



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, JANUARY 23, 2024 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

4. Hunters for Hunters – Resolution Request (pg. 4)
5. Thank you note (pg. 6)

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.*

6. Approve January 2, 2024, Board Minutes (pg. 7)

7. Approve December 29, 2023, Listing of Bills (Payment Previously Approved) (pg. 13)
8. Approve Bills (pg.14)
9. Approve Personnel Report (pg. 71)
10. Adopt a Resolution of Responsibilities for Property Tax and Elections Services Department (Auditor) and the Finance Department (Treasurer) to conduct business as cited by Statute for the Auditor and Treasurers office unless otherwise indicated (pg. 72)
11. Approve Property Tax Fire Abatement for PID#17-274-0232 in an amount of \$1,358.49 (pg. 73)
12. Approve the 2024 Delegation Agreement - AIS Prevention Inspection of Water-Related Equipment and authorize the Chair to sign (pg. 74)
13. Award contract SAP 074-598-016 – Bridge No. 74562 – CR 162 over Crane Creek to low bidder Structural Specialties, Inc. in the amount \$889,868.67 (pg. 83)
14. Approve Resolution for Local Bridge Replacement Program Grant Agreement for S.A.P. 074-598-016, Construct Bridge 74562 on CR 162, authorizing the Chair and County Administrator to execute the Agreement. (pg. 84)
15. Adopt Resolution updating UBS designees to include new Finance Director as Steele County's depository and authorize the persons stated to sign orders (pg. 115)
16. Adopt Resolution updating authorized personnel process EFT transactions (pg. 117)

General

17. Anniversary Report (pg. 119)
18. Approve contract with WHKS for the final design of CSAH 28 (South Beaver Lake Road to North Beaver Lake Road) and Beaver Lake Park Improvements in the amount of \$378,000 (pg. 120)
19. Approve Resolutions for Sponsoring Application to Transportation Alternatives Funding and for Agreeing to Maintain CSAH 48 Main Street Reconstruction and authorize the Chair to sign (pg. 128)
20. Approve CUP #435 / Dobberstein Craft Retreat Center with 9 Conditions based of the Finding of Fact (pg. 131)
21. Renew IUP 2009-06 / Wencil Pit with 18 conditions based on the Findings of Fact (pg. 141)

County Board Work Session – January 23, 2023

22. Action Items

Information Items

- 23. Planning Commission Minutes – January 8, 2024 (pg. 154)
- 24. Internal Central Services Policy Committee Minutes – January 3, 2024 (pg. 157)
- 25. Property & Maintenance Policy Committee Minutes – January 4, 2024 (pg. 158)
- 26. Public Works Policy Committee Minutes – January 11, 2024 (pg. 160)
- 27. Land Use & Records Policy Committee Minutes – January 16, 2024 (pg. 161)

Presentations:

Commissioner Reports:

Next Meeting Notices:

Property & Maintenance Committee – **Thursday, February 1 at 8 a.m. in the Boardroom**

Internal Central Services – **Wednesday, February 7 at 8 a.m. in the Boardroom**

Public Works Committee – **Thursday, February 8 at 8 a.m., Public Works Facility**

County Board Work Session – **Tuesday, February 13 at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, February 13 at 5 p.m. in the Boardroom**

Closed Session: Per Minn. Stat. §13D.05, Subd. 3 to evaluate the performance of an individual who is subject to its authority – Scott Golberg, County Administrator.

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.



HUNTERS FOR HUNTERS

RESOLUTION REQUEST – WOLF HUNTING & TRAPPING SEASON

CONTACT

Dillan Porter, Chairman
1514 410th Ave
Karlstad, MN 56732
218.526.0318

Chairman@hunters4hunters.com
Hunters4Hunters.org

Dear County Commissioners

This letter is being written to formally request that you adopt a resolution which would create an official county board stance on the following:

- 1) Your County Board is officially in favor of wolves being removed from Federal protection and wolf management would be returned to the state of MN.
- 2) Your County Board is officially in favor of the state of MN immediately having a wolf hunting season once wolves are removed from Federal protection.
- 3) Your County Board is officially in favor of signing the letter requesting Senator Amy Klobuchar to vote for wolves to be removed from Federal protection.

We have enclosed a copy of the letter that we will be sending to Senator Amy Klobuchar. We are asking that when you pass your county board resolution, you would please forward us a copy of said document.

This same letter and request is being sent to all counties in Minnesota, many of which are being negatively impacted by wolves that are kept unregulated and under Federal protection. When we receive all the county board resolutions as described above, we will send them to Senator Klobuchar and our Minnesota Legislators.

Sincerely,

Dillan Porter

Dillan Porter

Chairman - Hunters For Hunters



1514 410th Ave
Karlstad, MN 56732

www.Hunters4Hunters.org
218.526.0318

COPY

Dear Senator Klobuchar,

Thank you for serving our State and our Nation.

In the past you supported some Federal timber harvest reform to help rural Minnesotans.

We call upon your help again.

It is well documented that too many wolves - populations far exceeding agreed upon recovery levels are contributing significantly to dramatic reductions of our Minnesota Whitetail populations. Without wolf management, it will also stop any Whitetail Deer population recovery.

The economic damage to small Minnesota towns; from hotels, restaurants, bars, farm equipment, etc... is substantial, and growing.

As you have seen, there are literally thousands of non-political, uninvolved everyday people coming out to town hall meetings. We need our voices heard and our interests protected.

We, as citizens and County Commissioners ask that you join with other members of the US Congress and return wolf management to the State of Minnesota, just like Congress did in 2011 for the states of Wyoming, Idaho and Montana.

Sincerely

Dillan Porter
Chairman – Hunters For Hunters

(When we receive a list of participating counties, the county names will be listed below Dillan's Signature)

With sincere gratitude
and warmest thanks.

So refreshing to listen to your
meetings on O-LIVE and your
attention - true attention, in what
your citizenry is saying.
I applaud you for
not only "listening" to them and
the Community Center rates but
"hearing" as well. THANK YOU FOR
YOUR SERVICE.

Dan Gorman

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

January 2, 2024

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on January 2, 2024, with Commissioner's Brady, Glynn, Gnemi, Abbe and Krueger present. Also present were Interim Finance Director Cathy Piepho, Human Resource Director Julie Johnson, IT Director Dave Purscell, Property Tax and Election Director Jennifer Mueller, Administrotor Scott Golberg and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

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

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to approve the December 26, 2023, Meeting Minutes. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Brady to adjourn Sine Die at 5:04 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

January 2, 2024

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Special Session at 5:04 p.m. on January 2, 2024 with Commissioner's Brady, Glynn, Gnemi, Abbe and Krueger present. Also present were Interim Finance Director Cathy Piepho, Human Resource Director Julie Johnson, IT Director Dave Purscell, Property Tax and Election Director Jennifer Mueller, Administrotor Scott Golberg and Executive Assistant Rebecca Kubicek

The Board was called to Order by the County Administrator who called for nominations for Chairman for 2024.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to nominate Commissioner Jim Abbe as Chair.

Upon the vote being taken, Commissioner Abbe was unanimously elected Chairman for 2024. Commissioner Abbe then took the Chair.

The Chairman then called for nominations for Vice-Chairman for 2024.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to nominate Commissioner James Brady as Vice Chairman for 2024.

Upon the vote being taken, Commissioner Brady was unanimously elected Vice Chairman for 2024.

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

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to adopt the Rules of Order for 2024 as presented. Ayes all.

Public Comment: None

Correspondence: 2024 Southern MN Tourism Association Partnership Investment.

Motion by Commissioner Brady, seconded by Commissioner Krueger to approve the Consent Agenda.

Ayes all.

