



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

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

TUESDAY, AUGUST 24, 2021 at 5:00 PM
County Boardroom, Steele County Administration Center

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

Agenda

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

Public Comment

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

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

Correspondence

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 August 10, 2021 Board Minutes (pg. 3)
5. Approve Bills and Journal Entries (pg. 6)
6. Approve Personnel Report (pg. 52)
7. Approve Donations to Public Health (pg. 53)

8. Approve 2022 Ditch Levies (pg. 56)
9. Approve Three-Year Online Election Judge Training Agreement (pg. 58)
10. Approve Acceptance and Execution of Family Homeless Prevention & Assistance Program Resolution (pg. 64)
11. Approve Water Plan Extension Request Resolution (pg. 68)
12. Approve Compliance Fund Budget 2022 and changes to the Governance Document (pg. 71)

General

13. No Action Items

County Board Work Session – August 24, 2021

14. Action Items

Public Works Committee- August 12, 2021

15. CSAH 28 Professional Services Proposal (pg. 78)

Information Items

16. Public Works Policy Committee Minutes – August 12, 2021 (pg. 157)
17. Land Use & Records Committee Minutes – August 17, 2021 (pg. 158)

Presentations:

Ellendale Economic Development Update (pg. 159)
Matt Durand, City of Ellendale EDA Coordinator

Commissioner Reports:

Next Meeting Notices:

Internal Central Services – **Wednesday, September 1, 2021 at 8 a.m. in the Boardroom**
Public Safety Committee - **Wednesday, September 8, 2021 at 8 a.m. in the Boardroom**
Public Works Committee – **Thursday, September 9, 2021 at 7:30 a.m. Public Works Facility**
County Board Work Session - **Tuesday, September 14, 2021 at 3:00 p.m. in the Boardroom**
County Board Meeting – **Tuesday, September 14, 2021 at 5:00 p.m. in the Boardroom**

Adjourn

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

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

August 10, 2021

STATE OF MINNESOTA)

) ss

COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on August 10, 2021 with Commissioner's Abbe, Gnemi, Krueger, Glynn and Brady present. Also present were County Attorney Dan McIntosh, IT Director Dave Purscell, Director of Public Health Amy Caron, Emergency & Risk Management Director Kristen Sailer, Human Resources Director Julie Johnson, County Treasurer Cathy Piepho, Planning & Zoning Director Dale Oolman, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to order and Pledge of Allegiance.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the agenda with an additional bill. Ayes all.

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

- A. Approve the minutes of July 27, 2021
- B. Approve Bills
- C. Approve Personnel Report

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

Name	Position/Dept.	Rating/Step	Start Date
Jordynn Finer (rehire)	Benefits Specialist/HR Generalist	B25/6	08/10/21

Resignations/Retirements/Terminations:

Name	Position	Department	End Date
Charlie Karsten (retirement)	Maintenance Tech	Highway	10/15/21

- D. Approve HSEM Radiological Preparedness Grant for 2022/2023
- E. Approve Out-of-State travel for IT Director to attend the 2021 ISM Annual Conference in Cincinnati Ohio on September 26-29
- F. Approve backfilling the Highway Maintenance Technician position

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

Anniversaries:

Name	Position-Dept	Anniv. Date	Yrs. Service
Scott Hanson	Chief Deputy-Sheriff's Office	08/01/21	21
Nick Flatgard	GIS Coordinator-IT Dept	08/01/21	10
Steve Halvorson	Appraiser-Assessor's Office	08/01/21	27
Mary Ulrich	Investigator-Sheriff's Office	08/04/21	24
Amber Kniefel	Admin. Asst-Community Corrections	08/07/21	4
Charlie Karsten	Hwy. Maint. Tech-Highway Dept.	08/10/21	34
Rebecca Kubicek	Executive Assistant-Administration	08/13/21	3
Scott Golberg	County Administrator-Administration	08/13/21	40
Mary Ripple	Custodian-Bldg & Grounds Dept.	08/19/21	7
Brian Bogen	Arena Maint. Worker-Park & Rec.	08/20/21	3
Christine Hoffman	PHN-Public Health Dept.	08/20/21	9
Katie Stricklin	RN-Public Health Dept.	08/20/21	2
Aaron Guzman	Deputy-Sheriff's Officer	08/23/21	17
Kristin Deplitch	Correctional Officer-Det. Ctr.	08/23/21	17
Paul Prissel	Asst. Jail Administrator-Det. Ctr.	08/23/21	22
Rick Kvien	County Recorder-Recorder's Office	08/24/21	12
Alisha Groeneweg	PHN-Public Health Dept.	08/26/21	2
Nancy Gritz	Accounting Support Specialist-Auditor	08/27/21	14
Greg Huebbe	Correctional Sergeant-Det. Ctr.	08/27/21	9
Barb Jindra	Custodian-Bldg & Grounds Dept.	08/28/21	3
Jayson Teichroew	Deputy-Sheriff's Office	08/29/21	5

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve CUP #426, Dokken-RC Car Track, to operate a remove control race car track and facility on property located in the SE 1/4, NE 1/4, Section

36 Blooming Prairie Township. The property address is 16153 Highway 218, Blooming Prairie with conditions per the Planning Commission and to approve the Findings of Fact. Ayes all.

Amy Caron, Director of Public Health Nursing, gave a Coronavirus update.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve a **Resolution** to authorize the Redetermination of Benefits on County Ditch #20. Ayes all.

**RESOLUTION OF DRAINAGE AUTHORITY
FOR REDETERMINATION OF BENEFITS**

WHEREAS, it appears that the original benefits or damages determined in County Ditch No. 20 do not reflect reasonable present-day land values; and

WHEREAS, it appears that the present-day land values of land benefited or damaged have changed;

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Drainage Authority hereby ordains that a Redetermination of Benefits and Damages pursuant to M.S. §103E.351 is appropriate and that the same shall be carried out.

RESOLVED FURTHER that the redetermined benefits and damages and benefited and damaged areas shall hereafter be used in place of the original benefits and damages and benefited and damaged areas in all subsequent proceedings relating to the aforementioned drainage system.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the Appointment of Robert Hanson, Mark Behrends and Kendall Langseth as Viewers for County Ditch #20. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Glynn to approve the Appointment of Jones, Haugh & Smith as Engineers of County Ditch #20. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to schedule Work Sessions for August 24th, September 14th and September 28th at 3:00 p.m. Ayes all.

Commissioner Reports:

Commissioner Krueger – No report.

Commissioner Abbe reported his attendance at a County Ditch 20 meeting, Rice/Steele 911 Joint Powers Board meeting and Mn Prairie meeting.

Commissioner Gnemi reported his attendance at a Drug Court meeting, County Ditch 20 meeting, Workforce meeting, Semcac meeting and MnPrairie meeting.

Commissioner Glynn – No report.

Commissioner Brady reported his attendance at a Mn Prairie Finance meeting, County Ditch 20 Meeting, Planning & Zoning meeting, Rice/Steele 911 meeting, Internal Central Services meeting, Emergency Communications Board meeting and Mn Prairie meeting.

**LISTING OF BILLS
08/10/2021**

7 Rivers Recycling LLC	2,375.55
Advanced Correctional Healthcare Inc	8,465.85
ArchKey Technologies	4,119.38
Baker Tilly US, LLP	5,000.00
Counties Providing Technology	4,222.00
CRK Properties LLC	6,605.24
Four Seasons Centre	9,525.00
High Point Networks	2,726.00
J R's Advanced Recyclers Inc	5,881.95
Kris Engineering Inc	15,746.62
Kronos Incorporated	8,400.00
Mayo Clinic	11,043.00
Michelle Lund	9,000.00
Mike's Repair	4,634.11
Mn Dept of Labor & Industry	3,234.37
Mn Dept of Transportation	2,233.98
Mn Dept of Veterans Affairs	5,097.35
Owatonna Public Utilities	36,837.28

SCR	3,186.35
Short Elliott Hendrickson Inc	5,807.57
Steele County Highway Dept.	7,185.21
Summit Food Services LLC	7,712.19
Univ of Mn Regents	5,506.35
103 Payments less than 2,000	<u>31,586.55</u>
Total:	206,131.90

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to adjourn to the Call of the Chair at 5:27 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

DRAFT

NGRITZ
8/18/21 11:43AM

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
8/18/21 11:43AM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	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			
1	5205 ANCOM COMMUNICATIONS INC						
	10-301-000-0000-6301		628.00	(6) Batt IMPRES NIMH 241OT	103222	Equip/Software Maint	N
	5205 ANCOM COMMUNICATIONS INC		628.00	1 Transactions			
6	6980 Block Plumbing & Heating Inc						
	10-301-000-0000-6512		563.06	Repair leak in main pipe	59223	Bldg Repair & Maintenance	N
	6980 Block Plumbing & Heating Inc		563.06	1 Transactions			
23	61505 Gopher State One-Call						
	10-301-000-0000-6260		36.45	27 locates for July 2021	1071451	Consultants/Admin Fee	N
	61505 Gopher State One-Call		36.45	1 Transactions			
25	37025 Innovative Office Solutions LLC						
	10-301-000-0000-6410		4.14	Clipboards	IN3449278	Office Supplies	N
26	10-301-000-0000-6410		10.34	Red gel pens	IN3450794	Office Supplies	N
	37025 Innovative Office Solutions LLC		14.48	2 Transactions			
29	8422 Mayo Clinic						
	10-301-000-0000-6260		43.00	Drug screen - Cassen	700002272	Consultants/Admin Fee	N
30	10-301-000-0000-6260		98.00	Drug & alcohol screen - Jensen	700002272	Consultants/Admin Fee	Y
	8422 Mayo Clinic		141.00	2 Transactions			
31	52550 MEI Total Elevator Solutions						
	10-301-000-0000-6512		202.80	Aug-Oct qtrly	921615	Bldg Repair & Maintenance	N
	52550 MEI Total Elevator Solutions		202.80	1 Transactions			
301	DEPT Total:		1,585.79	Administration	6 Vendors	8 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
3	3738 Arrow Ace Hardware						
	10-302-000-0000-6534		13.58	Wasp spray & white mark stick	266703/2	Supplies - Signing	N
	3738 Arrow Ace Hardware		13.58	1 Transactions			
4	8893 Bell Optical						
	10-302-000-0000-6801		102.96	Safety glasses - Karsten	9561504277	Osha/Safety Supplies	N
	8893 Bell Optical		102.96	1 Transactions			
	1845 Doyle Conner Co						

NGRITZ
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10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
19	10-302-000-0000-6537		Concrete for Rose Street CSAH	11248	County Contracts	N
1845	Doyle Conner Co		1 Transactions			
5010	Loken Excavating & Drainage					
28	10-302-000-0000-6524	160.00	8" coup, end cap, storm sew pi	131007	Supplies - Culverts	N
5010	Loken Excavating & Drainage	160.00	1 Transactions			
3690	Ramy Turf Products					
42	10-302-000-0000-6553	609.12	Specialty blend, SPLS & oats	OP8029806	Weed Spray & Vegetation Supplies	N
43	10-302-000-0000-6553	609.12	Specialty blend, SPLS & oats	OP8029806	Weed Spray & Vegetation Supplies	N
3690	Ramy Turf Products	1,218.24	2 Transactions			
74005	Sherwin-Williams Company					
44	10-302-000-0000-6534	5.54	Paint mixer	2336-6	Supplies - Signing	N
45	10-302-000-0000-6534	1.85	Paint mixer	2336-6	Supplies - Signing	N
74005	Sherwin-Williams Company	7.39	2 Transactions			
302	DEPT Total:	68,355.47	Road & Bridge Maintenance Expense	6 Vendors	8 Transactions	
303	DEPT		Construction Expense			
7595	Bolton & Menk Inc					
7	10-303-000-0000-6260	3,964.00	Prof Services SAP 074-599-039	0273456	Consultants/Admin Fee	N
7595	Bolton & Menk Inc	3,964.00	1 Transactions			
9131	Doma Insurance Agency of MN Inc					
17	10-303-000-0000-6260	100.00	Title Report 074-599-035	8532114029	Consultants/Admin Fee	N
18	10-303-000-0000-6260	100.00	Title Report 074-599-035	8532114030	Consultants/Admin Fee	N
9131	Doma Insurance Agency of MN Inc	200.00	2 Transactions			
22460	Erickson Engineering Co LLC					
20	10-303-000-0000-6260	97.00	Prof serv 074-599-037	14329	Consultants/Admin Fee	N
21	10-303-000-0000-6260	2,470.00	Prof serv 074-599-039	14332	Consultants/Admin Fee	N
22	10-303-000-0000-6260	2,560.00	Prof serv 074-599-038	14333	Consultants/Admin Fee	Y
22460	Erickson Engineering Co LLC	5,127.00	3 Transactions			
3431	Jamar Technologies Inc					
27	10-303-000-0000-6480	2,715.00	(3) Rac GEO II DMI w/ext annte	0054344	Non-Capitalized Inventory	N
3431	Jamar Technologies Inc	2,715.00	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	
46	1667 SRF Consulting Group Inc		Prof Services SAP 74-598-015	14282.00-5	Consultants/Admin Fee	N
	1667 SRF Consulting Group Inc	12,368.38	1 Transactions			
54	4364 WSB & Associates Inc		Prof serv 074-648-007	0179530003	Consultants/Admin Fee	N
	4364 WSB & Associates Inc	21,609.25	1 Transactions			
303	DEPT Total:	45,983.63	Construction Expense	6 Vendors	9 Transactions	
304	DEPT		Equipment Maintenance & Shops			
2	3738 Arrow Ace Hardware		Bolts & hardware	266695/2	Machinery/Vehicle Parts	N
	3738 Arrow Ace Hardware	2.70	1 Transactions			
5	6980 Block Plumbing & Heating Inc		(13) 10" pvc pipe	031754	Machinery/Vehicle Parts	N
	6980 Block Plumbing & Heating Inc	379.23	1 Transactions			
8	10150 Carquest Auto Parts		Oil filter - HD	412091	Machinery/Vehicle Parts	N
9	10-304-000-0000-6520	24.26	Tggl switch 20A-red	412092	Machinery/Vehicle Parts	N
10	10-304-000-0000-6520	11.98	LED, bar lp, pigtail, brack, g	412554	Machinery/Vehicle Parts	N
11	10-304-000-0000-6520	130.51	Clr/mkr lamp	412590	Machinery/Vehicle Parts	N
12	10-304-000-0000-6520	23.98	Sydr Fittings & hydraulic hose	412971	Machinery/Vehicle Parts	N
13	10-304-000-0000-6511	102.17	Thread sealant tape	413110	Maint Shop Supplies & Materials	N
14	10-304-000-0000-6520	1.00	Connector	413199	Machinery/Vehicle Parts	N
	10150 Carquest Auto Parts	10.99	7 Transactions			
15	11215 Central Farm Services		Superlube TMS 15W-40	2620130	Fuel & Lubricants	N
	11215 Central Farm Services	824.25	1 Transactions			
16	8882 D & M Construction LLC		Forklift propane	11327	Fuel & Lubricants	N
	8882 D & M Construction LLC	26.08	1 Transactions			
24	36550 IFACS		Screws & washers	5274701	Maint Shop Supplies & Materials	N
	10-304-000-0000-6511	157.45				

NGRITZ
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10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
36550 IFACS		157.45	1 Transactions		
51630 Mike's Repair					
32 10-304-000-0000-6252		48.50	Tire repair, HD patch&stem #21	093504	Contracted Services Y
33 10-304-000-0000-6252		20.00	Repair tube for unit#2152	093505	Contracted Services N
51630 Mike's Repair		68.50	2 Transactions		
56125 NAPA Auto Parts					
34 10-304-000-0000-6520		101.44	Exhaust clamps	903341	Machinery/Vehicle Parts N
35 10-304-000-0000-6520		50.97	Endr 7 RV BLDMTL ADPT (3)	905466	Machinery/Vehicle Parts N
36 10-304-000-0000-6520		33.48	Taillight converter	906229	Machinery/Vehicle Parts N
37 10-304-000-0000-6520		37.68	Communicator & LED taillight	906295	Machinery/Vehicle Parts N
38 10-304-000-0000-6520		117.23	Brake controller & bracket	906441	Machinery/Vehicle Parts N
39 10-304-000-0000-6520		113.99-	Warranty	906794	Machinery/Vehicle Parts N
40 10-304-000-0000-6520		113.99	Brake controller	906794	Machinery/Vehicle Parts N
56125 NAPA Auto Parts		340.80	7 Transactions		
68420 Plunkett's Pest Control, Inc.					
41 10-304-000-0000-6512		98.50	August pest control	7183536	Bldg Repair & Maintenance N
68420 Plunkett's Pest Control, Inc.		98.50	1 Transactions		
85167 Stewart Sanitation					
47 10-304-000-0000-6514		107.63	July Garbage service	0000669824	Utility Services N
85167 Stewart Sanitation		107.63	1 Transactions		
86950 Texas Refinery Corporation					
48 10-304-000-0000-6540		409.00	(50) Crown & Chassis grade 2	224975	Fuel & Lubricants N
86950 Texas Refinery Corporation		409.00	1 Transactions		
5507 Titan Machinery - Shakopee					
50 10-304-000-0000-6520		525.56	Wiper blades	15807008GP	Machinery/Vehicle Parts N
51 10-304-000-0000-6520		262.78	Wiper blades	15807008GP	Machinery/Vehicle Parts N
52 10-304-000-0000-6520		1,721.78	Drive shaft	15807084GP	Machinery/Vehicle Parts N
5507 Titan Machinery - Shakopee		2,510.12	3 Transactions		
9132 Titan Machinery Inc - Fargo					
49 10-304-000-0000-6520		2,159.85	Clutch assy	15816321GP	Machinery/Vehicle Parts N
9132 Titan Machinery Inc - Fargo		2,159.85	1 Transactions		

NGRITZ
8/18/21 11:43AM
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	Service Dates	Paid On Bhf #	On Behalf of Name	
53	7787 Tri-State Bobcat		Seal & belt	P59614	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	58.24				
	7787 Tri-State Bobcat	58.24	1 Transactions			
55	99250 Zep Sales & Service		Vehicle brush & ZEP dual force	9006554579	Maint Shop Supplies & Materials	N
	10-304-000-0000-6511	218.60				
	99250 Zep Sales & Service	218.60	1 Transactions			
56	99500 Ziegler,Inc		Screws, skid shoes , unit#2215	N000202728	Fuel & Lubricants	N
	10-304-000-0000-6540	175.36				
	99500 Ziegler,Inc	175.36	1 Transactions			
304	DEPT Total:	7,841.20	Equipment Maintenance & Shops	16 Vendors	31 Transactions	
10	Fund Total:	123,766.09	Road & Bridge Fund		56 Transactions	
	Final Total:	123,766.09	34 Vendors	56 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	123,766.09	Road & Bridge Fund	
	All Funds	123,766.09	Total	Approved by,
				
				

NGRITZ
8/19/21 10:06AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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
8/19/21 10:06AM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT		County Wide			
	5763 Barna Guzy & Steffen Ltd					
144	01-003-000-0000-6194	26.00	Teleworking opinion	234005	Personnel Policy	Y
	5763 Barna Guzy & Steffen Ltd	26.00	1 Transactions			
	2189 Further					
66	01-003-000-0000-6893	252.60	Participant fees - August	15787886	Unallocated Insurance	N
	2189 Further	252.60	1 Transactions			
	69675 Pro-West & Associates Inc					
94	01-003-000-9306-6480	10,000.00	Soils module programming	005641	Compliance Non-Capitalized Invento	N
	69675 Pro-West & Associates Inc	10,000.00	1 Transactions			
3	DEPT Total:	10,278.60	County Wide	3 Vendors	3 Transactions	
5	DEPT		Board Of Commissioners			
	4212 Bussler Publishing Inc					
4	01-005-000-0000-6242	22.76	Synopsis Comm Brd mtg 7/13/202	31713	Publishing	N
	4212 Bussler Publishing Inc	22.76	1 Transactions			
	8241 Gnemi/Rick A					
148	01-005-000-0000-6331	221.40	Mileage 5/24 - 8/17/2021		Mileage Reimbursement	N
	8241 Gnemi/Rick A	221.40	1 Transactions			
5	DEPT Total:	244.16	Board Of Commissioners	2 Vendors	2 Transactions	
13	DEPT		Law Library			
	70550 Thomson Reuters - West					
46	01-013-000-0000-6501	958.60	West Information Charges	844772027	Books	N
	70550 Thomson Reuters - West	958.60	1 Transactions			
13	DEPT Total:	958.60	Law Library	1 Vendors	1 Transactions	
31	DEPT		County Administrator			
	4879 Shred Right					
25	01-031-000-0000-6801	5.00	Shredding service	556221	General Expense	Y
	4879 Shred Right	5.00	1 Transactions			

NGRITZ
8/19/21 10:06AM
1 General Revenue 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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
176	8857 Verizon						
	01-031-000-0000-6210		48.81	Phone charges	9885633792	Telephone	N
	8857 Verizon		48.81	1 Transactions			
31	DEPT Total:		53.81	County Administrator	2 Vendors	2 Transactions	
32	DEPT			Human Resources			
7	8310 FSSolutions						
	01-032-000-0000-6801		162.17	DOT 3rd Quarter DT	FL00465937	General Expense	N
	8310 FSSolutions		162.17	1 Transactions			
26	4879 Shred Right						
	01-032-000-0000-6801		5.00	Shredding service	556221	General Expense	Y
	4879 Shred Right		5.00	1 Transactions			
196	8857 Verizon						
	01-032-000-0000-6210		69.51	Phone charges	9885633792	Telephone	N
	8857 Verizon		69.51	1 Transactions			
32	DEPT Total:		236.68	Human Resources	3 Vendors	3 Transactions	
41	DEPT			Auditor			
	37025 Innovative Office Solutions LLC						
150	01-041-000-0000-6410		16.41	Stapler	3449792	Office Supplies	N
151	01-041-000-0000-6410		10.54	SCAN stamps - 2	3449792	Office Supplies	N
152	01-041-000-0000-6410		5.74	COPY stamp	3449792	Office Supplies	N
	37025 Innovative Office Solutions LLC		32.69	3 Transactions			
24	4501 Safeguard Business Systems						
	01-041-000-0000-6410		1,691.77	Receipt paper - 1100	34643894	Office Supplies	N
	4501 Safeguard Business Systems		1,691.77	1 Transactions			
41	DEPT Total:		1,724.46	Auditor	2 Vendors	4 Transactions	
42	DEPT			Treasurer			
	8857 Verizon						
192	01-042-000-0000-6210		40.01	Phone charges	9885633792	Telephone	N

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	No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	8857 Verizon		40.01	1 Transactions		
42	DEPT Total:		40.01	Treasurer	1 Vendors	1 Transactions
44	DEPT		Financial Administrator			
9	8917 Girard's Business Solutions, Inc. 01-044-000-0000-6480		1,600.00	Scanner/Payment processing	2019STLCTY	Non-Capitalized Inventory N
	8917 Girard's Business Solutions, Inc.		1,600.00	1 Transactions		
44	DEPT Total:		1,600.00	Financial Administrator	1 Vendors	1 Transactions
61	DEPT		Information Technology			
19	18450 Office of MN IT Services 01-061-000-0000-6212		1,100.44	Monthly internet fees	DV21070387	M-Net Expenses N
	18450 Office of MN IT Services		1,100.44	1 Transactions		
	8857 Verizon					
181	01-061-000-0000-6210		83.82	Phone charges	9885633792	Telephone N
	8857 Verizon		83.82	1 Transactions		
61	DEPT Total:		1,184.26	Information Technology	2 Vendors	2 Transactions
62	DEPT		Central Services			
58	16282 Crosstown Cartage Inc 01-062-000-0000-6801		297.00	Contract mail service	8/6/2021	General Expense N
59	01-062-000-0000-6801		95.00	Additional mail service	8/6/2021	General Expense N
	16282 Crosstown Cartage Inc		392.00	2 Transactions		
6	18305 Dell Marketing LP 01-062-000-0000-6301		214.44	SCDC EOY computer refresh	10501110630	Equip/Software Maint N
	18305 Dell Marketing LP		214.44	1 Transactions		
79	572 Kronos Incorporated 01-062-000-0000-6301		3,573.39	HRIS Operating cost - July	11800572	Equip/Software Maint N
	572 Kronos Incorporated		3,573.39	1 Transactions		

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	<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>
62	DEPT Total:		4,179.83	Central Services	3 Vendors	4 Transactions
63	DEPT			Auditor Elections		
	4480 DS Solutions Inc					
147	01-063-000-0000-6410		500.00	Election Judge Training fee	12847	Office Supplies N
	4480 DS Solutions Inc		500.00	1 Transactions		
63	DEPT Total:		500.00	Auditor Elections	1 Vendors	1 Transactions
91	DEPT			County Attorney		
	8857 Verizon					
178	01-091-000-0000-6210		122.63	Phone charges	9885633792	Telephone N
	8857 Verizon		122.63	1 Transactions		
91	DEPT Total:		122.63	County Attorney	1 Vendors	1 Transactions
102	DEPT			Surveyor		
	39600 Jones Haugh & Smith Inc					
13	01-102-000-0000-6801		3,285.00	Section corner remonumentation	42147	General Expense N
153	01-102-000-0000-6801		3,747.50	Section Corner Remonumentation	42205	General Expense N
	39600 Jones Haugh & Smith Inc		7,032.50	2 Transactions		
102	DEPT Total:		7,032.50	Surveyor	1 Vendors	2 Transactions
103	DEPT			Assessor		
	8857 Verizon					
177	01-103-000-0000-6210		170.79	Phone charges	9885633792	Telephone N
	8857 Verizon		170.79	1 Transactions		
103	DEPT Total:		170.79	Assessor	1 Vendors	1 Transactions
105	DEPT			Planning & Zoning		
	8857 Verizon					
182	01-105-000-0000-6210		175.24	Phone charges	9885633792	Telephone N
	8857 Verizon		175.24	1 Transactions		

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	<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>	
105	DEPT Total:		175.24	Planning & Zoning	1 Vendors	1 Transactions	
111	DEPT			Buildings & Grounds			
	21202 Ed's Backhoe Service LLC						
60	01-111-040-0000-6380		12.00	1.5 yards of brush	2021073	Grounds Maintenance	Y
	21202 Ed's Backhoe Service LLC		12.00		1 Transactions		
	8288 Four Seasons Electric						
61	01-111-040-0000-6300		275.00	Outlet maintenance	10457	Bldg Repairs & Maintenance	N
	8288 Four Seasons Electric		275.00		1 Transactions		
	32300 Honeywell Inc						
70	01-111-040-0000-6300		3,305.01	Controls contract - Admin	5257006707	Bldg Repairs & Maintenance	N
71	01-111-041-0000-6300		3,305.00	Controls contract - Annex	5257006707	Bldg Repairs & Maintenance	N
69	01-111-042-0000-6300		6,610.00	Controls contract - CH	5257006707	Bldg Repairs & Maintenance	N
	32300 Honeywell Inc		13,220.01		3 Transactions		
	37025 Innovative Office Solutions LLC						
74	01-111-000-0000-6410		12.32	Paper/Staple remover	3443792	Office Supplies	N
	37025 Innovative Office Solutions LLC		12.32		1 Transactions		
	8551 Jindra/Barbara						
77	01-111-000-0000-6331		109.20	Mileage Feb - Aug		Mileage Reimbursement	N
	8551 Jindra/Barbara		109.20		1 Transactions		
	8155 Link Support Services LLC						
81	01-111-044-0000-6300		1,050.00	USS & Battery Maintenance	1624	Bldg Repairs & Maintenance	N
	8155 Link Support Services LLC		1,050.00		1 Transactions		
	52550 MEI Total Elevator Solutions						
83	01-111-042-0000-6300		182.63	Elevator service contract - CH	921613	Bldg Repairs & Maintenance	N
84	01-111-040-0000-6300		189.90	Elevator service contract-SCAC	921614	Bldg Repairs & Maintenance	N
	52550 MEI Total Elevator Solutions		372.53		2 Transactions		
	585 Olympic Fire Protection Corp						
91	01-111-044-0000-6300		135.11	Head wrench part - Det Ctr	25439500	Bldg Repairs & Maintenance	N
	585 Olympic Fire Protection Corp		135.11		1 Transactions		
	85167 Stewart Sanitation						

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100	01-111-040-0000-6300		Trash/Recycling - Admin	669186	Bldg Repairs & Maintenance	N
97	01-111-041-0000-6300		Trash/Recycling - Annex	669822	Bldg Repairs & Maintenance	N
99	01-111-042-0000-6300		Trash/Recycling - CH	669825	Bldg Repairs & Maintenance	N
98	01-111-043-0000-6300		Trash/Recycling - COB	669825	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation	396.48	4 Transactions			
8857	Verizon					
179	01-111-000-0000-6210	341.24	Phone charges	9885633792	Telephone	N
8857	Verizon	341.24	1 Transactions			
111	DEPT Total:	15,923.89	Buildings & Grounds	10 Vendors	16 Transactions	
121	DEPT		Veteran Service			
8857	Verizon					
189	01-121-000-0000-6210	35.01	Phone charges	9885633792	Telephone	N
8857	Verizon	35.01	1 Transactions			
2111	Veterans Information Service					
121	01-121-000-0000-6242	60.00	Veteran books - 12	671820210811	Publishing	N
2111	Veterans Information Service	60.00	1 Transactions			
121	DEPT Total:	95.01	Veteran Service	2 Vendors	2 Transactions	
201	DEPT		Sheriff			
18110	Dean's Westside Towing					
5	01-201-000-0000-6806	218.00	SC-21-000442 - Towed UTV	123996	Vehicle Towing	Y
18110	Dean's Westside Towing	218.00	1 Transactions			
5487	LexisNexis Risk Data Management					
80	01-201-000-0000-6425	150.00	Searches/Reports - July	1035910	Investigation Expense	N
5487	LexisNexis Risk Data Management	150.00	1 Transactions			
56125	NAPA Auto Parts					
90	01-201-000-0112-6320	52.98	Wiper blades - 2	905747	Squad 7406 Maintenance	N
89	01-201-000-0000-6801	34.92	Car wash/Windshield washer flu	906323	Misc Expense	N
56125	NAPA Auto Parts	87.90	2 Transactions			
61520	Owatonna Motor Company					

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21	01-201-000-0111-6320	865.00	7422-Rear door damage-Deer	667485	Squad 7422 Maintenance	N
61520	Owatonna Motor Company	865.00	1 Transactions			
9074	Randall's License Bureau					
95	01-201-000-0000-6320	14.25	Revelal tabs - 7401		Vehicle Maintenance	N
9074	Randall's License Bureau	14.25	1 Transactions			
1663	Sign Pro Of Owatonna, Inc.					
29	01-201-000-0111-6320	150.00	7422-Replace graphics-Deer	21568	Squad 7422 Maintenance	N
1663	Sign Pro Of Owatonna, Inc.	150.00	1 Transactions			
21215	Strohschein Properties LLC					
45	01-201-000-0000-6346	34.36	Utilities - July	732571	Eds Rent Account	N
44	01-201-000-0000-6346	750.00	Rent - August	8032021	Eds Rent Account	1
21215	Strohschein Properties LLC	784.36	2 Transactions			
8857	Verizon					
184	01-201-000-0000-6210	1,017.57	Phone charges	9885633792	Telephone	N
183	01-201-000-0000-6211	800.28	Squad connections	9885633792	Radio-Computers-Cameras	N
8857	Verizon	1,817.85	2 Transactions			
201	DEPT Total:	4,087.36	Sheriff	8 Vendors	11 Transactions	
207	DEPT		Sheriff Special Deputies			
85300	Streichers Inc					
105	01-207-000-0000-6192	19.98	Nameplate-Hansen	11516889	Uniform Allowance	N
85300	Streichers Inc	19.98	1 Transactions			
207	DEPT Total:	19.98	Sheriff Special Deputies	1 Vendors	1 Transactions	
208	DEPT		Coroner			
4229	Moore Md/Kellyanna J					
88	01-208-000-0000-6801	3,536.33	Coroner Service - August		General Expense	Y
4229	Moore Md/Kellyanna J	3,536.33	1 Transactions			
208	DEPT Total:	3,536.33	Coroner	1 Vendors	1 Transactions	
251	DEPT		Jail			

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
48	4346 Advanced Correctional Healthcare Inc						
	01-251-000-0000-6432		83.39	Pharmacy - Dodge County	109737	Medical Payments	Y
	4346 Advanced Correctional Healthcare Inc		83.39	1 Transactions			
53	5750 Bob Barker Company Inc						
	01-251-000-0000-6418		319.38	Inmate hygiene/Pencils	1650917	Lock-Up Supplies	N
	5750 Bob Barker Company Inc		319.38	1 Transactions			
63	3035 Fowler/Cindy						
	01-251-000-0000-6330		9.00	Training - Parking	8/2/2021	Travel Expenses	N
64	01-251-000-0000-6330		9.00	Training - Parking	8/3/2021	Travel Expenses	N
65	01-251-000-0000-6330		7.00	Training - Parking	8/4/2021	Travel Expenses	N
	3035 Fowler/Cindy		25.00	3 Transactions			
76	37025 Innovative Office Solutions LLC						
	01-251-000-0000-6410		69.33	Office supplies	3444134	Office Supplies	N
149	01-251-000-0000-6410		201.91	Copy paper	3454428	Office Supplies	N
	37025 Innovative Office Solutions LLC		271.24	2 Transactions			
154	524 Kecks Repair Inc						
	01-251-000-0000-6320		264.86	AC repairs - 07 Van	296601	Vehicle Maintenance	N
	524 Kecks Repair Inc		264.86	1 Transactions			
20	18450 Office of MN IT Services						
	01-251-000-0000-6211		42.50	Fiber Management fee	DV21070387	Radio - Computers - Cameras	N
	18450 Office of MN IT Services		42.50	1 Transactions			
93	61520 Owatonna Motor Company						
	01-251-000-0000-6320		247.56	Repair door appliques 203/205	667694	Vehicle Maintenance	N
	61520 Owatonna Motor Company		247.56	1 Transactions			
157	3248 Personnel Evaluation, Inc						
	01-251-000-0000-6196		20.00	Eval profile - 1	41147	Employee Phys And Exams	N
	3248 Personnel Evaluation, Inc		20.00	1 Transactions			
103	85167 Stewart Sanitation						
	01-251-000-0000-6254		257.81	Garbage service	669183	Garbage Disposal	N
	85167 Stewart Sanitation		257.81	1 Transactions			

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	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
106	85300 Streichers Inc						
	01-251-000-0000-6192		423.88	Uniform - Nelson	L1516885	Uniform Allowance	N
	85300 Streichers Inc		423.88	1 Transactions			
107	8247 Summit Food Services LLC						
	01-251-000-0000-6441		3,679.94	Inmate meals 7/31-8/6/2021	2000118966	Prisoner Meals	N
158	01-251-000-0000-6441		3,642.84	Inmate meals 8/7-13/2021	2000119547	Prisoner Meals	N
	8247 Summit Food Services LLC		7,322.78	2 Transactions			
119	618 Turnkey Corrections						
	01-251-000-0000-6418		49.09	Inmate indigent items	10022453	Lock-Up Supplies	N
120	01-251-000-0000-6418		253.50	Inmate Adm kits	20624	Lock-Up Supplies	N
	618 Turnkey Corrections		302.59	2 Transactions			
180	8857 Verizon						
	01-251-000-0000-6210		180.26	Phone charges	9885633792	Telephone	N
	8857 Verizon		180.26	1 Transactions			
251	DEPT Total:		9,761.25	Jail	13 Vendors	18 Transactions	
252	DEPT			Community Corrections			
1	4064 Alcohol Monitoring System Inc						
	01-252-000-0000-6274		735.20	SCRAM Monitoring fee	231445	Scram Monitoring	N
	4064 Alcohol Monitoring System Inc		735.20	1 Transactions			
15	6884 Language Line Services Inc						
	01-252-000-0000-6284		44.72	Translator services	10281258	Interpreter Services	N
	6884 Language Line Services Inc		44.72	1 Transactions			
27	4879 Shred Right						
	01-252-000-0000-6410		10.00	Shredding service	556249	Office Supplies	Y
	4879 Shred Right		10.00	1 Transactions			
42	85300 Streichers Inc						
	01-252-000-0000-6801		186.00	Vest/Gloves	11516543	General Expense	N
43	01-252-000-0000-6801		82.00	Vest/Gloves	11517022	General Expense	N
104	01-252-000-0000-6801		120.00	Name tag - 24	1517823	General Expense	N
	85300 Streichers Inc		388.00	3 Transactions			

