's going to invite more situations.

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

Board Discussion:

- Schmidt – I would like to see a condition requiring a 6-foot fence with slats put up along the north fence line. I agree with Ingvaldson to add a condition for the City's MPCA permit.
Spatenka noted, there is a line fence that goes between the properties showing where the line is.
Esplan asked, Why slats should be required? Especially if there are trees there already screening the property.

Motion by Lammers, second by Esplan to recommend approval to amend CUP #410 with the following 10 conditions: (~~strike through~~ is deleted, underlined is added)

1. Loud or objectionable noised shall not be allowed between the hours of 10:00 pm. and 7:00 am.
2. Lighting shall not be directed at or illuminate neighboring residential properties.

3. The site shall be limited to 167 short term or seasonal camping sites for tents or recreational vehicle use. Seasonal shall be defined as site rental or lease lengths of less than 12 months in length.
4. The operator acknowledges the existing adjacent agricultural land uses and accepts such inconveniences that may be brought about by noise, dust, or odors, from these land uses.
5. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to MN Department of Health, MN Pollution Control Agency, and the MN DNR.
6. No new campsites can be constructed in designated floodplain areas.
7. The Campground shall discontinue the use of the overflow campsites located east of the river.
8. No new sites shall be developed within the shoreland areas of the Straight River. (300 feet from the Ordinary High Water Level) unless they obtain authority thru the Minnesota Department of Natural Resources thru their planned unit development process.
9. Applicant shall install a 6 feet tall chain length fence along the north property line.
10. Applicant shall get approval of the City of Owatonna and the State of Minnesota for the additional sewage flow into the sewage disposal system.

Roll call taken. Motion approved unanimously.

Adjournment:

Motion by Jaster, second by Lammers to adjourn at 8:50 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, March 3, 2021 at 8:00 a.m. – Board Room

Attendees: Commissioner Glynn, Commissioner Brady, IT Director Dave Purscell, Finance Director Cathy Piepho, Human Resource Director Julie Johnson, Emergency Management Director Mike Johnson, Sheriff Lon Thiele, Emergency Management Assistant Director Tom Karnauskas, Auditor Laura Ihrke and Administrator Scott Golberg.

General

1. Recommend Work Session on March 23 at 3:00 p.m. or March 18 at 9:00 a.m.
2. Recommend moving the Emergency Management Director Position to the Board for discussion and consideration as a $\frac{3}{4}$ or fulltime position.

Agenda
Economic Relief Fund Committee Meeting
March 4, 2021

1. Reviewed the statistical measures, priority levels, and proposed distribution summary.
2. Reviewed state timeline for grant awards and allocations.
3. Final Grant Award amounts will go to Committee for approval by Tuesday March 9, pending the state information is received on the grant awarded by the state.
4. A meeting will be set to meet with the four cities located in Steele County for March 10th.
5. Grant Awards and ineligibility announcements will be sent by the Consulting firm via email.
6. Committee recommends requesting authorization from the Board to issue grant award payments approved by the ERG Committee.