Consent Agenda:

- A. Approve Bills and Journal Entries
- B. Approve 2024 Board Meeting Schedule
- C. Adopt the following **Resolution:**

**DESIGNATING OFFICIAL WEBSITE OF STEELE COUNTY
AND TRANSPORTATION PROJECT BIDS 2024**

NOW, THEREFORE, BE IT RESOLVED, that www.steelecountymn.gov will be and hereby is designated the official website to publish the proceedings of the County Board, ordinances, official notices, County Board of Equalization, financial statements, and other notices to be posted by Steele County.

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

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

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

- D. Approve IRS Mileage Rate for 2024 at .67 per mile.
- E. Appoint the five Commissioners, County Administrator, County Finance Director and County Property Tax and Elections Director as the AMC Delegates for 2024.
- F. Approve the 2024 AMC Policy Committee Appointments as follows: Commissioner Glynn-Environmental & Natural Resources, Commissioner Abbe-General Government, Commissioner Krueger-Health & Human Services, Commissioner Gnemi-Public Safety and Commissioner Brady-Transportation & Infrastructure.
- G. Approve travel and training for officers and employees of Steele County, if within the State of Minnesota and the approved budget as per Steele County Personnel /Rules and Policies.
- H. Approve the expense reimbursement for registration, travel, lodging and meal expense for Commissioners and staff to attend AMC & NACO meetings.
- I. Adopt the following **Resolution:**

**OUT-OF-STATE TRAVEL BY STEELE COUNTY
ELECTED OFFICIALS**

WHEREAS, the 2005 regular session of the Minnesota State Legislature has mandated that every County develop and approve, by a recorded vote, an Out-of-State Travel Policy for its applicable elected officials (Minn. Stat §471.661) no later than January 1, 2006; and

WHEREAS, the elected officials for Steele County affected by this statutory requirement are the five (5) County Commissioners, Sheriff, Attorney, and Surveyor; and

WHEREAS, each of the elected officials have different statutory duties which require the elected officials to seek ongoing education and training, as well as to receive updated information and technical expertise;

NOW, THEREFORE, BE IT RESOLVED that the following Out-of-State Travel Policy shall apply for all Steele County Elected Officials beginning January 1, 2006.

1. Each elected official shall determine when travel out of the state is appropriate, and in the interest of the office they hold; is in the interest of the citizens of Steele County; and is in the interest of good County Government.
2. Expenses when traveling out of the state shall be limited to:
 - a. Actual transportation costs incurred by the official (i.e., mileage/airfare/parking, ground transportation);
 - b. Actual lodging costs incurred by the official (i.e., room rental, parking, etc.);
 - c. Actual meal expenses incurred by the official, consistent with County policy, provided, however, that a receipt shall be required.

- d. Event conference, seminar or educational program registration or admittance fee actually incurred.
3. Elected officials shall notify the County Board of Commissioners by letter or e-mail in advance of their intended travel out of state. Approval for elected official travel to out-of-state locations shall be presumed unless the County Board passes a resolution disapproving a specific out-of-state travel request.

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

J. Adopt the following **Resolution**:

**AUTHORIZING PROPERTY TAX & ELECTIONS DIRECTOR &
FINANCE DIRECTOR TO PROCESS PAYMENT WARRANTS**

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

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

K. Adopt the following **Resolution**:

**DESIGNATING A DEPOSITORY FOR THE COUNTY OF STEELE
AND PERSONS AUTHORIZED TO SIGN ORDERS THEREON**

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

BE IT FURTHER RESOLVED that orders of the County of Steele drawn on said UBS Financial Services, LLC for funds to be transferred to another Steele County Depository in whatever form shall be signed by one if the following officer is Catherine Piepho, Interim Finance Director; and by two if signed by Jennifer Mueller, Steele County Property Tax and Elections Director and Madison Melcher, Steele County Financial Specialist.

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

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

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

L. Adopt the following **Resolution**:

ELECTRONIC TRANSFER OF FUNDS

WHEREAS, Steele County will electronically transfer funds and establish appropriate internal controls to ensure compliance with Minnesota law. Therefore,

electronic fund transfers will be made for the following types of transactions: claim for payment from an imprest payroll bank account or investment of excess money; payment of tax or aid anticipation certificates; payment of contributions to a pension or retirement fund; vendor payments; and payment of bond principal, bond interest, and a fiscal agent service charge from the debt redemption fund.

BE IT FURTHER RESOLVED, electronic funds transfers can be initiated by the following individuals: Catherine Piepho, Interim Finance Director; Madison Melcher, Financial Specialist; Jonathan Walstrom, Financial Analyst; Barb Osmon, Financial Specialist; Karen Winter, Property Tax Specialist; Susan Bendorf, Accounting Technician; and Bobbie Herzog, Human Resources Generalist.

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

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

A transfer of funds by wire or electronic funds transfer in any of the Banks used by Steele County shall be by the signatures of the following officers or their alternatives; Catherine Piepho - Interim Finance Director, Madison Melcher - Financial Specialist, Jonathan Walstrom - Financial Analyst, Barb Osmon - Financial Specialist, Karen Winter - Property Tax Specialist, Susan Bendorf - Accounting Technician, Bobbie Herzog - Human Resources Generalist.

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

- M. Set date for the Board of Equalization meeting for June 18th, 2024 at 7:00 p.m.
- N. Approve Organizational structure by Department and the County Reporting structure for 2024.
- O. Adopt the following **Resolution**:

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

Contract Number: 237007
Contractor: Surface Preparation Technologies, LLC
Date Certified: December 8, 2023
Final Pay Request Number: 3

Whereas; Contract No. 237007 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

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

- P. Adopt the following **Resolution**:

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

Asphalt Surface Technologies Corp.
October 20, 2023
Contract No.: 232303
Final Pay Request No.: 3

Whereas; Contract No. 232303 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

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

General Agenda:

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the County Administrator profile and schedule with modifications tightening the schedule to allow for overlap with the current Administrator. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve Board of Committee Appointments and Committee Structure for 2024. Ayes all.

Commissioner Brady offered the following **Resolution**, seconded by Commissioner Gnemi

Establishing Per Diem Amounts for Citizens on Boards and Commissions in 2024

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

NOW, THEREFORE, BE IT RESOLVED that the per diem amount be \$70.00 when members are attending a meeting on behalf of the Steele County Board of Commissioners.

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

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

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

Delegation of Duties

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the Steele County Board of Commissioners hereby authorizes the Steele County Property Tax & Elections Director and Finance Director or designee to approve the payment of the County payroll, including approved Commissioner salary and per diem payments made pursuant to Minnesota law and the annual resolution approving certain meetings for per diem payments for the year of 2024.

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

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to award First Publication bid to Owatonna Peoples Press (APG). Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to award Second Publication bid to the Steele County Times (Bussler). Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to reappoint those members whose term expired in 2023 and appointed two new members for 2024; Dan Hanson to replace Tim Nelson and Dawn Kasper to replace Amy Gillis.