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191	8857 Verizon						
	01-252-000-0000-6210		673.34	Phone charges	9885633792	Telephone	N
	8857 Verizon		673.34	1 Transactions			
252	DEPT Total:		1,851.26	Community Corrections	5 Vendors	7 Transactions	
253	DEPT			Law Enforcement Center			
62	8288 Four Seasons Electric						
	01-253-000-0000-6300		191.25	Consultation on generator	10402	Bldg Repairs & Maintenance	N
	8288 Four Seasons Electric		191.25	1 Transactions			
10	4753 Godfather's Exterminating Inc						
	01-253-000-0000-6304		40.00	Contract pest control	166942	Contract Services/Bldg Mtce	N
	4753 Godfather's Exterminating Inc		40.00	1 Transactions			
12	37025 Innovative Office Solutions LLC						
	01-253-000-0000-6410		143.08	Notebooks/Pens & USB's	3434281	Office Supplies	N
	37025 Innovative Office Solutions LLC		143.08	1 Transactions			
16	52550 MEI Total Elevator Solutions						
	01-253-000-0000-6304		384.22	Monthly services - August	920414	Contract Services/Bldg Mtce	N
	52550 MEI Total Elevator Solutions		384.22	1 Transactions			
28	4879 Shred Right						
	01-253-000-0000-6254		40.50	Shredding service	556250	Garbage Disposal	Y
	4879 Shred Right		40.50	1 Transactions			
41	85167 Stewart Sanitation						
	01-253-000-0000-6254		81.64	Garbage service	669185	Garbage Disposal	N
	85167 Stewart Sanitation		81.64	1 Transactions			
193	8857 Verizon						
	01-253-000-0000-6210		43.81	Phone charges	9885633792	Telephone	N
	8857 Verizon		43.81	1 Transactions			
253	DEPT Total:		924.50	Law Enforcement Center	7 Vendors	7 Transactions	
281	DEPT			Emergency Management			

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195	8857 Verizon						
	01-281-000-0000-6210		173.10	Phone charges	9885633792	Telephone	N
	8857 Verizon		173.10	1 Transactions			
281	DEPT Total:		173.10	Emergency Management	1 Vendors	1 Transactions	
391	DEPT			Environmental Services			
	6032 APG Media of Southern Minnesota LLC						
2	01-391-000-0000-6550		78.55	Ad - July 4th closing	12984-0621	Household Hazardous Waste	N
	6032 APG Media of Southern Minnesota LLC		78.55	1 Transactions			
	435 OSI Environmental Inc						
155	01-391-000-0000-6550		150.00	Used oil	2093724	Household Hazardous Waste	N
156	01-391-000-0000-6550		100.00	Used filters	2093827	Household Hazardous Waste	N
	435 OSI Environmental Inc		250.00	2 Transactions			
391	DEPT Total:		328.55	Environmental Services	2 Vendors	3 Transactions	
481	DEPT			Public Health Nursing			
	6032 APG Media of Southern Minnesota LLC						
49	01-481-460-6011-6243		380.00	Kids connect-Run of Site	13052-0721	Advertising,Marketing & Promotional	N
	6032 APG Media of Southern Minnesota LLC		380.00	1 Transactions			
	8783 Availity LLC						
3	01-481-460-6009-6383		22.43	Medicare billing charges	00698987	Contract Services	N
	8783 Availity LLC		22.43	1 Transactions			
	10084 Cardinal Health 110 LLC						
54	01-481-462-6045-5565		160.34	Tuberculin skin test	4652185	Tuberculin Skin Test	Y
	10084 Cardinal Health 110 LLC		160.34	1 Transactions			
	15550 Court Sports And More Inc						
146	01-481-460-6009-6464		58.00	Laptop backpack	98050	General Supplies & Outreach	N
145	01-481-461-6059-6464		58.00	Laptop backpack	98050	General Supplies & Outreach	N
	15550 Court Sports And More Inc		116.00	2 Transactions			
	7951 Genoa Healthcare Company						
8	01-481-461-6025-6434		11.58	Prenatal Vitamins	F21071168	Medical Supplies	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
7951	Genoa Healthcare Company		1 Transactions			
8389	Healthcarefirst					
11	01-481-460-6009-6383	104.74	HHCAHPS fee - July	5222946	Contract Services	N
8389	Healthcarefirst	104.74	1 Transactions			
37025	Innovative Office Solutions LLC					
73	01-481-461-6025-6410	13.25	Rest wrist	3442177	Office Supplies	N
72	01-481-465-6057-6410	5.16	Ink stamp	3442177	Office Supplies	N
37025	Innovative Office Solutions LLC	18.41	2 Transactions			
41040	KOWZ-KRUE Radio					
14	01-481-460-6011-6243	180.00	Radio air time - June	5500-7	Advertising,Marketing & Promotional	N
41040	KOWZ-KRUE Radio	180.00	1 Transactions			
52975	Minnesota Valley Testing Labs					
17	01-481-463-6049-6322	75.60	Lab water testing charges	1100798	Well Water Service Agreements	N
18	01-481-463-6049-6322	24.00	Lab water testing charges	1100914	Well Water Service Agreements	N
85	01-481-463-6049-6322	24.00	Lab water testing charges	1101455	Well Water Service Agreements	N
86	01-481-463-6049-6322	37.80	Lab water testing charges	1102196	Well Water Service Agreements	N
87	01-481-463-6049-6322	75.60	Lab water testing charges	1102197	Well Water Service Agreements	N
52975	Minnesota Valley Testing Labs	237.00	5 Transactions			
7944	Red Oxygen					
22	01-481-460-6011-6210	17.52	Texting services	535427	Telephone	N
23	01-481-461-6040-6210	9.60	Texting services	535427	Telephone	N
7944	Red Oxygen	27.12	2 Transactions			
81597	Spee Dee Delivery Service Inc					
30	01-481-463-6049-6322	94.04	Well water sample	4287971	Well Water Service Agreements	N
81597	Spee Dee Delivery Service Inc	94.04	1 Transactions			
75500	Steele County Treasurer					
39	01-481-460-6009-6171	730.08	Workers Comp - August		Workers Comp	N
40	01-481-460-6009-6350	484.34	Property/Liability - August		Property & Liability Insurance	N
38	01-481-460-6009-6381	791.96	CPU/Network Support - August		Cpu Usage & Network Support	N
39	01-481-460-6011-6171	42.12	Workers Comp - August		Workers Comp	N
31	01-481-460-6011-6341	299.97	Rent - August		Office Rent	N
40	01-481-460-6011-6350	27.95	Property/Liability - August		Property & Liability Insurance	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	
38	01-481-460-6011-6381		CPU/Network Support - August		Cpu Usage & Network Support	N
39	01-481-461-6025-6171		Workers Comp - August		Workers Comp	N
40	01-481-461-6025-6350		Property/Liability - August		Property & Liability Insurance	N
38	01-481-461-6025-6381		CPU/Network Support - August		Cpu Usage & Network Support	N
39	01-481-461-6030-6171		Workers Comp - August		Workers Comp	N
32	01-481-461-6030-6341		Rent - August		Office Rent	N
40	01-481-461-6030-6350		Property/Liability - August		Property & Liability Insurance	N
38	01-481-461-6030-6381		CPU/Network Support - August		Cpu Usage & Network Support	N
39	01-481-461-6032-6171		Workers Comp - August		Workers Comp	N
33	01-481-461-6032-6341		Rent - August		Office Rent	N
40	01-481-461-6032-6350		Property/Liability - August		Property & Liability Insurance	N
38	01-481-461-6032-6381		CPU/Network Support - August		Cpu Usage & Network Support	N
39	01-481-461-6034-6171		Workers Comp - August		Workers Comp	N
34	01-481-461-6034-6341		Rent - August		Office Rent	N
40	01-481-461-6034-6350		Property/Liability - August		Property & Liability Insurance	N
38	01-481-461-6034-6381		CPU/Network Support - August		Cpu Usage & Network Support	N
39	01-481-461-6040-6171		Workers Comp - August		Workers Comp	N
35	01-481-461-6040-6341		Rent - August		Office Rent	N
40	01-481-461-6040-6350		Property/Liability - August		Property & Liability Insurance	N
38	01-481-461-6040-6381		CPU/Network Support - August		Cpu Usage & Network Support	N
39	01-481-461-6059-6171		Workers Comp - August		Workers Comp Ins	N
36	01-481-461-6059-6341		Rent - August		Office Rent	N
40	01-481-461-6059-6350		Property/Liability - August		Property & Liability Insurance	N
38	01-481-461-6059-6381		CPU/Network Support - August		Cpu Usage & Network Support	N
39	01-481-462-6047-6171		Workers Comp - August		Workers Comp	N
40	01-481-462-6047-6350		Property/Liability - August		Property & Liability Insurance	N
38	01-481-462-6047-6381		CPU/Network Support - August		Cpu Usage & Network Support	N
39	01-481-464-6052-6171		Workers Comp - August		Workers Comp	N
40	01-481-464-6052-6350		Property/Liability - August		Property & Liability Insurance	N
38	01-481-464-6052-6381		CPU/Network Support - August		Cpu Usage & Network Support	N
39	01-481-465-6057-6171		Workers Comp - August		Workers Comp	N
37	01-481-465-6057-6341		Rent - August		Office Rent	N
40	01-481-465-6057-6350		Property/Liability - August		Property & Liability Insurance	N
38	01-481-465-6057-6381		CPU/Network Support - August		Cpu Usage & Network Support	N
75500	Steele County Treasurer		6,358.25	40 Transactions		
84035	Tri-M Graphics					
108	01-481-460-6009-6464		Regular printed envelopes	95915	General Supplies & Outreach	N
109	01-481-460-6011-6464		Regular printed envelopes	95915	General Supplies & Outreach	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
110 01-481-461-6025-6464		11.64	Regular printed envelopes	95915	General Supplies & Outreach N
111 01-481-461-6030-6464		6.99	Regular printed envelopes	95915	General Supplies & Outreach N
112 01-481-461-6032-6464		6.99	Regular printed envelopes	95915	General Supplies & Outreach N
113 01-481-461-6034-6464		4.66	Regular printed envelopes	95915	General Supplies & Outreach N
114 01-481-461-6040-6464		20.96	Regular printed envelopes	95915	General Supplies & Outreach N
115 01-481-461-6059-6464		6.99	Regular printed envelopes	95915	General Supplies & Outreach N
116 01-481-462-6047-6464		6.99	Regular printed envelopes	95915	General Supplies & Outreach N
117 01-481-464-6061-6464		46.54	Regular printed envelopes	95915	General Supplies & Outreach N
118 01-481-465-6057-6464		37.26	Regular printed envelopes	95915	General Supplies & Outreach N
84035 Tri-M Graphics		232.85	11 Transactions		
90609 Urch/Mary					
47 01-481-461-6032-6464		31.09	Worksite staff expenses		General Supplies & Outreach N
90609 Urch/Mary		31.09	1 Transactions		
8857 Verizon					
187 01-481-461-6040-6210		131.43	Phone charges	9885633792	Telephone N
188 01-481-461-6059-6210		35.01	Phone charges	9885633792	Telephone N
185 01-481-464-6052-6210		24.39	Phone charges	9885633792	Telephone N
194 01-481-464-6061-6210		87.62	Phone charges	9885633792	Telephone N
186 01-481-465-6057-6210		48.81	Phone charges	9885633792	Telephone N
8857 Verizon		327.26	5 Transactions		
481 DEPT Total:		8,301.11	Public Health Nursing	15 Vendors	75 Transactions
502 DEPT			Steele Co Community Ctr		
85167 Stewart Sanitation					
101 01-502-000-0000-6300		35.80	Trash/Recycling - Com	669823	Bldg Repairs & Maintenance N
85167 Stewart Sanitation		35.80	1 Transactions		
5235 Wolff & Son's Inc					
159 01-502-000-0000-6380		477.50	Weed control & removal	8714	Grounds Maintenance N
5235 Wolff & Son's Inc		477.50	1 Transactions		
502 DEPT Total:		513.30	Steele Co Community Ctr	2 Vendors	2 Transactions
521 DEPT			Park And Recreation		
3738 Arrow Ace Hardware					

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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	
51	01-521-000-0000-6410		Duct tape/Batteries	266673	Operating Supplies/Truck Repairs	N
52	01-521-000-0000-6410		Batteries	266674	Operating Supplies/Truck Repairs	N
50	01-521-000-0000-6410		Wasp/Hornet spray	266689	Operating Supplies/Truck Repairs	N
3738	Arrow Ace Hardware					
		77.92		3 Transactions		
10150	Carquest Auto Parts					
55	01-521-000-0000-6320	19.95	Battery - Small stage	4763-411034	Stage/Showmobile Expense	N
10150	Carquest Auto Parts	19.95		1 Transactions		
72500	Rent N Save Portable					
96	01-521-000-0000-6823	195.00	Porta Potties - Beaver Lake	65494	Beaver Lake	N
72500	Rent N Save Portable	195.00		1 Transactions		
521	DEPT Total:	292.87	Park And Recreation	3 Vendors	5 Transactions	
550	DEPT		Four Seasons			
8424	Cintas					
56	01-550-000-0000-6420	122.88	Monthly linens	4085924247	Linen Service	Y
8424	Cintas	122.88		1 Transactions		
1240	Cole's Electric Inc					
57	01-550-000-0000-6410	400.00	Replace 2 cameras	31712	Operating Supplies - Contracts	N
1240	Cole's Electric Inc	400.00		1 Transactions		
33550	Hillyard-Hutchinson					
68	01-550-000-0000-6410	2,568.82	Janitorial supplies - Fair	604403744	Operating Supplies - Contracts	N
67	01-550-000-0000-6410	394.60	Repairs-Hand scrubber	700472328	Operating Supplies - Contracts	N
33550	Hillyard-Hutchinson	2,963.42		2 Transactions		
37025	Innovative Office Solutions LLC					
75	01-550-000-0000-6410	1.67	3 ring binder	3436679	Operating Supplies - Contracts	N
37025	Innovative Office Solutions LLC	1.67		1 Transactions		
41040	KOWZ-KRUE Radio					
78	01-550-000-0000-6410	100.00	Radio ads - Ice Jam	7078-1	Operating Supplies - Contracts	N
41040	KOWZ-KRUE Radio	100.00		1 Transactions		
5136	Metro Janitorial Supply Inc					
82	01-550-000-0000-6410	1,459.04	Floor refinishing supplies	11015623	Operating Supplies - Contracts	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
5136	Metro Janitorial Supply Inc		1,459.04	1 Transactions		
92	585 Olympic Fire Protection Corp					
	01-550-000-0000-6410		460.00	Annual sprinkler inspection	68997	Operating Supplies - Contracts N
	585 Olympic Fire Protection Corp		460.00	1 Transactions		
102	85167 Stewart Sanitation					
	01-550-000-0000-6254		131.89	Garbage service	669157	Garbage Disposal N
	85167 Stewart Sanitation		131.89	1 Transactions		
550	DEPT Total:		5,638.90	Four Seasons	8 Vendors	9 Transactions
602	DEPT			Co-Op Extension		
	8857 Verizon					
190	01-602-000-0000-6210		120.21	Phone charges	9885633792	Telephone N
	8857 Verizon		120.21	1 Transactions		
602	DEPT Total:		120.21	Co-Op Extension	1 Vendors	1 Transactions
1	Fund Total:		80,069.19	General Revenue Fund		188 Transactions

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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>
301	DEPT		Administration			
	8857 Verizon					
160	10-301-000-0000-6210		593.12	Phone charges	9885633792	Telephone N
	8857 Verizon		593.12	1 Transactions		
301	DEPT Total:		593.12	Administration	1 Vendors	1 Transactions
304	DEPT		Equipment Maintenance & Shops			
	3738 Arrow Ace Hardware					
128	10-304-000-0000-6512		25.98	Jt Compound/Door sweep	266478	Bldg Repair & Maintenance N
	3738 Arrow Ace Hardware		25.98	1 Transactions		
304	DEPT Total:		25.98	Equipment Maintenance & Shops	1 Vendors	1 Transactions
10	Fund Total:		619.10	Road & Bridge Fund		2 Transactions

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Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	On Behalf of Name	1099
631	DEPT					Judicial Ditch 1						
	73300	Rinke-Noonan Attorney at Law										
122		21-631-000-0000-6273			6.68	Ditch Atty Monthly Retainer		331125		Attorney Fees		Y
	73300	Rinke-Noonan Attorney at Law			6.68		1 Transactions					
631	DEPT Total:				6.68	Judicial Ditch 1		1 Vendors		1 Transactions		
633	DEPT					Judicial Ditch 10						
	73300	Rinke-Noonan Attorney at Law										
122		21-633-000-0000-6273			6.68	Ditch Atty Monthly Retainer		331125		Attorney Fees		Y
	73300	Rinke-Noonan Attorney at Law			6.68		1 Transactions					
633	DEPT Total:				6.68	Judicial Ditch 10		1 Vendors		1 Transactions		
634	DEPT					Judicial Ditch 5						
	73300	Rinke-Noonan Attorney at Law										
122		21-634-000-0000-6273			6.68	Ditch Atty Monthly Retainer		331125		Attorney Fees		Y
	73300	Rinke-Noonan Attorney at Law			6.68		1 Transactions					
634	DEPT Total:				6.68	Judicial Ditch 5		1 Vendors		1 Transactions		
635	DEPT					Judicial Ditch 6 & Imp						
	73300	Rinke-Noonan Attorney at Law										
122		21-635-000-0000-6273			6.68	Ditch Atty Monthly Retainer		331125		Attorney Fees		Y
	73300	Rinke-Noonan Attorney at Law			6.68		1 Transactions					
635	DEPT Total:				6.68	Judicial Ditch 6 & Imp		1 Vendors		1 Transactions		
636	DEPT					Judicial Ditch 7						
	73300	Rinke-Noonan Attorney at Law										
122		21-636-000-0000-6273			6.68	Ditch Atty Monthly Retainer		331125		Attorney Fees		Y
	73300	Rinke-Noonan Attorney at Law			6.68		1 Transactions					
636	DEPT Total:				6.68	Judicial Ditch 7		1 Vendors		1 Transactions		
637	DEPT					JD 11 (Ripley Ditch)						
	73300	Rinke-Noonan Attorney at Law										

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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	
122	21-637-000-0000-6273		Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		1 Transactions			
637	DEPT Total:	6.68	JD 11 (Ripley Ditch)	1 Vendors	1 Transactions	
638	DEPT		Judicial Ditch 12			
73300	Rinke-Noonan Attorney at Law					
122	21-638-000-0000-6273	6.68	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
638	DEPT Total:	6.68	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT		Judicial Ditch 23			
73300	Rinke-Noonan Attorney at Law					
122	21-639-000-0000-6273	6.68	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
639	DEPT Total:	6.68	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT		Judicial Ditch 24			
73300	Rinke-Noonan Attorney at Law					
122	21-640-000-0000-6273	6.68	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
640	DEPT Total:	6.68	Judicial Ditch 24	1 Vendors	1 Transactions	
641	DEPT		County Ditch 1 - Orig			
73300	Rinke-Noonan Attorney at Law					
122	21-641-000-0000-6273	6.68	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
641	DEPT Total:	6.68	County Ditch 1 - Orig	1 Vendors	1 Transactions	
642	DEPT		County Ditch 1 - Church Branch			
73300	Rinke-Noonan Attorney at Law					
122	21-642-000-0000-6273	6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
642	DEPT Total:		6.66	County Ditch 1 - Church Branch	1 Vendors	1 Transactions	
643	DEPT			County Ditch 2			
73300	Rinke-Noonan Attorney at Law						
122	21-643-000-0000-6273		6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
643	DEPT Total:		6.66	County Ditch 2	1 Vendors	1 Transactions	
644	DEPT			County Ditch 4			
73300	Rinke-Noonan Attorney at Law						
122	21-644-000-0000-6273		6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
644	DEPT Total:		6.66	County Ditch 4	1 Vendors	1 Transactions	
645	DEPT			County Ditch 5			
73300	Rinke-Noonan Attorney at Law						
122	21-645-000-0000-6273		6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
645	DEPT Total:		6.66	County Ditch 5	1 Vendors	1 Transactions	
646	DEPT			County Ditch 19			
73300	Rinke-Noonan Attorney at Law						
122	21-646-000-0000-6273		6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
646	DEPT Total:		6.66	County Ditch 19	1 Vendors	1 Transactions	
647	DEPT			County Ditch 20			
73300	Rinke-Noonan Attorney at Law						
122	21-647-000-0000-6273		6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			

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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>	
647	DEPT Total:		6.66	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT			County Ditch 21			
	73300 Rinke-Noonan Attorney at Law						
122	21-648-000-0000-6273		6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
648	DEPT Total:		6.66	County Ditch 21	1 Vendors	1 Transactions	
649	DEPT			County Ditch 22			
	73300 Rinke-Noonan Attorney at Law						
122	21-649-000-0000-6273		6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
649	DEPT Total:		6.66	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT			County Ditch 23			
	73300 Rinke-Noonan Attorney at Law						
122	21-650-000-0000-6273		6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
650	DEPT Total:		6.66	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT			County Ditch 24			
	73300 Rinke-Noonan Attorney at Law						
122	21-651-000-0000-6273		6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
651	DEPT Total:		6.66	County Ditch 24	1 Vendors	1 Transactions	
652	DEPT			County Ditch 25			
	73300 Rinke-Noonan Attorney at Law						
122	21-652-000-0000-6273		6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
652	DEPT Total:		6.66	County Ditch 25	1 Vendors	1 Transactions	

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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	
653	DEPT		County Ditch 27			
	73300 Rinke-Noonan Attorney at Law					
122	21-653-000-0000-6273	6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.66	1 Transactions			
653	DEPT Total:	6.66	County Ditch 27	1 Vendors	1 Transactions	
654	DEPT		Public Tile Ditch 7			
	73300 Rinke-Noonan Attorney at Law					
122	21-654-000-0000-6273	6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.66	1 Transactions			
654	DEPT Total:	6.66	Public Tile Ditch 7	1 Vendors	1 Transactions	
655	DEPT		Public Tile Ditch 8			
	73300 Rinke-Noonan Attorney at Law					
122	21-655-000-0000-6273	6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.66	1 Transactions			
655	DEPT Total:	6.66	Public Tile Ditch 8	1 Vendors	1 Transactions	
656	DEPT		Public Tile Ditch 9			
	73300 Rinke-Noonan Attorney at Law					
122	21-656-000-0000-6273	6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.66	1 Transactions			
656	DEPT Total:	6.66	Public Tile Ditch 9	1 Vendors	1 Transactions	
657	DEPT		Public Tile Ditch 10			
	73300 Rinke-Noonan Attorney at Law					
122	21-657-000-0000-6273	6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.66	1 Transactions			
657	DEPT Total:	6.66	Public Tile Ditch 10	1 Vendors	1 Transactions	
658	DEPT		Public Tile Ditch 11			
	73300 Rinke-Noonan Attorney at Law					

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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	
122	21-658-000-0000-6273		Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		1 Transactions			
658	DEPT Total:	6.66	Public Tile Ditch 11	1 Vendors	1 Transactions	
659	DEPT		Public Tile Ditch 17			
73300	Rinke-Noonan Attorney at Law					
122	21-659-000-0000-6273	6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
659	DEPT Total:	6.66	Public Tile Ditch 17	1 Vendors	1 Transactions	
660	DEPT		Public Tile Ditch 18			
73300	Rinke-Noonan Attorney at Law					
122	21-660-000-0000-6273	6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
660	DEPT Total:	6.66	Public Tile Ditch 18	1 Vendors	1 Transactions	
665	DEPT		JD 2 Redetermination			
73300	Rinke-Noonan Attorney at Law					
122	21-665-000-0000-6273	6.66	Ditch Atty Monthly Retainer	331125	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
665	DEPT Total:	6.66	JD 2 Redetermination	1 Vendors	1 Transactions	
21	Fund Total:	200.00	County Ditch Fund		30 Transactions	

NGRITZ
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38 Capital Outlay Fund

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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
11	DEPT		District Court Admin.			
	3832 I & S Group Inc					
126	38-011-000-0000-6600		50,800.00	Boiler replace & Airhandle-CH	74301	Capital Outlay - District Court Y
	3832 I & S Group Inc		50,800.00	1 Transactions		
11	DEPT Total:		50,800.00	District Court Admin.	1 Vendors	1 Transactions
251	DEPT		Jail			
	4212 Bussler Publishing Inc					
127	38-251-000-0000-6600		24.99	Run bid 7/28	31671	Capital Outlay - Detention Center N
	4212 Bussler Publishing Inc		24.99	1 Transactions		
	8756 ICS Consulting Inc					
124	38-251-000-0000-6600		4,082.00	Intergrator design - Det Ctr	7537	Capital Outlay - Detention Center Y
125	38-251-000-0000-6600		3,588.84	Integrator Proj Mgmt - Det Ctr	7537	Capital Outlay - Detention Center Y
	8756 ICS Consulting Inc		7,670.84	2 Transactions		
251	DEPT Total:		7,695.83	Jail	2 Vendors	3 Transactions
550	DEPT		Four Seasons			
	9133 FS Industries					
123	38-550-000-0000-6600		5,562.00	Roof access ship ladders	08042iJSB	Capital Outlay - Four Seasons N
	9133 FS Industries		5,562.00	1 Transactions		
550	DEPT Total:		5,562.00	Four Seasons	1 Vendors	1 Transactions
38	Fund Total:		64,057.83	Capital Outlay Fund		5 Transactions

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53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
9087	7 Rivers Recycling LLC					
131	53-398-000-0000-6304	2,498.16	Mattresses - 149	8325	Contract Services	Y
9087	7 Rivers Recycling LLC	2,498.16				
			1 Transactions			
8424	Cintas					
132	53-398-000-0000-6304	100.52	Rugs	4088944315	Contract Services	Y
133	53-398-000-0000-6304	100.52	Rugs	4089573059	Contract Services	Y
134	53-398-000-0000-6304	100.52	Rugs	4090262910	Contract Services	Y
135	53-398-000-0000-6304	100.52	Rugs	4090911861	Contract Services	Y
136	53-398-000-0000-6304	100.52	Rugs	4091565630	Contract Services	Y
8424	Cintas	502.60				
			5 Transactions			
37025	Innovative Office Solutions LLC					
137	53-398-000-0000-6410	298.78	Computer paper/Toner/Copy pape	3384969	Office Supplies	N
138	53-398-000-0000-6410	53.24	Air freshner	3396208	Office Supplies	N
37025	Innovative Office Solutions LLC	352.02				
			2 Transactions			
38160	J R's Advanced Recyclers Inc					
139	53-398-000-0000-6304	5,693.80	Electronics - 11,620 lbs	104926	Contract Services	N
38160	J R's Advanced Recyclers Inc	5,693.80				
			1 Transactions			
3909	Liberty Tire Recycling LLC					
140	53-398-000-0000-6304	1,534.20	Tires to recycle	2089617	Contract Services	Y
3909	Liberty Tire Recycling LLC	1,534.20				
			1 Transactions			
8848	Napa Auto Parts Blooming Prairie					
141	53-398-000-0000-6301	228.39	Glass cleaner/Starting fluid	750550	Equip Repairs	N
142	53-398-000-0000-6301	24.99	Lamp	751871	Equip Repairs	N
8848	Napa Auto Parts Blooming Prairie	253.38				
			2 Transactions			
4097	Nuss Truck & Equipment					
143	53-398-000-0000-6301	388.87	Outer filter - Bomag 5347	7170166P	Equip Repairs	N
4097	Nuss Truck & Equipment	388.87				
			1 Transactions			
8857	Verizon					
161	53-398-000-0000-6210	36.22	Phone charges	9885633792	Telephone	N
8857	Verizon	36.22				
			1 Transactions			

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53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 27

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
398	DEPT Total:		11,259.25	Landfill	8 Vendors	14 Transactions
53	Fund Total:		11,259.25	Landfill Fund		14 Transactions

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72 State Collections Fund

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	
866	DEPT			Conceal & Carry Permits			
	5391 BCA State Of Minnesota						
129	72-866-000-0000-2100		1,890.00	BCA fees - Permit to Carry	74-000069	Mn State Treasurer-Conceal & Carry	N
	5391 BCA State Of Minnesota		1,890.00	1 Transactions			
866	DEPT Total:		1,890.00	Conceal & Carry Permits	1 Vendors	1 Transactions	
72	Fund Total:		1,890.00	State Collections Fund		1 Transactions	

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81 Consolidated Dispatch Fur

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 29

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
230 DEPT		Consolidated Dispatch			
2189 Further					
130 81-230-000-0000-6193	32.10	Participant fees - August	15789332	Fee-Flex Benefit Admin	N
2189 Further	32.10	1 Transactions			
3259 Local Government Information Systems					
166 81-230-000-0000-6301	36,790.00	RSC AP Support - July	50722	Equip Maint	N
167 81-230-000-0000-6301	150.00	FBPD Sup-Police-Axon	50722	Equip Maint	N
168 81-230-000-0000-6301	150.00	HealthEast CAD to CAD	50722	Equip Maint	N
162 81-230-000-0000-6301	1,000.00	RSC Implentation	50773	Equip Maint	N
163 81-230-000-0000-6301	562.50	RSC Allow VPN access from WIFI	50773	Equip Maint	N
164 81-230-000-0000-6301	31.25	RSC Lost Internet Connection	50773	Equip Maint	N
165 81-230-000-0000-6301	62.50	OWPD #266525 4g Router	50773	Equip Maint	N
169 81-230-000-0000-6301	15.00	SC Token	50813	Equip Maint	N
170 81-230-000-0000-6301	45.00	NOPD 3 Tokens	50813	Equip Maint	N
3259 Local Government Information Systems	38,806.25	9 Transactions			
4241 Motorola Solutions Inc					
171 81-230-000-0000-6301	5,728.45	Service Maint 9/1-11/30/2021	8230336465	Equip Maint	N
4241 Motorola Solutions Inc	5,728.45	1 Transactions			
18450 Office of MN IT Services					
173 81-230-000-0000-6210	400.00	FB EOC 911 Connection - July	DV21070378	Telephone	N
172 81-230-000-0000-6210	59.34	RSC Telephone Charges-July	W21070537	Telephone	N
18450 Office of MN IT Services	459.34	2 Transactions			
3167 TDS Metrocom - Mn					
175 81-230-000-0000-6210	784.93	RSC Telephone Charges - Aug	5074440341	Telephone	N
3167 TDS Metrocom - Mn	784.93	1 Transactions			
8857 Verizon					
174 81-230-000-0000-6210	334.42	Cell Phones - Jul 14-Aug 13	9886243165	Telephone	N
8857 Verizon	334.42	1 Transactions			
230 DEPT Total:	46,145.49	Consolidated Dispatch	6 Vendors	15 Transactions	
81 Fund Total:	46,145.49	Consolidated Dispatch Fund		15 Transactions	

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81 Consolidated Dispatch Fur

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 30

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
Final Total:		204,240.86	155 Vendors	255 Transactions

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	80,069.19	General Revenue Fund	
	10	619.10	Road & Bridge Fund	
	21	200.00	County Ditch Fund	
	38	64,057.83	Capital Outlay Fund	
	53	11,259.25	Landfill Fund	
	72	1,890.00	State Collections Fund	
	81	46,145.49	Consolidated Dispatch Fund	
	All Funds	204,240.86	Total	Approved by,
				
				

Steele County

JOURNAL ENTRIES



Description MH - APR 2021 - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	4/30/21	909	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	419.14	D	To Correct Receipt 210905				1
2	4/30/21	909	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	558.86	D	To Correct Receipt 210905				1
3	4/30/21	909	70-000-000-0000-1001 Cash	978.00	C	To Correct Receipt 210905				1
4	4/30/21	909	21-000-000-0000-1001 Cash	978.00	D	To Correct Receipt 210905				1
5	4/30/21	909	21-640-000-0000-5052 Pre Payments	978.00	C	To Correct Receipt 210905				1
Debit Total				1,956.00		Credit Total	1,956.00	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MH - MAY 2021 - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	5/31/21	907	70-000-000-0000-2122	1,000.00	D	Correct Receipt 211254				1
			Unapportioned Prepaid Special Assessment							
2	5/31/21	907	70-000-000-0000-1001	1,000.00	C	Correct Receipt 211254				1
			Cash							
3	5/31/21	907	74-000-000-0000-1001	1,000.00	D	Correct Receipt 211254				1
			Cash							
4	5/31/21	907	74-610-000-0000-5720	1,000.00	C	Correct Receipt 211254				1
			Principal Collections							
Debit Total				2,000.00		Credit Total	2,000.00	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MH - JULY 2021 - ENTERPRISE JE C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	7/31/21	900	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
2	7/31/21	900	01-201-000-0103-6320 Squad 7410 Maintenance	31.95	D	Oil Change & Disposal				1
3	7/31/21	900	01-201-000-0103-6320 Squad 7410 Maintenance	956.44	D	Tire Rplmt, Wheel Bal, Valve				1
4	7/31/21	900	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
5	7/31/21	900	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
6	7/31/21	900	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
7	7/31/21	900	01-201-000-0106-6320 Squad 7424 Maintenance	85.21	D	Oil Change & Wheel Balance				1
8	7/31/21	900	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
9	7/31/21	900	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
10	7/31/21	900	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
11	7/31/21	900	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
12	7/31/21	900	01-201-000-0110-6320 Squad 7403 Maintenance	40.25	D	Oil Change				1
13	7/31/21	900	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
14	7/31/21	900	01-201-000-0111-6320 Squad 7422 Maintenance	41.12	D	Oil Change				1
15	7/31/21	900	01-201-000-0111-6320 Squad 7422 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
16	7/31/21	900	01-201-000-0112-6320 Squad 7406 Maintenance	41.12	D	Oil Change				1
17	7/31/21	900	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
18	7/31/21	900	01-201-000-0113-6320 Squad 7411 Maintenance	31.95	D	Oil Change				1
19	7/31/21	900	01-201-000-0113-6320 Squad 7411 Maintenance	39.00	D	Tire Rotation & Disposal				1
20	7/31/21	900	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1