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

ESTABLISHING ABSENTEE BALLOT BOARD
AND UOCAVA BALLOT BOARD FOR THE 2024 ELECTION CYCLE

WHEREAS, the Steele County Board of Commissioners is required by Minnesota Statutes 203B.121, Subd. 1, to establish an Absentee Ballot Board; and
WHEREAS, the Steele County Department of Property Tax & Elections, and its Director have the same duties and responsibilities of a county auditor; and

WHEREAS, the Board also authorized the Director to delegate said duties to employees working within the Director's department to fulfill the duties of deputy county auditors; and

WHEREAS, the Director has determined that the volume of work to be performed by the Absentee Ballot Board cannot be accomplished solely by election judges; and
WHEREAS, Minnesota Statutes Section 203B.121 permits the Board to appoint the Director's employees to the Absentee Ballot Board if they have received adequate training in the processing and counting of absentee ballots;

NOW, THEREFORE, BE IT RESOLVED THAT, the Steele County Board of Commissioners hereby authorizes the Steele County Property Tax & Elections Director to implement a County Absentee Ballot Board and UOCAVA Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 and any of the Director's employees who have received adequate training in the processing and counting of absentee ballots; and

BE IT RESOLVED, that these Boards will meet on an as-needed basis when called by the Steele County Elections Director during the 45 calendar days prior to each election; and

BE IT RESOLVED, the 2024 Absentee Ballot Board and 2024 UOCAVA Ballot Board shall consist of a sufficient number of appointed election judges and as needed staff from the Property Tax & Elections Department, trained in the examination of all returned Absentee and UOCAVA ballot envelopes and in the acceptance, rejection, processing and counting of said ballots.

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

Commissioner Reports:

- Commissioner Brady had nothing to report.
- Commissioner Glynn had nothing to report.
- Commissioner Gnemi had nothing to report.
- Commissioner Abbe had nothing to report.
- Commissioner Krueger attend a Criminal Justice meeting.

Administrator Scott Golberg aske Commissioner to advise Administration if they will be attending the February 21 and 22 attendance.

LISTING OF BILLS
January 2, 2024

AMC - MACA	2,298.00
MACO	2,940.00
Minnesota Counties Computer Coop	8,271.19
Rice County Finance Department	7,815.38
1 Payments less than 2000	<u>110.25</u>
Final Total:	21,434.82

Motion by Commissioner Krueger seconded by Commissioner Gnemi , to adjourn to the Call of the Chair at 5:42 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

As per Board action on December 12, 2023 Commissioner Krueger reviewed and approved the following bills on December 29, 2023.

LISTING OF BILLS
12/29/2023

Government Forms and Supplies	7,426.82
High Point Networks	14,736.00
Mankato Motorsports	21,323.00
SF Enterprises LLC	4,006.00
Short Elliott Hendrickson Inc	38,427.22
Steele County Soil & Water Conserv Dist	64,039.60
Summit Food Services LLC	6,625.68
Thompson Sanitation	74,237.98
37 Payments less than 2000	<u>17,441.11</u>
Final Total:	248,263.41

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

SBENDORF

1/18/24

8:18AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

1/18/24 8:18AM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT				Administration			
	61505	Gopher State One-Call						
7		10-301-000-0000-6260	AP	10.80	December locates	3121478	Consultants/Admin Fee	N
	61505	Gopher State One-Call		10.80	1 Transactions			
	37025	Innovative Office Solutions LLC						
9		10-301-000-0000-6410	AP	12.54	Highlighters & Sharpies	IN4417363	Office Supplies	N
	37025	Innovative Office Solutions LLC		12.54	1 Transactions			
	585	Olympic Fire Protection Corp						
16		10-301-000-0000-6512	AP	647.45	Fix leaking drain valves	10002028	Bldg Repair & Maintenance	N
	585	Olympic Fire Protection Corp		647.45	1 Transactions			
	4247	RT Vision Inc						
17		10-301-000-0000-6301	AP	260.00	Permit fees 10/1/23 - 12/31/23	INV597	Equip/Software Maint	N
	4247	RT Vision Inc		260.00	1 Transactions			
301	DEPT Total:			930.79	Administration	4 Vendors	4 Transactions	
302	DEPT				Road & Bridge Maintenance Expense			
	9136	Kahn Tile Supply LLC						
10		10-302-000-0000-6524	AP	220.76	36x24 metal culvert bands (2)	23-6600	Supplies - Culverts	Y
	9136	Kahn Tile Supply LLC		220.76	1 Transactions			
	9163	Sign Solutions						
18		10-302-000-0000-6534	AP	1,094.03	(75) 4 ft telespar	409751	Supplies - Signing	N
19		10-302-000-0000-6534	AP	2,615.02	(75) 12ft telespar	409751	Supplies - Signing	N
20		10-302-000-0000-6534	AP	899.02	(25) 10ft telespar	409751	Supplies - Signing	N
	9163	Sign Solutions		4,608.07	3 Transactions			
	9830	Skyline Salt Solutions						
21		10-302-000-0000-6523	AP	29,771.81	307.91 ton road salt	2891	Supplies - Road Salt & Sand	N
	9830	Skyline Salt Solutions		29,771.81	1 Transactions			
302	DEPT Total:			34,600.64	Road & Bridge Maintenance Expense	3 Vendors	5 Transactions	
303	DEPT				Construction Expense			
	52513	Mn Dept Of Transportation						

SBENDORF

1/18/24 8:18AM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 3

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
12	10-303-000-0000-6260	DTG	82.35	Material insp 074-645-002	P00018236	Consultants/Admin Fee	N
13	10-303-000-0000-6260	DTG	2,302.32	Material insp 074-648-007	P00018236	Consultants/Admin Fee	N
52513	Mn Dept Of Transportation		2,384.67	2 Transactions			
303	DEPT Total:		2,384.67	Construction Expense	1 Vendors	2 Transactions	
304	DEPT			Equipment Maintenance & Shops			
3580	Bauer Built Inc						
1	10-304-000-0000-6520	AP	1,500.92	Tires, unit#2145	670105757	Machinery/Vehicle Parts	N
3580	Bauer Built Inc		1,500.92	1 Transactions			
10150	Carquest Auto Parts						
2	10-304-000-0000-6520	AP	36.19	Fuel filter, unit#2022	475515	Machinery/Vehicle Parts	N
3	10-304-000-0000-6520	AP	97.66-	Return master disc	475562	Machinery/Vehicle Parts	N
4	10-304-000-0000-6520	AP	431.61	Hub bearing & assembly, U#2051	475669	Machinery/Vehicle Parts	N
5	10-304-000-0000-6520	AP	5.53-	Return hub bearing & assembly	475719	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts		364.61	4 Transactions			
29105	Gillund Enterprises						
6	10-304-000-0000-6511	AP	82.60	Heavy duty chain lube	896709	Maint Shop Supplies & Materials	N
29105	Gillund Enterprises		82.60	1 Transactions			
56125	NAPA Auto Parts						
14	10-304-000-0000-6520	AP	54.32	(3) spin on filters, unit#2022	002174	Machinery/Vehicle Parts	N
15	10-304-000-0000-6520	AP	33.14-	Return (1) spin on filter	002250	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts		21.18	2 Transactions			
85167	Stewart Sanitation						
23	10-304-000-0000-6514	AP	114.61	December garbage	0000826183	Utility Services	N
85167	Stewart Sanitation		114.61	1 Transactions			
99500	Ziegler,Inc						
24	10-304-000-0000-6252	AP	510.83	Custom labor, unit#2210	1000427452	Contracted Services	N
99500	Ziegler,Inc		510.83	1 Transactions			
304	DEPT Total:		2,594.75	Equipment Maintenance & Shops	6 Vendors	10 Transactions	
310	DEPT			Capital Construction			

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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	
8	3832 I & S Group Inc						
	10-310-000-0000-6262	AP	4,945.00	Prof services 074-649-001	100584	Sales Tax Consultants	Y
	3832 I & S Group Inc		4,945.00	1 Transactions			
11	9849 LeVander, Gillen & Miller PA						
	10-310-000-0000-6262	AP	1,029.00	Prof services 074-648-007	22088.0	Sales Tax Consultants	Y
	9849 LeVander, Gillen & Miller PA		1,029.00	1 Transactions			
22	75514 Steele County Recorder						
	10-310-000-0000-6517	DTF	7.92	State Deed tax 074-649-001	Deed Tax	Sales Tax Right of Way	N
	75514 Steele County Recorder		7.92	1 Transactions			
310	DEPT Total:		5,981.92	Capital Construction	3 Vendors	3 Transactions	
10	Fund Total:		46,492.77	Road & Bridge Fund		24 Transactions	
	Final Total:		46,492.77	17 Vendors	24 Transactions		

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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	46,492.77	Road & Bridge Fund	
	All Funds	46,492.77	Total	Approved by, ...
				
				

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		Administration			
	51300 Metro Sales Inc					
4	10-301-000-0000-6301		Base rate & copy usage	INV2432794	Equip/Software Maint	N
	51300 Metro Sales Inc		1 Transactions			
	61527 Owatonna Peoples Press					
5	10-301-000-0000-6410		Annual subscription	OPP-9023	Office Supplies	N
	61527 Owatonna Peoples Press		1 Transactions			
	68420 Plunkett's Pest Control, Inc.					
6	10-301-000-0000-6512		January pest control	8381224	Bldg Repair & Maintenance	N
	68420 Plunkett's Pest Control, Inc.		1 Transactions			
	52930 TheTransportation Alliance					
7	10-301-000-0000-6241		2024 Annual membership renewal	P24-1054	Membership Dues	N
	52930 TheTransportation Alliance		1 Transactions			
301	DEPT Total:		Administration	4 Vendors	4 Transactions	
302	DEPT		Road & Bridge Maintenance Expense			
	5010 Loken Excavating & Drainage					
3	10-302-000-0000-6523		379.79 yds of washed sand	133270	Supplies - Road Salt & Sand	N
	5010 Loken Excavating & Drainage		1 Transactions			
302	DEPT Total:		Road & Bridge Maintenance Expense	1 Vendors	1 Transactions	
304	DEPT		Equipment Maintenance & Shops			
	10150 Carquest Auto Parts					
1	10-304-000-0000-6520		Battery & core return #2151	475805	Machinery/Vehicle Parts	N
	10150 Carquest Auto Parts		1 Transactions			
	3963 Clean Plus Inc - CPI Divisions					
2	10-304-000-0000-6511		12 cases of Dry Wypes	2401039	Maint Shop Supplies & Materials	N
	3963 Clean Plus Inc - CPI Divisions		1 Transactions			
304	DEPT Total:		Equipment Maintenance & Shops	2 Vendors	2 Transactions	
10	Fund Total:		Road & Bridge Fund		7 Transactions	

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
Final Total:		7,781.51	7 Vendors	7 Transactions

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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	7,781.51	Road & Bridge Fund	
	All Funds	7,781.51	Total	Approved by, ...
				
				

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		2 - Department (Totals by Dept)			2 - Page Break by Dept
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		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

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3	DEPT			County Wide			
	4319 Association Of Mn Counties						
109	01-003-000-0000-6241		19,366.00	2024 AMC annual dues	67514	Membership Dues	N
	4319 Association Of Mn Counties		19,366.00	1 Transactions			
	8498 KnowBe4 Inc						
248	01-003-000-0000-6194		7,144.26	Compliance Plus subscription	INV295840	Personnel Policy	Y
	8498 KnowBe4 Inc		7,144.26	1 Transactions			
3	DEPT Total:		26,510.26	County Wide	2 Vendors	2 Transactions	
5	DEPT			Board Of Commissioners			
	7866 Brady/James						
12	01-005-000-0000-6331	AP	102.18	Mileage - Jan-December 2023	20231231	Mileage Reimbursement	N
	7866 Brady/James		102.18	1 Transactions			
	51300 Metro Sales Inc						
73	01-005-000-0000-6410		816.28	Printer/copier use - Comm	2434508	Office Supplies	N
	51300 Metro Sales Inc		816.28	1 Transactions			
5	DEPT Total:		918.46	Board Of Commissioners	2 Vendors	2 Transactions	
13	DEPT			Law Library			
	70550 Thomson Reuters - West						
252	01-013-000-0000-6501	AP	1,229.20	Westlaw info charges-Dec 23	849501888	Books	N
	70550 Thomson Reuters - West		1,229.20	1 Transactions			
13	DEPT Total:		1,229.20	Law Library	1 Vendors	1 Transactions	
31	DEPT			County Administrator			
	8393 AMC - MACA						
289	01-031-000-0000-6241		878.00	2024 MACA dues	1058	Membership Dues	N
	8393 AMC - MACA		878.00	1 Transactions			
	6032 APG Media of Southern Minnesota LLC						
5	01-031-000-0000-6242	AP	2.00	Notice Public Hrg fees 139120	12944-1223	Publishing	N
	6032 APG Media of Southern Minnesota LLC		2.00	1 Transactions			

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
51300	Metro Sales Inc						
74	01-031-000-0000-6410		92.16	Printer/copier use - Admin	2434508	Office Supplies	N
51300	Metro Sales Inc		92.16	1 Transactions			
83500	Steele County Highway Dept						
89	01-031-000-0000-6540	DTF	13.92	Fuel	2268	Gas & Oil	N
83500	Steele County Highway Dept		13.92	1 Transactions			
31	DEPT Total:		986.08	County Administrator	4 Vendors	4 Transactions	
32	DEPT			Human Resources			
18305	Dell Marketing LP						
19	01-032-000-0000-6480		1,272.00	New HR employee computer	10723064693	Non-Capitalized Inventory	N
18305	Dell Marketing LP		1,272.00	1 Transactions			
3693	Loffler Companies Inc						
50	01-032-000-0000-6410		3.22	HR printers	456844	Office Supplies	N
3693	Loffler Companies Inc		3.22	1 Transactions			
51300	Metro Sales Inc						
75	01-032-000-0000-6410		408.14	Printer/copier use - HR	2434508	Office Supplies	N
51300	Metro Sales Inc		408.14	1 Transactions			
32	DEPT Total:		1,683.36	Human Resources	3 Vendors	3 Transactions	
41	DEPT			Auditor			
6032	APG Media of Southern Minnesota LLC						
6	01-041-000-0000-6242	AP	15.00	Synopsis - 11/12/2023	Ad 139566	Publishing	N
7	01-041-000-0000-6242	AP	8.50	Synopsis - 11/28/2023	Ad 139847	Publishing	N
6032	APG Media of Southern Minnesota LLC		23.50	2 Transactions			
5925	Government Forms and Supplies						
393	01-041-000-0000-6410	AP	182.20	Embosser Steele Co/PT&E	0345108	Office Supplies	N
5925	Government Forms and Supplies		182.20	1 Transactions			
37025	Innovative Office Solutions LLC						
113	01-041-000-0000-6410		14.94	Numbered dividers	4423142	Office Supplies	N
38	01-041-000-0000-6410		9.66	Pencils	4429961	Office Supplies	N