Description MH - JULY 2021 - ENTERPRISE JE C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	7/31/21	900	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
22	7/31/21	900	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
23	7/31/21	900	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	FV Maintenance - Unassigned				1
24	7/31/21	900	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
25	7/31/21	900	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
26	7/31/21	900	01-201-000-0119-6320 Squad 7401 Maintenance	827.68	D	Bal, Mount, Valve, Wheel, tire				1
27	7/31/21	900	01-201-000-0119-6320 Squad 7401 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
28	7/31/21	900	01-201-000-0120-6320 Squad 7402 Maintenance	403.99	D	Brake Pads & Brake Rotors				1
29	7/31/21	900	01-201-000-0120-6320 Squad 7402 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
30	7/31/21	900	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
31	7/31/21	900	01-201-000-0123-6320 Squad 7423 Maintenance	106.90	D	Oil change & Allignment				1
32	7/31/21	900	01-201-000-0123-6320 Squad 7423 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
33	7/31/21	900	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FVM-Retired-22VH6B-16FORDSEDA				1
34	7/31/21	900	01-201-000-0000-6320 Vehicle Maintenance	420.00	D	Labor Diagnostics				1
35	7/31/21	900	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FVM - NS - 21 Interceptor 7515				1
36	7/31/21	900	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FVM - NS -21 Interceptor 7513				1
37	7/31/21	900	01-000-000-0000-1001 Cash	3,145.61	C	Sheriff Enterprise - July 21				1
38	7/31/21	900	01-111-000-0000-6320 Fleet Vehicle Maintenance	369.64	D	Enterprise Full Maint Fee				1
39	7/31/21	900	01-251-000-0000-6320 Vehicle Maintenance	427.49	D	Enterprise Full Maint Fee				1
40	7/31/21	900	01-000-000-0000-1001 Cash	797.13	C	Admin-DC Enterprise July 2021				1

Steele County
JOURNAL ENTRIES



Description MH - JULY 2021 - ENTERPRISE JE C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	7/31/21	900	38-111-000-0000-6600	17,600.69	D	Fleet Lease Payments - July 21				1
			Capital Outlay - Buildings and Grounds							
42	7/31/21	900	38-000-000-0000-1001	17,600.69	C	Fleet Lease Payments - July 21				1
			Cash							
Debit Total				21,543.43		Credit Total	21,543.43	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MH - JULY 2021 - JE C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	7/31/21	901	72-862-000-0000-2100 Mn State Treasurer-Sales Tax	5,006.00	D	Sales Tax				1
2	7/31/21	901	72-000-000-0000-1001 Cash	5,006.00	C	Sales Tax				1
3	7/31/21	901	53-398-000-0000-6540 Machine Fuel	186.00	D	Usage Diesel Tax				1
4	7/31/21	901	53-000-000-0000-1001 Cash	186.00	C	Usage Diesel Tax				1
5	7/31/21	901	53-398-000-0000-6540 Machine Fuel	120.56	D	Diesel Tax				1
6	7/31/21	901	53-000-000-0000-1001 Cash	120.56	C	Diesel Tax				1
7	7/31/21	901	10-304-000-0000-6522 Diesel Fuel Tax	373.35	D	Diesel Tax				1
8	7/31/21	901	10-000-000-0000-1001 Cash	373.35	C	Diesel Tax				1
9	7/31/21	901	01-003-000-0000-6961 Visa One Card Program	11,259.09	D	BMO One Card Payment				1
10	7/31/21	901	01-000-000-0000-1001 Cash	11,259.09	C	BMO One Card Payment				1
11	7/31/21	901	01-000-000-2510-2270 Security Deposit-Inmates	1,326.31	D	Jail Ending Balance				1
12	7/31/21	901	01-000-000-0000-1001 Cash	1,326.31	C	Jail Ending Balance				1
13	7/31/21	901	53-398-000-0000-6801 General Expense	566.39	D	Landfill CC Fees in July				1
14	7/31/21	901	53-000-000-0000-1001 Cash	566.39	C	Landfill CC Fees in July				1
15	7/31/21	901	70-000-000-0000-2460 School District 2168	38,754.73	D	ISD #2168 - Tax Settlement				1
16	7/31/21	901	70-000-000-0000-1001 Cash	38,754.73	C	ISD #2168 - Tax Settlement				1
17	7/31/21	901	70-000-000-0000-2417 City Of Owatonna	2,453,900.83	D	Owatonna City - Tax Settlement				1
18	7/31/21	901	70-000-000-0000-1001 Cash	2,453,900.83	C	Owatonna City - Tax Settlement				1
19	7/31/21	901	81-230-000-0000-6191 Retiree Sick Leave Conversion	6,415.50	D	HSCP S. Worms				1
20	7/31/21	901	81-000-000-0000-1001 Cash	6,415.50	C	HSCP S. Worms				1

Steele County

JOURNAL ENTRIES



Description MH - JULY 2021 - JE C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	7/31/21	901	01-003-000-0000-6830 Library Tax Reimbursement -City Owatonn	7,456.50	D	County Program Aid Library				1
22	7/31/21	901	01-000-000-0000-1001 Cash	7,456.50	C	County Program Aid Library				1
23	7/31/21	901	01-481-464-6061-6383 Contract Services	15.26	D	Optum Pay May #P21061700012842				1
24	7/31/21	901	01-000-000-0000-1001 Cash	15.26	C	Optum Pay May #P21061700012842				1
25	7/31/21	901	01-481-464-6061-6383 Contract Services	33.17	D	Optum Pay Jun #P21070800012378				1
26	7/31/21	901	01-000-000-0000-1001 Cash	33.17	C	Optum Pay Jun #P21070800012378				1
27	7/31/21	901	01-254-000-0000-6801 Misc. Expense	227,901.29	D	Dispatch Operational Costs Q3				1
28	7/31/21	901	01-000-000-0000-1001 Cash	227,901.29	C	Dispatch Operational Costs Q3				1
29	7/31/21	901	81-000-000-0000-1001 Cash	227,901.29	D	Dispatch Operational Costs Q3				1
30	7/31/21	901	81-230-000-0000-5251 Revenue From Other Counties	227,901.29	C	Dispatch Operational Costs Q3				1
31	7/31/21	901	01-003-000-0000-5710 Interest From Investments	11,952.50	D	Correct Receipt # 211899				1
32	7/31/21	901	01-000-000-0000-1001 Cash	11,952.50	C	Correct Receipt # 211899				1
33	7/31/21	901	10-301-000-0000-6215 Postage	3.06	D	Highway Postage July				1
34	7/31/21	901	10-000-000-0000-1001 Cash	3.06	C	Highway Postage July				1
35	7/31/21	901	01-000-000-0000-1001 Cash	3.06	D	Highway Postage July				1
36	7/31/21	901	01-062-000-0000-5831 Miscellaneous	3.06	C	Highway Postage July				1
37	7/31/21	901	21-647-000-0000-6215 CD20 - Postage	6.12	D	CD 20 Postage July				1
38	7/31/21	901	21-000-000-0000-1001 Cash	6.12	C	CD 20 Postage July				1
39	7/31/21	901	01-000-000-0000-1001 Cash	6.12	D	CD 20 Postage July				1
40	7/31/21	901	01-062-000-0000-5831 Miscellaneous	6.12	C	CD 20 Postage July				1

Steele County

JOURNAL ENTRIES



Description MH - JULY 2021 - JE C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	7/31/21	901	53-398-000-0000-6215 Postage	25.45	D	Landfill Postage July				1
42	7/31/21	901	53-000-000-0000-1001 Cash	25.45	C	Landfill Postage July				1
43	7/31/21	901	01-000-000-0000-1001 Cash	25.45	D	Landfill Postage July				1
44	7/31/21	901	01-062-000-0000-5831 Miscellaneous	25.45	C	Landfill Postage July				1
45	7/31/21	901	01-003-000-0000-6156 Health Insurance Affordable Care Act Fee	931.00	D	PCORI Q2 Payment - Steele Cty				1
46	7/31/21	901	01-000-000-0000-1001 Cash	931.00	C	PCORI Q2 Payment - Steele Cty				1
47	7/31/21	901	81-230-000-0000-6156 Health Insurance Affordable Care Act Fee	71.82	D	PCORI Q2 Payment - Dispatch				1
48	7/31/21	901	81-000-000-0000-1001 Cash	71.82	C	PCORI Q2 Payment - Dispatch				1
Debit Total				2,994,240.85		Credit Total	2,994,240.85	Net:	0.00	

PERSONNEL REPORT
August 24, 2021 at 5:00 pm

ACTION ITEMS

1. Personnel Actions:

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Start Date</i>
Lisa Cage (promotion)	RN to PHN/Family Support Educator – PH	C43/6	08/05/21
Melissa Kofstad (transfer)	Emergency Prep. Coord-Care Coord/PH	C43/13	08/30/21

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
-------------	-----------------	-------------------	-----------------

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
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STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Environmental Specialist	Planning & Zoning	Interviewing
Registered Nurse	Detention Center	Exploring options
Highway Maintenance Technician	Highway	Recruitment underway
Correctional Officers (6)	Det. Center/Sheriff's Office	1 in background; others on-hold
Assistant Program Coordinator	Det. Center/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 Donations to Public Health

Department: Public Health

Committee Meeting Date:

Board Meeting Date: August 24, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Approve the donations to Public Health

Background (*Including Budget Impact*):

Per State Law, all donations must be approved by the County Board of Commissioners

Attachments:

-Donations-August 2021

-Donation Acceptance Resolution August 24, 2021

STEELE COUNTY PUBLIC HEALTH

Donations

Donor & Address	Description of Items(s) donated	Quantity	Amount of Donation (\$)
Anonymous	Diapers	1 Pack	_____
Bundles of Love Rochester, MN	Baby Bundles	4	_____

Date donation approved by Commissioners: _____

RESOLUTION

ACCEPTANCE OF DONATION FOR PUBLIC HEALTH

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

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

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

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

- Diapers by Anonymous
- Baby Bundles by Bundles of Love, Rochester MN

Dated this 24th day of August 2021.

STEELE COUNTY
BOARD OF COMMISSIONERS

Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 24th day of August 2021.

Laura Ihrke, Steele County Auditor



Steele County Agenda Item

Subject: Ditch Levies

Department: Auditor's Office

Committee Meeting Date: August 18, 2021

Board Meeting Date: August 24, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommend approving ditch levies for 2022

Recommendation:

Approve ditch levies for 2022

Background (*Including Budget Impact*):

There are 30 drainage ditch systems in Steele County. An annual review of the individual ditch fund balances and potential pending maintenance concerns is completed by the County Auditor, a staff member and the Ditch Inspectors for the following year. Once the review has been completed, a percentage of total benefits is determined along with the levied amounts to be added as a special assessment for the 2022 property taxes.

Attachments:

Ditch levy spreadsheet

DITCH FUND BALANCES THRU JUNE 2021											
ASSES			TOTAL		BALANCE	EXPENSES	REVENUE	BALANCE		Proposed	
CODE	DITCH	ACCT#	BENEFITS	5% LEVY	1/1/2021			6/30/2021		2022 LEVY	Levy Amount
7001	J.D. 1	631	308,856.00	15,442.80	(3,758.30)	48.15	4,124.37	317.92		2.00%	6,177.12
7000	J.D. 2 RED	665	822,556.00	41,127.80	166,259.09	3,252.07	11,564.19	174,571.21		2.00%	16,451.12
7005	J.D. 5	634	26,311.50	1,315.58	(17,879.56)	6,158.63	8,385.51	(15,652.68)		12.50%	3,288.94
7025	J.D. 6	635	7,849,874.00	392,493.70	94,158.15	722.67	22,808.91	116,244.39		0.50%	39,249.37
7007	J.D. 7	636	25,358.58	1,267.93	17,745.27	40.08	169.53	17,874.72			0.00
7010	J.D. 10	633	18,905.00	945.25	(62,209.14)	2,696.75	6,697.07	(58,208.82)		18.00%	3,402.90
7011	J.D. 11	637	169,866.00	8,493.30	2,592.63	40.08	36,460.88	39,013.43		2.00%	3,397.32
7012	J.D. 12	638	54,381.06	2,719.05	15,303.69	\$149.08	\$1,792.09	16,946.70		2.50%	1,359.53
7023	J.D. 23	639	90,292.00	4,514.60	14,157.80	185.36	2,628.87	16,601.31		2.50%	2,257.30
7024	J.D. 24	640	931,741.00	46,587.05	(192,663.54)	84,304.61	72,042.89	(204,925.26)		7.00%	65,221.87
											0.00
7101	C.D. 1	641	843,477.00	42,173.85	34,744.72	40.08	4,984.95	39,689.59		1.00%	8,434.77
7100	C.D. 1 CH BR	642	7,084.60	354.23	(6,149.74)	39.96	896.67	(5,293.03)		20.00%	1,416.92
7102	C.D. 2	643	272,319.00	13,615.95	(25,228.43)	39.96	4,160.53	(21,107.86)		3.00%	8,169.57
7104	C.D. 4	644	1,404,494.80	70,224.74	48,071.40	39.96	4,083.89	52,115.33		0.50%	7,022.47
7105	C.D. 5	645	3,565,913.90	178,295.70	(103,036.10)	39.96	19,922.88	(83,153.18)		1.00%	35,659.14
7119	C.D.19	646	57,940.00	2,897.00	16,493.78	39.96	820.81	17,274.63		1.00%	579.40
7120	C.D. 20	647	22,817.00	1,140.85	2,418.11	39.96	547.25	2,925.40		4.00%	912.68
7128	C.D. 21	648	5,267,334.00	263,366.70	11,825.64	\$39.96	\$9,707.54	21,493.22		0.25%	13,168.34
7130	C.D. 22	649	5,133,603.00	256,680.15	(1,692.55)	39.96	817.05	(915.46)		0.25%	12,834.01
7123	C.D. 23	650	24,715.59	1,235.78	4,610.95	529.96	764.32	4,845.31		2.50%	617.89
7124	C.D. 24	651	20,433.00	1,021.65	(1,849.55)	39.96	1,132.17	(757.34)		8.00%	1,634.64
7125	C.D. 25	652	56,074.81	2,803.74	7,713.49	39.96	2,865.79	10,539.32		10.00%	5,607.48
7129	C.D. 27	653	544,593.00	27,229.65	(26,747.20)	39.96	2,441.36	(24,345.80)		0.50%	2,722.97
											0.00
7207	PTD 7	654	2,354,086.00	117,704.30	77,597.33	\$39.96	\$4,642.76	82,200.13		0.30%	7,062.26
7208	PTD 8	655	27,591.00	1,379.55	11,113.03	39.96	2,630.75	13,703.82		10.00%	2,759.10
7209	PTD 9	656	47,126.38	2,356.32	(5,542.46)	39.96	6,339.13	756.71		15.00%	7,068.96
7210	PTD 10	657	6,037.50	301.88	430.04	39.96	156.22	546.30		5.00%	301.88
7211	PTD 11	658	31,758.95	1,587.95	(75,663.86)	2,436.06	3,621.59	(74,478.33)		13.00%	4,128.66
7217	PTD 17	659	20,387.20	1,019.36	558.17	39.96	1,418.84	1,937.05		10.00%	2,038.72
7218	PTD 18	660	14,752.93	737.65	4,693.65	39.96	375.66	5,029.35		2.50%	368.82
				1,501,034.04	8,066.51	101,282.90	239,004.47	145,788.08			263,314.13



Steele County Agenda Item

Subject: Online Election Judge Training

Department: Auditor's Office

Committee Meeting Date: August 17, 2021

Board Meeting Date: August 24, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommends Approval of Agreement for Online Election Judge Training with DS Solutions

Recommendation:

Approve Agreement for Online Election Judge Training

Background (*Including Budget Impact*):

Due to the Pandemic in 2020 we offered online election judge training for election judges and would like to continue utilizing this option for future elections. The cost is \$11.00 per individual plus an annual maintenance fee of \$500.00. This would be a 3-year contract with DS Solutions thru the 2024 Elections.

Attachments:

Professional Services Agreement

PROFESSIONAL SERVICES AGREEMENT

This document constitutes an agreement ("Agreement") between the COUNTY OF _____, STATE OF MINNESOTA, _____ ("COUNTY") and DS Solutions, Inc. ("DS Solutions"), 2810 Jasmine Ct, St. Cloud, MN 56301.

The parties agree as follows:

1. This Agreement shall commence on September 1, 2021, and expire December 31, 2024, unless cancelled or terminated earlier in accordance with the provisions herein.
2. As directed by COUNTY, DS Solutions shall provide COUNTY with an Online Election Judge Training course (may be referred to as the "Project").

Where applicable, works of authorship created by DS Solutions for COUNTY in performance of this Agreement shall be considered "works made for hire" as defined in the U.S. Copyright Act. All right, title and interest in all copyrightable material which DS Solutions may conceive or originate either individually or jointly with others, and which arises out of the performance of this Agreement, are the property of the COUNTY.

DS Solutions warrants that, when legally required, DS Solutions shall obtain the written consent of both the owner and licensor to reproduce, publish, and/or use any material supplied to COUNTY including, but not limited to documentation, and/or any other item. DS Solutions further warrants that any material or item delivered by DS Solutions will not violate the United States copyright law or any property right of another.

3. DS Solutions shall select the means, method, and manner of performing the services. Nothing is intended nor should be construed as creating or establishing the relationship of a partnership or a joint venture between the parties or as constituting DS Solutions as the agent, representative, or employee of COUNTY for any purpose. DS Solutions is and shall remain an independent contractor for all services performed under this Agreement. DS Solutions shall secure at its own expense all personnel required in performing services under this Agreement. DS Solutions' personnel and/or subcontractors engaged to perform any work or services required by this Agreement will have no contractual relationship with COUNTY and will not be considered employees of COUNTY. COUNTY shall not be responsible for any claims that arise out of employment or alleged employment under the Minnesota Unemployment Insurance Law or Minnesota Statutes, chapter 176 (which may be referred to as the "Workers' Compensation Act"), on behalf of any personnel, including, without limitation, claims of discrimination against DS Solutions, its officers, agents, contractors, or employees. Such personnel or other persons shall neither accrue nor be entitled to any compensation, rights, or benefits of any kind from COUNTY, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers' compensation, unemployment compensation, disability, severance pay, and retirement benefits.

4. Pursuant hereto, COUNTY may disclose to DS Solutions or DS Solutions may gain access to certain data, information or documentation. As used herein and as consistent with applicable law, "Data" shall mean any data, information or documentation in any format or media, electronic or otherwise (i) that is provided to DS Solutions by or on behalf of COUNTY; (ii) that is acquired by DS Solutions by virtue of access to COUNTY data, information, documentation, premises, personnel, clients, or computers; or (iii) that is otherwise acquired in relation to the Project or this Agreement. Further, as applicable throughout this Agreement, the term "Data" shall include any subset, portion, piece, view, duplication, copy, or sampling of any Data.

References to DS Solutions shall include DS Solutions' personnel including but not limited to DS Solutions' employees, directors, officers, subcontractors, partners, volunteers and all other agents and representatives that may have access to Data or that may participate in or perform services related to the Project (said individuals may, collectively or individually, be referred to as "Personnel").

5. All data collected, created, received, maintained or disseminated, or used for any purposes in the course of DS Solutions' performance of this Agreement is governed by the Minnesota Government Data Practices Act, Chapter 13 Minnesota Statutes (the "Act" or MGDPA); Minn. Stat. §201.091, or any other applicable state statutes and any state rules adopted to protect the rights of voters or to implement the Act, as well as state statutes and federal regulations on data privacy. DS Solutions agrees to abide by these statutes, rules and regulations as they may be amended.

6. Nothing in this Agreement is intended to nor shall be construed as conveying to DS Solutions, either expressly or by implication, any right, title or interest in any Data including but not limited to any copyright, trade secret or other right, whether intellectual or otherwise.

7. As directed in writing by COUNTY, DS Solutions will promptly return or destroy all Data, including but not limited to all duly authorized shared copies of Data as well as DS Solutions' copies, duplicates, subsets, pieces or samplings thereof. Except to the extent directed by COUNTY to return or destroy Data, DS Solutions shall not be relieved of any obligation to maintain records.

8. DS Solutions agrees to defend, indemnify, and hold harmless the COUNTY, its officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from: (i) DS Solutions' failure to duly use, control and safeguard Data; (ii) DS Solutions' prohibited use, distribution, disclosure or sharing of Data; (iii) DS Solutions' failure to comply with applicable law including but not limited to the MGDPA; (iv) DS Solutions' breach of or failure to comply with any provisions of this Agreement; and (v) any other liability or claims related to the Data, the Project or this Agreement.

9. Customer hereby agrees to use DS Solutions as its exclusive provider for the products and services set forth on Exhibit A attached hereto from DS Solutions for the Term of this Agreement at the pricing set forth on each applicable Exhibit.

10. The parties shall comply with all applicable federal, state and local statutes, regulations, rules and ordinances currently in force or later enacted including but not limited to the MGDPA; Minnesota Statutes section 16C.05, subd. 5 and Minnesota Statutes section 471.425, subd. 4a and, as applicable, COUNTY's Affirmative Action Policy.

11. This Agreement shall be in effect beginning on the Effective Date and concluding on December 31, 2024. This Agreement may be terminated by either party without cause upon thirty (30) days written notice to the other, at any time by either party. Subject to the terms and conditions set forth on Exhibit A, this Agreement may be terminated by either party without cause upon thirty (30) days written notice to the other.

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

13. This Agreement, including all Exhibits hereto (all of which are incorporated herein by this reference), contains the entire agreement of the parties with respect to the subject matter hereof and shall supersede and replace any and all other prior or contemporaneous discussions, negotiations, agreements or understandings between the parties, whether written or oral, regarding the subject matter hereof. Any provision of any purchase order, form or other agreement which conflicts with or is in addition to the provisions of this Agreement shall be of no force or effect. In the event of any conflict between a provision contained in an Exhibit to this Agreement and these General Terms, the provision contained in the Exhibit shall control. No waiver, amendment or modification of any provision of this Agreement shall be effective unless in writing and signed by the party against whom such waiver, amendment or modification is sought to be enforced. No consent by either party to, or waiver of, a breach by either party shall constitute a consent to or waiver of any other different or subsequent breach by either party.

14. Provisions that by their nature are intended to survive termination of this Agreement shall survive accordingly.

15. The rights, duties and obligations established herein are in addition to the rights, duties and obligations set forth in other agreements between the parties. If there is a conflict between the terms of this Agreement and any other agreement, the terms of this Agreement shall prevail.

16. This Agreement shall be governed by the laws of the State of Minnesota.

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EXHIBIT A

SUMMARY OF SERVICES

Description	Refer to
Online Election Judge Training Course Fees	Exhibit B
<u>Terms & Conditions:</u>	
Note 1: Payment terms: Invoices shall be paid according to the terms of this Contract. If no terms apply, payment shall be made thirty-five (35) days from receipt of the commodities or completion of services or receipt of the invoice, whichever is later, unless the County in good faith disputes the obligation. Minn. Stat. § 471.425. Initial course set-up fee will be invoiced upon the acceptance of the final course build. The “per participant” charge will be invoiced at the end of each calendar year. The annual maintenance fee will be invoiced within the first quarter of each calendar year. 100% of invoice total due within 35 calendar days of invoice date.	
Note 2: COUNTY understands, acknowledges and agrees that DS Solutions’ fees for the products and services described on the accompanying exhibits are based upon (a) a contractual commitment by COUNTY to exclusively subscribe for and purchase such products and services for a period of at least two (2) years, subject to the rights of either party to terminate this agreement pursuant to clause #11 of this agreement, (b) DS Solutions’ dedication of sufficient resources during the Term to provide such products, perform such services and provide associated prioritization of COUNTY in its service deliveries, and (c) the descriptions of such products and services in the accompanying exhibits.	
Note 3: The fees set forth in this agreement are for services provided to the Customer. In the event the Customer acts as a facilitator of services for participants from other jurisdictions within their county, in whole or in part, and is the billing entity for the services provided, only the annual charge per participant in the accompanying exhibits would apply to those additional participants.	

EXHIBIT B

ONLINE ELECTION JUDGE TRAINING COURSE

Description	Fees
Initial Course Set-up	\$1500.00
Annual charge per participant (per calendar year)	\$11.00
Annual maintenance	\$500.00
Hourly rate for alterations and customization	\$125.00 per hour

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COUNTY APPROVAL

Reviewed by the County
Attorney's Office

COUNTY OF _____
STATE OF MINNESOTA

By: _____

Date: _____

Printed Name: _____

Date: _____

DS Solutions, Inc.
2810 Jasmin Ct
Saint Cloud, MN 56301

DS Solutions warrants that the person who
executed this Agreement is authorized to do so
on behalf of DS Solutions as required by
applicable articles, bylaws, resolutions or
ordinances.

By: _____

Printed Name: Douglas T. Sunde

Printed Title: President / CEO

Date: _____



Steele County Agenda Item

Subject: Family Homeless Prevention & Assistance Program

Department: Administrator's Office

Committee Meeting Date: August 17, 2021

Board Meeting Date: August 24, 2021

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

Policy Committee Recommendation:

Recommends acceptance and execution of FHPAP Resolution

Recommendation:

Authorize acceptance and execution of Minnesota housing Finance agency Family Homeless prevention & Assistance Program Resolution

Background (*Including Budget Impact*)

Semcac has been chosen to be a sub-grantee of the Family Homeless Prevention Program (FHPAP) serving Dodge, Fillmore, Freeborn, Houston, Mower, Steele and Winona counties, for the 21-23 funding cycle. Semcac's Outreach Department has a long history providing FHPAP, other housing and emergency assistance funds as well and information and referral on Semcac and other area resources.

Additional Information:

The Family Homeless Prevention and Assistance Program (FHPAP) county breakdown for payment of rent, deposit or mortgage for the last full program year:

County	FHPAP Direct Assistance	# of hh's served
Dodge:	\$9,507	8
Fillmore:	\$8,537	10
Freeborn:	\$13,919	15
Houston:	\$8,551	7
Mower:	\$2,455	3
Steele:	\$16,166	17
Winona:	\$5,215	5

The number of households served, and money spent in each county varies yearly. There are stringent client eligibility requirements that must be met before we can assist any household. Semcac also administers a Rapid Re-Housing Program (RRH) and a scattered site Transitional Housing Program (THP) over the seven-county area. Mower County receives a United Way fund to serve households in jeopardy of losing their housing. Dodge, Fillmore, Freeborn, Houston, and Winona counties have emergency assistance funds that can also be accessed for a housing payment.

Semcac administered CHAPS funding, equaling over 1.4 million, in our service area from August through December 2020. CHAPS funding assisted households affected by the pandemic with housing and utility assistance.

Attachments:

Program Summary for County Boards & FHPAP Resolution Form

Southeast Minnesota Housing Network:
Three Rivers Community Action, Inc. (Grantee and Fiscal Agent) with Semcac and
Lutheran Social Services of MN (Sub-grantees)
Family Homeless Prevention and Assistance Program Summary

1. The Family Homeless Prevention and Assistance Program (FHPAP) is funded by the Minnesota Housing Finance Agency (MHFA) through Minnesota Statute 462A.204. This program requires a local County Board Resolution of Support (No county financial support is requested or implied at this time).
2. The program is awarded \$1,251,800 for a grant term of October 1, 2021 to September 30, 2023.
3. Three Rivers is the fiscal agent and administrator of this program as well as a service provider for 4 counties. Three Rivers sub-contracts this program to Semcac for 7 counties and Lutheran Social Services of MN for youth services in Rochester. Together, all partners have served approximately 417 households for the current biennium in 11 counties for the prevention and elimination of homelessness.
4. The FHPAP program serves families, youth and singles. Household must be at imminent risk of homelessness and in need of services and/or financial assistance due to a housing crisis. Households must demonstrate financial need where no other resources are available through either public or private sources; or those resources are insufficient to resolve the present crisis and avoid literal homelessness. This program serves households at or below 200% FPG. Each participant receiving FHPAP assistance signs a program agreement and is encouraged to work with our housing advocacy specialists for on-going case management.
5. The FHPAP program is designed to prevent homelessness or help households re-locate without a day of homelessness. An additional goal of the program is to reduce days of homelessness.

**RESOLUTION AUTHORIZING ACCEPTANCE AND EXECUTION OF
MINNESOTA HOUSING FINANCE AGENCY
FAMILY HOMELESS PREVENTION & ASSISTANCE PROGRAM**

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention & Assistance Projects; and,

WHEREAS, the Southeastern Minnesota Housing Network, working through Three Rivers Community Action, Inc. (Grantee), Semcac (Sub-Grantee) and Lutheran Social Service of MN (Sub-Grantee), have submitted a renewal application for the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program; and

WHEREAS, the Southeastern Minnesota Housing Network working through Three Rivers Community Action, Inc., and Sub-Grantees have demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program;

WHEREAS, the Family Homeless Prevention & Assistance Grant was awarded to Three Rivers Community Action, Inc. by the Minnesota Housing Finance Agency;

NOW, THEREFORE, BE IT RESOLVED that the Southern Minnesota Housing Network is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program in the county of _____, in Minnesota.

I hereby certify that the above is a true and correct copy of a resolution adopted by the _____ County Board of Commissioners at their session on the _____ day of _____, 2021, and as appears on the minutes of their record of proceedings.

By _____
(authorized officer)

Its _____
(title)



Steele County Agenda Item

Subject: Water Plan Extension Request

Department: Planning & Zoning

Committee Meeting Date: August 17, 2021

Board Meeting Date: August 24, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommends Approval of Water Plan Extension Request Resolution

Staff Request:

Pass resolution requesting an extension to the effective dates of the County Comprehensive Local Water Management Plan.

Background (*Including Budget Impact*):

Each county in Minnesota is required to adopt a Local Water Management Plan to be eligible for Natural Resource Block Grant Money used to implement programs such as the water plan, septic program, wetland conservation act program, and shoreland program. Steele County's Local Water Plan expires on December 31, 2021. However, the State allows counties to substitute the local county water plan with watershed based plans referred to as "One Watershed One Plan" (1W1P). In Steele County there are 4 watersheds. The Cannon River, Cedar River, Zumbro River, and the LeSueur River. Each watershed will develop a plan for their specific territory. The Cannon and Cedar rivers have completed their plans and we have adopted them. The Zumbro and LeSueur Rivers are currently in the process of developing plans but will not be completed before the end of the year. For this reason, we need to request an extension from the MN Board of Water and Soil Resources to continue to operate under our current local water plan and remain eligible for grant funding.

Attachments:

Resolution

RESOLUTION

Comprehensive Local Water Management Plan Extension

WHEREAS, Minnesota Statutes §103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a Comprehensive Local Water Management Plan, and

WHEREAS, Steele County currently has a state approved Comprehensive Local Water Management Plan that expires December 31, 2021, and

WHEREAS, Steele County has adopted the Cedar-Wapsipinicon River Comprehensive Watershed Management Plan for the portion of Steele County which lies within the Cedar-Wapsipinicon Plan boundary, and

WHEREAS, Steele County has adopted the Cannon River Comprehensive Watershed Management Plan for the portion of Steele County which lies within the Cannon Plan boundary, and

WHEREAS, Steele County is not an active planning partner in the current development of the Zumbro River Comprehensive Watershed Management Plan for the portion of Steele County which lies within the Planning boundary, but intends to adopt the Plan upon BWSR Board approval, and

WHEREAS, Steele County is not an active planning partner in the current development of the Le Sueur River Comprehensive Watershed Management Plan for the portion of Steele County which lies within the Le Sueur River Watershed, but intends to adopt the Plan upon BWSR Board approval, and

WHEREAS, upon the adoption of the aforementioned Comprehensive Watershed Management Plans the whole of Steele County will be covered by a current Comprehensive Watershed Management Plan, and

WHEREAS, the Minnesota Board of Water and Soil Resources has authorization to grant extensions and waivers pursuant to Minnesota Statutes §103B.3367;

NOW, THEREFORE, BE IT RESOLVED, the Steele County Board of Commissioners requests from the Minnesota Board of Water and Soil Resources an extension of the effective date of the current County Comprehensive Local Water Management Plan until December 31, 2026, and allow the County to continue to work with the various Planning partners on the aforementioned Plans, in accordance with Minnesota Statutes §103B.301.

Passed and approved this _____ day of _____, 2021.

THE STEELE COUNTY BOARD OF COMMISSIONERS

By: _____

Chair

By: _____

Auditor



Steele County Agenda Item

Subject: Compliance Fund Budget 2022

Department: Records Office

Committee Meeting Date: August 17, 2021

Board Meeting Date: August 24, 2021

Consent Agenda: x Yes No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommend approving Compliance Fund Budget 2022 and changes to the Governance Document

Recommendation:

Approve Compliance Fund Budget for 2022 and changes to the governance document

Background (*Including Budget Impact*):

The compliance fund committee met on July 29, 2021 to discuss how the compliance fund should be used. The committee agreed that the fund is to be used to stay in compliance with the recording of documents in a timely manner as required under MN State Statute 357.182 Subd. 3. The committee agreed that the funds be used to pay for pictometry, softwares relating to the GIS and assessing softwares (Vanguard, Pro West and ArcGIS), conferences relating to the GIS and relevant land use conferences, and equipment that will help expedite the recording of documents. Attached is a schedule showing what the compliance fund has funded in the past as well as historical and projected fund balance.

The committee also reviewed the governance document and made recommendations to changes to the document as shown in the attached.

Attachments:

Minnesota State Statute 357.182, Schedule of Recorder Compliance Fund – Balance Estimates and Expenditure Details; Compliance Fund Committee Governance Guidelines

RECORDER COMPLIANCE FUND - BALANCE ESTIMATES

	2018	2019	2020	2021	2022
Revenues Collected	\$ 80,317	\$ 77,989	\$ 92,256	\$ 93,242	\$ 95,000
Less: Expenditures - details below	79,794	156,307	61,058	56,708	95,450
Net Surplus (Deficit)	523	(78,318)	31,198	36,534	(450)
Plus: Carryforward Balance from Prior Years	195,099	195,622	117,304	148,502	185,037
Total Ending Balance of Recorder Compliance Fund	<u>\$ 195,622</u>	<u>\$ 117,304</u>	<u>\$ 148,502</u>	<u>\$ 185,037</u>	<u>\$ 184,587</u>

RECORDER COMPLIANCE FUND - EXPENDITURE DETAILS

Description	2018	2019	2020	2021	2022
Tax Notice/Valuation Mailings	\$ 8,675	\$ 9,360	\$ 9,373	\$ 10,186	\$ -
TNT Notices	4,792	5,303	4,825	5,000	-
Pictometry - annual	30,216	18,356	24,475	6,500	19,500
Pictometry ChangeFinder	-	15,065	-	-	-
GIS Intern	3,711	-	-	-	-
Software - Vanguard	13,750	13,750	13,750	13,750	13,750
LINK - Pro West	-	-	3,685	3,685	3,700
ESRI - ArcGIS	-	14,489	-	-	40,500
License Web - Vanguard	-	9,900	4,950	5,000	5,000
CPT Annual Maintenance & Tax Rewrite	-	57,676	-	-	-
Conferences & Travel	525	-	-	2,587	3,000
Computers and misc equipment/software	12,070	6,109	-	10,000	10,000
Copiers	6,055	6,299	-	-	-
Total Expenditures	<u>\$ 79,794</u>	<u>\$ 156,307</u>	<u>\$ 61,058</u>	<u>\$ 56,708</u>	<u>\$ 95,450</u>

357.182 COUNTY FEES AND RECORDING STANDARDS FOR RECORDING OF REAL ESTATE DOCUMENTS.

Subdivision 1. **Application.** Unless otherwise specified in this section and notwithstanding any other law to the contrary, effective August 1, 2005, this section applies to each county in Minnesota. Documents presented for recording within 60 days after July 1, 2005, and that are acknowledged, sworn to before a notary, or certified before July 1, 2005, must not be rejected for failure to include the new filing fee.

Subd. 2. **Fee restrictions.** Notwithstanding any local law or ordinance to the contrary, no county may charge or collect any fee, special or otherwise, or however described, other than a fee denominated or prescribed by state law, for any service, task, or step performed by any county officer or employee in connection with the receipt, recording, and return of any recordable instrument by the county recorder or registrar of titles, whether received by mail, in person, or by electronic delivery, including, but not limited to, opening mail; handling, transferring, or transporting the instrument; certifying no-delinquent property taxes; payment of state deed tax, mortgage registry tax, or conservation fee; recording of approved plats, subdivision splits, or combinations; or any other prerequisites to recording, and returning the instrument by regular mail or in person to the person identified in the instrument for that purpose.