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
37025	Innovative Office Solutions LLC		24.60	2 Transactions			
45	3693 Loffler Companies Inc						
	01-041-000-0000-6410		55.72	Auditor printers	456844	Office Supplies	N
	3693 Loffler Companies Inc		55.72	1 Transactions			
41	DEPT Total:		286.02	Auditor	4 Vendors	6 Transactions	
42	DEPT			Treasurer			
	4212 Bussler Publishing Inc						
110	01-042-000-0000-6242	AP	2,739.00	2022 audit publication	36308	Publishing	N
	4212 Bussler Publishing Inc		2,739.00	1 Transactions			
	3693 Loffler Companies Inc						
52	01-042-000-0000-6410		19.47	Treasurer printers	456844	Office Supplies	N
	3693 Loffler Companies Inc		19.47	1 Transactions			
42	DEPT Total:		2,758.47	Treasurer	2 Vendors	2 Transactions	
61	DEPT			Information Technology			
	3693 Loffler Companies Inc						
65	01-061-000-0000-6410		6.10	IT printers	4568444	Office Supplies	N
	3693 Loffler Companies Inc		6.10	1 Transactions			
	83500 Steele County Highway Dept						
406	01-061-000-0000-6540	DTF	71.06	Fuel	2257	Gas & Oil	N
	83500 Steele County Highway Dept		71.06	1 Transactions			
61	DEPT Total:		77.16	Information Technology	2 Vendors	2 Transactions	
62	DEPT			Central Services			
	8919 ArchKey Technologies						
108	01-062-000-0000-6801	AP	885.00	SCAC mail room access control	S0004544484	General Expense	Y
	8919 ArchKey Technologies		885.00	1 Transactions			
	16282 Crosstown Cartage Inc						
276	01-062-000-0000-6801		324.00	Contracted mail services	01/05/2024	General Expense	N
277	01-062-000-0000-6802		185.00	Additional mail services	01/05/2024	Internal Chargeback	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	
111	01-062-000-0000-6801	AP	Contracted mail services	12/22/2023	General Expense	N
112	01-062-000-0000-6802	AP	Additional mail services	12/22/2023	Internal Chargeback	N
16282	Crosstown Cartage Inc		4 Transactions			
5655	High Point Networks					
34	01-062-000-0000-6480		Replacement UPS for CCA	240302	Non-Capitalized Inventory	N
35	01-062-000-0000-6301		Network switch mainten/support	240327	Equip/Software Maint	N
5655	High Point Networks		2 Transactions			
49325	Mantronics Mailing Mach					
116	01-062-000-0000-6301	AP	Mail machine supplies	52632	Equip/Software Maint	N
49325	Mantronics Mailing Mach		1 Transactions			
7887	Streamline Communications LLC					
96	01-062-000-0000-6480	AP	SCAC room 40 projector screen	1599	Non-Capitalized Inventory	Y
7887	Streamline Communications LLC		1 Transactions			
9767	UKG Kronos Systems LLC					
103	01-062-000-0000-6301	AP	Dec 2023 HRIS operating cost	12186003	Equip/Software Maint	N
9767	UKG Kronos Systems LLC		1 Transactions			
62	DEPT Total:		Central Services	6 Vendors	10 Transactions	
63	DEPT		Auditor Elections			
37025	Innovative Office Solutions LLC					
37	01-063-000-0000-6410		Copy paper	4429961	Office Supplies	N
37025	Innovative Office Solutions LLC		1 Transactions			
63	DEPT Total:		Auditor Elections	1 Vendors	1 Transactions	
91	DEPT		County Attorney			
37025	Innovative Office Solutions LLC					
114	01-091-000-0000-6410		Postage meter ink cartridges	4418283	Office Supplies	N
37025	Innovative Office Solutions LLC		1 Transactions			
3693	Loffler Companies Inc					
44	01-091-000-0000-6410		Attorney printers	456844	Office Supplies	N

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
3693	Loffler Companies Inc		0.16	1 Transactions			
3659	MCAA						
117	01-091-000-0000-6261		5,776.00	2024 MCAA dues	M182	Conference & Training	N
3659	MCAA		5,776.00	1 Transactions			
78151	Sheriff Of Blue Earth Co - Civil Div						
121	01-091-000-0000-6343	DTG	130.00	Juv/Parent services 74JV231546	2023-1875	Service Fees	N
78151	Sheriff Of Blue Earth Co - Civil Div		130.00	1 Transactions			
70550	Thomson Reuters - West						
296	01-091-000-0000-6410	AP	1,506.92	Westlaw usage - December 2023	849494561	Office Supplies	N
297	01-091-000-0000-6410	AP	93.62	Library plan	849571890	Office Supplies	N
70550	Thomson Reuters - West		1,600.54	2 Transactions			
90675	Us Postal Service						
123	01-091-000-0000-6215		500.00	Postage	52708492	Postage	N
90675	Us Postal Service		500.00	1 Transactions			
91	DEPT Total:		8,040.18	County Attorney	6 Vendors	7 Transactions	
101	DEPT			County Recorder			
4393	Fidlar Technologies Inc						
281	01-101-000-9305-6480	AP	1,800.90	4th Quarter Avid Life cycle	0709127-IN	Non-Capitalized Inv-Technology Fun	N
4393	Fidlar Technologies Inc		1,800.90	1 Transactions			
8265	Iacovino Law Office LLC						
36	01-101-000-0000-6286	AP	300.00	4th quarter Examiner fee	3227	Exam Of Title Fee	Y
8265	Iacovino Law Office LLC		300.00	1 Transactions			
37025	Innovative Office Solutions LLC						
283	01-101-000-0000-6410		53.03	Batteries, staples, pens, etc	4434727	Office Supplies	N
37025	Innovative Office Solutions LLC		53.03	1 Transactions			
3693	Loffler Companies Inc						
51	01-101-000-0000-6410		109.50	Recorder printers	456844	Office Supplies	N
3693	Loffler Companies Inc		109.50	1 Transactions			

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
101	DEPT Total:		2,263.43	County Recorder	4 Vendors	4 Transactions		
103	DEPT			Assessor				
3693	Loffler Companies Inc							
56	01-103-000-0000-6410		11.28	Assessor copier	4570035	Office Supplies		N
3693	Loffler Companies Inc		11.28		1 Transactions			
48502	MAAO Region 1							
66	01-103-000-0000-6241		200.00	2024 Assessor dues	2024 MAAO	Membership Dues		N
67	01-103-000-0000-6241		200.00	2024 Appraiser dues	2024 MAAO	Membership Dues		N
68	01-103-000-0000-6241		200.00	2024 Appraiser dues	2024 MAAO	Membership Dues		N
48502	MAAO Region 1		600.00		3 Transactions			
83500	Steele County Highway Dept							
90	01-103-000-0000-6540	DTF	126.86	Fuel	2258	Gas & Oil		N
83500	Steele County Highway Dept		126.86		1 Transactions			
103	DEPT Total:		738.14	Assessor	3 Vendors	5 Transactions		
105	DEPT			Planning & Zoning				
13000	City Of Blooming Prairie							
16	01-105-000-0000-6805	DTG	69.00	Bldg permit reimb - Q4	January 2024	Bl Pr Reimb-Bldg Permit		N
13000	City Of Blooming Prairie		69.00		1 Transactions			
13025	City Of Ellendale							
14	01-105-000-0000-6837	DTG	34.50	Bldg permit reimb - Q4	January 2024	Ellendale Reimb-Bldg Permit		N
13025	City Of Ellendale		34.50		1 Transactions			
669	City Of Medford							
15	01-105-000-0000-6806	DTG	107.62	Bldg permit reimb - Q4	January 2024	Medford Reimb-Bldg Permit		N
669	City Of Medford		107.62		1 Transactions			
1051	Dinse/Keith							
254	01-105-000-0000-6265	AP	130.00	Per Diem-Planning Commission	2nd half 2023	Per Diem-Board Member		N
255	01-105-000-0000-6331	AP	19.65	Mileage-Planning Commission	2nd half 2023	Mileage Reimbursement		N
1051	Dinse/Keith		149.65		2 Transactions			
8128	Esplan/Curt							