Subd. 3. **Recording requirements.** Each county recorder and registrar of titles shall, within 15 business days after any instrument in recordable form accompanied by payment of applicable fees by customary means is delivered to the county for recording or is otherwise received by the county recorder or registrar of titles for that purpose, record and index the instrument in the manner provided by law and return it by regular mail or in person to the person identified in the instrument for that purpose, if the instrument does not require certification of no-delinquent taxes, payment of state deed tax, mortgage registry tax, or conservation fee. Each county must establish a policy for the timely handling of instruments that require certification of no-delinquent taxes, payment of state deed tax, mortgage registry tax, or conservation fee and that policy may allow up to an additional five business days at the request of the office or offices responsible to complete the payment and certification process.

For calendar years 2009 and 2010, the maximum time allowed for completion of the recording process for documents presented in recordable form will be 15 business days.

For calendar year 2011 and thereafter, the maximum time allowed for completion of the recording process for documents presented in recordable form will be ten business days.

Instruments recorded electronically must be returned no later than five business days after receipt by the county in a recordable format.

Subd. 4. **Compliance with recording requirements.** For calendar year 2007, a county is in compliance with the recording requirements prescribed by subdivision 3 if at least 60 percent of all recordable instruments described in subdivision 3 and received by the county in that year are recorded and returned within the time limits prescribed in subdivision 3. In calendar year 2008, at least 70 percent of all recordable instruments must be recorded and returned in compliance with the recording requirements; for calendar year 2009, at least 80 percent of all recordable instruments must be recorded and returned in compliance with the recording requirements; and for calendar year 2010 and later years, at least 90 percent of all recordable instruments must be recorded and returned in compliance with the recording requirements.

Subd. 5. **Temporary suspension of compliance with recording requirements.** Compliance with the requirements of subdivision 4 may be suspended for up to six months when a county undertakes material enhancements to its systems for receipt, handling, paying of deed and mortgage tax and conservation fees, recording, indexing, certification, and return of instruments. The six-month suspension may be extended

for up to an additional six months if a county board finds by resolution that the additional time is necessary because of the difficulties of implementing the enhancement.

Subd. 6. Certification of compliance with recording requirements. Effective beginning in 2007 for the 2008 county budget and in each year thereafter, the county recorder and registrar of titles for each county shall file with the county commissioners, as part of their budget request, a report that establishes the status for the previous year of their compliance with the requirements established in subdivision 3. If the office has not achieved compliance with the recording requirements, the report must include an explanation of the failure to comply, recommendations by the recorder or registrar to cure the noncompliance and to prevent a recurrence, and a proposal identifying actions, deadlines, and funding necessary to bring the county into compliance.

Subd. 7. Restriction on use of recording fees. Notwithstanding any law to the contrary, for county budgets adopted after January 1, 2006, each county shall segregate the additional unallocated fee authorized by sections 357.18, 508.82, and 508A.82 from the application of the provisions of chapters 386, 507, 508, and 508A, in an appropriate account. This money is available as authorized by the Board of County Commissioners for supporting enhancements to the recording process, including electronic recording, to fund compliance efforts specified in subdivision 5 and for use in undertaking data integration and aggregation projects. Money remains in the account until expended for any of the authorized purposes set forth in this subdivision. This money must not be used to supplant the normal operating expenses for the office of county recorder or registrar of titles.

History: 2005 c 136 art 14 s 7



Compliance Fund Committee Governance Guidelines

Revised/Approved 1-10-2017

Amended 2/19/2019

Amended 7/29/2021

The purpose of the committee is to meet as a group, gather information on immediate and future land office needs and goals, and develop a strategy to manage the fund and to establish a plan for the use of the money, in compliance with statute, to present to the County Board for consideration and approval.

Money is available as authorized by the County Board as follows:

- Funding of recording compliance requirements. M.S. 357.182, Subd. 3 & 4
- Supporting enhancements to recording processes.
- Data integration and aggregation of projects of the land offices.

The fee for recording a document in the office of County Recorder and Registrar of Titles is \$46.00 per document since July 1, 2005. By statute, \$11.00 of this recording fee is to be deposited into a recording Compliance Fund (Unallocated Fund).

Governing Statute: M.S. 357.182, Subd. 7 COUNTY FEES AND RECORDING STANDARDS FOR RECORDING OF REAL ESTATE DOCUMENTS.

Subd. 7. Restriction on use of recording fees.

“Notwithstanding any law to the contrary, for county budgets adopted after January 1, 2006, each county shall segregate the additional unallocated fee authorized by sections 357.18, 508.82, and 508A.82 from the application of the provisions of chapters 386, 507, 508, and 508A, in an appropriate account. This money is available as authorized by the Board of County Commissioners for supporting enhancements to the recording process, including electronic recording, to fund compliance efforts specified in subdivision 5 and for use in undertaking data integration and aggregation projects. Money remains in the account until expended for any of the authorized purposes set forth in this subdivision. This money must not be used to supplant the normal operating expenses for the office of county recorder or registrar of titles.”

The original fund was established as of January 31, 2006, with a beginning balance of \$68,376. The balance as of January 10, 2017, is \$198,105.

The Compliance Committee will be made up of the Land Records Division Departments and the IT Director. Land Use and Records Division consists of the County Recorder, Assessor, Auditor, Treasurer, GIS, and Planning and Zoning.

Each department has one vote. The County Board shall appoint a liaison to attend meetings and will have an equal vote. A quorum must be included in any vote that comes before the committee. Voting may be in person or via electronic media. The votes will be recorded.

Compliance Fund Committee recommendations for expenditures will be brought to the Land Use and Records Policy Committee for non-budgeted expenditures.

The County Recorder will serve as Chair of the Compliance Committee.

The Committee shall meet annually.

The minimum balance is to be maintained at \$50,000 with the understanding that this total may temporarily fluctuate for expenditures.

All approved budgeted items are subject to the county procurement policy.

APPENDIX

2016 Minnesota Statutes - 357.18 COUNTY RECORDER.

Subd. 4. Technology fund.

The \$10 fee collected under subdivision 1, clause (1), shall be deposited in a technology fund for obtaining, maintaining, and updating current technology and equipment to provide services from the record system. The fund shall be disbursed at the county recorder's discretion to provide modern information services from the records system. The fund is a supplemental fund and shall not be construed to diminish the duty of the county governing body to furnish funding for expenses and personnel necessary in the performance of the duties of the office pursuant to section [386.015, subdivision 6](#), paragraph (a), clause (2), and to comply with the requirements of section [357.182](#).

Subd. 1. County Recorder Fees

\$11.00 of each document is for the Compliance Fund.

\$10.00 of each document is for the Technology Fund.

\$10.50 of each document is for the State Surcharge (State General Fund)

\$14.50 of each document is for the County General Fund.



Steele County Agenda Item

Subject: Approve Contract with WHKS for the Feasibility Study of CSAH 28 (MN 30 to CSAH 21) and Beaver Lake Park Improvements

Department: Highway & Parks and Recreation

Committee Meeting Date: August 12, 2021

Board Meeting Date: August 24, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval

Recommendation:

Approve contract with WHKS for the Feasibility Study of CSAH 28 (MN 30 to CSAH 21) and Beaver Lake Park Improvements in the amount of \$107,518

Background (*Including Budget Impact*):

The 2021-2025 Highway Capital Improvement Plan includes \$150,000 for a feasibility study to consider options for addressing deteriorating pavement on CSAH 28, upgrading the highway to meet current safety standards, and explore opportunities to improve Beaver Lake Park.

The Highway Department, in partnership with the Parks and Recreation Department, requested proposals for a Feasibility Study. Four firms (Bolton & Menk, ISG, WHKS, and WSB) responded with a proposal for the work and all four proposals are attached.

A selection committee comprised of representatives of both departments independently evaluated and rated each proposal. Selection of the consultant was based on the following weighted criteria:

Criteria	Weight
1. Project understanding	10%
2. Project team experience (especially their work on similar projects), qualifications, and availability.	20%
3. Project approach. Completeness, quality and overall technical competence and feasibility of project work plan, tasks, and deliverables	35%
4. Schedule	5%
5. Proposed cost of engineering services	30%

Continued

WHKS's proposal, which includes the firm of HKgi as a team member, scored the highest on these criteria.

Notable highlights and strengths in their proposal include:

- Project Understanding showed forethought and creativity presenting several possible Alternatives to consider.
- Work Plan and hours of effort proposed was detailed and met our expectations for the project to listen to stakeholder input, come up with several alternatives, and weigh the costs, impacts, and benefits of each.
- Experience highlighted significant knowledge with seeking grant opportunities for road projects and parks projects.

The four proposals ranged in price from \$85,998 to \$133,739. WHKS's proposal of \$107,518 was the second lowest, but the strengths of their proposal outlined above give their proposal the best overall value. The proposal with the lowest cost had significantly less hours of effort proposed and didn't have the strengths listed above.

WHKS also proposed additional service to develop a Master Plan for the park and other efforts to show the park's regional significance which may set the county up for additional grant opportunities. The additional cost for that service would be \$5,880.00. While not recommending this additional work at this time, this can be added to the contract at a future date if the Board desires.

Attachments:

WHKS (in association with HKgi) Proposal for Feasibility Study
Bolton & Menk Proposal for Feasibility Study
ISG Proposal for Feasibility Study
WSB Proposal for Feasibility Study



engineers + planners + land surveyors

In Association With



Feasibility Study of CSAH 28 (MN 30 to CSAH 21) and Beaver Lake Park Improvements

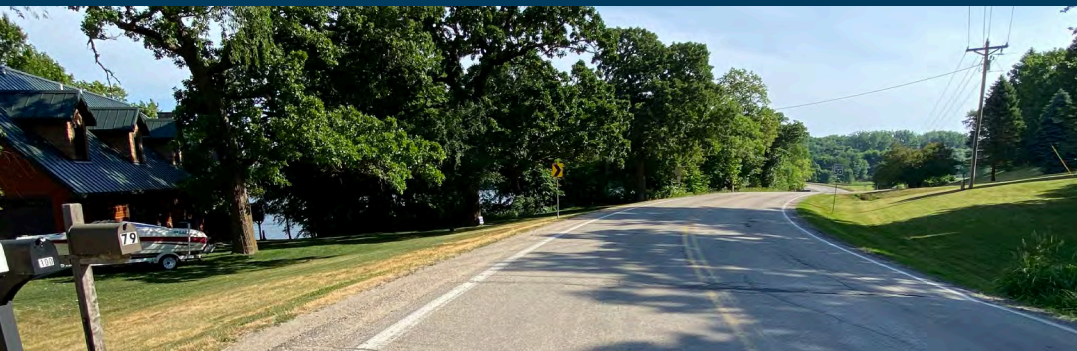
Request for Proposals

» SUBMITTED TO:

Steele County Highway Department
Attn: Paul Sponholz, P.E.
3000 Hoffman Drive NW, P.O. Box 890
Owatonna, MN 55060-0890
Email: paul.sponholz@co.steele.mn.us

July 16, 2021

Proposing Firm: WHKS & Co., Brandon Theobald, 2905 South Broadway, Rochester, MN 55904, Phone: 507.288.3923, Email: btheobald@whks.com



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



VIA EMAIL

July 16, 2021

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



RE: Response for Request for Proposal for Feasibility Study of CSAH 28 and
Beaver Lake Park Improvements

Dear Mr. Sponholz and Members of the Selection Committee:

The WHKS passion statement is *"Listening, learning and collaborating to create solutions for our clients and communities."* We would like a chance to demonstrate our passion by providing Steele County with solutions for improving CSAH 28 and Beaver Lake Park.

WHKS' reputation as a Midwest transportation leader focuses on roadway and structure design, including projects serving rural and urban neighborhoods, parks, and rest areas. We will pair our transportation engineering expertise with the landscape architecture, recreation planning, and design experience of HKGi.

Our firms routinely partner to successfully complete similar improvements, including ongoing projects in Kasson and Byron, MN, Oxbow Park Improvements in Olmsted County, and TH 44/Main Street Reconstruction in Spring Grove. Great things happen for our clients when our firms come together to provide solutions!

Steele County benefits from our complementary approach by having specialized expertise gained from serving multiple clients with varied project challenges.

Page 2 of our proposal provides a Key Issues map, demonstrating our project understanding and possible solutions. There are many opportunities with this project to improve safety and the recreation experience. The WHKS + HKGi Team has the expertise and qualifications to provide practical, innovative, cost-effective, and sustainable solutions.

If selected for this work, the project will be managed by Brandon Theobald, a seasoned project manager with extensive experience serving Minnesota cities and counties.

Thank you for the opportunity to present our project approach and qualifications. If you have any questions, please contact Brandon at 507.288.3923 or by email at btheobald@whks.com.

Sincerely,

WHKS & co.

A handwritten signature in blue ink, appearing to read "Timothy A. Hruska".

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

Table of Contents			
Section/Evaluation Criteria	Page	Section/Evaluation Criteria	Page
Letter of Transmittal	-	Approach, Detailed Work Plan and Schedule	8-14
General Requirements	1	Cost of Services	-
Project Understanding and Key Issues	1-2	Cost Sharing Recommendations	-
Project Team, Experience, and Availability	3-7	Summary	15

General Requirements

WHKS Team Contact Information

Brandon Theobald, P.E., Project Manager
WHKS & Co., 2905 South Broadway, Rochester, MN 55904
(507) 288-3923, btheobald@whks.com

Proposal Statement and Authorized Signature

This proposal is valid for 60 days from July 16, 2021. This is signed by a person authorized to bind WHKS to the terms of this proposal.



Project Understanding

The WHKS + HKGi team will lead a conceptual planning process to develop creative and functional recommendations and complete a feasibility study for the reconstruction of CSAH 28 and the combined park improvements for Beaver Lake Park. Our proposed process combines the expertise of our engineers, landscape architects, and park designers with the energy of the stakeholders to develop concepts and ideas to make this Steele County park jewel perform even better. We have incorporated meaningful public and stakeholder input opportunities for residents and existing park users to help us evaluate ideas and determine what makes the most sense for park improvements, build upon the inherent strengths of each park to create a final preferred recommendation in the feasibility report with a strong foundation of community support.

Beaver Lake Park is a tremendous resource for Steele County, serving as the key regional park in the system by connecting outdoor recreation enthusiasts, nearby residents, and county-wide visitors to a wonderful spectrum of recreation options and activities. The roadway improvement project is the opportunity to consider strategic reinvestment and if new uses should be contemplated. This feasibility study will assess the strengths, opportunities, and limitations of the combined existing roadway and park, explore a broad range of potential new ideas for consideration, vet those ideas through community input, and finally develop a strategic and implementable approach to building the ideas. The plan will also identify potential funding sources available and will help in successfully leveraging future grant programs.

The WHKS + HKGi Team has delivered before. In 2019, HKGi's design and planning led to a \$2.1 million dollar grant for Oxbow Park in Olmsted County for a new nature center and corresponding park improvements. WHKS was a part of the project team, providing site design services.

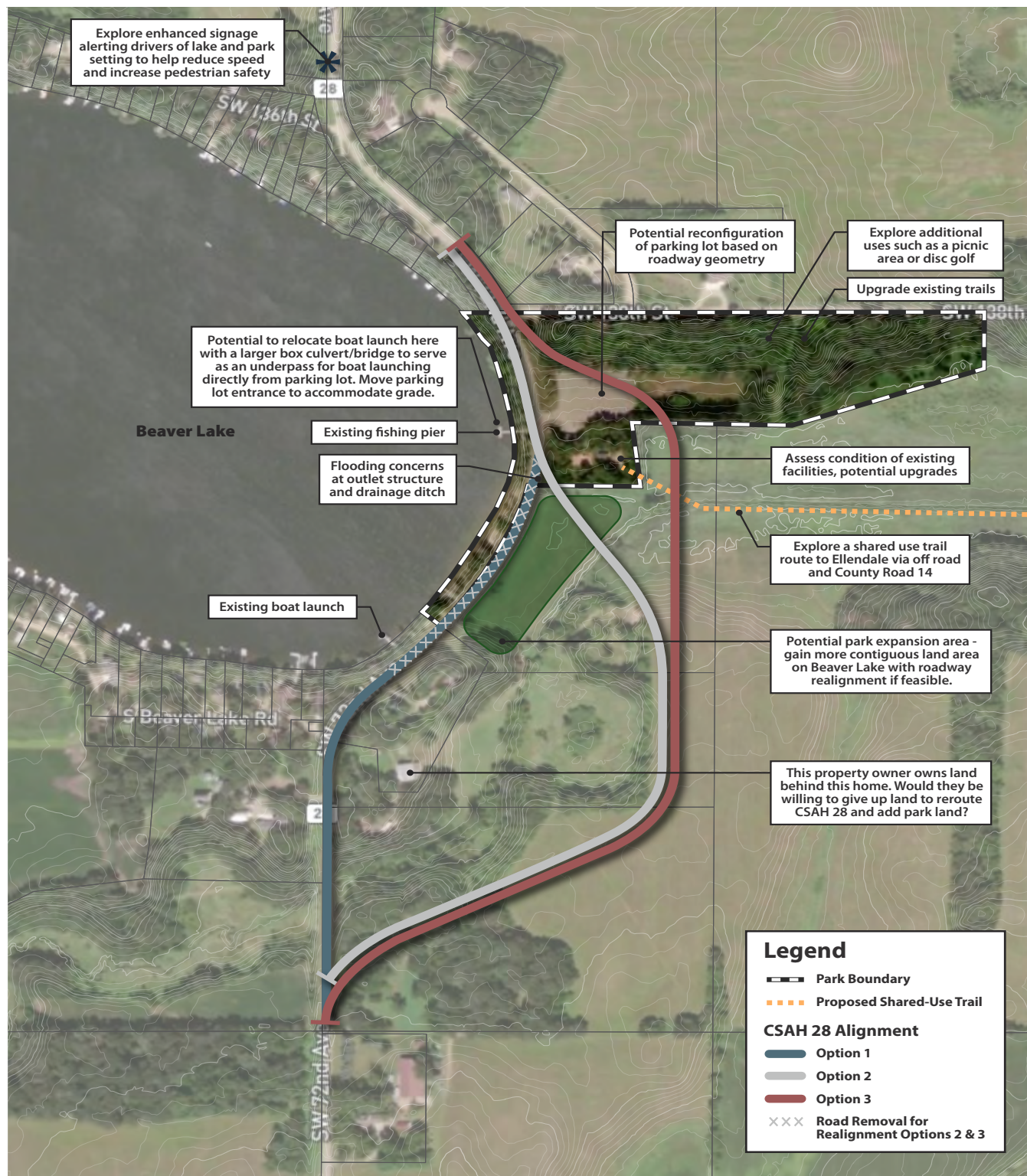
WHKS + HKGi Success: Spring Grove TH 44



The TH 44 reconstruction project replaced the pavement and completed safety, utility, and ADA compliance improvements. The success of the project hinged on a robust outreach program that obtained input from the public and communicated objectives.

Key Issues and Solutions

We have identified the key issues and challenges for the project.



0 300 600 1,200 Feet



Availability

WHKS and HKGi can begin work upon Notice to Proceed.

Project Team

The following section provides a brief overview of the qualifications of the WHKS + HKGi Team.

No changes to the key personnel will be made without written approval of the Steele County Engineer.

	<table><tr><th colspan="2">Brandon Theobald, P.E. - Project Manager</th></tr><tr><td colspan="2">Work Tasks: Alternative Analysis, Funding Options, Public Involvement, Report Preparation</td></tr><tr><td>Education: B.S. Degree, Civil Engineering</td><td rowspan="3">Qualifications: Brandon's design and project management experience includes urban and rural street design and maintenance, State Aid projects, utility design, trails, drainage, erosion control, and construction engineering. He is experienced with grant and loan funding assistance and public outreach activities.</td></tr><tr><td>Registration: Professional Engineer: Minnesota</td></tr><tr><td>Number of Years of Experience: 16</td></tr></table>	Brandon Theobald, P.E. - Project Manager		Work Tasks: Alternative Analysis, Funding Options, Public Involvement, Report Preparation		Education: B.S. Degree, Civil Engineering	Qualifications: Brandon's design and project management experience includes urban and rural street design and maintenance, State Aid projects, utility design, trails, drainage, erosion control, and construction engineering. He is experienced with grant and loan funding assistance and public outreach activities.	Registration: Professional Engineer: Minnesota	Number of Years of Experience: 16
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	<table><tr><th colspan="2">Timothy Hruska, P.E., L.S. - Project Principal, Roadway QA/QC, Surveyor</th></tr><tr><td colspan="2">Work Tasks: Survey, Right-of-Way Determination, Public Involvement, Report QA/QC</td></tr><tr><td>Education: B.S. Degree, Civil Engineering</td><td rowspan="3">Qualifications: Tim has an extensive project record with managing MnDOT State Aid projects and is the Project Manager for WHKS' ongoing projects with the Minnesota Department of Transportation (MnDOT), including roadway, survey, and ADA staff augmentation projects.</td></tr><tr><td>Registration: Professional Engineer/Surveyor: Minnesota</td></tr><tr><td>Number of Years of Experience: 20</td></tr></table>	Timothy Hruska, P.E., L.S. - Project Principal, Roadway QA/QC, Surveyor		Work Tasks: Survey, Right-of-Way Determination, Public Involvement, Report QA/QC		Education: B.S. Degree, Civil Engineering	Qualifications: Tim has an extensive project record with managing MnDOT State Aid projects and is the Project Manager for WHKS' ongoing projects with the Minnesota Department of Transportation (MnDOT), including roadway, survey, and ADA staff augmentation projects.	Registration: Professional Engineer/Surveyor: Minnesota	Number of Years of Experience: 20
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	<table><tr><th colspan="2">Scott Huneke, P.E. - Assistant Project Manager</th></tr><tr><td colspan="2">Work Tasks: Alternative Analysis and Layouts, Environmental Impact Reviews</td></tr><tr><td>Education: B.S. Degree, Civil Engineering</td><td rowspan="3">Qualifications: Scott's experience includes roadway and trail design, State Aid projects, utility design, drainage, and construction observation. He is experienced with desktop environmental review, route analysis, and report preparation tasks for feasibility and planning-level studies.</td></tr><tr><td>Registration: Professional Engineer: Minnesota</td></tr><tr><td>Number of Years of Experience: 8</td></tr></table>	Scott Huneke, P.E. - Assistant Project Manager		Work Tasks: Alternative Analysis and Layouts, Environmental Impact Reviews		Education: B.S. Degree, Civil Engineering	Qualifications: Scott's experience includes roadway and trail design, State Aid projects, utility design, drainage, and construction observation. He is experienced with desktop environmental review, route analysis, and report preparation tasks for feasibility and planning-level studies.	Registration: Professional Engineer: Minnesota	Number of Years of Experience: 8
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Registration: Professional Engineer: Minnesota									
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	<table><tr><th colspan="2">Justin Zimmerman, P.E., S.E. - Structural Engineer</th></tr><tr><td colspan="2">Work Tasks: Alternative Analysis and Layouts</td></tr><tr><td>Education: B.S. Degree, Civil Engineering M.S. Degree, Civil (Structural) Engineering</td><td rowspan="3">Qualifications: Justin has designed and managed major highway, County, and City bridge improvements. He has conducted feasibility and planning-level studies and led the design of new bridges and culverts, special structures, and bridge repair / rehabilitation projects.</td></tr><tr><td>Registration: Professional Engineer: Minnesota</td></tr><tr><td>Number of Years of Experience: 15</td></tr></table>	Justin Zimmerman, P.E., S.E. - Structural Engineer		Work Tasks: Alternative Analysis and Layouts		Education: B.S. Degree, Civil Engineering M.S. Degree, Civil (Structural) Engineering	Qualifications: Justin has designed and managed major highway, County, and City bridge improvements. He has conducted feasibility and planning-level studies and led the design of new bridges and culverts, special structures, and bridge repair / rehabilitation projects.	Registration: Professional Engineer: Minnesota	Number of Years of Experience: 15
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Number of Years of Experience: 15									



Bryan Harjes, PLA, LEED AP - Principal, Landscape Architect, QA/QC

Work Tasks: Park/Trail Design Lead, Landscape Architecture, Public Involvement

Education:

Master of Landscape Architecture and
Bachelor of Environmental Design

Registration:

Landscape Architect: Minnesota

Number of Years of Experience: 21

Qualifications: Bryan is an experienced, award-winning landscape architect whose portfolio includes several projects that integrate parks, trails, and open spaces into existing neighborhoods and developed areas. His creativity and ability to generate ideas are critical ingredients during the exploration and concept development phase.



Sarah Evenson, PLA - Landscape Architect

Work Tasks: Concept Development, Site Design, Public Involvement

Education:

Master of Landscape Architecture and
Bachelor of Environmental Design

Registration:

Landscape Architect: Minnesota

Number of Years of Experience: 11

Qualifications: Sarah brings a strong background in natural resources planning and design creativity to her park and open space projects. She understands the interrelated factors that influence a site's development potential and has used her knowledge and experience to design parks and public spaces that function efficiently feature strong placemaking and program elements.



Tim Solomonson, PLA - Landscape Architect

Work Tasks: Site Design, Cost Estimation, Public Involvement

Education:

Master of Urban and Regional Planning,
Master of Landscape Architecture, and
Bachelor of Environmental Design

Registration:

Landscape Architect: Minnesota

Number of Years of Experience: 8

Qualifications: Tim is skilled at providing landscape architecture services on site, streetscape, public space, and trail and park design projects. These services include conceptual design, design development, construction documentation, cost estimation, and construction administration. Tim is a veteran who is experienced working with a broad range of stakeholders.



Aimee Hackett - Graphic Design and Visual Communications

Work Tasks: Communications Materials Design, Public Involvement Support

Education:

Bachelor of Landscape Architecture

Number of Years of Experience: 2

Qualifications: Aimee is a talented designer who makes crucial contributions to HKGI's public involvement efforts. She designs attractive, easy-to-read documents and communications materials to ensure that clearly communicate key project messages and objectives and aid in gaining community support for planning and design projects.

Project Experience

Following are three project examples of similar feasibility studies.



HKGi Team Members:

- » Bryan Harjes, PLA, LEED AP
- » Sarah Evenson, PLA

WHKS Team Members:

- » Tim Hruska, P.E., L.S.
- » Scott Huneke, P.E.
- » Jesse Preston

Services:

- » Site analysis
- » Concept planning
- » Public involvement
- » Schematic/concept design, design development, const. administration

Oxbow Nature Center - Olmsted County, MN

HKGi led a multidisciplinary design team, with WHKS as project engineer, on the creation of concept plans, schematic design, design development, and construction documentation for improvements to the Oxbow Nature Center. The \$8 million project includes a new visitor's center and a host of site improvements including expanded parking, entry walkways and bus drop offs, and a new gateway entry to the adjacent zoo. Site design details include a play area featuring reclaimed boulders from site excavation, a Swedish-inspired fence also constructed of reclaimed timber and stone from on site, native plantings throughout the entry area, and distinctive pergolas that pay homage to existing architectural details from the zoo.

The HKGi design team worked with the County and its stakeholders to explore concept alternatives and precedent imagery to establish the character for potential improvements. The HKGi team delivered construction cost estimates for each concept along with revenue and cost estimates for likely operations and maintenance to enable County leaders to understand potential budgetary impacts during the decision-making process.

Construction is underway.

Project Highlights

- » Site design details include several features that use reclaimed materials from site excavation and an emphasis on sustainability.

HKGI Team Members:

- » Bryan Harjes, PLA, LEED AP
- » Sarah Evenson, PLA

Services:

- » Site analysis
- » Concept planning
- » Public involvement
- » Cost estimation

Project Highlights

- » Development concept highlights fishing facilities and an expanded public boat launch.
- » Shoreline vegetation will improve water quality and natural resources at the park and provide for an improved visitor experience.
- » Site of the former restaurant will be home to a new signature park shelter to provide views of the lake.

WHKS Team Members:

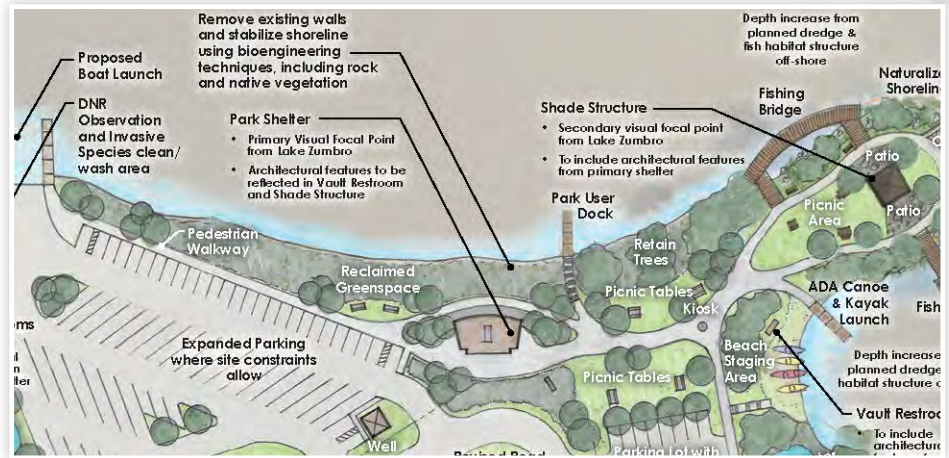
- » Daren Sikkink, P.E.
- » Justin Zimmerman, P.E., S.E.
- » Jack Moyer, E.I.

Services:

- » Topographic survey
- » Alignment analysis
- » Roadway, retaining wall, utility design

Project Highlights

- » Communication for access, trash/recycling collection, and mail service was a critical component of the public involvement plan.



Lake Zumbro Park Development Concept - Olmsted County, MN

HKGI created a development concept for the site of the former Fisherman's Inn, which was recently acquired by Olmsted County for the purposes of opening a public boat launch and new fishing facilities at the site. HKGI identified new recreational program elements for an additional 2.9 acres of the park. Those additional elements include picnic facilities, a new shelter and shade structures, a beach with a non-motorized water craft launch, and several greenspaces and natural resource restoration areas to improve the shoreline experience and water quality around the park.

The area will be fully ADA accessible with improved ease of circulation throughout the park. The development concept removes the existing road and moves parking inland to enable greater shoreline access. The team's concept also includes a landscape buffer to create visual and physical separation between the park and an existing residence.

HKGI's services included cost estimation and prioritization for phasing the improvements into short-, mid-, and long-term time frames.

CSAH 15 and CR 107 Reconstruction - Winona County, MN

WHKS surveyed and prepared plans and specifications for the pavement reconditioning of CSAH 15 and Old Homer Road and the resurfacing of County Road 107. The project will improve driveability with surface improvements and includes safety improvements by increasing roadway width to facilitate traffic flow and providing pedestrian accommodations.

Additional elements include drainage improvements, retaining walls, curb and gutter, culverts, guardrail installation, and subdrain in addition to the pavement improvements. The plans were prepared to MnDOT State Aid Standards.

Construction began in Spring 2021. Access will be maintained during construction, which required an extensive public outreach effort.

Grant Writing Services and Funding Application Assistance

In the past 11 years, WHKS and HKGi have assisted cities and counties in securing more than **\$60 million** in funding from a multitude of sources. The funding has supported streets and roadways, bridge construction, active living initiatives, park and trail development, municipal infrastructure, lighting, wayfinding, and interpretation signage, and amenities such as benches and bike racks.

Grant programs successfully solicited include:

MnDNR

Outdoor Recreation, Trail Legacy, and Trail Connection grants.

MnDOT

Safe Routes to Schools, Scenic Byways, Local Road Improvement Program, Transportation Enhancement, Cooperative Agreements, Local Partnership Programs, Transportation Alternatives Program, and Federal Lands Access Program grants.

Funding and Grant Writing Experience

The projects in the table below are examples of grant applications HKGi staff members wrote and coordinated on behalf of clients.

Source	Project	Amount
MnDNR Local Trail Connection Grant	Sherburne County - Great Northern Trail	\$150,000
MnDOT Scenic Byways Grant	Dakota Co. - Pine Bend Bluffs Scenic Turnout/Overlook	\$400,000
MnDNR Outdoor Recreation Grant	Inver Grove Heights - South Valley Park	\$250,000
MnDNR Outdoor Recreation Grant	Sherburne County - Bridgeview Park	\$250,000
Federal Lands Access Program	Dakota County - Wakota Trailhead and Boat Launch	\$565,000

The projects listed below are examples of funding application assistance provided to clients by WHKS:

Source	Project	Amount
MnDNR Cooperative Agreement	Kasson - Trunk Highway 57 Improvements	\$3.2 M
MnDOT Local Road Improvements	Kasson - 16th Street NE Improvements	\$1 M
MnDOT Transportation Enhancement	La Crescent - Wagon Wheel Trail	\$3.5 M
MnDOT Municipal Agreement	Spring Grove - TH 44/Main Street Reconstruction	\$1.5 M
FEMA Funding	Wanamingo - Pedestrian Bridge Replacement	\$236,000

Greater Minnesota Regional Parks and Trail Commission (GMRPTC) Funding

HKGi has created park and master plans to aid cities and counties to secure regional designation for parks and trails. Many of these parks and trails have received GMRPTC funding for subsequent improvement projects.

Project	Amount
Olmsted County - Oxbow Nature Center	\$2.135 million
Goodhue County - Byllesby Regional Park	\$1.35 million
City of Red Wing - He Mni Can Regional Park	\$1.14 million



The Feasibility Study that United a North Iowa Community



The citizens of Nora Springs, IA wanted to investigate options for a pedestrian bridge and trail that would connect Mill Pond Park to an existing walking path, making a safe and accessible passage for residents.



WHKS prepared a feasibility study evaluating a pedestrian bridge crossing, alignment and aesthetic alternatives, hydraulics, and trail design. The report outlined timelines for design and construction, advantages and disadvantages of each option, and estimated costs.

The trail is an approximately 700 foot, multi-use path with a steel prefabricated bridge.

The project was the **Grand Award Winner** (Special Projects) of the ACEC of Iowa at the 2021 Engineering Excellence Award Competition.

Overall Project Approach

The WHKS + HKGi Team is ready to apply our unique knowledge, understanding, and experience to provide alternatives for the reconstruction of CSAH 28 and improvements to Beaver Lake Park. Our team's efforts with planning and conceptual layout will provide a great foundation for the project design.

Breakdown of Project Tasks

Project Management, Coordination and Meetings

A kick-off meeting will review the project objectives, establish project roles, confirm lines of communication, and gather necessary existing information. Project milestones, submittals, and design review meetings will be scheduled.

The Team will also review and discuss recommendations in *Park System Plan* and other issues/opportunities. The public engagement plan will also be discussed and refined.

In addition to coordination with the County, WHKS and HKGi will coordinate with property owners, stakeholders from private utilities, seasonal and permanent residents, and users of Beaver Lake Park.

Routine project updates will be provided via video conference, personal contact, e-mail, written memos, and telephone conversations. Progress meetings are anticipated to occur monthly, but during certain points of the study, may occur on an as-needed basis. All conversations/meetings will be documented with County staff, MnDOT, MnDNR, other agencies, and property owners.

QA/QC services will be performed throughout the study.

Site Visit/Review Existing Conditions

WHKS and HKGi staff will conduct a field review of the roadway corridor and park to familiarize the design team with the project. A video of the route and photographs of site-specific features will be taken for reference. County staff will be invited to attend the site visit.

HKGi: Experts for Innovative, Sustainable, and Functional Design

Lost Lake Harbor and Greenway Mound, MN



HKGi designed a new public dock and plaza and a new greenway that connects the dock to downtown Mound. Part of this project included realignment of CR15 to create space for the greenway and harbor.