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Vendor	Name	Rpt			Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
256	01-105-000-0000-6265	AP	130.00	Per Diem -Planning Commission	2nd half 2023	Per Diem -Board Member		N
257	01-105-000-0000-6331	AP	52.40	Mileage-Planning Commission	2nd half 2023	Mileage Reimbursement		N
8128	Esplan/Curt		182.40	2 Transactions				
8127	Ingvalson/Mike							
258	01-105-000-0000-6265	AP	65.00	Per Diem -Planning Commission	2nd half 2023	Per Diem -Board Member		N
259	01-105-000-0000-6331	AP	24.89	Mileage-Planning Commission	2nd half 2023	Mileage Reimbursement		N
8127	Ingvalson/Mike		89.89	2 Transactions				
38360	Jaster/Steve							
260	01-105-000-0000-6265	AP	130.00	Per Diem -Board of Adjustments	2nd half 2023	Per Diem -Board Member		N
261	01-105-000-0000-6331	AP	24.89	Mileage-Board of Adjustments	2nd half 2023	Mileage Reimbursement		N
38360	Jaster/Steve		154.89	2 Transactions				
8301	Lammers/Greg							
262	01-105-000-0000-6265	AP	65.00	Per Diem -Planning Commission	2nd half 2023	Per Diem -Board Member		N
263	01-105-000-0000-6331	AP	5.90	Mileage-Planning Commission	2nd half 2023	Mileage Reimbursement		N
8301	Lammers/Greg		70.90	2 Transactions				
7935	Nelson/Tim							
264	01-105-000-0000-6265	AP	130.00	Per Diem -Board of Adjustments	2nd half 2023	Per Diem -Board Member		N
265	01-105-000-0000-6331	AP	34.06	Mileage-Board of Adjustments	2nd half 2023	Mileage Reimbursement		N
7935	Nelson/Tim		164.06	2 Transactions				
9692	Pool/Myron							
266	01-105-000-0000-6265	AP	130.00	Per Diem -Planning Commission	2nd half 2023	Per Diem -Board Member		N
267	01-105-000-0000-6331	AP	31.44	Mileage-Planning Commission	2nd half 2023	Mileage Reimbursement		N
9692	Pool/Myron		161.44	2 Transactions				
8748	Queen/Lee							
268	01-105-000-0000-6265	AP	130.00	Per Diem -Planning Commission	2nd half 2023	Per Diem -Board Member		N
8748	Queen/Lee		130.00	1 Transactions				
5999	Schmidt/Brian							
269	01-105-000-0000-6265	AP	130.00	Per Diem -Board of Adjustments	2nd half 2023	Per Diem -Board Member		N
270	01-105-000-0000-6331	AP	27.51	Mileage-Board of Adjustments	2nd half 2023	Mileage Reimbursement		N
5999	Schmidt/Brian		157.51	2 Transactions				
8482	Spatenka/Gary							

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
271	01-105-000-0000-6265	AP	Per Diem -Planning Commission	2nd half 2023	Per Diem -Board Member	N
272	01-105-000-0000-6331	AP	Mileage-Planning Commission	2nd half 2023	Mileage Reimbursement	N
8482	Spatenka/Gary		2 Transactions			
3138	Ulrich/Scott					
273	01-105-000-0000-6265	AP	Per Diem -Board of Adjustments	2nd half 2023	Per Diem -Board Member	N
3138	Ulrich/Scott		1 Transactions			
105	DEPT Total:		Planning & Zoning	14 Vendors	23 Transactions	
111	DEPT		Buildings & Grounds			
9075	Access Tonna Lock Service					
389	01-111-040-0000-6300		Key - Tanner	3262	Bldg Repairs & Maintenance	Y
9075	Access Tonna Lock Service		1 Transactions			
10150	Carquest Auto Parts					
390	01-111-050-0000-6320		Washer solvent	4763-476215	Vehicle Repairs & Maintenance	N
10150	Carquest Auto Parts		1 Transactions			
8521	From the Ground Up LLC					
30	01-111-040-0000-6380	AP	Pretreat, ice control, removal	32437	Grounds Maintenance	Y
27	01-111-041-0000-6380	AP	Pretreat, ice control, removal	32439	Grounds Maintenance	Y
32	01-111-042-0000-6380	AP	Pretreat, ice control, removal	32440	Grounds Maintenance	Y
31	01-111-044-0000-6380	AP	Pretreat, ice control	32442	Grounds Maintenance	Y
29	01-111-043-0000-6380	AP	Snow removal, ice control	32469	Grounds Maintenance	Y
26	01-111-047-0000-6380	AP	Ice control	32492	Grounds Maintenance-Gymnastics	Y
8521	From the Ground Up LLC		6 Transactions			
604	General Parts LLC					
392	01-111-044-0000-6300		January cooking PM billing	6481084	Bldg Repairs & Maintenance	Y
604	General Parts LLC		1 Transactions			
36550	IFACS					
394	01-111-040-0000-6300		Tools - power bits	5328537	Bldg Repairs & Maintenance	N
36550	IFACS		1 Transactions			
37025	Innovative Office Solutions LLC					
395	01-111-000-0000-6410		Report covers	4428584	Office Supplies	N

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37025	Innovative Office Solutions LLC		37.80	1 Transactions			
9161	Kraft Mechanical LLC						
397	01-111-044-0000-6300		3,848.00	Preventative maintenance	33320	Bldg Repairs & Maintenance	N
9161	Kraft Mechanical LLC		3,848.00	1 Transactions			
3693	Loffler Companies Inc						
46	01-111-000-0000-6410		16.02	Bldg & Grounds printers	456844	Office Supplies	N
3693	Loffler Companies Inc		16.02	1 Transactions			
7906	Mark's						
398	01-111-044-0000-6300		241.44	Dual filter, vac breaker	INV002128310	Bldg Repairs & Maintenance	Y
7906	Mark's		241.44	1 Transactions			
52550	MEI Total Elevator Solutions						
71	01-111-040-0000-6300		205.38	Monthly fee - January 2024	1053533	Bldg Repairs & Maintenance	N
70	01-111-042-0000-6300		191.76	Monthly fee - January 2024	1053534	Bldg Repairs & Maintenance	N
52550	MEI Total Elevator Solutions		397.14	2 Transactions			
7771	MN Dept of Labor & Industry						
402	01-111-040-0000-6300		100.00	2024 elevator operating permit	ALR0157088X	Bldg Repairs & Maintenance	N
7771	MN Dept of Labor & Industry		100.00	1 Transactions			
9683	Northland Pest Control						
81	01-111-043-0000-6300	AP	75.00	Pest control	14470	Bldg Repairs & Maintenance	Y
80	01-111-042-0000-6300	AP	105.00	Pest control	14471	Bldg Repairs & Maintenance	Y
83	01-111-041-0000-6300	AP	85.00	Pest control	14474	Bldg Repairs & Maintenance	Y
82	01-111-040-0000-6300	AP	65.00	Pest control	14475	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control		330.00	4 Transactions			
83500	Steele County Highway Dept						
407	01-111-000-0000-6562	DTF	246.81	Fuel	2260	Fuel And Gas	N
83500	Steele County Highway Dept		246.81	1 Transactions			
85167	Stewart Sanitation						
413	01-111-040-0000-6300		196.98	Trash/recycling - Admin	825563	Bldg Repairs & Maintenance	N
409	01-111-041-0000-6300	AP	89.39	Trash/recycling - Annex	826181	Bldg Repairs & Maintenance	N
411	01-111-042-0000-6300	AP	78.69	Trash/recycling - Courthouse	826184	Bldg Repairs & Maintenance	N
412	01-111-043-0000-6300	AP	64.27	Trash/recycling - Attorney	826184	Bldg Repairs & Maintenance	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
85167	Stewart Sanitation		429.33	4 Transactions				
111	DEPT Total:		8,241.28	Buildings & Grounds	14 Vendors	26 Transactions		
121	DEPT			Veteran Service				
6032	APG Media of Southern Minnesota LLC							
8	01-121-000-0000-6242	AP	85.50	Memorial flags - December	13476-1223	Publishing	N	
9	01-121-751-0000-6820	AP	600.00	Digital advertising - December	13476-1223	Grant Expense	N	
6032	APG Media of Southern Minnesota LLC		685.50	2 Transactions				
37025	Innovative Office Solutions LLC							
39	01-121-000-0000-6410		12.91	Labels, cleaner	4427435	Office Supplies	N	
37025	Innovative Office Solutions LLC		12.91	1 Transactions				
3693	Loffler Companies Inc							
53	01-121-000-0000-6410		180.71	Veterans printers	456844	Office Supplies	N	
3693	Loffler Companies Inc		180.71	1 Transactions				
8821	MACVSO							
286	01-121-000-0000-6241		400.00	2024 MACVSO dues	CY2024CVSO	Membership Dues	N	
285	01-121-000-0000-6261		100.00	MACVSO pre-registration	CY2024CVSO	Conference & Training	N	
8821	MACVSO		500.00	2 Transactions				
83500	Steele County Highway Dept							
91	01-121-000-0000-6540	DTF	123.18	Fuel	2269	Gas & Oil	N	
83500	Steele County Highway Dept		123.18	1 Transactions				
121	DEPT Total:		1,502.30	Veteran Service	5 Vendors	7 Transactions		
201	DEPT			Sheriff				
8458	American Tower Corporation							
107	01-201-297-0000-6347		671.95	BP tower lease - January 2024	411409368	T-BI Pr Lease Payments	N	
8458	American Tower Corporation		671.95	1 Transactions				
832	Applied Concepts Inc							
10	01-201-000-0000-6320	AP	320.00	Radar cables-7410,7414 & 7418	430878	Vehicle Maintenance	N	
832	Applied Concepts Inc		320.00	1 Transactions				