Watzl's Beach Concept Plan Prior Lake, MN



HKGi created multiple development concepts for Watzl's Beach to help the community explore different improvement options. Both concepts include an extended beach area, fire pits, ADA accessibility, restored shoreline, and picnic facilities. Other concepts the team explored include a hammock grove and a canoe/kayak launch.

Alternatives Analysis

WHKS will evaluate proposed alternatives for the roadway and park improvements, balancing impacts and costs, including:

- Short and long-term costs including design, construction, and life cycle
- Relocation and right-of-way acquisition
- Utility impacts
- Environmental impacts (stream, wetlands, floodplain)
- Constructibility
- Public outreach
- Future growth

The objective of the alternatives analysis is to provide layouts complete with geometric and pavement improvements on CSAH 28 while enhancing safety, providing pedestrian accommodations, and minimizing costs and effects on the park and adjacent landowners.

The goal of this alternative analysis would be to produce an approved layout.

WHKS will utilize a Context Sensitive Solutions (CSS) approach. This seeks effective, multimodal transportation solutions by working with stakeholders to develop, build, and maintain cost-effective transportation facilities, fitting into and reflecting the project's surroundings and context.

Given the effects on access and other impacts that the construction will have on adjacent properties and stakeholders, WHKS believes that a CSS process will provide creative and innovative solutions to complex design issues and provide the best approach to constructively engage stakeholders.

We believe engaging in early, frequent, and meaningful communication with stakeholders results in projects that best meet the needs of all parties with less public opposition. CSS may also help preserve and enhance the scenic, economic, historic, and natural surroundings of the project area.

This Project Starts and Ends with Communication!



Public informational meetings are a mainstay of the public input process. These meetings function best as open forums where the project team presents information and attendees provide feedback.

The input received provides valuable input that drives the preliminary engineering/alternative analysis tasks.



We anticipate a high level of interest in these improvements from residents (permanent and seasonal) and park users.

The WHKS + HKGi Team will develop materials for two open house public meetings and meet one-on-one with property owners with right-of-way and access impacts.

Public Involvement

The Team will develop a Public Engagement Plan with input from Steele County staff. The following elements have been assumed for budgeting purposes. We will work with the County to determine the appropriate types and desired number of engagement events and methods as we finalize the Public Engagement Plan.

We anticipate two meetings with MN DNR to discuss:

- Issues and opportunities, regulatory considerations
- Review of concepts

WHKS + HKGi will review the engagement promotion and branding with Steele County. These items may include press releases, development of graphic postcard and/or flyer, and website content creation. Additional items may include:

- Two phases of online surveys/interactive mapping applications to include writing questions, hosting and monitoring, and summarizing input
- Three Stakeholder meetings to be determined. Each stakeholder meeting would include consultant attendance and facilitation, agenda, and summary of input. Potential stakeholder groups include: Lakefront property owners and park users (dock and boat fishing, beach users, pavilion & playground users).

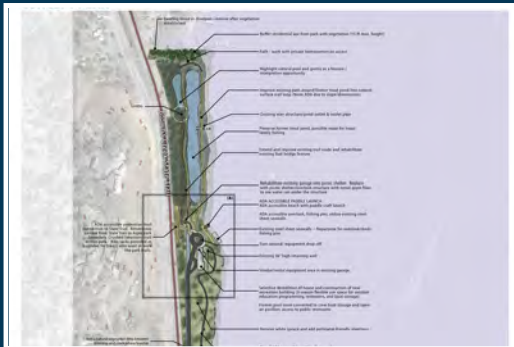
As a potential optional service, we propose to coordinate and attend (2) "pop up" meetings. This will include setting up a table or booth with 2-3 informational project boards and maps and a way to provide input on the boards, through conversations, and links to digital and/or a paper survey. One consultant will attend each pop up meeting. If desired, HKGi can provide the materials for County staff to attend and facilitate these or additional pop up meetings.

The team will conduct two in-person events held at the park or in another public facility. WHKS + HKGi and County staff and representatives will attend to present the preferred park concept plan in an open house format and solicit feedback through conversations, comment cards, and survey input. The Open House will be paired with a simple online survey that would be open for 2-4 weeks to solicit input on the preferred concept.

We also will attend a meeting/presentation to the County Board to update on project process and present draft materials.

HKGi Experience with Public Water Access Planning/Design

Duluth, Dakota County, Otsego, Stillwater, Benton/Stearns County, MN



HKGi has developed concepts plans for several waterfront parks including North Aple Park in Stillwater, Great River Regional Park in Stearns County, Lake Byllesby Regional Park in Dakota County, and Byllesby Park in Goodhue County (top to bottom). The plan for the Byllesby area parks include two motorized boat launches as well as canoe/kayak launches.

Preliminary Layout

Issues and Opportunities

County staff and WHKS + HKGi Team members will meet to review and confirm the Public Engagement Plan and review the agenda for the first round of Public/Stakeholder Engagement. Then, we will develop a Park Issues and Opportunities Map that includes summary of common themes, considerations, and ideas for the roadway and park.

Survey

Survey crews will proceed immediately with topographic survey tasks. WHKS will create base mapping utilizing field survey, County GIS and LiDAR data, and record plans.

Roadway Preliminary Design

Preliminary design for the alternatives will continue with the refinement of roadway, bicycle and pedestrian traffic; right-of-way impacts; utility impacts; and public involvement.

Context Sensitive Solutions identified in the Alternatives Analysis will be continued in the preliminary design of the roadway. The concepts will be based on estimated costs, right-of-way impacts, traffic operations and safety, public involvement and comments, desirable and minimum design criteria, and maintenance of traffic issues.

The realignment changes will be coordinated with the County relative to the planned box culvert replacement south of the Lake.

Structural (Tunnel) Preliminary Design

Feedback from the County indicates an at-grade intersection may be a viable but not preferred option to replace the pedestrian tunnel under CSAH 28. The existing culvert connects two areas of the park and is an important safety feature connecting the beach area to the parking area.

Many factors must be balanced to find the right fit for this project. A desirable product is durable, sustainable, and low maintenance and does not "break the bank". The construction means and methods must consider structures that maximize access from these features to the natural resources without significantly disturbing the environment.

WHKS will determine appropriate design criteria, research alternatives, and coordinate with the County to determine feasible solutions. The conceptual layouts will be prepared and submitted to the County and MnDOT for review.

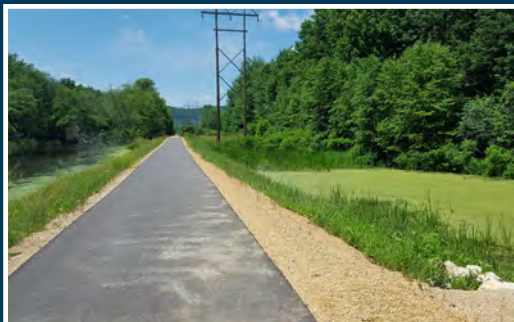
Your Transportation Leaders

WHKS is known for award-winning transportation design. We have designed many roadways, bridges, culverts, multi-use paths, and trail bridges.

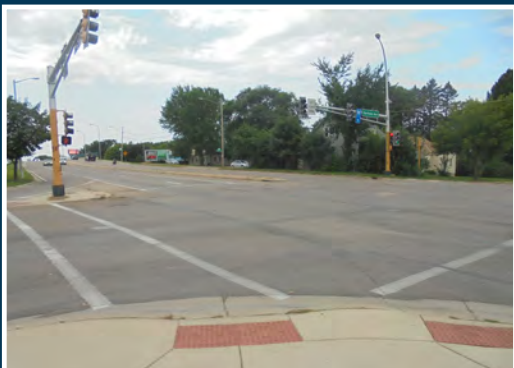
Silver Lake Pedestrian Bridge and Park Improvements, Rochester



Wagon Wheel Trail, La Crescent



Preliminary Roadway, Hydraulics, Environmental, ROW and Traffic US 65, Albert Lea



Preliminary Hydraulics

WHKS is well-versed in urban and rural storm water conveyance and design standards. An effective and efficient conveyance system will make sure that any existing drainage issues are not exacerbated, and no new issues are created. Stormwater will be considered during preliminary alignment configurations, providing for a robust roadway design.

Environmental and Wetland Delineation

WHKS will review potential alignments for preliminary analysis of any potential environmental impacts for each location and provide recommendations for minimizing or mitigating impacts.

Right-of-Way

Right-of-Way acquisition needs will be identified. WHKS will determine property lines, existing ROW, and existing ownership information.

Develop Concepts and Gather Input

Up to three separate concepts will be developed that identify high level improvements, facilities, circulation, stormwater treatment, and general landscape improvements.

Refine Concepts and Develop Costs

The Team will develop a Preferred Plan that identifies the major changes and improvements to the park, circulation types and alignments, facilities, parking, etc.

Seasonal variations, such as winter versus summer park use, will be identified in a diagram. The plan document will include descriptions of the recommended park improvements using narrative text and precedent imagery.

Cost Estimates and Funding Options

WHKS and HKGi are prepared to vigorously pursue additional sources of funding. We routinely assist our clients with project funding through MnDNR, MnDOT, State Bonding Bill, and other state and federal programs.

We will align potential grants and other funding sources (fundraising campaigns, donations, etc.) with identified park elements. HKGi utilizes a regional grant database to align potential project elements with agencies, non-profits and other volunteer organizations to help close funding gaps in potential projects.

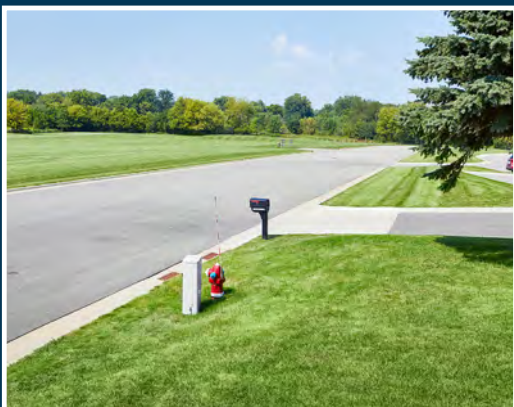
Two Firms - Double the Grant Writing and Funding Expertise

A key component of HKGi's success lies in evaluating potential projects and assisting communities in better positioning themselves to seek grant sources.

This has occurred at many scales, including the preparation of project site plans, project master plans, and the preparation of system-wide park and trail plans and comprehensive plans.



WHKS has assisted over 100 communities with evaluating their municipal and transportation systems and successfully pursued funding sources for design, positioning cities, and counties for growth.



Feasibility Report

The team will:

- Develop Draft Feasibility Report & Implementation Plan
 - ◇ Summarize Phase 2 Public Engagement Input
 - ◇ Develop Draft Feasibility Report
 - Process overview
 - Summary of concepts
 - Summary of engagement and input
 - Preferred concept
 - Implementation and Phasing Plan
 - Cost estimate organized according to the Phasing Plan
 - Priority projects aligned with funding and grant potential

The team will post a draft Feasibility Report online for review and comment.

After review and discussion with the County, the WHKS + HKGi team will submit the final Feasibility Report and Implementation Plan.

Additional Services

WHKS and HKGi offer the following expertise that we believe would be beneficial for these projects:

- **Parking Planning/Funding.** Steele County may want to consider elevating the park planning to a Greater Minnesota Regional Parks and Trails Master Plan in an effort to secure Outdoor Heritage funding. HKGi has completed master plans across Minnesota to help secure grant funding. This service could be added to the professional services agreement after the desired roadway alignment / park alternatives are determined.
- **3D Modeling and Design Visualization.** Particularly during the public outreach phase, the power of imagery can convey a lot of meaning to interested parties and regulators.
- **ADA Compliance Review.** Did you know WHKS is the On-Call Consultant to MnDOT to augment the State's ADA Unit? Tim Hruska leads the efforts across the state and will provide his expertise for these projects.

WHKS + HKGi: Your Trusted Partners

Our long-standing partnership has resulted in improvements to the Minnesota landscape.

TH 44 - Spring Grove, MN



Comprehensive Plan - Byron, MN



Oxbow Nature Center - Olmsted County, MN



Detailed Description and Format of Deliverables

- Base map and utility identification files (CAD/.pdf)
- Cost estimates (Excel)
- Preliminary and approved layouts (MnDOT layout in .pdf)
- Public outreach materials (in .pdf for exhibits, presentation materials, brochure mailings)
- Devision matrix (Excel or .pdf)
- Feasibility Report (.pdf)

Overall Project Schedule

Many of the work tasks will occur concurrently during preparation of this feasibility study, particularly for the work related to the alignment alternatives and preliminary engineering.

The following project schedule provides an estimated timeline of the major work tasks for CSAH 28 and Beaver Lake Park Improvements.

Work Task	Estimated Completion
Notice to Proceed	August 11, 2021
Kick Off Meeting/Walkthrough	August 16, 2021
Data Collection/Survey	August 27, 2021
Schematic Design	September 10, 2021
Review Meeting with the County	September 13, 2021
Public Information Meeting 1	By September 17, 2021
Alignment Rev./Conceptual Design	November 30, 2021
Review Meeting with the County	December 10, 2021
Preliminary Design/Investigations	February 25, 2022
Review Meeting with the County	March 11, 2022
Public Information Meeting 2	March 25, 2022
Finalize Preliminary Design	April 29, 2022
Prepare Feasibility Study	May 20, 2022
Review Meeting with County	By May 27, 2022
Finalize Feasibility Report	By June 30, 2022

List of Personnel Working on Project

The key members of the WHKS + HKGi team and their primary project responsibilities are shown on pages 3-4.



Cost of Services/Cost Sharing Recommendations

Detailed Work Plan

Work Breakdown Structure		PROJECT TITLE: CSAH 28 (MN 30 to CSAH 21) & Beaver Lake Park Improvements											
		WHKS								HKGi			
DESCRIPTION OF PROFESSIONAL SERVICES OR TASKS		Project Principal	Project Manager	Roadway Design Engineer	Roadway / Trail Technician	Structural Project Engineer	Survey Tech.	Survey Tech.	Subtotals	Principal Landscape Architect	Landscape Architect	Subtotals	TOTALS
		Staff Assignment by Hours											
Phase 1	Project Management												
	Administration	4.0	8.0						12.0	1.0		1.0	13.0
	General Coordination	4.0	16.0						20.0	4.0		4.0	24.0
	QA/QC	4.0	16.0						20.0	1.0		1.0	21.0
												0.0	
	SUBTOTAL HOURS	12.0	40.0	0.0	0.0	0.0	0.0	0.0	52.0	6.0	0.0	6.0	58.0
	SUBTOTAL FEE	\$ 2,040.00	\$ 5,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,640.00	\$ 1,260.00	\$ -	\$ 1,260.00	\$ 8,900.00
Phase 2	Public Involvement											0.0	
	Property Owner Meetings (2 Rounds)		8.0	16.0					24.0	8.0	16.0	24.0	48.0
	Public and Agency Involvement Plan		8.0	16.0					24.0	6.0	12.0	18.0	42.0
	Online Social Pinpoint Platform		2.0						2.0	2.0	16.0	18.0	20.0
												0.0	
	SUBTOTAL HOURS	0.0	18.0	32.0	0.0	0.0	0.0	0.0	50.0	16.0	44.0	60.0	110.0
	SUBTOTAL FEE	\$ -	\$ 2,520.00	\$ 3,744.00	\$ -	\$ -	\$ -	\$ -	\$ 6,264.00	\$ 3,360.00	\$ 4,620.00	\$ 7,980.00	\$ 14,244.00
Phase 3	Survey											0.0	
	Topographic Survey		2.0				36.0	36.0	74.0			0.0	74.0
	Lidar Conversion		2.0					8.0	10.0			0.0	10.0
	Ownership Strip Map		4.0				24.0		28.0			0.0	28.0
												0.0	
	SUBTOTAL HOURS	0.0	8.0	0.0	0.0	0.0	60.0	44.0	112.0	0.0	0.0	0.0	112.0
	SUBTOTAL FEE	\$ -	\$ 1,120.00	\$ -	\$ -	\$ -	\$ 7,200.00	\$ 3,740.00	\$ 12,060.00	\$ -	\$ -	\$ -	\$ 12,060.00
Phase 4	Public and Private Utility											0.0	
	One Call						4.0		4.0			0.0	4.0
	Survey							16.0	16.0			0.0	16.0
	Utility Owner Discussions		8.0				8.0		16.0			0.0	16.0
												0.0	
	SUBTOTAL HOURS	0.0	8.0	0.0	0.0	0.0	12.0	16.0	36.0	0.0	0.0	0.0	36.0
	SUBTOTAL FEE	\$ -	\$ 1,120.00	\$ -	\$ -	\$ -	\$ 1,440.00	\$ 1,360.00	\$ 3,920.00	\$ -	\$ -	\$ -	\$ 3,920.00
Phase 5	Preliminary Hydraulics											0.0	
	Hydraulic Analysis			40.0					40.0			0.0	40.0
	Peer Review		8.0						8.0			0.0	8.0
												0.0	
	SUBTOTAL HOURS	0.0	8.0	40.0	0.0	0.0	0.0	0.0	48.0	0.0	0.0	0.0	48.0
	SUBTOTAL FEE	\$ -	\$ 1,120.00	\$ 4,680.00	\$ -	\$ -	\$ -	\$ -	\$ 5,800.00	\$ -	\$ -	\$ -	\$ 5,800.00
Phase 6	Environmental & Wetland Delineation											0.0	
	Field Delineation				48.0				48.0			0.0	48.0
	TEP Meeting		4.0		6.0				10.0			0.0	10.0
	Assume delineation does not include a new route. Desktop analysis of this area only.								0.0			0.0	0.0
												0.0	
	SUBTOTAL HOURS	0.0	4.0	0.0	54.0	0.0	0.0	0.0	58.0	0.0	0.0	0.0	58.0
	SUBTOTAL FEE	\$ -	\$ 560.00	\$ -	\$ 7,020.00	\$ -	\$ -	\$ -	\$ 7,580.00	\$ -	\$ -	\$ -	\$ 7,580.00
Phase 7	Right of Way											0.0	0.0
	Review Acquisition Needs	2.0	8.0	24.0					34.0			0.0	34.0
												0.0	
	SUBTOTAL HOURS	2.0	8.0	24.0	0.0	0.0	0.0	0.0	34.0	0.0	0.0	0.0	34.0
	SUBTOTAL FEE	\$ 340.00	\$ 1,120.00	\$ 2,808.00	\$ -	\$ -	\$ -	\$ -	\$ 4,268.00	\$ -	\$ -	\$ -	\$ 4,268.00



Cost of Services/Cost Sharing Recommendations

Detailed Work Plan

Work Breakdown Structure		PROJECT TITLE: CSAH 28 (MN 30 to CSAH 21) & Beaver Lake Park Improvements											
		WHKS							HKGi				
DESCRIPTION OF PROFESSIONAL SERVICES OR TASKS		Project Principal	Project Manager	Roadway Design Engineer	Roadway / Trail Technician	Structural Project Engineer	Survey Tech.	Survey Tech.	Subtotals	Principal Landscape Architect	Landscape Architect	Subtotals	TOTALS
Phase 8 Preliminary Layout												0.0	
Develop Roadway Layout			16.0	80.0		8.0			104.0			0.0	104.0
Develop Park Layout (2 rounds)			4.0	8.0		8.0			20.0	8.0	40.0	48.0	68.0
Review		4.0	4.0	8.0					16.0	6.0	16.0	22.0	38.0
Modifications			4.0	8.0					12.0	4.0	8.0	12.0	24.0
												0.0	
SUBTOTAL HOURS		4.0	28.0	104.0	0.0	16.0	0.0	0.0	152.0	18.0	64.0	82.0	234.0
SUBTOTAL FEE		\$ 680.00	\$ 3,920.00	\$ 12,168.00	\$ -	\$ 2,080.00	\$ -	\$ -	\$ 18,848.00	\$ 3,780.00	\$ 6,720.00	\$ 10,500.00	\$ 29,348.00
Phase 9 Cost Estimate and Funding Options												0.0	
Cost Estimate			2.0	24.0					26.0	2.0	12.0	14.0	40.0
Funding Options			8.0						8.0	2.0	8.0	10.0	18.0
												0.0	
SUBTOTAL HOURS		0.0	10.0	24.0	0.0	0.0	0.0	0.0	34.0	4.0	20.0	24.0	58.0
SUBTOTAL FEE		\$ -	\$ 1,400.00	\$ 2,808.00	\$ -	\$ -	\$ -	\$ -	\$ 4,208.00	\$ 840.00	\$ 2,100.00	\$ 2,940.00	\$ 7,148.00
Phase 10 Feasibility Report												0.0	
Draft Report		2.0	6.0	24.0					32.0	2.0	24.0	26.0	58.0
County Review			2.0	8.0					10.0	1.0	6.0	7.0	17.0
Modifications			2.0	8.0					10.0	1.0	8.0	9.0	19.0
												0.0	
SUBTOTAL HOURS		2.0	10.0	40.0	0.0	0.0	0.0	0.0	52.0	4.0	38.0	42.0	94.0
SUBTOTAL FEE		\$ 340.00	\$ 1,400.00	\$ 4,680.00	\$ -	\$ -	\$ -	\$ -	\$ 6,420.00	\$ 840.00	\$ 3,990.00	\$ 4,830.00	\$ 11,250.00
Phase 11 Additional Tasks												0.0	
Upgrade Plan to a GMRPTC Master Plan									0.0	12.0	32.0	44.0	44.0
Includes: Documentation and identification of the Park's compelling features and history; articulation of the									0.0			0.0	0.0
Park's regional significance; further articulated development plan with phasing strategy for park implementation.									0.0			0.0	0.0
												0.0	
SUBTOTAL HOURS		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	12.0	32.0	44.0	44.0
SUBTOTAL FEE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,520.00	\$ 3,360.00	\$ 5,880.00	\$ 5,880.00
Project Total Hours		20.0	142.0	264.0	54.0	16.0	72.0	60.0	628.0	60.0	198.0	258.0	886.0
Project Total Fee		\$ 3,400.00	\$ 19,880.00	\$ 30,888.00	\$ 7,020.00	\$ 2,080.00	\$ 8,640.00	\$ 5,100.00	\$ 77,008.00	\$ 12,600.00	\$ 20,790.00	\$ 33,390.00	\$110,398.00

RATES	\$170.00	\$140.00	\$117.00	\$130.00	\$130.00	\$120.00	\$85.00	\$ 210.00	\$ 105.00
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TASK SUMMARY		WHKS	HKGi	TOTAL
Phase 1	Project Management	\$7,640.00	\$1,260.00	\$8,900
Phase 2	Public Involvement	\$6,264.00	\$7,980.00	\$14,244
Phase 3	Survey	\$12,060.00	\$0.00	\$12,060
Phase 4	Public and Private Utility	\$3,920.00	\$0.00	\$3,920
Phase 5	Preliminary Hydraulics	\$5,800.00	\$0.00	\$5,800
Phase 6	Environmental & Wetland Delineation	\$7,580.00	\$0.00	\$7,580
Phase 7	Right of Way	\$4,268.00	\$0.00	\$4,268
Phase 8	Preliminary Layout	\$18,848.00	\$10,500.00	\$29,348
Phase 9	Cost Estimate and Funding Options	\$4,208.00	\$2,940.00	\$7,148
Phase 10	Feasibility Report	\$6,420.00	\$4,830.00	\$11,250
Phase 11	Additional Tasks	\$0.00	\$5,880.00	\$5,880
		\$77,008.00	\$33,390.00	\$110,398.00
Expenses		\$2,500.00	\$500.00	\$3,000.00
TOTAL PROJECT COST		\$79,508.00	\$33,890.00	\$113,398.00

Method By Which Fees Have Been Calculated
Direct Labor Multiplier

Payment for Services Anticipated
If selected, WHKS will submit an invoice and documentation to Steele County on a monthly basis, with remittance expected within 30 days.

Cost Sharing Recommendations for Dividing Shared Costs of the Feasibility Study
Roadway 60%
Park 40%



Summary

Why is the WHKS + HKGi Team the Best Choice for Steele County?

- » **Your Transportation, Planning, and Grant Writing Experts.** WHKS and HKGi are respective leaders in their fields, with a proven track record for many transportation, site, and recreation facility improvements. We will apply our specialized experience to resolving project challenges and finding solutions that will enhance the quality of life for stakeholders and residents.
- » **Team's Understanding of Key Issues.** The key members of the WHKS + HKGi team have delivered similar projects and provide a wide range of "lessons learned" as well as extensive project experience. We have identified the project's key issues and opportunities on Page 2.
- » **Communication and Public Outreach.** This project requires an extensive public outreach program with stakeholders, County staff, and Beaver Lake users. WHKS and HKGi have the tools and experience to communicate project objectives, impacts, and schedule, either in person or virtually.
- » **Responsiveness.** When you call, it's our goal to call you back within the hour or email you back within the same business day.
- » **Grant Writing Success.** In the past 11 years, WHKS and HKGi have collectively assisted cities and counties in securing more than \$60 million in funding from a variety of sources for a wide range of planning and design projects.
- » **Cost Effective Solutions.** We pride ourselves in getting projects right the first time and without design and budget "surprises". WHKS and HKGi have proven project development and implementation experience with similar projects.

We respectfully ask you to select the WHKS and HKGi Team based on our understanding of the project's key issues and our commitment to providing functional, sustainable, cost-effective, and accessible solutions.



PROPOSAL FOR

Professional Engineering Services Feasibility Study of CSAH 28 (MN 30 to CSAH 21) & Beaver Lake Park Improvements

Steele County | July 16, 2021

Contact:
Tony Rotchadl, PE
507-995-3288
Anthony.Rotchadl@bolton-menk.com

1960 Premier Drive
Mankato, MN 56001-5900
Ph: 507-625-4171
Bolton-Menk.com





Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

July 16, 2021

Paul Sponholz, PE
Assistant County Engineer
Steele County
3000 Hoffman Drive NW
Owatonna, MN 55060
paul.sponholz@co.steele.mn.us

RE: Proposal for Professional Engineering Services – Feasibility Study of CSAH 28 (MN 30 to CSAH 21) & Beaver Lake Park Improvements

Dear Mr. Sponholz:

Steele County wants to complete a feasibility study to identify improvement options for CSAH 28 and Beaver Lake Park to improve safety, pavement condition, and the experience of park users. Like you, Bolton & Menk, Inc. takes great pride in designing and managing improvements that are safe, sustainable, and beautiful. Our approach to engineering services makes Steele County's priorities our priorities. We understand what needs to be accomplished to conduct a feasibility study for CSAH 28 and Beaver Lake Park improvements.

Strategic Communication Skills – Our approach is to provide an open, cooperative, and collaborative process that engages a range of community members. Chris Chromy will lead our public engagement process; he brings extensive experience communicating project information to stakeholders and representing their interests throughout the process. His expertise will allow us to bring the county and residents' vision for Beaver Lake Park into reality to create a unique destination where people want to gather.

Practical, Implementable Solutions – Steele County is looking for clear direction to guide improvements to safety, drainage, and pavement condition. Bolton & Menk engineers are experienced in creating viable, implementable improvement alternatives. Our feasibility study will provide the foundation for future improvements while considering resident concerns. The study will detail specific alternatives, prioritize improvements, and provide the county with an action plan you can use moving forward.

Cost-Effective Approach – Like any community, we understand Steele County is watching its bottom line. Bolton & Menk engineers are creative problem solvers, which means we work to find the right solution at the right budget. We also have a team of dedicated funding specialists to identify potential funding sources and assist county staff during the implementation phase. This team's experience and expertise can help you maximize Steele County's valuable resources.

In continued service to Steele County, we are excited at the opportunity to complete the Feasibility Study of CSAH 28 (MN 30 to CSAH 21) and Beaver Lake Park Improvements. Tony Rotchadl will serve as your lead client contact and project manager. Please contact him at 507-995-3288 or Anthony.Rotchadl@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

James Archer, PE
Principal Engineer



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GENERAL REQUIREMENTS

Bolton & Menk, Inc. specializes in providing public infrastructure solutions. We take care of our clients by providing quality services and the right solutions for their needs. With 24 locations, we're local. Our team is made up more than 650 employees including a professional staff of more than 250 engineers, planners, landscape architects, and surveyors. We're **Real People** offering **Real Solutions**.

Business Address

1960 Premier Drive
Mankato, MN 56001

Primary Contact:

Tony Rotchadl, PE
Project Manager/Senior Transportation Project Engineer
507-995-3288
Anthony.Rotchadl@bolton-menk.com

Bolton & Menk's proposal shall remain valid for 60 days from the date of submittal.

As one of Bolton & Menk's principal owners, I am fully authorized to negotiate binding commitments for the firm. I have reviewed the following proposal and cost proposal and approve its submission to Steele County.



James Archer, PE, Principal Engineer
Bolton & Menk, Inc.

PROJECT UNDERSTANDING

CSAH 28 is a minor collector that connects TH 30 to CSAH 21 and is posted as a 9-ton route. While MnDOT's traffic counts show average annual daily traffic (AADT) at 350 vehicles per day (vpd), Steele County has taken traffic counts that show volumes as high as 660 vpd. Bolton & Menk conducted a site visit of the corridor on a mid-week afternoon and witnessed traffic volumes more commensurate with the Steele County traffic counts, including heavy truck traffic. Numerous private and public access points exist along CSAH 28, some of which are space and grade constrained, creating safety issues for both through traffic and property owners that have access off CSAH 28.

From a highway perspective, the roadway has deteriorating pavement, variable speed limits given the horizontal and vertical curvature, and substandard inslopes that include significant tree cover and non-recoverable grades. Most of the corridor also includes substandard shoulder widths. The one exception to these shoulder widths is located along Beaver Lake at the swimming and boat landing location. However, due to the distance between the parking area and swimming beach associated with the park, many people use this shoulder to unload beach equipment despite the presence of the in-place fence.



Highway safety and the recreational use of Beaver Lake Park's facilities are intimately entwined throughout the portion of the corridor that is adjacent to Beaver Lake. We understand these considerations and look forward to taking a comprehensive and collaborative approach in developing strategies and alternatives associated with the feasibility study.

We see two distinct segments of the project and have shown those on our issues map. We have identified the "lake corridor" and the "agricultural corridor" for reference and explained additional items in further detail on the following page.

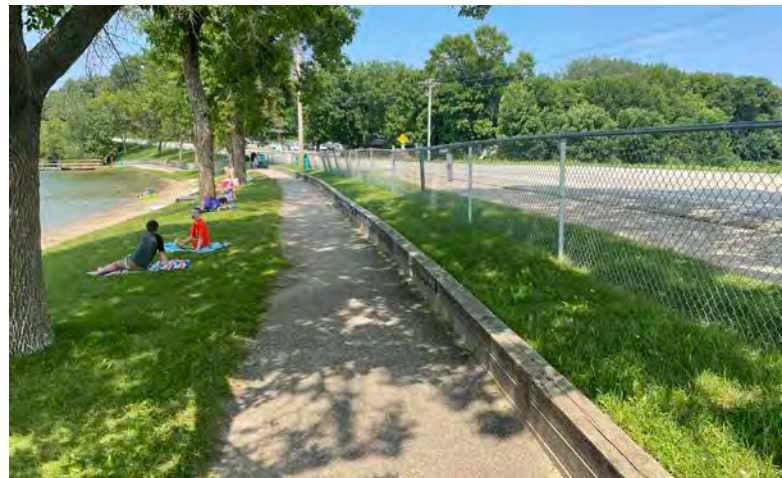
In the **agricultural corridor**, the primary considerations include pavement condition, possible geometric alterations (shoulder widths), and understanding the current inslope grades and how possible inslope modifications will drive right-of-way acquisitions. In-place vertical curves also require investigation to identify any corrections that need to be made to meet state aid standards. Drainage analysis is also warranted to ensure the in-place culverts meet state aid standards. Our team has considered these types of modifications on numerous county state aid projects throughout Minnesota and are well versed on improvement strategies that can be used with both traditional (state aid) and non-traditional funding sources.

In addition, the feasibility study will need to understand and incorporate the proposed replacement of Bridge 89080. Coordination between alternatives associated with the feasibility study and the scheduled bridge replacement needs to occur to minimize rework associated with these non-concurrent projects. Besides the bridge replacement, the impacts of a possible widened shoulder or multiuse trail need to be considered between TH 30 and Beaver Lake Park.

The **lake corridor** is where most of the collaboration needs to take place so that agreed-upon concepts can be presented as part of the feasibility study. Based on our site visit, we understand the park and properties surrounding the park and lake experience significant use throughout the summer season (not just on weekends). Outside of the area directly adjacent to the park, numerous driveways or residential roadways intersect with CSAH 28; many of these are within vertical and horizontal curves and have steep slopes and limited sightlines. Steep, tree-lined inslopes exist along much of this corridor segment, some of which are steeper than a 1:3 (V:H). These site conditions, when combined with the

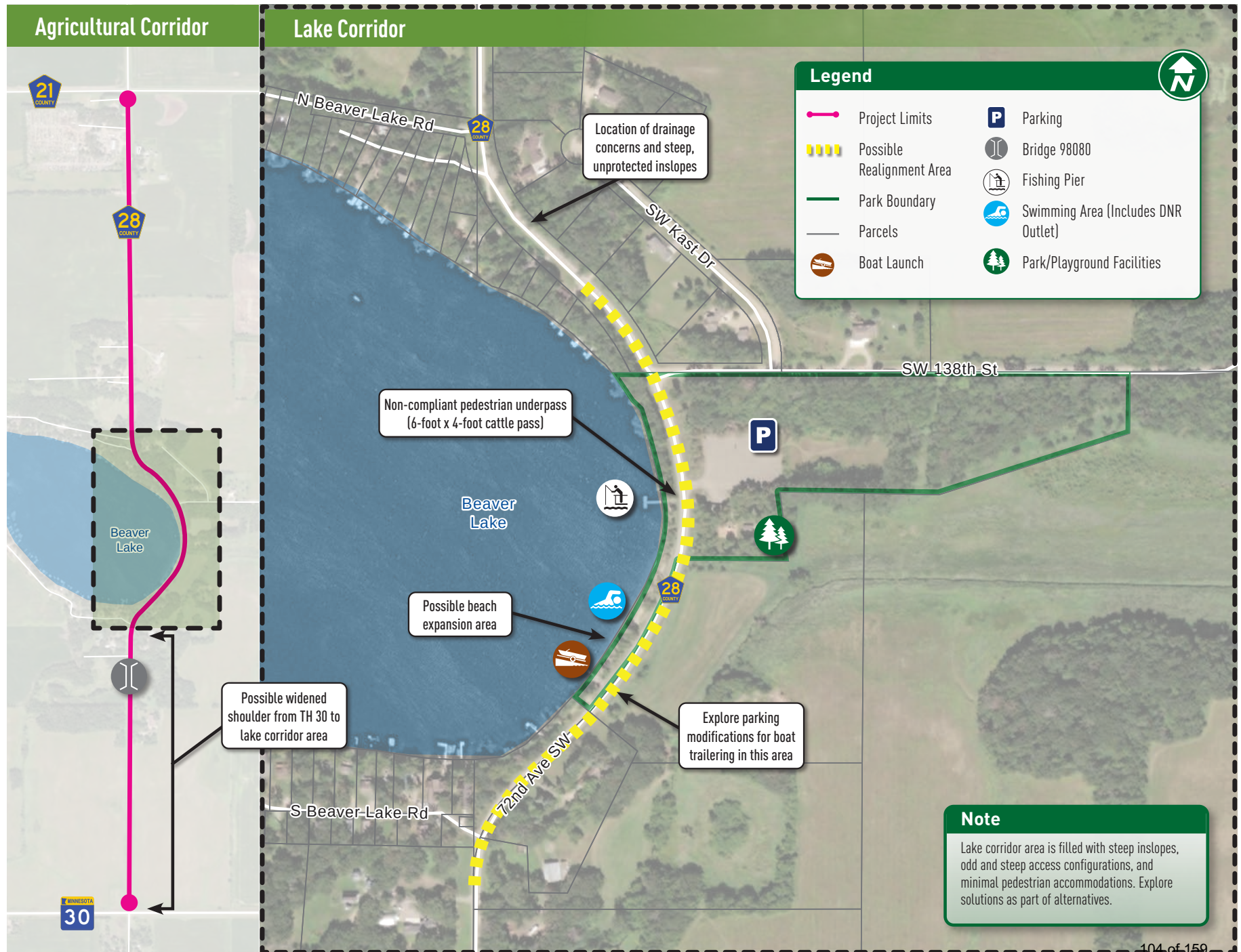
recreational and "farm to market" uses of the roadway, create significant safety and operations issues that need to be understood as part of the feasibility study.

As CSAH 28 traverses the area of Beaver Lake Park, numerous safety and park operations issues exist. The swimming area is extremely close to CSAH 28 and is separated by a fence that has surpassed its appropriate life.



Based on our review of this corridor segment, opportunities exist to realign CSAH 28 to the west to create additional space between the lake and roadway for recreational opportunities. This will help with motorist and pedestrian safety along CSAH 28, while simultaneously enhancing the park's recreational experience. The in-place pedestrian underpass does not meet current ADA compliance standards and clear zone requirements.





Our team will work with both the park and highway departments to understand their goals; this will help to identify potential funding sources and communicate a comprehensive approach to the improvements to the public. We understand both departments have individual priorities, but the public will most likely view the project as one effort. It is our responsibility to help prioritize department preferences, understand the funding options with these preferences, and present them in a cohesive manner in the alternatives presented with the feasibility report.

Additional considerations include the following:

- The lake outlet is located on the north end of the sand beach area. We will explore modifications to the outlet structure to limit debris accumulation, maintenance, and safety associated with the outlet's proximity to the swimming area.
 - Drainage considerations exist throughout the corridor, specifically north of the park where a drainageway runs under CSAH 28 and between properties before outletting into the lake. Understanding the issues landowners face from this drainageway will be critical in developing hydraulic solutions that meet landowner concerns without compromising the water quality of the lake.
 - We will also consider park amenities, including parking layouts within the park, boat trailer parking considerations, and fishing pier/sand beach considerations.
- This project will require collaboration between different agencies and departments; this collaboration will inform and guide the technical iterations associated with developing roadway and park system layouts to meet the needs of all vested partners. Understanding funding opportunities and requirements will also be vital to the improvements that are vetted as part of the feasibility study development. Collaboration, technical skills, and funding expertise will be the keys to developing a feasibility report that can provide a path forward for improving CSAH 28 and Beaver Lake Park. Our proposed team looks forward to the opportunity to lead these efforts on behalf of Steele County.



- The boat landing creates significant hazards for through motorists, pedestrians, and boat launching activities. Understanding turning movements associated with boat launching should be investigated concurrently with the possible realignment of CSAH 28.



WE DELIVER THE RIGHT SOLUTIONS.

Through client collaboration, we identify the best solutions for each project, incorporating innovation based on client/project objectives.



PROJECT TEAM, QUALIFICATIONS, EXPERIENCE, AND AVAILABILITY

The Bolton & Menk team serves as an extension of county staff, maintaining close coordination between the county and project team. The proposed team provides the optimum combination of accessibility, community knowledge, and specialized expertise. Our project manager, Tony Rotchadl, will be supported by key individuals and support staff. Bolton & Menk can draw upon more than 650 other team members throughout our firm, as needed, to meet your needs. Project team member bios are included below. Full résumés are available upon request. All team members have the necessary MnDOT certifications in their respective roles.



Tony Rotchadl, PE
Project Manager

Tony has the qualifications, experience, motivation, and work ethic to effectively manage each

project phase. He will coordinate closely with Steele County and the project partners. Tony will manage the team and all schedule, cost, and scope management processes while also leading the hydraulic analysis for the study.

Tony is a senior transportation project engineer who joined Bolton & Menk in 2005. He has successfully delivered projects for counties, MnDOT, and municipalities, including state and federally funded projects. He has delivered numerous pavement preservation (reclamation) and realignment projects for counties throughout southern Minnesota. He is also one of the leaders of our transportation water resources group, giving him unique insight that is directly applicable to the CSAH 28 feasibility study. He has also worked closely with the Minnesota DNR on highway projects that have impacted DNR facilities, which again is applicable to some of the issues associated with the CSAH 28 study. His calm demeanor is of vital importance when communicating with the general public, and his technical expertise allows him to effectively communicate with the general public while listening to their concerns and input. In a project management role, he prides himself on his coordination efforts and strictly adheres to the proper documentation of project and public correspondence and communication. Prioritizing communication will be critical in guiding the development of this feasibility study that has multiple agency partners and active property owners along the corridor.



Jim Archer, PE
Principal-in-Charge

Jim has experience in bridge design, construction, safety inspection, and program

management activities. His knowledge and expertise give him a unique understanding of the effects structural designs have on project budgets as well as long-term maintenance activities. He will be critical in determining feasible alternatives for the in-place pedestrian underpass.

Jim is a principal structural engineer who began his career in 2002. Prior to joining Bolton & Menk, Jim served as a senior bridge engineer for Hennepin County. He has experience in both public service and consulting environments as they relate to bridge design, construction, safety inspection, and program management activities. His knowledge and expertise in asset management give him a unique understanding of the effects structural designs have on project budgets as well as long-term maintenance activities. Jim's work includes preliminary and final bridge design, bridge safety inspection, bridge rehabilitation, and project management. Having recently taken PSMJ Project Manager training, Jim is well equipped with not only the training but also the tools necessary to drive this project successfully forward. He is committed to delivering projects that satisfy current and future needs in a practical, functional, and maintainable way.



Chris Chromy, PE, PTOE
Project Communication
Coordinator

Chris will facilitate discussions with the public and stakeholders, guiding our team's overall communication strategy. His ability to communicate with public partners and his experience on similar projects makes him the ideal person to help lead the public engagement efforts for this project.

Chris is passionate about working with clients to create safe and efficient transportation systems throughout the Upper Midwest. He began his career in 1993 and leads Bolton & Menk's transportation work group. His experience includes transportation system planning, traffic engineering, and roadway and trail design and construction. Chris has a track record of success delivering and managing highly visible, multimodal transportation projects. This success, in part, is due to the priority he places on maintaining effective communication with clients and project team members. He understands the interdependent relationships between the various functional areas of a project and promotes synergy between them to surpass our clients' expectations.



Randy Kirchberg
Senior Survey Technician

Randy will lead any survey needs associated with the project and will develop the project base mapping that will be critical in developing alternatives that are feasible and constructable. He will also develop public and private utility mapping for the project corridor. Randy joined Bolton & Menk in 1989 and has experience preparing boundary, topographic, engineering design, and ALTA/ACSM land title surveys. He is responsible for supervising and scheduling field crews and day-to-day staking operations.



Jacob Bongard, PE, PTOE
Principal Transportation Engineer

Jake will work closely with Tony to deliver the traffic engineering components, including concept development and intersection improvements. He will be supported by our team of transportation engineers. As a principal transportation engineer who began his career in 2009, Jacob works on a variety of projects

ranging from high-level planning studies to in-depth final design projects. He uses the knowledge and experience obtained through his education and professional practice to identify the needs of a project, work toward a solution, and communicate results to those in and outside the field of engineering. Jacob loves to solve challenging problems and enjoys seeing the impact our work can have on improving the way people safely and efficiently get from one place to another.



Dan Donayre
Senior Natural Resources
Specialist

Dan will help guide and provide oversight to the environmental team. He will lead the wetland delineation efforts on the project and will provide additional insight on possible permitting needs associated with the work within the park.

Dan leads Bolton & Menk's natural resources team and is responsible for coordinating with state and federal agencies to work through difficult aquatic resource delineations and permitting. He began his duties in 2005 and has conducted hundreds of wetland delineations, GPS surveys, and MnRAM analyses. Dan has successfully completed Wetland Conservation Act (WCA), Minnesota Department of Natural Resources, and U.S. Army Corps of Engineers permitting processes related to type and boundary applications, replacement plans, de minimis applications, exemption applications, no loss applications, and banking plans. He also acts as the local government unit (LGU) for several client communities. His duties as LGU include reviewing applications under the WCA, organizing and leading technical evaluation panel meetings, and issuing notices of decision.



Ashley Hudson, AICP
Funding Specialist

Ashley will help identify potential funding sources for inclusion in the study. She helps lead our funding group and has the experience necessary to understand what funding options will be available as the alternatives are vetted. Ashley is also a skilled communicator, allowing her to assist Chris and Tony in the development of the public and agency involvement plan. Since beginning her career in 2011, Ashley has developed a range of skills as a transportation planner. She fills multiple roles on an assortment of projects, including transportation corridor studies and designs, multiuse

trail studies, park master plans, and streetscape designs. As a key member of our firm's funding team, she has excellent capabilities in aligning projects with funding sources, developing comprehensive funding plans, and grant writing and research. Ashley's other contributions to projects include written and visual project communication, creative thinking, creating and executing dynamic public engagement plans, and transportation planning. She uses her creative visual and writing skills in projects by preparing "visual heavy" materials to clearly and effectively communicate information to stakeholders and the public.



Josh Shields, PLA
Landscape Architect

Josh's vast experience in park improvement projects will allow him to help guide possible improvements to the park system. He will be a valuable asset that can bridge the gap between park

improvement and highway improvement initiatives. Josh is a senior project landscape architect dedicated to helping clients develop sustainable solutions for their communities. He began his career in 2004 and his work experience in master planning, parks and recreational design, and urban design encompasses the entire life cycle of many projects; from visioning, design development, fundraising, construction, and maintenance. Josh's ability to build project consensus through meeting facilitation, public input, and thoughtful design has led to many successful community-backed projects. Josh has a special interest in designing projects that can be easily constructed, practically established, and effectively maintained to provide long-term support for their residents.

Though he has worked for numerous clients in the Upper Midwest, he recently relocated to Minnesota to provide a more focused approach to parks and recreation and urban design projects at Bolton & Menk.

Similar Project Experience

CSAH 12 Preliminary and Final Design, Scott County, Minnesota

Spring Lake Road (CSAH 12) is an incredibly narrow, 2.6-mile stretch of residential roadway sandwiched between Prior Lake and Spring Lake. It connects two arterial roadways, an elementary school, numerous neighborhoods, and a developing regional park. The roadway was in need of updating and reconstruction of the underlying utilities.

Bolton & Menk created and implemented an innovative design, significantly improving the quality of surrounding waterways, multimodal connectivity of neighborhoods and parks, and safety of the roadway environment. Four separate projects included a variety of water features to manage 350 acres of stormwater, new ADA-compliant sidewalks and trails, special curb to ensure the wellbeing of an endangered species, wetland restoration and enhancement, and connection to miles of trails. Implemented over 10 years, the projects used a variety of local and state funds and have made a positive impact on multiple facets of the community and natural environment.



Key Personnel: Chris Chromy, Project Manager

CSAH 32 Reconstruction, Dakota County, Minnesota

This complex reconstruction project is working toward a late 2021 bid date. This county-led project, in collaboration with the City of Eagan, will convert a vehicle-centric two-lane undivided corridor to a two-lane divided typical section with multiuse trails, roundabout at Dodd Road, traffic signal improvements at Lexington Avenue, turtle tunnels, and many other complex designs to establish a best-fit design through the environmentally sensitive constraints imposed by Lebanon Hills Regional Park and area wetlands.



Key Personnel: Jacob Bongard, Deputy Project Manager; Jim Archer, Structural Engineer; Chris Chromy, Transportation Engineer; Dan Donayre, Senior Natural Resources Specialist

TH 60 Lake Connection, MnDOT District 7

TH 60 in the City of Madison Lake carries more than 7,000 vehicles and nearly 700 trucks per day, causing frequent platoons of vehicles stuck behind slower moving drivers. MnDOT wanted to reduce delays and improve safety on the highway while minimizing impacts to the surrounding environment.



Bolton & Menk worked with MnDOT to take this \$20.1 million federally funded project from concept to bid documents. To identify the right solution and minimize project impacts, our team collaborated with three counties, three different communities, Minnesota DNR, FHWA, and National Park Service (NPS). We also had a robust public engagement plan that included more than one dozen open houses to understand the desires of the property owners on and around the corridor. We created a fly-through animation to highlight the changes that would occur along the corridor. In addition, we produced a project overview and staging video to inform the public of detour routes during the stages of the project. The project includes modifications/widening of 38 turn lane locations, a full reconstruction with storm sewer improvements, 60 centerline culvert replacements, more than 150 entrance culvert replacements, 6(f) land conversions, and a full-depth reclamation of the in-place pavement.

Key Personnel: Tony Rotchadl, Deputy Project Manager & Hydraulics Lead; Dan Donayre, Senior Natural Resources Specialist; Ashley Hudson, Funding Specialist; Jacob Bongard, Traffic Engineer

WORK PLAN – PROJECT APPROACH

Steele County can be assured the Bolton & Menk team will provide outstanding technical deliverables, exceptional leadership in public and stakeholder involvement, and superior project management in a timely and cost-effective manner. The detailed work plan below is outlined by tasks addressing all elements of the RFP. Please see page 13 for our detailed schedule.

Task 1: Project Management

Task 1.1: Administration

Tony will work directly with the county's project manager to effectively administer the feasibility study. He will be responsible for managing our team's efforts for the various tasks needed to complete the feasibility study. He will also coordinate with the county's project manager on invoicing, progress reports, and budget management.

Deliverables: General coordination, invoicing, progress reports, budget updates

Task 1.2: General Coordination

Coordination on a study of this scope will be one of the key drivers of a successful study. Our team recommends monthly PMT meetings to keep the project on schedule by providing an avenue to collaborate on key decisions. We will work with the county to develop the key staff needed to participate in the PMT meetings. It is likely that key outside personnel (parks department, Minnesota DNR, etc.) will be enlisted as needed to participate in PMT meetings. Tony will develop the agenda and minutes for the PMT meetings. His communication efforts do not simply start and stop with the

PMT meetings. He prides himself in providing constant communication during the project development. A study with this many variables requires constant collaboration (especially with the highway department) to ensure all decisions are made in an appropriate and timely manner. To help document decisions, we use an action item and decision log that can document decisions in real time and will serve as documentation (above and beyond meeting minutes) both during the study and after completion.

Deliverables: Agenda and supporting documentation, minutes, action item log

Task 1.3: Quality Assurance/Quality Control Functions (QA/QC)

Our firm's technical skills are grounded in a robust quality management program. Our QA/QC process involves a detailed review **before** deliverables are sent to clients. Tony will enlist the various specialists throughout study development to ensure the deliverables associated with the study are the quality that Steele County expects from Bolton & Menk.

Task 1 Key Personnel: Rotchadl, Archer

Task 2: Public Involvement

Task 2.1: Property Owners

Due to the number of access locations along the corridor, property owner involvement will be a critical item that may govern possible roadway and park alternatives. We will participate in property owner meetings with residents that are most impacted by any proposed alternatives. Impacts may be identified as significant access modifications, significant acquisition needs, or both. It will be critical to meet with the most impacted property owners independent of the open houses to ensure we communicate our understanding of their concerns and recognize they may experience impacts above and beyond what is experienced by the public or people that live on some of the communal roads along the lake.

Deliverables: Meeting minutes, figures to facilitate discussions

Task 2.2: Public and Agency Involvement Plan

As we have hinted to in our project understanding, the public and agency involvement plan will need to be robust. Immediately upon notice to proceed, we will develop an involvement plan that will be

reviewed and finalized as part of the first PMT (project kickoff) meeting. The plan will identify key agency, department, and public contacts. The paragraph below is a possible approach to public and agency involvement that can be discussed in further detail as part of the development of our public involvement plan.

Prior to the first open house, we recommend a meeting with the appropriate agencies (highway and parks departments, DNR) to go over each agency's goals or stipulations with any proposed improvement in the area. By understanding the desires and "non-starter" issues with each agency, we can be informed about the various constraints that should be communicated to the public. In addition to identifying these constraints, this initial meeting will help us verify possible funding sources. Collaboration amongst agencies prior to our first open house will allow us to provide cohesive messaging to the public while explaining the constraints that are in place. Being able to explain the "why" or "why not" when the general public has specific recommendations will go a long way in setting expectations. Without this early agency coordination, the first open house may simply be a session where we listen to complaints, not listen **and** explain possible solutions or additional considerations. Transparency in communicating the constraints on the agencies can be a powerful tool to bridge the gap between open-ended desires and practical solutions. This transparency will also foster acceptance of the alternatives that will be presented at the second open house.

For both open houses, we will develop written notices, handouts,

and displays for the meetings. We will also provide comment cards for people to further explain any concerns they have; these cards can be documented and referenced as the study unfolds. We will work with county staff to develop open house brochures and we will also ensure the open houses are both in-person and digital.

A project website is a critical tool where we can provide updates (project mapping, technical data) at key points throughout the study development.

Overall, we view public and agency involvement as one of the main risks associated with the development of this project. **Coupling Chris Chromy's vast experience in similar forums with our team's collaborative and technical skills shows we are committing to being a true partner in solving the complex issues in a transparent, practical, and accommodating way.**

Deliverables: Open house materials, website updates, comment documentation
Task 2 Key Personnel: Chromy, Rotchadl, Hudson

Task 3: Surveys and Mapping

As the study unfolds, it is likely that key in-place infrastructure will need to be surveyed to identify an accurate depiction of the impacts to any alternative. While our team is well-versed in using GIS and LiDAR data on studies of this nature, we understand and have accounted for two days of survey crew data collection. This will include things that are not easily identifiable using desktop (LiDAR, aerial, etc.)

resources. This may be especially pertinent in the park area, where the in-place fence and trail along the lake side of CSAH 28 may not be viewable using aerial photography. Other items may include the pedestrian underpass, DNR outlet structure, power poles, and key culvert infrastructure. We will use these items to develop a base file for the corridor.

Deliverables: Survey data collection and data reduction (drafting)
Key Personnel: Kirchberg, Rotchadl, Bongard

Task 4: Public and Private Utility Identification and Coordination

We will conduct a Gopher State One Call (GSOC) and request utility mapping within the project corridor. During the open houses, we will discuss any private infrastructure within the corridor that may need to be surveyed. Upon completion of the mapping, we can effectively understand impacts to these facilities and will coordinate early with utility owners as the alternatives are developed.

Deliverables: GSOC maps, utility coordination, survey files
Key Personnel: Kirchberg, Rotchadl, Bongard

Task 5: Preliminary Hydraulics

Our team (led by Tony) will conduct a preliminary hydraulics analysis of the corridor and provide hydraulic considerations for any of the alternatives that are developed within the lake corridor. Within the project's agricultural corridor, we

will identify culvert replacement locations. Within the lake corridor, our team will identify possible solutions for the drainage concerns just north of the park (including understanding landowner concerns) and identify the need for any stormwater management and treatment that may come about from alternatives. For the DNR outlet, we will focus on solutions that maintain the hydraulic capacity and lake levels associated with the in-place outlet (we do not see a need to analyze the entire lake watershed). The goal of the preliminary hydraulics report is to have a comprehensive understanding of any drainage improvements and costs that result from the proposed alternatives for the roadway improvements.

Deliverables: Hydraulics report
Key Personnel: Rotchadl

Task 6: Environmental and Wetland Delineation

Dan Donayre will lead the wetland delineation and work with agency partners to understand any environmental impacts associated with the project. Having a thorough understanding of any wetlands within the corridor (including wetlands with incidental status) will be a key consideration when developing alternatives. Any park improvements may be subject to additional environmental compliance depending on the type of improvement, how the park land was procured, etc. Understanding any compliance needs associated with moving the project from the feasibility stage to the design stage is critical, as environmental compliance issues can often dictate project schedules.

One key item that needs to be understood is how the current park land was procured. There are various

stipulations that may come with park land depending on how it was procured. If the park was procured using LAWCON dollars or other unique park specific development alternatives there may be various commitments that need to be understood, as these can trigger certain environmental compliance procedures that need to be followed if major alterations to the park are desired. Our team will work with the county to understand how the park was initially developed so we can identify the appropriate processes that need to be followed if park improvements are desired.

Deliverables: Approved Wetland Type and Boundary Application (delineation), environmental compliance requirements associated with any alternatives
Key Personnel: Donayre

Task 7: Right-of-Way

We will work with the county to understand the in-place right-of-way dimensioning (based on old plans, parcel data, etc.). This will allow us to vet alternatives from a right-of-way acquisition perspective. By understanding the right-of-way needs and costs associated with the alternatives, we can form a complete picture of the impacts of any improvements that are requested.

Deliverables: Right-of-way impacts and costs
Key Personnel: Kirchberg, Bongard

Task 8: Feasibility Analysis/Preliminary Layout

Task 8 is where many of the previous tasks will come together to provide a complete picture of the preferred improvements. We anticipate the feasibility analysis will be a comparison of the various

alternatives. This comparison will look at not just high-level project construction costs, but also the additional items that have been researched in previous tasks (right-of-way and utility impacts, environmental compliance, public input). The feasibility analysis will serve as a guiding document for selecting a preferred alternative.

The preliminary layout will include all components of any preferred and feasible alternatives. As mentioned in Task 1, we will have numerous figures and “over the shoulder” reviews that will help guide the PMT discussions. The collaboration that takes place from kickoff to the final preliminary layout will be synchronized into a “roll plot” style submittal that will show typical sections for key segments of the project, geometric and alignment modifications, special drainage considerations (including bridge 89080), utility and wetland impacts, right-of-way needs, and any park improvements that may be identified as the preferred feasibility layout.

Deliverables: Feasibility analysis, preliminary layout
Key Personnel: Entire project team

Task 9: Preliminary Cost Estimate and Funding Options

This task will provide our team the opportunity to complete a more refined cost estimate on the preferred feasibility analysis. This will include total project costs, not just construction.

Our team has done a cursory review of possible funding sources (in addition to the funding sources listed in the RFP). After our review, we have identified three possible funding sources where the

proposed project improvements have a competitive advantage when compared to other projects. These funding sources include

- **LRIP Funding**—State-funded program intended to pay for local road projects that cannot reasonably be funded through other revenue sources
- **Outdoor Recreation Grant Program (Minnesota DNR)**—Grants to increase and enhance corridor recreation facilities in local and community parks throughout the state
- **Local Trail Connections Program (Minnesota DNR)**—Grants to promote short trail connections between where people live and significant public resources

We understand that possible funding sources will be a key driver in any preferred alternatives, both for the highway and parks department.

Besides the possible sources mentioned above, there are at least six other funding sources that could be applicable depending on the scope of the preferred feasibility alternative. We will keep our funding expert, Ashley Hudson, involved during the alternatives development so she can provide guidance on additional funding opportunities and any strategies to help tailor the project to meet specific funding requirements. These strategies could include breaking the overall project into sub-projects to enhance funding opportunities and/or tweaks in project layouts to align better with funding requirements.

Deliverables: Cost estimate, summary of possible funding options
Key Personnel: Bongard, Rotchadl, Hudson

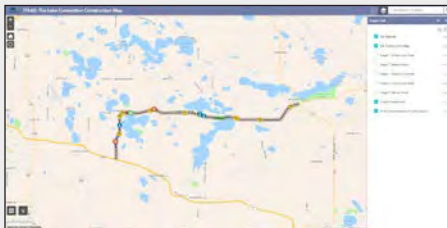
Task 10: Feasibility Report

The formal feasibility report will be a roll-up of all the work contained within the RFP and will act as the one-stop shop for all documentation and processes (public input, meetings, improvement alternatives, funding sources) associated with the development of the preferred feasibility alternative. It will explain how the preferred alternative was arrived at and recommend a path forward in regard to funding and the ultimate implementation of the preferred improvements from concept to reality.

Deliverables: Feasibility report
Key Personnel: Entire project team

Task 11: Additional Tasks

An interactive web map of the preferred alternative would be a powerful tool to concisely convey the preferred alternative to the public. This website would supplement the feasibility report and provide the public with an illustration of the preferred alternative. In lieu of wading through the feasibility report or static PDFs of the layout on the county website, this would be a “click and learn” style website of the preferred alternative. Tony and our team have completed similar interactive maps on two projects for Blue Earth County, as well as on the TH 60 Lake Connection Project for MnDOT District 7.



TH 60 The Lake Connection
<https://bit.ly/3hCtNxL>



Blue Earth County CSAH 57
<https://bit.ly/3hF1uic>



Blue Earth County CSAH 82
<https://bit.ly/2Tbue8P>

Deliverables: Interactive web map
Key Personnel: Rotchadl, Bongard, GIS staff



Project Schedule

We have developed a schedule detailing the anticipated work tasks, task relationships, critical path timeline, deliverable due dates, and completion dates. This schedule is based on our review of the project background, description, and scope of services included in the Request for Proposals and our experience on other similar projects. Upon selection, Bolton & Menk will work with county staff and other project partners to revise and update this schedule as needed to ensure successful delivery of this project.

Tasks	Feasibility Study of CSAH 28 & Beaver Lake Park Improvements											
	2021					2022						
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
1 - Project Management												
Administration												
General Coordination (Monthly PMTs & Coordination)												
QA/QC Functions												
2 - Public Involvement												
Property Owners												
Public and Agency Involvement Plan												
Public Open Houses												
Website Updates	As Needed											
3 - Surveys and Mapping												
Survey Key Items Within the Corridor												
Data Request From County												
Develop and Supplement Basefile												
4 - Public and Private Utility Identification and Coordination												
GSOC Mapping Request												
Identify Utility Impacts (Private & Public)												
Coordinate with Utility Owners (as needed)												
5 - Preliminary Hydraulics												
Understand Key Hydraulic Considerations												
Analyze Hydraulics for Alternatives												
Finalize Hydraulic Report												
6 - Environmental and Wetland Delineation												
Delineate Wetlands												
Complete and Submit Wetland Type and Boundary App												
Identify Special Environmental Considerations												
Verify Special Environmental Considerations												
7 - Right-of-Way												
Obtain Basefile Right-of-Way Mapping from County Resources												
Identify Right-of-Way Impacts												
Finalize Right-of-Way Impacts and Costs												
8 - Feasibility Analysis/Preliminary Layout												
Preliminary Layout Development												
Final Preliminary Layout												
Feasibility Analysis												
9 - Preliminary Cost Estimate and Funding Options												
Prepare Preliminary Cost Estimates												
Total Project Costs for Preferred Alternative												
Identify Possible Funding Sources												
10 - Feasibility Report												
Draft Feasibility Report												
Final Feasibility Report												
11 - Additional Tasks												
Interactive Web Map of Improvements												

COST PROPOSAL

The following table summarizes the hours and cost breakdown for each major work task item. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. **Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials.** Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Client: Steele County Project: Feasibility Study of CSAH 28 & Beaver Lake Park		Bolton & Menk, Inc.													
Task No.	Work Task Description	Project Manager	Principal Structural Engineer	Project Communication Coordinator	Senior Survey Technician	Transportation Engineer	Senior Natural Resources Specialist	Funding Specialist	Landscape Architect	Design Engineer	Engineering Technician	Survey Crew Chief	Admin/Coordination	Totals	Costs
1.0 Project Management															
1.1	Administration	10	4										6	20	\$2,874.00
1.2	General Coordination - 12 PMTs	36	2	3				4	6					51	\$8,171.00
1.3	QA/QC Functions	10				4								14	\$2,230.00
Subtotal Hours - Task 1		56	6	3	0	4	0	4	6	0	0	0	6	85	\$13,275.00
2.0 Public & Agency Involvement															
2.1	Property Owners (3)	16		12							6			34	\$5,948.00
2.2	Public Open Houses (2)	16		12				8						36	\$6,236.00
2.3	Website Updates, Handouts, Displays	4						14	4	20	8			50	\$6,756.00
Subtotal Hours - Task 2		36	0	24	0	0	0	22	4	20	14	0	0	120	\$18,940.00
3.0 Surveys and Mapping															
3.1	Supplemental Survey				4							18		22	\$3,204.00
3.2	Basefile Development & Updates				16									16	\$2,016.00
Subtotal Hours - Task 3		0	0	0	20	0	0	0	0	0	0	18	0	38	\$5,220.00
4.0 Public and Private Utility Identification and Coordination															
4.1	GSOC				2									2	\$252.00
4.2	Basefile Development & Updates													0	\$0.00
4.3	Identify Utility Impacts									10				10	\$1,300.00
4.4	Utility Owner Coordination	2								4				6	\$830.00
Subtotal Hours - Task 4		2	0	0	2	0	0	0	0	14	0	0	0	18	\$2,382.00
5.0 Preliminary Hydraulics															
5.1	Identify Key Hydraulic Considerations									4				4	\$520.00
5.2	Analyze Hydraulic Considerations	4								36				40	\$5,300.00
5.3	Finalize Hydraulic Report	2								16	4			22	\$2,902.00
Subtotal Hours - Task 5		6	0	0	0	0	0	0	0	56	4	0	0	66	\$8,722.00
6.0 Environmental and Wetland Delineations															
6.1	Wetland Delineation & Report						50							50	\$6,450.00
6.2	Identify Special Environmental Considerations						8							8	\$1,032.00
Subtotal Hours - Task 6		0	0	0	0	0	58	0	0	0	0	0	0	58	\$7,482.00
7.0 Right-of-Way															
7.1	Develop Right-of-Way Basefile				4									4	\$504.00
7.2	Identify Right-of-Way Impacts										12			12	\$1,536.00
7.3	Finalize Right-of-Way Impacts & Costs	2								4	4			10	\$1,342.00
Subtotal Hours - Task 7		2	0	0	4	0	0	0	0	4	16	0	0	26	\$3,382.00
8.0 Feasibility Analysis/Preliminary Layout															
8.1	Preliminary Layout Development	24	6			20			12	180	40			282	\$38,808.00
8.2	Final Layout Development													0	\$0.00
Subtotal Hours - Task 8		24	6	0	0	20	0	0	12	180	40	0	0	282	\$38,808.00
9.0 Preliminary Cost Estimate and Funding Options															
9.1	Preliminary Cost Estimates					2				12				14	\$1,900.00
9.2	Project Costs for Preferred Alternative	2				2				4				8	\$1,170.00
9.3	Identify Possible Funding Sources							12						12	\$1,584.00
Subtotal Hours - Task 9		2	0	0	0	4	0	12	0	16	0	0	0	34	\$4,654.00
10.0 Feasibility Report															
10.1	Draft Feasibility Report	6				6		2	2	24				40	\$5,666.00
10.2	Final Feasibility Report	2								12				14	\$1,870.00
Subtotal Hours - Task 10		8	0	0	0	6	0	2	2	36	0	0	0	54	\$7,536.00
11.0 Additional Tasks - See Below															
11.1	Interactive Web Map													0	\$0.00
Subtotal Hours - Task 11		0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
Total Hours		136	12	27	26	34	58	40	24	326	74	18	6	781	
Average Hourly Rate		\$155.00	\$196.00	\$225.00	\$126.00	\$170.00	\$129.00	\$132.00	\$166.00	\$130.00	\$128.00	\$150.00	\$90.00		
Subtotal		\$21,080.00	\$2,352.00	\$6,075.00	\$3,276.00	\$5,780.00	\$7,482.00	\$5,280.00	\$3,984.00	\$42,380.00	\$9,472.00	\$2,700.00	\$540.00		
Total Fee - Base Bid															\$110,401.00
Additional Tasks - Create Interactive Web Map Showing Preferred Alternative															\$4,800

COST SHARING RECOMMENDATIONS

The scope of the park and highway improvements (specific to each department) could vary based on the background data collection, goals, and public/agency input we receive. We recommend the fees associated with developing the alternatives for each department be monitored and possibly modified as we further understand the goals and limitations for each department. Upgraded safety items for the highway and the park recreational facilities will be largely intertwined (pedestrian underpass, pedestrian improvements directly adjacent to the park, possible TH 30 to park pedestrian facility, etc.). With our understanding of the complexities associated with this study, we have developed a recommended cost split, as described below.

The tasks that are more administrative in nature are tasks that we would recommend be split 50/50 between the parks and highway department. These would include tasks 1 through 4, 6, and 7. Splitting out these tasks equates to a fee of \$50,861, or \$25,430.50 for each respective department.

The development of the preliminary layout includes segments of the project that will not include areas adjacent to the park. The length of roadway adjacent to the park is approximately 0.15 miles (or 7 percent of the total highway miles specified in the RFP). However, this segment of CSAH 28 will contain an outsized amount of complexities that need to be understood from a highway design and safety perspective. Highway alternatives will need to closely consider park preferences and goals. Because of these additional complexities, we would recommend a 30/70 split between the parks and highway department for tasks 5, and 8 through 10. These tasks have a total fee of \$59,720. Using 30 percent for the parks yields \$17,916 for the parks department and \$41,804 (70 percent) for the highway department.

A summary of possible department specific fees, based on the recommendations above, is:

- Highway Department: \$67,234.50
- Parks Department: \$43,346.50
- Total Fee: \$110, 581



SUMMARY

Bolton & Menk understands the park is a recreational resource for Steele County that will most likely bring a wide range of input from county residents. Property owners of lake parcels will often become passionate when they are made aware of opportunities to improve infrastructure in and around the lake where they gather and make memories with friends and family. We view it as our responsibility to steer these discussions so practical solutions can be identified that will maintain the county-wide priorities of the Highway Department and county resources are allocated based on sound engineering and planning judgement, not necessarily yielding to the loudest voices in the room. With our collaboration skills and technical expertise, we are the team that can best develop a feasibility report that can chart a path forward for implementing real solutions that will balance the priorities of the agencies with the desires of the general and surrounding public.





Architecture
Engineering
Environmental
Planning
ISGInc.com

Request for Proposals

Professional Engineering Services Feasibility Study of CSAH 28 and Beaver Lake Park Improvements



FOR:

Paul Sponholz, PE

Assistant County Engineer

Steele County Highway Department
P.O. Box 890
3000 Hoffman Drive North West
Owatonna, MN 55060-0890

507.444.7670

Paul.Sponholz@co.steele.mn.us

FROM:

Darrell Pettis, PE

*Senior Engineer and
Administrative Advisory*

ISG

115 East Hickory Street + Suite 300
Mankato, MN 56001

507.387.6651

Darrell.Pettis@ISGInc.com

Reese Sudtelgte, PE

Civil Engineer

ISG

6465 Wayzata Boulevard + Suite 970
St. Louis Park, MN 55426

952.426.0699

Resse.Sudtelgte@ISGInc.com

ARCHITECTURE

- Architecture
- Interior Design
- Landscape Architecture
- Planning

ENGINEERING

- Civil
- Drone Services
- Electrical
- Land Surveying
- Mechanical
- Municipal
- Refrigeration
- Steam + Power
- Structural
- Technology
- Telecommunications
- Transportation
- Water/Wastewater
- 3D Scanning

ENVIRONMENTAL

- Assessments + Review
- Geographic Information Systems
- Permitting + Compliance
- Planning + Feasibility
- Testing + Monitoring

PLANNING

- Community
- Municipal
- Resources
- Urban

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1. General Requirements

RE: Professional Engineering Services Proposal for a Feasibility Study of CSAH 28 and Beaver Lake Park Improvements
Steele County, MN

ISG

July 16, 2021

Paul Sponholz, PE
Assistant County Engineer
Steele County Highway Department
P.O. Box 890
3000 Hoffman Drive North West
Owatonna, MN 55060-0890
507.444.7670
Paul.Sponholz@co.steele.mn.us

350+
EMPLOYEES

44
STATES LICENSED

Zweig Group
HOT FIRM LIST FOR 2021

Top 500
2021 ENR FIRM

STATEMENT OF VALIDITY

The enclosed proposal will remain valid for a period of not less than 60 days from the date of submittal

POINT OF CONTACT

Darrell Pettis, PE

Senior Engineer and Administrative Advisory

I&S Group (dba ISG)
115 East Hickory Street
Suite 300
Mankato, MN 56001
507.387.6651
Darrell.Pettis@ISGInc.com

Paul,

As the Steele County Highway Department (the County), in partnership with the County Parks Department, considers options to rehabilitate or reconstruct CSAH 28 (MN 30 to CSAH 21) and make improvements to Beaver Lake Park, ISG stands eager to assist as your dedicated design partner by conducting a feasibility study.