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
18110	Dean's Westside Towing						
279	01-201-000-0000-6806		150.00	Towed vehicle - SC24-000014	139928	Vehicle Towing	Y
278	01-201-000-0000-6806	AP	80.00	Towed vehicle - SC16-001044	139968	Vehicle Towing	Y
18110	Dean's Westside Towing		230.00	2 Transactions			
4710	Interstate Power Systems Inc						
132	01-201-000-0000-6345	AP	1,079.45	Somerset twr-repair generator	R001205198.01	Somerset Tower	N
4710	Interstate Power Systems Inc		1,079.45	1 Transactions			
524	Kecks Repair Inc						
40	01-201-000-0112-6320		879.90	Tire mount, balance,oil change	303506	Squad 7406 Maintenance	N
524	Kecks Repair Inc		879.90	1 Transactions			
3869	League Of Minnesota Cities						
42	01-201-000-0000-6261		1,980.00	2024 Patrol subscription	397931	Conference & Training	N
3869	League Of Minnesota Cities		1,980.00	1 Transactions			
5487	LexisNexis Risk Data Management						
43	01-201-000-0000-6425	AP	200.00	Searches/reports - Dec 2023	1035910-2023123	Investigation Expense	N
5487	LexisNexis Risk Data Management		200.00	1 Transactions			
3693	Loffler Companies Inc						
54	01-201-000-0000-6381		164.05	Sheriff's office printers	456844	Cpu Usage & Network Support	N
3693	Loffler Companies Inc		164.05	1 Transactions			
8422	Mayo Clinic						
133	01-201-000-0000-6801	AP	676.00	Drug class, test & visit-JHolm	700004026	Misc Expense	6
134	01-201-000-0000-6801	AP	65.00	Pre-employment exam-MTrupe	700004026	Misc Expense	6
135	01-201-000-0000-6801	AP	43.00	Drug screen-MTrupe	700004026	Misc Expense	6
8422	Mayo Clinic		784.00	3 Transactions			
7771	MN Dept of Labor & Industry						
137	01-201-000-0000-6411	DTG	328.64	Drug forfeiture SC21-000655	SC21000655	Drug Forfeiture Expenses	N
7771	MN Dept of Labor & Industry		328.64	1 Transactions			
9853	Nelson/Christopher						
119	01-201-000-0000-5521	AP	3,079.72	Wage garnishment - MKilgore	74-CV-23-447	Levy Income	N
9853	Nelson/Christopher		3,079.72	1 Transactions			

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
84	9332 PITNEY BOWES INC					
	01-201-000-0000-6293		128.97	Meter rental 1/20 - 4/19/24	1024537708	Gun Permit Expenses N
	9332 PITNEY BOWES INC		128.97	1 Transactions		
140	5544 Porter Lee Corporation					
	01-201-000-0000-6304		1,015.00	Beast annual software-1/1/25	29603	Contracts N
	5544 Porter Lee Corporation		1,015.00	1 Transactions		
85	8859 Quadient Leasing USA Inc					
	01-201-000-0000-6215		119.97	Hasler lease 1/30 - 4/29/24	Q1127417	Postage N
	8859 Quadient Leasing USA Inc		119.97	1 Transactions		
86	9852 Sheriff of Olmsted County					
	01-201-000-0000-6241		1,200.00	2024 SEMNECB dues	01012024 Steele	Membership Dues N
	9852 Sheriff of Olmsted County		1,200.00	1 Transactions		
143	75507 Steele County Attorney					
	01-201-000-0000-6411	DTF	657.28	Drug forfeiture SC21-000655	SC21000655	Drug Forfeiture Expenses N
	75507 Steele County Attorney		657.28	1 Transactions		
144	83500 Steele County Highway Dept					
	01-201-000-0000-6562	DTF	4,326.58	Fuel	2259	Gas & Oil Squads N
	83500 Steele County Highway Dept		4,326.58	1 Transactions		
147	85300 Streichers Inc					
	01-201-000-0000-6408	AP	299.97	3 duty shirts - JHolm	I1673393	Uniforms/Uniform Reimbursement N
148	01-201-000-0000-6408	AP	284.97	3 duty shirts - JHolm	I1673393	Uniforms/Uniform Reimbursement N
149	01-201-000-0000-6408	AP	8.99	Tie - JHolm	I1673393	Uniforms/Uniform Reimbursement N
150	01-201-000-0000-6408	AP	44.99	Mock shirt - JHolm	I1673393	Uniforms/Uniform Reimbursement N
151	01-201-000-0000-6408	AP	59.99	Trousers - JHolm	I1673393	Uniforms/Uniform Reimbursement N
152	01-201-000-0000-6408	AP	42.99	Belt - JHolm	I1673393	Uniforms/Uniform Reimbursement N
153	01-201-000-0000-6408	AP	49.99	Cuff holder - JHolm	I1673393	Uniforms/Uniform Reimbursement N
154	01-201-000-0000-6408	AP	28.99	Belt keeper - JHolm	I1673393	Uniforms/Uniform Reimbursement N
155	01-201-000-0000-6408	AP	43.99	Radio holder - JHolm	I1673393	Uniforms/Uniform Reimbursement N
156	01-201-000-0000-6408	AP	9.99	Tactical keyring - JHolm	I1673393	Uniforms/Uniform Reimbursement N
157	01-201-000-0000-6408	AP	180.99	Baton - JHolm	I1673393	Uniforms/Uniform Reimbursement N
158	01-201-000-0000-6408	AP	36.99	Handcuff peerless - JHolm	I1673393	Uniforms/Uniform Reimbursement N
159	01-201-000-0000-6408	AP	25.99	Glove holder - JHolm	I1673393	Uniforms/Uniform Reimbursement N
160	01-201-000-0000-6408	AP	79.99	Belt - JHolm	I1673393	Uniforms/Uniform Reimbursement N