The County is weighing several options related to road corridor improvements to meet current standards and improve safety, including whether to restore or replace deteriorating bituminous pavement, and determine financially feasible park improvements as part of the project. The proposed feasibility study will gather information to examine alternatives and their impacts, project costs and possible funding sources, and recommend preferred alternatives.

Our designers have built an award winning portfolio of parks and trails design and offers creative solutions for every size project. Working alongside the County we will offer following advantages:

Local Presence. ISG has established a trusted relationship with Steele County having completed a number of projects in the area, including recent transportation projects for the City of Owatonna. ISG will rely on its understanding and past experience to ensure the best possible design and engagement strategies.

Parks + Trails Experience. Our team is comprised of outdoor and environmental enthusiasts who understand the overall needs for successful park systems. Building on this passion for optimal outdoor recreation amenities, ISG will focus on the user experience in connecting people to this important County asset.

Community Engagement. ISG has provided strategic community engagement services for a variety of projects. Giving the County multiple options for levels of engagement, stakeholders and residents will be able to contribute to the process to drive design decisions.

The following comprehensive proposal outlines our approach and qualifications to perform the scope of work. We look forward to providing you with responsive service, a collaborative approach, and timely delivery.

Sincerely,



Darrell Pettis, PE

Senior Engineer and Administrative Advisor

Authorized to sign the terms of the proposal



Reese Sudtelgte, PE

Civil Engineer

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2. Project Understanding

UNDERSTANDING + METHODOLOGY

Conducting a feasibility study allows us to explore improvement options for CSAH 28 and Beaver Lake Park. This study requires a team with not only transportation expertise, but also parks and recreation experience to develop solutions that make sense for the entire project scope. To balance the needs of highway traffic and park users, public input will be an integral part of the planning process as it allows us to gain a full understanding of what stakeholders will support to produce the best outcome for all. From highway realignment and partial realignment within the park to the conversion of the existing rural highway design to an urban design within the reconstruction on the existing alignment, there are many options to consider. Our job, as your project partner, will be to guide you through each scenario as we consider the end-users and cost implications for each option and recommend improvements that position Steele County for long-term success.



Listen-First Approach

No one knows the primary issues and concerns for this project better than Steele County and its community. Our role is to listen to your wants and needs, and then offer solutions that will achieve project goals.

Contextual Design/ Alternative Analysis

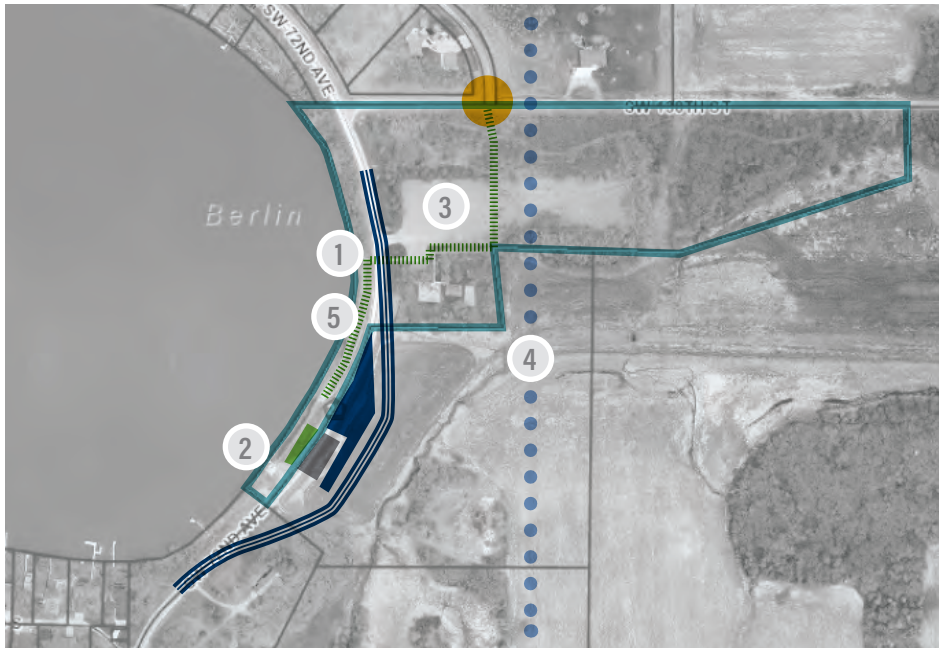
Based on our understanding of project goals, ISG will develop concepts and alternatives with deep contextual considerations to guide decision-making and determine what works best for this site.

Experience

Our project team was selected based on their experience working on transportation projects and a trusted relationship with Steele County, giving you the advantage of working with a cohesive, familiar, and knowledgeable project team.

OPPORTUNITY

CSAH 28 attempts to serve two highway functions in direct conflict with each other—mobility and access. The purpose of this project is to balance highway mobility for thru traffic and the access needs of the surrounding land uses. Our project team has identified existing challenges and opportunities within the site as a starting point to explore options.



OPPORTUNITIES

- Crosswalk and trail connection to keep people from walking on shoulder
- Picnic area for boaters
- Boat launch parking
- Landscape buffer/stormwater area
- Enhance trail connection to other portion of park
- Realign road to have bigger offset from waterfront; more curves to slow traffic
- New road alignment
- Park boundary
- 1 Fishing pier
- 2 Boat landing
- 3 Park parking
- 4 New bridge
- 5 Additional beach access

EXISTING CHALLENGES

Roadway

- Roadway access to local farmers and Beaver Lake Park
- Seasonal and weekend high volume traffic
- Deteriorating pavement
- High, steep, tree-lined slope with no guardrail
- Lack of speed limit signage
- Drainage issues along the highway
- Aligning box culvert replacement with potential road realignment
- High water levels at the culvert inlet that gets blocked with sand and debris

Park

- Pedestrian and bicycle safety concerns when accessing park
- Pedestrian tunnel under the highway that connects users to the boat landing and park is not ADA compliant
- Boat landing is a significant distance from the parking lot
- Safety concerns when unloading boats as launch is too close to the highway
- Small beach area

3. Project Team, Qualifications, Experience, and Availability



Darrell Pettis, PE
Senior Engineer and Administration Advisor
Role: Project Manager
65% Availability

EXPERIENCE

Darrell recently joined ISG as a Senior Engineer and Administrative Advisor bringing over 30 years of experience. He previously served as Le Sueur County’s Engineer and County Administrator, where he coordinated capital improvement planning and 5-year transportation planning that lead to successfully funded efforts.

Transportation Planning + Implementation Strategies

Darrell understands the funding challenges that counties face in transportation projects and works with partners to develop a “best first” maintenance strategy—preserving what is in good shape before jumping into full reconstruction. As County Engineer, Darrell was responsible for over 500 miles of roadway, which included approximately 20 miles of municipal and urban design. Darrell directed county-wide road and bridge maintenance programs, maintenance shop operations, and materials acquisition. He has expansive experience analyzing road conditions for the development of short- and long-range construction programs and evaluated project development time needed for various project times. Darrell understands the value of considering of how existing conditions and proposed alternative improvements will impact a community before making decisions.

County Funding Resources

Among Darrell’s greatest assets is his understanding of local funding resources and processes. He has experience in municipal maintenance agreements between the city and county, the Area Transportation Partnerships (ATP) process for local federally funded State Transportation Improvement Program (STIP) projects, and county bonding opportunities using future CSAH Construction and Maintenance Funds as the funding source for bond repayments. Additionally, he has been involved in the application of Safe Routes to Schools, County State Aid Highway, and Point Source Implementation (PSIG) funding.

EDUCATION

Bachelor of Science in Civil Engineering, South Dakota State University - Brookings, SD
MN Registration #23428

LE SUEUR COUNTY HIGHWAY PROJECTS

- 23 Cold In-Place Recycling projects with bituminous overlays, 103 miles in length
- 7 Full Depth Reclamation projects with bituminous overlays, 25 miles in length
- 2 Micro-Surfacing projects, 12 miles in length
- 5 CSAH Rural Complete Reconstruction projects, grading, base and bituminous, 12 miles in length
- 2 County Road Regrading projects, 8 miles in length
- 3 Rural Aggregate Base and Bituminous projects, 15 miles in length
- 10 Municipal Reconstruction projects, 5.3 miles in length
- 19 Resurfacing projects, 57 miles in length

COUNTY-LEVEL EXPERTISE

Having served for 10 years as the Le Sueur County Administrator and 18 years as the Le Sueur County Engineer, Darrell’s expertise expands across several platforms providing leadership and guidance, organization and administration, and technical design and engineering services. He has led multiple new and remodeled governmental building projects with planning, design coordination, and financial strategies to bring the project from a vision to reality. This experience has resulted in a deep understanding and acute awareness of marketplace nuances, infrastructure challenges, and economic constraints that counties face.



Darwin Yasis, PE
Transportation Group Leader
Role: Transportation Lead
65% Availability

Darwin brings over 25 years of experience in transportation design and construction to his role as Transportation Group Leader. Having served in both the public and private sectors, he has worked on a broad range of transportation projects and has a proven track record of delivering successful projects from inception, through plan development, and into construction.

During his career at MnDOT, Darwin served as the State Geometrics Engineer and led the agency in the review, analysis, and approval of mega transportation projects. He also spearheaded the design guidance, development, and implementation of innovative intersection and interchange designs, including diverging diamond interchanges, reduced conflict intersections, managed lanes, and roundabouts. These design standards were incorporated into MnDOT's Design Guidance and Road Design Manual.

EDUCATION

Master of Science in Infrastructure Systems Engineering,
University of Minnesota, Twin Cities - Minneapolis, MN

Bachelor of Science in Civil Engineering,
De La Salle University - Manila, Philippines

MN Registration #45469



Reese Sudtelgte, PE
Civil Engineer
Role: Civil Engineering
30% Availability

Reese works closely with ISG's in-house design team to prepare site plans, engineering reports, construction documents, and a variety of feasibility studies. He has experience contributing solutions to projects across the full spectrum of services, including a series of pavement, stormwater management, and infrastructure projects. Specification writing, permitting, client representation, and construction administration are also among his areas of expertise, which ensures a comprehensive solution from initial investigations through construction. In collaboration with the landscape architecture and transportation teams, he blends each disciplines goals together to create functional and inviting areas.

EDUCATION

Bachelor of Science in Civil Engineering,
Minnesota State University, Mankato - Mankato, MN

MN Registration #54243

PROJECT EXPERIENCE

- TH52 Reconstruction*
Cannon Falls/Zumbrota, MN
- St. Croix Crossing Project*
Stillwater, MN
- North Cedar Avenue Streetscape Improvements
Owatonna, MN

* Completed while at a previous firm

PROJECT EXPERIENCE

- City of Owatonna - Multiple Engineering Projects
Owatonna, MN
- North Cedar Avenue Streetscape Improvements
Owatonna, MN
- Mill Towns Trail Preliminary Design
Northfield, MN
- CSAH 19 + 45 CPR
Steele County, MN


Brian Doucette
Landscape Designer
Role: Park and Recreation Lead
20% Availability

An experienced landscape designer with 10 years of experience, Brian works with clients and communities to design impactful, dynamic, and sustainable spaces. He listens with intent to the wants and needs of user groups, project stakeholders, and partners—seamlessly translating ideas into reality through the creation of sketches, graphics, and renderings that help convey design intent and ideas. Brian is familiar with working on all stages of a project from ideation and design development to construction documents and implementation, and he coordinates with other disciplines throughout the project to ensure cohesive and strategic design deliverables.

EDUCATION

Master of Landscape Architecture,
University of Minnesota, Twin Cities - Minneapolis, MN

Bachelor of Landscape Architecture,
University of Minnesota, Twin Cities - Minneapolis, MN

PROJECT EXPERIENCE

Riley Lake Park
Eden Prairie, MN

North Cedar Avenue Streetscape Improvements
Owatonna, MN

Mississippi Dunes Master Plan
Cottage Grove, MN

Lake Isabel Park
Hastings, MN


Nick McCabe
Senior Environmental Scientist
Role: Wetland Delineation
15% Availability

Nick has extensive experience on a wide variety of projects types, including pipelines, highways, mining, wetland banks, and private developments, which makes him an asset to any project's environmental review and permitting efforts. Experienced with environmental review at the local, state, and federal level, he has a firm understanding of project goals, time frames, budget priorities, and the ability to navigate the various government regulatory systems. Nick has direct experience with NEPA, MEPA, and EERA, and has completed federal Environmental Assessments and Worksheets, Environmental Impact Statement, and Alternative Urban Areawide Reviews. Nick also coordinates and completes wetland investigations, state permitting, federal Clean Water Act (Section 404 and Section 10) permitting, Phase I Environmental Site Assessments, research and preparation of environmental reviews, development of reports and permit applications, and the collection and management of GIS data.

EDUCATION

Bachelor of Science in Earth Science; Minor in Geology,
Minnesota State University, Mankato - Mankato, MN

PROJECT EXPERIENCE

CSAH 12 Reconstruction
Nicollet County, MN

CSAH 46 Reconstruction
Rice County, MN

CSAH 14 Reconstruction
Blue Earth County, MN

Lake Washington Regional Park + Campground
Le Sueur County, MN



Laura Drager, MBA

Marketing Manager

Role: Public Involvement

25% Availability

Taking a listen-first approach, Laura develops community engagement plans designed to gain valuable feedback that is incorporated into programming and designs. This focus on listening to understand gives her the ability to gain perspective from multiple user groups, filter it down into meaningful themes, then develop well thought-out and effective deliverables that fully support the wants and needs of each user group. With any project, there should be an emphasis on exposure through dynamic engagement initiatives tailored to the community, as well as current and potential user groups. To do this, Laura leads ISG's in-house marketing team to plan and implement engagement efforts, including community surveys, interactive websites, virtual basemaps, and user group meetings.

EDUCATION

Master of Business Administration Leadership,
Southwest Minnesota State University - Marshall, MN

Bachelor of Arts in Communication Studies and Marketing,
Southwest Minnesota State University - Marshall, MN

PROJECT EXPERIENCE

Kiwanis Camp Patterson

Madison Lake, MN

Lake Isabel Park

Hastings, MN

Greater Mankato River Valley Trail Master Plan

Mankato, MN

Orange City Master Planning

Orange City, IA

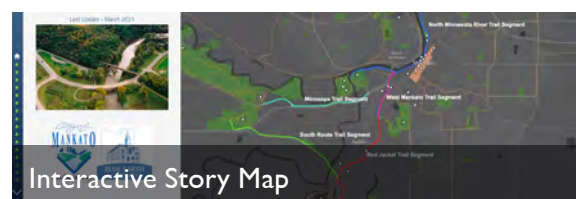
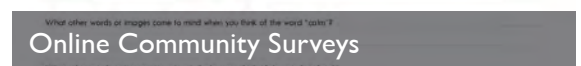
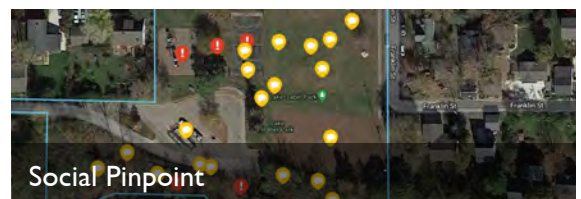
PUBLIC INVOLVEMENT EXPERTISE

With a multitude of stakeholders impacted by this project, it is imperative that strong community engagement efforts are clearly established in the planning process. Offering in-person and virtual engagement techniques, ISG is able to generate feedback that will drive planning initiatives. Our in-house resources afford us the flexibility, creativity, and capacity to deliver both traditional services and custom, interactive opportunities.

Traditional



Custom



Similar Project Experience

Our team's vast experience in conducting feasibility studies related to planning parks, trails, and transportation networks requires a keen eye to surrounding context, future goals, and funding strategies.

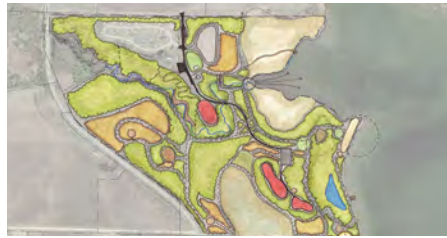


CSAH 3 - Waseca County Line to TH 60

Le Sueur County, MN

This north-south minor collector had deteriorating pavement, consisting of 9" to 11" of plant mixed bituminous placed directly on the native soil road grade; there was no sand or aggregate base under the bituminous originally surfaced in the 1980s. The project consisted of milling off 6" of the existing bituminous and the remaining 4" to 6" was reclaimed with a reclaimer. After this first pass, 6" of aggregate base material was spread over the reclaimed material. The reclaimer then made a second pass to mix the materials together and the blended material was shaped and compacted. The final bituminous surface was then placed on top of the reclaimed material.

ISG's Darrell Pettis served as the Le Sueur County Engineer during this effort and completed the design and construction engineering for the project.



Lake Washington Regional Park + Campground

Le Sueur County, MN

The County was looking to make site improvements that would improve accessibility to the 166-acre destination park to better accommodate visitors and drive economic development. A comprehensive master plan improved accessibility and connectivity and enhanced entrances and wayfinding efforts. The County used the plan to facilitate future decision making and to provide a framework for grant applications. In 2019, the Greater Minnesota Regional Parks & Trails Commission designated Lake Washington Regional Park and Campground as a regional significant destination and awarded the County \$983,511 to continue their enhancement efforts.

As the Le Sueur County Administrator in this effort, ISG's Darrell Pettis assisted in the master plan study, facilitated public meetings, and identified matching funds to realize the first project. Additionally, Senior Environmental Scientist, Nick McCabe, helped facilitate preliminary planning conversations with County officials.



North Cedar Avenue Streetscape Improvements

Owatonna, MN

The City of Owatonna partnered with ISG to initiate a three-block streetscaping improvement project. The centerline of the roadway was shifted to allow parallel parking along both sides of the corridor and provide additional sidewalk and amenity space within the typical sections. As lead Transportation Engineer, Darwin Yasis modified the intersection geometry to increase pedestrian connectivity and safety.

Reese Sudtelgte is the Project Manager and Lead Civil Engineer in close collaboration with all stakeholders. Laura Drager, Marketing Manager, developed the community engagement plan, facilitated marketing materials, and the custom project website to keep the public informed on design and construction updates. From personal calls and postcards to an interactive website, community feedback was a driving force of the vision for the project. Landscape Architect, Brian Doucette integrated greenery and updated streetscape aesthetics that blend with the overall existing architecture.



ADDITIONAL PARKS + TRAIL PLANNING



Lake Isabel Park
Hastings, MN

- Custom Social Pinpoint website, in-person open houses, and public presentations



East Medicine Lake Park
Plymouth, MN

- City and public collaboration, visioning session, and review meetings



Mississippi Dunes Park
Cottage Grove, MN

- Park development master plan
- High level sketch concepts and cost to construct comparisons



Greater Mankato River Valley Trail Master Plan
Mankato, MN/Blue Earth County, MN

- County feasibility study and trail mapping
- Custom public engagement strategies



Central Iowa Water Trails
Des Moines, IA

- Regional engineering feasibility study
- Fundraising strategies and grant support, including \$25 million BUILD grant
- Collaboration between city, county, state, and federal stakeholders

EXPERTISE

- Design + Planning Services**
- Capital Improvement + System Plans
 - Comprehensive Recreation Plans
 - Ecological Planning + Environmental Services
 - Full Architecture + Engineering Design
 - Programming + Master Planning
- Design Components**
- Courtyards, Community Gardens + Green Space
 - Health, Wellness, and Athletic Recreation
 - Memorials + Specialty Art
 - Multi-Modal + Water Trails
 - Outdoor Courts, Fields, and Recreational Amenities
 - Outdoor Education + Performance
 - Pavilions + Picnic Shelters
 - Play Safety Surfaces
 - Playgrounds + Natural Playscapes
 - Signage, Wayfinding, and Gateways
 - State, Regional, Community, and Neighborhood Parks
 - Urban + Park Facilities/Amenities

TRANSPORTATION EXPERTISE

Highways + Streets	Roadside + Public Facilities	Streetscaping
Bridges + Tunnels	Traffic Engineering	Alternative Delivery Models
Roundabouts	Transportation Planning	Stakeholder Engagement
Trails + Railways	Environmental Compliance	Safety Improvements
Intermodal Facilities	Survey + Platting	Stormwater Management
Intersection + Street Lighting	GIS Services	ADA Accessibility + Compliance

4. Work Plan - Project Approach

PARTNERS FOR SUCCESS

On-call. Responsive. Experienced. These assets serve as direct benefits to County partners especially when working on multifaceted projects. ISG’s expertise and breadth of in-house resources mean that transportation and park planning goals can be met quickly and with precision, even under strict schedule and budget constraints. The hand selected team listed to the right is experienced in tackling County needs diligently and efficiently. Moreover, we will leverage the expertise of our 350+ professionals to provide cross-disciplinary guidance for all requirements of this project scope.

LEADERSHIP

Darrell Pettis, PE
Project Manager

Darwin Yasis, PE
Transportation Lead

Reese Sudtelgte, PE
Civil Engineering

SUPPORT

Brian Doucette
Parks and Recreation Lead

Nick McCabe
Wetland Delineation

Laura Drager
Public Involvement

1

Project Management

I.1 Administration

The Project Manager, Darrell Pettis, will be responsible for administrative oversight of this project, including progress reports, invoicing, cost and schedule updates, billing preparation, other non-technical work. The project manager will schedule regular communication with the project team to ensure responsive and timely completion of all tasks within budget and in accordance with state and federal laws, rules, and regulations.

I.2 General Coordination

Project Initiation

- Attend a kickoff meeting with County staff
- Establish project stakeholders, contact list, communication protocol, and meeting schedule
- Develop public engagement activities that are accessible, effective, and set the project up for success

Existing Data Collection

- Promptly request and gather all existing data from the County
- Gather existing parcel and lidar information for the project area
- Identify any other information required and determine a plan for obtaining it

I.3 Quality Assurance + Quality Control Functions (QA/QC)

Transportation Lead, Darwin Yasis, will serve as the QA Manager for this project, and develop a specific Quality Management Plan (QMP) that adheres to the processes in the State’s Design-Bid-Build QMP. The intent of the QMP is to ensure that deliverables are complete and free of errors, as well as meet the project’s goals as mutually understood by the County and ISG. In alignment with the County, ISG’s QMP philosophy is to encourage and facilitate collaboration between all levels of plan development and review.

DELIVERABLES

Updated project and meeting schedule

Project contact list

Public Involvement Plan

Agendas and meeting minutes


Project Manager


Transportation Lead + QA/QC


Lead Civil Engineer

2 Public Involvement

2.1 Property Owners

- Meetings with property owners to review the preliminary layouts and reach consensus
- Compile property owner input summary
- Meet with County staff to review property owner comments and any design modifications

Preliminary Design Updates

- Make any minor changes to the preliminary design and cost estimate

2.2 Public + Agency Involvement Plan

Public Open House Meetings

- Prepare community engagement outreach materials
- Facilitate first public input meeting (in-person and virtual options) to gather public and landowner input on current conditions, issues, and gauge support
- Facilitate second public input meeting (in-person and virtual options) to present the preferred alternatives
- Compile community input summary
- Meet with the County to review public comments and any modifications

DELIVERABLES

Provide updates for County website

Compile public and landowner feedback summary



Project Manager + Public Involvement Facilitator



Public Involvement Plan



3 Surveys + Mapping

Survey, Mapping, and Data Collection

- Confirm survey extents
- Gather and review all existing ROW documents
- Confirm datum and coordinate systems
- Collect necessary field topographic survey
- Complete GIS mapping of all segments of the project and aspects of design
- Compile drainage, utility, roadway, bridge, wetland, soils, and as-built surveys
- Prepare GIS-level survey base map of project area, including utilities map, topographic map, and design map to be used as foundation for layouts

DELIVERABLES

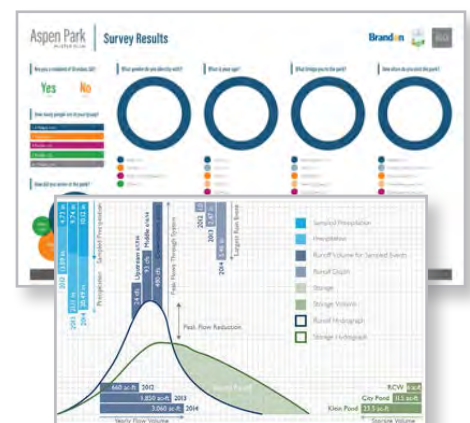
Topographic base map files



Project Manager



Lead Civil Engineer



4 Public/Private Utility Identification + Coordination

2.1 Preliminary Utility Investigation

- Determine utilities present in project area and initiate conversations with dry utility companies
- Develop contact list for utilities
- Obtain utility maps from utility companies
- Review utility survey information
- Provide conceptual layouts to utility companies
- Review preliminary layout with utility companies and discuss relocation needs and schedule

DELIVERABLES

Utility-Provider Map

Conflict exhibits

Utility contact list



Project Manager

5 Preliminary Hydraulics

Preliminary Hydraulic Analysis

- Review base map and drainage survey information
- Review and delineate existing drainage areas, drainage patterns, and storm drain system
- Identify drainage requirements, evaluate stormwater options, and confirm preferred stormwater management plan
- Perform preliminary hydraulic analysis of existing drainage system

DELIVERABLES

Preliminary Hydraulic

Analysis Memo



Project Manager



Lead Civil Engineer

6 Environmental + Wetland Delineation

Wetland Inventory

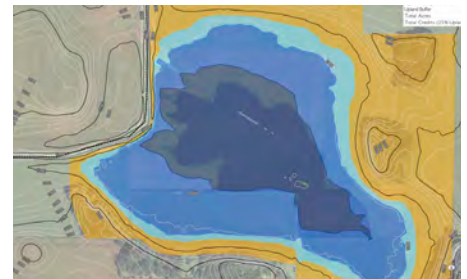
- Perform a desktop wetland review to identify all potential wetlands along the project corridor
- Conduct a field delineation of all wetlands along the project corridor
- Preliminary identification of wetland types and potential mitigation requirements

DELIVERABLES

Wetland Delineation Report



Senior Environmental Scientist



7 Right of Way (ROW)

ROW and Easement Determination + Coordination

- Review preliminary layout to determine ROW, temporary and permanent easement needs, and private property impacts
- Determine any required access coordination/relocation with adjacent landowners
- Coordinate with the County and other stakeholders on preliminary agreement with landowners to coordinate into the final design

DELIVERABLES

ROW/Easement Needs Map

Landowner review notes



Project Manager

8 Feasibility Analysis/Preliminary Layout

Road Alignments

- Prepare up to three (3) conceptual alignments for the CSAH 28 highway corridor and Beaver Lake Park improvements for review
- Meet with County staff to gather input on concept plans
- Meet with County to review conceptual options
- Prepare presentation graphics and present options to public

Preferred Layout Selection

- Review public input with project team
- Prepare updated concept plan of preferred option
- Present preferred concept plan to County for review and comment

DELIVERABLES

Concept plans

Community engagement meeting

Final concept plan

Agendas and meeting summaries



Project Manager



Lead Civil Engineer



Parks + Rec Lead



Public Involvement

9 Preliminary Cost Estimate + Funding Options

- Prepare updated cost estimate for total project costs for the preferred feasibility layout
- Identify local, state, and federal funding sources, such as State Park Road Account Funding, County State Aid Highway Funding, Outdoor Recreation Grant Program, and Public Water Access Sites - Partnership Funding

DELIVERABLES

Identify funding sources

Updated cost estimate



Project Manager

10 Feasibility Report

- Prepare a draft Project Feasibility Report, including concept layouts, a decision matrix comparing alternates and their costs and impacts, and conclusions and recommendations for a preferred alternative
- Compile comments from draft report and incorporate into the final Project Feasibility Report
- Provide the County copies of all electronic files, spreadsheets, documents, etc. via Sharepoint link

DELIVERABLES

Draft Project Feasibility Report

Final Project Feasibility Report

All project files and documents



Project Manager



Marketing

SCHEDULE

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Project Management										
Public Involvement										
Surveying + Mapping										
Public/Private Utility Identification + Coordination										
Preliminary Hydraulics										
Environmental + Wetland Delineation										
Right of Way										
Feasibility Analysis/Preliminary Layout										
Preliminary Cost Estimate + Funding Options										
Feasibility Report										

FUNDING ASSISTANCE



ISG works with public and private partners to help communities identify resources to fund critical infrastructure projects. By assisting partners in obtaining needed funding, communities can attract businesses, residents, and long-term economic growth. Steele County will be supported by ISG in-house funding professionals, Darrell Pettis and Market Strategist, Morgan Hill, will guide the County on potential funding sources, such as the State Park Road Account Fund and Roads of Regional Significance, to help fund park improvements and lower road priorities.

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5. Cost Proposal

		CSAH 28 + BEAVER LAKE PARK - STEELE COUNTY FEE TABLE												
		Project Manager	Transporation Lead	Civil Lead	Civil EIT	L. Designer	Designer	GIS	L. Survey	Survey	Landscape Architecture	Environmental	Public Involvement	Total
		Darrell Pettis	Darwin Yasis	Reese Sudtelgte	Whitney Behny	Todd Kirk		Aaron Chisholm	Dan Stueber	1-Person Crew	Brian Doucette	Nick McCabe	Laura Drager	Hours
Task	Description													Cost
I	Project Management													
	Administration	22												22 \$4,180.00
	General Coordination	44												44 \$8,360.00
	Quality Assurance and Quality Control Functions (QA/QC)	10	10	10										30 \$5,300.00
	Subtotal:	76	10	10										96 \$17,840.00
II	Public Involvement													
	Property Owner Coordination	10											30	40 \$5,620.00
	Public + Agency Involvement Plan	10			10	10					10		30	70 \$9,190.00
	Subtotal:	20			10	10					10		60	110 \$14,810.00
III	Surveying + Mapping													
	Base Map Preparation					4	8	8						20 \$2,404.00
	Easement/Entitlement Research								20					20 \$3,600.00
	Limited Topographic Survey	4	4						4	16				28 \$4,960.00
	Subtotal:	4	4			4	8	8	24	16				68 \$10,964.00
IV	Public/Private Utility Identification + Coordination													
	Design-Level Gopher OneCall Mapping Requests	2			8				2					12 \$1,892.00
	Preliminary Design Coordination with Utility Providers	2			16	4								22 \$3,096.00
	Map of Potential Conflicts/Relocation Needs				4	4	8							16 \$1,756.00
	Subtotal:	4			28	8	8		2					50 \$6,744.00
V	Preliminary Hydraulics													
	Drainage Area Mapping				3									3 \$432.00
	Preliminary Stormwater Modeling	4		2	16									22 \$3,404.00
	Stormwater Memo	2		4	16									22 \$3,364.00
	Subtotal:	6		6	35									47 \$7,200.00
VI	Environmental + Wetland Deliniation													
	Preliminary Desktop Review											4		4 \$612.00
	Field Wetland Delineation											16		16 \$2,448.00
	Wetland Delineation Report											4		4 \$612.00
	Subtotal:											24		24 \$3,672.00

CSAH 28 + BEAVER LAKE PARK - STEELE COUNTY FEE TABLE

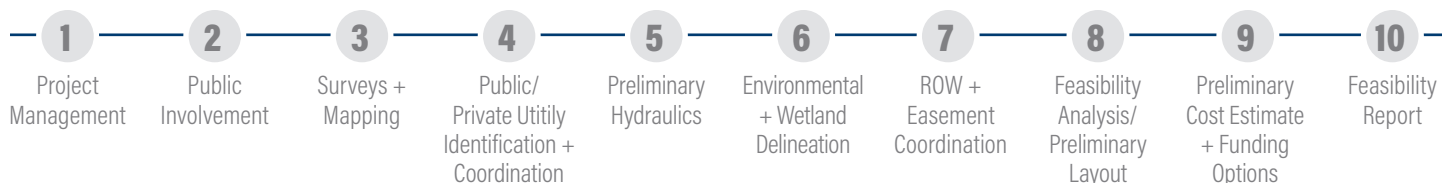
Project Manager	Transporation Lead	Civil Lead	Civil EIT	L. Designer	Designer	GIS	L. Survey	Survey	Landscape Architecture	Environmental	Public Involvement	Total	
Darrell Pettis	Darwin Yasis	Reese Sudtelgte	Whitney Behny	Todd Kirk		Aaron Chisholm	Dan Stueber	1-Person Crew	Brian Doucette	Nick McCabe	Laura Drager	Hours	Cost

VII	Right of Way														
	ROW Acquisition Cost Estimates	2		4	4								10	\$1,636.00	
	Review Overall Permanentvs.Temporary ROW Impacts for Each Concept	8		4	10	8							30	\$4,464.00	
	Prepare Exhibit-Level ROW Impact Maps for Owner Discussion Purposes				4	8							12	\$1,400.00	
	Subtotal:	10		8	18	16							52	\$7,500.00	
VIII	Feasibility Analysis/Preliminary Layout														
	Roadway Condition Review	8			8								16	\$2,672.00	
	Roadway Alignment Concepts	20	16		20	30	20						106	\$14,410.00	
	Preliminary Grading and Utility Layout for Preferred Option	8	20	10	20	30							88	\$12,590.00	
	Park Layout Concepts					20					80		100	\$10,860.00	
	Trail and Access Connection Concepts	4			8	15	15				10		52	\$5,997.00	
	Subtotal:	40	36	10	56	95	35				90		362	\$46,529.00	
IX	Preliminary Cost Estimate + Funding Options														
	Cost Estimate	4		8	10						10		32	\$4,660.00	
	Funding Opportunities	16											16	\$3,040.00	
	Cost Participation Recommendations	4		4	6								14	\$2,304.00	
	Subtotal:	24		12	16						10		62	\$10,004.00	
X	Feasibility Report														
	Report Preparation and Exhibits	16		8	16	16							1	57	\$8,476.00
	Subtotal:	16		8	16	16							1	57	\$8,476.00
	TOTAL HOURS BASE PROJECT	200	50	54	179	149	51	8	26	16	110	24	61	928	\$133,739.00
XI	Optional Tasks														
	Visualization - Still Image														\$3,500.00
	Visualization - Fly Through Video														\$7,500.00
	Drone Imagery														\$1,500.00
	Subtotal:														\$12,500.00
	TOTAL OPTIONAL WORK														\$12,500.00
	Hourly Rate - Engineer/Architect	\$190.00	\$170.00	\$170.00	\$144.00	\$103.00	\$96.00	\$153.00	\$180.00	\$175.00	\$110.00	\$153.00	\$124.00		

6. Cost Sharing Recommendations

	Total Cost	Road Cost	Park Cost
Project Management	\$17,840	\$14,272	\$3,568
Public Involvement	\$14,810	\$7,405	\$7,405
Surveying + Mapping	\$10,964	\$8,771	\$2,193
Public/Private Utility Identification + Coordination	\$6,744	\$5,395	\$1,349
Preliminary Hydraulics	\$7,200	\$5,760	\$1,440
Environmental + Wetland Delineation	\$3,672	\$1,836	\$1,836
Right of Way	\$7,500	\$7,500	\$-
Feasibility Analysis/Preliminary Layout	\$46,529	\$32,570	\$13,959
Preliminary Cost Estimate + Funding Options	\$10,004	\$7,003	\$3,001
Feasibility Report	\$8,476	\$6,781	\$1,695
Total	\$133,739	\$97,293	\$36,446

7. Summary of Tasks + Services



WHY ISG? The ISG Advantage



FOCUS + COMMITMENT

Taking a listen-first approach to understand wants and needs will allow you to make better decisions, faster.

100% committed team

Contextual design and alternative analysis

Cost-effective and innovative options



VALUE ADD SERVICES

ISG leverages its in-house resources to optimize efficiencies and provide you the best value.

Drone, GIS mapping, and visualization

In-house marketing team

Funding experts on staff

Document coordination through Bluebeam



LOCAL FAMILIARITY

ISG's past work in Steele County gives this team an advantage to hit the ground running.

Trusted partner

Strong understanding of area

Five Steele County transportation projects since 2010



DYNAMIC TEAM

Operating as one team, our dedicated professionals clearly understand their roles and responsibilities.

Seasoned project team

Depth of leadership

Hands-on approach

Operate as one team



TECHNICAL EXPERTISE

Our vast experience in the transportation and parks industries will position you for project success.

103 MN parks and rec projects since 2016

53 MN transportation projects since 2016

Project Manager with 30+ years experience as County Administrator/Engineer



CUSTOM ENGAGEMENT STRATEGIES

Our experienced and personable facilitators will create a tailored program that garners full public participation.

In-person and virtual options

Focused communication plan

Fresh and interactive tactics

Traditional and modern methods

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EXPERTISE

Architecture
Engineering
Environmental
Planning

WORK

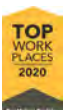
Commercial
Education
Energy
Food + Industrial
Government + Cultural
Healthcare
Housing
Mining
Public Works
Sports + Recreation
Transportation
Water



Mankato, MN
Minneapolis/St. Paul, MN
Rochester, MN
Des Moines, IA
Storm Lake, IA
Waterloo, IA
Green Bay, WI
La Crosse, WI
Milwaukee, WI
Sioux Falls, SD

ISGInc.com

On January 12, 2017, ISG formally announced its transition of firm ownership to a 100% employee stock ownership plan (ESOP). As a multi-disciplinary firm that started 48+ years ago, ISG has since grown to be a Top 500 Design Firm as recognized by Engineering News-Record (ENR), a Zweig Group Hot Firm, and PSMJ Circle of Excellence recipient, illustrating the progressive increase in talent, expertise, and market share.





A PROPOSAL FOR

CSAH 28 and Beaver Lake Park

FOR STEELE COUNTY | 07.16.2021

July 16, 2021

Mr. Paul Sponholz, PE
Assistant County Engineer
Steele County Highway Department
PO Box 890
3000 Hoffman Drive NW
Owatonna, MN 55060-0890

**Re: A Proposal for Professional Engineering Services Feasibility Study of
CSAH 28 (MN 30 to CSAH 21) & Beaver Lake Park Improvements**

Dear Mr. Sponholz:

By partnering with WSB, Steele County Highway and Parks Departments can trust that a creative, cost-effective, accessible, aesthetically-appealing and functional roadway and park will be developed. This is because WSB has a track record of developing innovative designs that balance competing interests. They will fully analyze options and ensure the risks and benefits are thoroughly summarized with a matrix and ultimately a recommendation submitted.

Andrew Plowman is the proposed project manager. He has successfully designed and managed projects with Steele County, and has managed similar projects for counties in Minnesota. He will be leading a talented group of professionals that have innovative, outside-the-box approach to challenges on projects to arrive at solutions that are a benefit to all.

The attached proposal exhibits our strengths for the project, and why our team is the correct choice to lead this project. Having worked with Steel County on projects over the last few years, we feel we are very well-suited to lead another project for the County as we understand the expectations and goals that Steele County has for their roadway and parks system.

WSB appreciates this opportunity to present our proposal for the CSAH 28 project. We are confident that our team and firm represent the best choice for success on this project and look forward to your favorable review and selection of WSB. Should you have any questions or require further information, please do not hesitate to contact me at 612-360-1311 or email at aplowman@wsbeng.com.

Sincerely,

WSB



Andrew Plowman, PE
Project Manager
763.287.7149 (P)
aplowman@wsbeng.com

General Requirements:

WSB and Associates, Inc.
701 Xenia Avenue S, Suite 300
Minneapolis, MN 55416

The enclosed proposal is valid for not less than 60 days from the date of submission.



TABLE OF CONTENTS

1. General Requirements	Letter
2. Project Understanding	1
3. Project Team, Qualifications, Experience, and Availability	2
4. Work Plan – Project Approach	6
5. Cost Proposal.....	14 (.a & b.)
6. Cost Sharing Recommendations	15
7. Summary	15

2. Project Understanding



Steele County can be assured that by partnering with WSB that an appropriate, well-analyzed, cost-considered and vetted option will be recommended to the County. This is because WSB has a creative group of professionals that have experience with highways, parks, structures, drainage design and pedestrians/cyclists accommodations.

CSAH 28 includes narrow shoulders, dangerous side slopes and deteriorating pavement and is mostly a straight, north-south roadway with the exception of curving around the east end of Beaver Lake. Beaver Lake Park is located near the southeastern end of Beaver Lake, with CSAH 28 causing a barrier between the lake and the park. There is only a narrow strip of land between the lake and the highway, which includes the beach and boat landing. The parking lot, park, playground and bath house are located on the east side of the roadway. A narrow pedestrian tunnel connects the park to the beach area, however the tunnel does not meet ADA requirements and is not convenient to use. Also, the boat landing is not at a convenient location. Vehicles have very little room to maneuver when unloading boats into the water, requiring them to back their vehicle into the roadway. To complicate the operation, the parking lot is nine-hundred feet away and across the highway.



CSAH 28 does not have a high ADT, with the exception of weekends and holidays in the summer. The area is populated by a combination of permanent and temporary residents, and most are in agreement the highway and park have operational and safety issues. Public engagement will be a key component of developing concepts and analyzing the risks and benefits of each. The recommended solution will need to balance accessibility, cost and convenience as well as create a safe environment for all users.

Funding is also one of the primary concerns for the project. One alternative may be relocating the roadway to create a bigger park area. This may be very expensive compared to other options, but will accomplish several of the other key factors of the project. Other funding mechanisms will also be explored that may lessen the County burden.

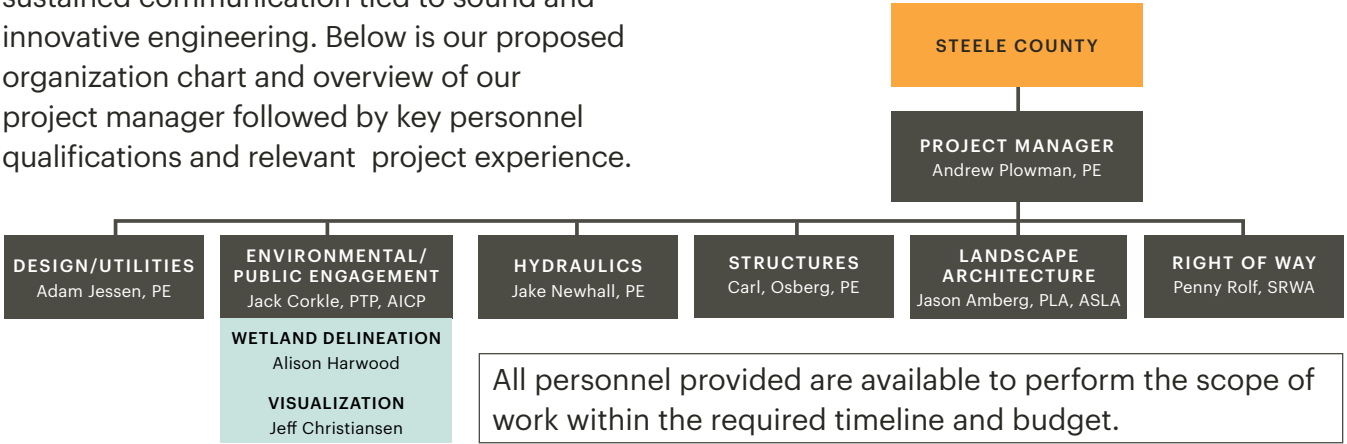
ISSUES MAP



3. Project Team, Qualifications, Experience, and Availability



The WSB team brings extensive experience on similar projects and has the expertise to deliver the Feasibility Study of CSAH 28 (MN 30 to CSAH 21) & Beaver Lake Park Improvements project. We have assembled a multidisciplinary team of roadway, traffic, and hydraulics engineers, public engagement experts and environmental professionals. The WSB team, led by **Andrew Plowman, PE**, understands the importance of strong and sustained communication tied to sound and innovative engineering. Below is our proposed organization chart and overview of our project manager followed by key personnel qualifications and relevant project experience.



Andrew Plowman, PE Project Manager

Andrew has 20 years of experience on a multitude of roadway projects, including corridors that are transformed from a narrow, rural roadway to an urban, multimodal corridor and is an expert on alternative intersections, especially roundabout design. Andrew has worked with a consistent team over the last several years, and this familiarity has led to efficiencies and quality of the designs. He is diligent to ensure milestones are achieved

and that recommendations are provided to the client to keep the project moving forward. Andrew believes in constant and effective communication with the client project manager. This helps with delivering the project on-time, on-budget and of high quality. Clients trust Andrew for his technical ability and customer service and that he will successfully deliver their project. Andrew's recent project management experience includes: CSAH 34 at CSAH 1 for Steele County; CSAH 13 at CR 40 and CSAH33 for Sherburne County; CSAH 19 and 38 for Wright County; and CSAH 34 (Birch Street) for Anoka County.



Jason Amberg, PLA, ASLA

Landscape Architecture

Jason is a landscape architect with more than 25 years of experience and is an expert in the field of public space planning and design. Through his experience working with municipal staffs, park boards, and a variety of public groups and governing agencies, he has developed an ability to arrive at creative design solutions that meet project goals while respecting the diverse input of stakeholders. Jason is particularly astute at managing projects from the initial design phase through construction and observation. His projects range from small-scale neighborhood park improvements to comprehensive park and trail system plans and urban design/streetscaping projects. Jason's recent experience includes: Shakopee Historic Downtown Improvements in Shakopee, MN; Opus Area Placemaking & Urban Design in Minnetonka, MN; and Split Rock Lighthouse State Park RV Campground in Lake County, MN.



Adam Jessen, PE

Design Lead/Utility Coordinator

Adam has seven years of utility coordination experience as well as a thorough understanding of MnDOT's utility coordination process. Adam has applied the utility coordination process to a variety of projects including state aid, federal aid, cooperative agreement, trunk highway, and design build projects. He has extensive experience utilizing Microstation, GEOPAK, and Open Roads Designer for plan development, 3D modelling of utilities, and utility conflict analysis. Adam identifies and engages key decision makers early in the utility coordination process. He utilizes risk management techniques throughout the life of the project and completes utility

relocations in a manner that is staged appropriately within the context of the overall project. Adam's recent experience includes: CSAH 34 (Birch Street) for Anoka County; CSAH 102 (Douglas Drive) Improvements for the city of Golden Valley; and CSAH 18 Improvements for Wright County.



Jack Corkle, PTP, AICP

Environmental Lead/Public Engagement

Jack has over 20 years of experience as project manager or lead environmental staff on complex, and oftentimes controversial environmental projects involving local, regional, state and federal agencies as well as numerous stakeholder and public interest groups. Projects she has managed have ranged from local roadways, to county highway, and state highways and freeways. Environmental documents have included environmental assessment worksheets, categorical exclusions, environmental assessments and environmental impact statements. She has completed and overseen technical analyses and documentation, agency and stakeholder engagement, and project schedule and budget management. Jack's recent experience includes: CSAH 30 Corridor Improvements, (UBOL) for Chisago County; CSAH 102 (Douglas Drive) Improvements for the city of Golden Valley; and CSAH 19 and CSAH 38 Reconstruction and Expansion for the cities of Albertville and Otsego.



Alison Harwood

Wetland Delineation

Alison has been a senior environmental scientist and certified wetland delineator for over 10 years. Alison has performed numerous wetland delineations across Minnesota using the 1987 Corps of Engineers delineation manual

methods. Alison has led alternatives analyses in terms of wetland impact review, led wetland avoidance and minimization studies on numerous projects, and identified mitigation options when impacts are unavoidable. She is experienced in applying for and obtaining permitting required by the US Army Corps of Engineers Section 404, Wetland Conservation Act (WCA), DNR Public Water, Watershed District, and NPDES. Alison has completed Environmental Assessment Worksheets (EAWs) necessary to comply with Minnesota Environmental Policy Act (MEPA) requirements. Alison's recent experience includes: Trunk Highway 12 Reconstruction for MnDOT; TH 169 Hayden Lake Road to Mississippi River Bridge for the city of Champlin; and Melrose Road, Bridge, Dam Project, (Stearns County CSAH 13 Bridge Replacement) for the city of Melrose.



Jake Newhall, PE, PMP

Hydraulics

Jake has more than 15 years of engineering experience and has managed and designed many types of water resources projects, including modeling, planning, design, maintenance programs, and construction. Jake has worked with numerous Minnesota municipalities, counties and state agencies. Jake's well-rounded water resources skills and experience allow him to collaborate and be innovative while solving challenging water quality and water quantity issues. Jake is experienced and knowledgeable regarding the proposed planning process and all tasks required which will be a valuable asset to the stakeholders and team. Jake's recent experience includes: CSAH 34 (Birch Street) for Anoka County; and CSAH 102 (Douglas Drive) Improvements for the city of Golden Valley.



Carl Osberg, PE

Structures Lead

Carl has over 23 years of structural studies, design and management experience with dams, flood control systems, facilities, bridges and tunnels from concept thru construction – including new design and rehabilitation/retrofit. He has studied or designed over 100 bridges, 50 culverts, 500 retaining walls, 300 noise walls, 10 tunnels, 10 dams, and 50 facilities and buildings. As Structural Engineer, he will be organize and coordinate the assessment and concept alternatives development tasks and quality checking the deliverables. Carl will frequently and clearly communicate progress and issues with the project manager and team. He will make certain he is available on short notice for work requests, reviews, meetings and site visits. Carl's recent experience includes: Steele County Bridges in Owatonna; Melrose Road, Bridge, Dam Project, (Stearns County CSAH 13 Bridge Replacement) in Melrose; and Cass County Bridge Replacements for Cass County.





Lake Waconia Regional Park & Phase I Implementation | Carver County

Carver County Parks selected the WSB design team to prepare a master plan amendment to the original 2001 Lake Waconia Regional Park to include the historic Coney Island of the West, long considered a treasure to the residents of Carver County.

WSB collaborated with Carver County Parks to develop a vigorous community engagement plan, ensuring the updated plan met the current needs and recreational trends desired by the community. The vision that was created focused on highlighting the local characteristics and historical significance with year-round destination recreational features also meeting the goals established by the Metropolitan Council 2040 Parks Policy Plan.

WSB developed final plans and undertook construction administration for the first phases of development for Coney Island and the main park, located on the shores of Lake Waconia that included a DNR boat launch and parking lot. WSB undertook significant coordination with numerous agencies, including Carver County, CCWMO, Minnesota Department of Natural Resources, Metropolitan Council, the City of Waconia, and a local developer. The first phase of construction began in fall of 2019 and was completed in August 2020. WSB is currently working with Carver County to develop a hierarchy of signs for Coney Island for wayfinding and interpretation through imagery and materials.



Lake Minnewashta Regional Park Master Plan | Carver County

WSB prepared a new master plan for this 341 acre regional park, home to an extensive cross-section of ecological systems and recreational features. First, WSB developed a comprehensive natural resources stewardship and water resources management plan that focused on restoration of highly degraded maple-basswood forests, oak savannas, and the shoreline.

Next, existing facilities were relocated to compliment the site's ecological characteristics and recreational use patterns. Removing redundant roadway systems and one of two boat launches reduced the built footprint. Where feasible, old roadbeds were used for trail corridors to provide pedestrian access. WSB expanded recreational opportunities based on trend research and public input. This included a new group camp area with an adventure course, expanded group picnic facilities and trail systems, and an off-leash dog area. WSB also provided construction documents, bidding and observation (in phases).

CR 118 | Wright County

Wright County collaborated with WSB to design and reconstruct County Road 118 from CSAH 37 to CSAH 18. The corridor was a combination of rural and urban, with the rural area including substandard curves, minimal shoulders and inadequate side slopes. In addition, a City park was located adjacent to the project. Andrew Plowman was the project manager for the corridor and provided his expertise to create solutions for the roadway. The project included shifting the roadway to create a more gentle curve and creating wider shoulders. The project also included tiered retaining walls to avoid significant impacts to the park, and to includes a multi-use trail along the corridor.

4. Work Plan – Project Approach



There are several goals that need to be accomplished to create a successful project.

- Lead an effective public engagement campaign to engage with all residents and users
- Develop concepts that will create a safe environment and ease of use of the park and Beaver Lake
- Identify concepts for the park
- Analyze hydraulics of the area and how the alternatives may impact the hydraulics
- Considering costs and possible funding mechanisms
- Analyze if a replacement box culvert or RRFB should be considered

In addition to the project goals, WSB has the goal of delivering the project on-time, on-budget and of high quality. WSB will accomplish these goals by implementing the following:

- Consistent and effective communication with the County project manager and overall project management team.
- Creating and implementing an effective public engagement campaign with stakeholders and residents
- Right-sizing the project and conveying the alternative options to the County and the benefits of each option.
- Effectively comparing the various alternatives through the use of an alternatives matrix

Task 1: Project Management

Project management is an essential task to ensure the project remains on schedule, on budget and of high quality. This project requires a project manager that has effective management skills in addition to leading the public engagement campaign, factoring the design with impacts and conveying the recommended alternative. **Andrew Plowman, PE** has successfully led many projects that are similar in nature.

Andrew is a firm believer in continuous, effective communication. He will work closely with the Steele County Project Manager (PM) to ensure the project continues forward in a timely manner. In addition to the monthly invoices and progress reports, Andrew will have weekly phone calls or email

correspondence with the County PM. Andrew will lead monthly project management team (PMT) meetings throughout the project, which includes creating agendas and minutes.

Andrew will be utilizing a Project Management Plan (PMP) throughout the project. This document will ensure that WSB and Steele County are always on the same page and will keep everyone on track as it will include an issues log, decision matrix and schedule & budget summary. Andrew will work closely with the WSB Project Controls group to ensure the P6 schedule is kept up to date and included in the PMP and monthly invoices.

WSB is a firm believer in providing quality assurance and quality control. This will utilize this throughout the project. Some of the quality procedures will include independent technical reviews of geometry and configuration of the improvements. Also, WSB will have an additional project manager and area expert review the memos and provide feedback about the options.

Deliverables:

- Monthly progress reports
- Invoices
- PMP
- QA/QC Process – provided as a word document checklist
- Meeting – Agenda and Minutes

Key Personnel: Andrew Plowman

Task 2. Public Involvement

Public engagement will be especially important on this project. **Jack Corkle, PTP, AICP** will lead the public engagement aspect of the project. As indicated previously, there are two types of residents that reside near the project; seasonal and full-time. They may have differing goals. WSB will reach out to both through the use of letters, project websites that feature questionnaires and surveys and traditional open houses.

Through each of these methods, WSB will elicit feedback about existing conditions and ask for suggestions about what aspects of the roadway and park are most important to them and the traveling public. This will give the residents a forum for voicing their concerns and to make them aware of the analysis results.

Deliverables:

- Mailings (Invitations)
- Website
- Materials for Open Houses
- Project Layouts
- Meeting – Agenda and Minutes
- Summary of Public Engagement comments

Task 3. Surveys and Mapping

It is anticipated a majority of the concepts developed will be based on aerial photos and lidar provided by the County. WSB will complete supplementary survey of key features on the project that will be necessary to complete the feasibility of the improvements. **Kyle Klasen, PLS** will lead the survey and mapping for the project. He will coordinate the survey crew and perform quality assurance on the survey obtained.

Deliverables:

- CSV file of survey shots
- Base Map

Task 4. Public and Private Utility Identification and Coordination

Utility identification will be one of the key factors to determine the feasibility of options. The utility coordination process will be led by **Adam Jessen, PE**. He will complete a gopher state one call and map the existing utilities. He will coordinate with the utility owner's to identify the complexity of relocations and how the alternatives impact the utilities.

Deliverables:

- GSOC ticket
- Base Mapping of existing utilities
- Meeting – Agenda and Minutes

Task 5. Preliminary Hydraulics

Jake Newhall, PE will lead the hydraulic analysis of the corridor and park area. Hydraulics analysis will be completed to evaluate existing drainage conditions for the roadway, the park, and the adjacent area. Options to improve drainage will be evaluated for consideration with the project. This will include review of the drainage north of the park which has been the focus of previous complaints. The lake outlet and level control structure will be reviewed to determine if any maintenance improvements or considerations are necessary.

Recommendations for stormwater management and any other proposed improvements will be included in the preliminary hydraulics task.

Deliverables:

- Report of existing conditions
- Memo summarizing hydraulics based on proposed improvements

Task 6. Environmental & Wetland Delineation

Alison Harwood will lead the wetland delineation and assessment of environmental needs for the project. Wetland delineation will be performed along the project corridor and within Beaver Lake Park in accordance with the US Army Corps of Engineers Wetland Delineation Manual and Midwest Supplement. All water resources (wetlands, wet ditches, streams, and lakes) within the project area will be delineated. Data from the delineation will be compiled into a wetland delineation report and field reviewed with the Technical Evaluation Panel (TEP). One meeting with the TEP is included with this scope.

Following delineation, the wetland boundaries will be converted into design files for use on the preliminary layout. Opportunities for avoidance and minimization to water resources will be identified and implemented. If unavoidable impacts are anticipated WSB will outline the permits needed for construction as well as the potential for use of the BWSR Local Road Replacement Program for mitigation.

Deliverables

- Wetland Delineation Report
- TEP meetings
- Impact summary based on improvements

Task 7. Right of Way

Impacts to right of way will be outlined on graphics, summarized and have the costs quantified for each alternative. Andrew and Adam will consult with the head of right of way at WSB, **Penny Rolf, SRWA, RW-NAC, RW-RAC** to determine approximate area unit costs.

Deliverables:

- Right of way cost summary

Task 8. Feasibility Analysis/Preliminary Layout

Andrew and Adam will develop multiple concepts for the corridor and Jason Amberg will be responsible for developing alternatives for the park area. The concepts will be developed based on design standards and guidelines. They will develop a colored layout that shows typical sections, corridor profiles, existing and proposed features, utilities, trails, park improvements, storm features and right of way impact. As an addition to the layout **Jason Amberg, PLA, ASLA** the landscape architect, will provide a detailed layout of the park improvements, that will be accompanied by photo examples and a rendering of what the park improvements may look like.

The existing pedestrian box culvert is narrow, short and not adequate for pedestrians to access the lake. A box culvert (10'Hx8'W) that does meet standards will be considered and analyzed by Carl Osberg, PE as will a rectangular, rapid flashing beacon (RRFB). This will need to be determined if the roadway is not relocated.

Andrew will work with each area lead to develop an alternatives matrix to compare risks, challenges and benefits of each option. This matrix will be instrumental in developing the feasibility report and recommendations.

These layouts will be used to coordinate with agencies and residents. The layout will also include key assumptions and a history of decisions determined.

Deliverables:

- Layout of alternatives
- Alternatives Matrix
- Photo examples of park improvements
- Rendering of park alternatives

Task 9. Preliminary Cost Estimate and Funding

Adam will develop cost estimates for the preferred layout. The cost will separate roadway and park costs and provide a separate section for optional enhancements. The costs will be accompanied by assumptions and a recommendation regarding construction staging and how costs may increase if traffic is to be maintained. WSB will also identify funding sources such as grants and federal sources. Jack Corkle is well-versed in funding opportunities and will give the County a report of the various means of funding and the likelihood of qualifying for the funding.

Deliverables

- Cost Estimates in Excel and pdf format
- Funding opportunity memo

Task 10. Feasibility Report

Andrew will develop a final feasibility report that summarizes the process, including the public engagement process, the alternatives, the analysis of each option, the alternatives matrix and the ultimate report. A draft feasibility report and final report will be provided to the County and other applicable agencies.

Deliverables

- Draft and Final Feasibility report in word and pdf formats

Task 11. Additional Tasks

As an optional task, WSB will complete visualizations for the various alternatives. WSB has been on the cutting edge of creating visualizations to help tell the story of a project. **Jeff Christiansen** is our visualization expert and would lead this initiative, if chosen by the County. The visualizations can be life-like renderings of specific areas up to virtual fly-throughs of the proposed improvements. Visualization can be especially impactful during public meetings and as an added feature on the website. WSB proposes, as an optional task, to provide one fly-through and 6 still-frame renderings.

Deliverables

- Video and jpegs of visualizations

TASK NO. & DESCRIPTION	2021					2022					
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1 PROJECT MANAGEMENT											
PMT MEETINGS		○	○	○	○	○	○	○	○	○	○
2 PUBLIC INVOLVEMENT											
OPEN HOUSE		●									
PROPERTY OWNER'S MEETINGS											
3 DESIGN											
CONCEPT DEVELOPMENT*	WD	SM									
UTILITY COORDINATION											
FEASIBILITY REPORT											F

*INCLUDES HYDRAULICS, PARK AND ROAD CONCEPTS AND COST ESTIMATING



WETLAND DELINEATION



SURVEY & MAPPING



FINAL FEASIBILITY REPORT

5. Cost Proposal for Roadway



Roadway Cost Proposal

Task Description		Estimated Hours															Task Cost
		Project Manager	Design Lead/Utility Coordinator	Graduate Engineer	CAD Technician	Hydraulic Design Lead	Hydraulic Design Support	Landscape Architect	Structural Engineer	Environmental Scientist	Environmental/Public Engagement Coordinator	Survey Technician	2-Person Survey Crew	Right of Way	Clerical	Total	
1	Project Management															46	\$8,080
1.1	Administration	12														12	\$2,304
1.2	General Coordination	12														12	\$2,304
1.3	Quality Assurance/Quality Control Functions	6	16													22	\$3,472
2	Public Involvement															44	\$7,624
2.1	Property Owners (Assume 7 meetings)	14	4								6					24	\$4,228
2.2	Public and Agency Involvement Plan	8	4								8					20	\$3,396
3	Surveys and Mapping															13	\$2,286
	Surveys and Mapping			1	2							2	8			13	\$2,286
4	Public and Private Utility Identification and Coordination															2	\$290
	Public and Private Utility Identification and Coordination		2													2	\$290
5	Preliminary Hydraulics															26	\$3,296
	Preliminary Hydraulics					6	20									26	\$3,296
6	Environmental and Wetland Delineation															12	\$1,904
	Environmental and Wetland Delineation									4	8					12	\$1,904
7	Right of Way															8	\$1,314
	Right of Way	2	2											4		8	\$1,314
8	Feasibility Analysis/Preliminary Layout															112	\$15,784
	Feasibility Analysis/Preliminary Layout	8	24	40	32				8							112	\$15,784
9	Preliminary Cost Estimate and Funding Options															28	\$3,780
	Preliminary Cost Estimate and Funding Options	4	4	16							4					28	\$3,780
10	Feasibility Report															32	\$4,852
	Feasibility Report	8	4	4				8							8	32	\$4,852
SUBTOTAL		74	60	61	34	6	20	8	8	4	26	2	8	4	8	600	\$49,210
Labor Rates		\$ 192	\$ 145	\$ 112	\$ 156	\$ 166	\$ 115	\$ 192	\$ 162	\$ 156	\$ 160	\$ 135	\$ 199	\$ 160	\$ 94		
Labor Subtotal		\$ 14,208	\$ 8,700	\$ 6,832	\$ 5,304	\$ 996	\$ 2,300	\$ 1,536	\$ 1,296	\$ 624	\$ 4,160	\$ 270	\$ 1,592	\$ 640	\$ 752		
TOTAL ESTIMATED COST OF SERVICES																	\$49,210
OPTIONAL TASKS																	
Task Description		Estimated Hours															Task Cost
		Project Manager	Design Lead	Visualization Specialist												Total	
11	Additional Tasks																
	Visualization	2	2	4												8	\$1,274
SUBTOTAL		2	2	4												8	\$1,274
Labor Rates		\$ 192	\$ 145	\$ 150													
Labor Subtotal		\$ 384	\$ 290	\$ 600													

5. Cost Proposal for Park



Park Cost Proposal

Task Description		Estimated Hours														Task Cost	
		Project Manager	Design Lead/Utility Coordinator	Graduate Engineer	CAD Technician	Hydraulic Design Lead	Hydraulic Design Support	Landscape Architect	Structural Engineer	Environmental Scientist	Environmental/Public Engagement Coordinator	Survey Technician	2-Person Survey Crew	Right of Way	Clerical		Total
1	Project Management														18	\$3,456	
1.1	Administration	8													8	\$1,536	
1.2	General Coordination	8													8	\$1,536	
1.3	Quality Assurance/Quality Control Functions	2													2	\$384	
2	Public Involvement														20	\$3,396	
2.1	Property Owners (Assume 7 meetings)																
2.2	Public and Agency Involvement Plan	8	4							8					20	\$3,396	
3	Surveys and Mapping														9	\$1,490	
	Surveys and Mapping			1	2						2	4			9	\$1,490	
4	Public and Private Utility Identification and Coordination														14	\$2,086	
	Public and Private Utility Identification and Coordination	4	6	4											14	\$2,086	
5	Preliminary Hydraulics														6	\$792	
	Preliminary Hydraulics					2	4								6	\$792	
6	Environmental and Wetland Delineation														6	\$952	
	Environmental and Wetland Delineation								2	4					6	\$952	
7	Right of Way														12	\$1,988	
	Right of Way	4	4										4		12	\$1,988	
8	Feasibility Analysis/Preliminary Layout														80	\$13,804	
	Feasibility Analysis/Preliminary Layout	4	4	12	8			48	4						80	\$13,804	
9	Preliminary Cost Estimate and Funding Options														24	\$3,972	
	Preliminary Cost Estimate and Funding Options	4	4	4				8		4					24	\$3,972	
10	Feasibility Report														32	\$4,852	
	Feasibility Report	8	4	4				8						8	32	\$4,852	
SUBTOTAL		50	26	25	10	2	4	64	4	2	16	2	4	4	8	424	\$36,788
Labor Rates		\$ 192	\$ 145	\$ 112	\$ 156	\$ 166	\$ 115	\$ 192	\$ 162	\$ 156	\$ 160	\$ 135	\$ 199	\$ 160	\$ 94		
Labor Subtotal		\$ 9,600	\$ 3,770	\$ 2,800	\$ 1,560	\$ 332	\$ 460	\$ 12,288	\$ 648	\$ 312	\$ 2,560	\$ 270	\$ 796	\$ 640	\$ 752		
TOTAL ESTIMATED COST OF SERVICES																	\$36,788
OPTIONAL TASKS																	
Task Description		Estimated Hours														Task Cost	
		Project Manager	Design Lead	Visualization Specialist													Total
11	Additional Tasks																
	Visualization	4	8	60												72	\$10,928
SUBTOTAL		4	8	60												72	\$10,928
Labor Rates		\$ 192	\$ 145	\$ 150													
Labor Subtotal		\$ 768	\$ 1,160	\$ 9,000													

6. Cost Sharing Recommendations



WSB proposes to create two project numbers for the project, one for the roadway and one for the park. The invoices will be sent together, and will be provided with a progress report that gives a breakdown of the roadway and park costs. This will allow Steele County to divide the costs appropriately.



Cost Summary	
Road Base	\$49,210
Park Base	\$36,788
Total (Base)	\$85,998
Road Optional	\$1,274
Park Optional	\$10,928
Total (Optional)	\$12,202

7. Summary

WSB will take a synchronized approach to the design of options related to the roadway and park, and lead a well-informed, transparent public engagement process to determine a feasible solution. The WSB team has worked successfully with Steele County staff in the past, and brings a number of expert professionals that are well-suited for this project.





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

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

Thursday, August 12, 2021 at 7:30 a.m. – Public Works Conference Room

Attendees: Commissioner Krueger, Commissioner Gnemi, Assistant Engineer Paul Sponholz, Four Seasons Director Steve Schroht, GIS Coordinator Nick Flatgard, and Administrator Scott Golberg.

General:

- Recommend approving the CSAH 28 Professional Services Proposal

Department Head Reports:

Four Seasons: Discussion regarding the fair starting next week.

Highway: An update was given on the Bixby Mill Scale. Discussion regarding Old Highway 14 (East)/CR 180 Naming/Readdressing were up to 21 properties will have a possible name change. Discussion regarding delays of paint markings and why. Updates were given several county projects including the completion of the 198 Bridge, hwy. 12 & 18 Culverts and ditches, reclaiming projects, seal coatings and update on 26th St and Co. 45 project.



STEELE COUNTY
LAND USE & RECORDS COMMITTEE MINUTES
Steele County Administration Building – 630 Florence - Owatonna, MN 55060

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

Tuesday, August 17, 2021 at 8:00 a.m. – Board Room

Attendees: Commissioner Abbe, Commissioner Brady, Dale Oolman, Bill Effertz, Rick Kvien, Cathy Piepho, Brenda Blood, Nick Flatgard, Laura Ihrke and Administrator Scott Golberg.

Consent:

1. Recommend approving the 2022 Ditch Levies
2. Recommend approving a three-year Online Election Judge Training Agreement
3. Recommend approving the Family Homeless Prevention & Assistance Program Resolution
4. Recommend approving Water Plan Extension Request Resolution
5. Recommend approving Compliance Fund Budget 2022 and changes to the governance document.

Department Head Reports

Recorder: Still using the appointment software.

Planning & Zoning: Working on replacement for Feed Lot officer.

Treasurer: Working on 2022 Budget.

Assessor: Collecting data on markets. Finishing up 2021 assessments. Discussion on TIF.

Auditor: Working on ditch related items.

GIS: Land Record has been busy. Working with IT on Enterprise Software for faster performance. Discussion on readdressing properties on old Hwy 14.



Ellendale Economic Development Update

August 2021

Housing - The City of Ellendale has recently purchased 3 acres of land in an effort to assist in the development of much needed multi-family housing. The project will include 20 market rate apartments ranging from 1-3 bedroom units with garages as well as a future phase with 20 additional apartments. The City of Ellendale will be partnering with a local developer to submit grants to the Department of Housing for Workforce Housing as well as redevelopment grant funds with DEED. The grants will assist in the development costs and allow the builder to complete the project.

Downtown – The EDA is focused on improving the Downtown curb appeal through the removal of a blighted building as well as developing new projects. The EDA is working with current owners of vacant downtown buildings to explore repurposing or improvements. The EDA is also meeting with downtown businesses to find opportunities to support their businesses through revolving loan funds or grants.

Redevelopment The EDA is proceeding with a Phase 1 environmental study on a vacant lot near downtown. This is the first step in providing a clean bill of health for the property in hopes of attracting a development partner. The EDA is collating a list of potential redevelopment properties in town and determining interest of the landowners.

The Ellendale EDA is extremely grateful for the past funding from Steele County towards economic development. Thank you for your support and we look forward to continued support so we can meet our redevelopment goals.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Matt Durand', is placed above the printed name.

Matt Durand
City of Ellendale EDA Coordinator