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
161	01-201-000-0000-6408	AP	23.98	Nameplate 1/2 gold-JHolm	I1673497	Uniforms/Uniform Reimbursement	N
162	01-201-000-0000-6408	AP	11.99	Nameplate 5/8 gold-JHolm	I1673497	Uniforms/Uniform Reimbursement	N
163	01-201-000-0000-6408	AP	180.00	2 Apex pant - JHolm	I1673524	Uniforms/Uniform Reimbursement	N
167	01-201-000-0000-6192	AP	10.00	Nameplate - BStendel	I1673598	Uniform Allowance	N
164	01-201-000-0000-6408	AP	234.00	2 carriers - MTrupe	I1674103	Uniforms/Uniform Reimbursement	N
165	01-201-000-0000-6408	AP	1,230.00	Ball panel set - MTrupe	I1674103	Uniforms/Uniform Reimbursement	N
166	01-201-000-0000-6408	AP	99.00	Trama plate - MTrupe	I1674103	Uniforms/Uniform Reimbursement	N
85300	Streichers Inc		2,987.79	21 Transactions			
9854	TNVC INC						
122	01-201-000-0000-6287	AP	8,239.06	Night vision equipment	455455-G	SWAT Training	N
9854	TNVC INC		8,239.06	1 Transactions			
84035	Tri-M Graphics						
298	01-201-000-0000-6410		229.86	200 trespass forms	103013	Office Supplies	N
84035	Tri-M Graphics		229.86	1 Transactions			
201	DEPT Total:		28,622.22	Sheriff	20 Vendors	43 Transactions	
208	DEPT			Coroner			
8048	Edwardsen/Danette Marie						
280	01-208-000-0000-6801	AP	425.00	Death investigations - 3	December 2023	General Expense	6
8048	Edwardsen/Danette Marie		425.00	1 Transactions			
9158	Harren/Amanda Danielle						
282	01-208-000-0000-6801	AP	225.00	Death investigations - 4	December 2023	General Expense	6
9158	Harren/Amanda Danielle		225.00	1 Transactions			
4229	Moore Md/Kellyanna J						
290	01-208-000-0000-6801		3,864.24	Coroner services - January	January 2024	General Expense	6
4229	Moore Md/Kellyanna J		3,864.24	1 Transactions			
208	DEPT Total:		4,514.24	Coroner	3 Vendors	3 Transactions	
220	DEPT			Public Transit			
10200	Cedar Valley Services Inc						
13	01-220-000-2010-5520	AP	100.00	Transit ticket sales10/1-12/31	December 2023	Fees	N

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
10200	Cedar Valley Services Inc		100.00	1 Transactions			
220	DEPT Total:		100.00	Public Transit	1 Vendors	1 Transactions	
251	DEPT			Jail			
4346	Advanced Correctional Healthcare Inc						
1	01-251-000-0000-6270	AP	292.56-	Billing reconciliation-medical	136615	Medical Services	6
3	01-251-000-0000-6269		1,660.24	Onsite mental health services	136667	Site Mental Health Services	6
2	01-251-000-0000-6270		6,923.01	Onsite medical services	136667	Medical Services	6
4	01-251-000-0000-6270	AP	2,020.70-	Pharmacy reconciliation	137237	Medical Services	6
4346	Advanced Correctional Healthcare Inc		6,269.99	4 Transactions			
3693	Loffler Companies Inc						
48	01-251-000-0000-6410		340.41	Detention Center printers	456844	Office Supplies	N
3693	Loffler Companies Inc		340.41	1 Transactions			
9084	Metro FiberNet LLC						
399	01-251-000-0000-6304		325.00	Dark fiber fee for DC	1675291-January	Contract Serv./Bldg Maint	Y
9084	Metro FiberNet LLC		325.00	1 Transactions			
51300	Metro Sales Inc						
76	01-251-000-0000-6304		1,323.00	Ricoh copy machine contract	2432792	Contract Serv./Bldg Maint	N
51300	Metro Sales Inc		1,323.00	1 Transactions			
4377	Skjeveland Enterprises						
88	01-251-000-0000-6254		45.00	Recycling Jan - March 2024	282960	Garbage Disposal	Y
4377	Skjeveland Enterprises		45.00	1 Transactions			
83500	Steele County Highway Dept						
92	01-251-000-0000-6562	DTF	278.84	Fuel	2265	Gas & Oil	N
83500	Steele County Highway Dept		278.84	1 Transactions			
85167	Stewart Sanitation						
94	01-251-000-0000-6254		262.86	Waste pickup 1/1 - 1/31/24	825560	Garbage Disposal	N
85167	Stewart Sanitation		262.86	1 Transactions			
8247	Summit Food Services LLC						
98	01-251-000-0000-6418	AP	53.76	Paper products	INV2000194492	Lock-Up Supplies	N
97	01-251-000-0000-6441	AP	3,317.80	Inmate meals 12/16 - 12/22/23	INV2000194492	Prisoner Meals	N

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99	01-251-000-0000-6441	AP	Inmate meals 12/23 - 12/29/23	INV2000195159	Prisoner Meals	N
8247	Summit Food Services LLC		3 Transactions			
8070	U N X Inc					
104	01-251-000-0000-6560	AP	Laundry detergents	2023-47144-00	Janitorial Supplies	N
8070	U N X Inc		1 Transactions			
251	DEPT Total:		Jail	9 Vendors	14 Transactions	
252	DEPT		Community Corrections			
4064	Alcohol Monitoring System Inc					
274	01-252-000-0000-6274	AP	SCRAM Monitoring fee	299523	Scram Monitoring	N
4064	Alcohol Monitoring System Inc		1 Transactions			
8815	Amazon Capital Services Inc					
106	01-252-000-0000-6851	AP	Incentives	111033269978618	Juvenile/Adult Incentives	N
8815	Amazon Capital Services Inc		1 Transactions			
8393	AMC - MACA					
11	01-252-000-0000-6241		2024 MACCAC annual dues	67769	Membership Dues	N
8393	AMC - MACA		1 Transactions			
8263	CRK Properties LLC					
18	01-252-000-0000-6341	AP	Utilities	1248	Office Rent	Y
17	01-252-000-0000-6341		Rent - February 2024	January 2024	Office Rent	Y
8263	CRK Properties LLC		2 Transactions			
37025	Innovative Office Solutions LLC					
284	01-252-000-0000-6410		Awards certificates, covers	4430277	Office Supplies	N
396	01-252-000-0000-6410		Steno books	4434533	Office Supplies	N
37025	Innovative Office Solutions LLC		2 Transactions			
6884	Language Line Services Inc					
41	01-252-000-0000-6284	AP	Translator services	11186751	Interpreter Services	Y
6884	Language Line Services Inc		1 Transactions			
3693	Loffler Companies Inc					
47	01-252-000-0000-6381		Comm Corr printers	456844	Cpu Usage	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3693	Loffler Companies Inc		34.79	1 Transactions		
9084	Metro FiberNet LLC					
400	01-252-000-0000-6210		300.00	Dark fiber monthly fee-CCA	1677937-January	Telephone Y
9084	Metro FiberNet LLC		300.00	1 Transactions		
8975	Minnesota Counties Computer Coop					
118	01-252-000-0000-6262		8,301.20	CSTS enhancement fee & dues	2401186	Purchased And Contractual Services N
8975	Minnesota Counties Computer Coop		8,301.20	1 Transactions		
83500	Steele County Highway Dept					
93	01-252-000-0000-6540	DTF	92.45	Fuel	2271	Gas & Oil N
83500	Steele County Highway Dept		92.45	1 Transactions		
7991	The SASSI Institute					
295	01-252-000-0000-6278		231.25	SASSI online questionnaires	S141984-IN	Domestic Violence/SASSI Screening N
7991	The SASSI Institute		231.25	1 Transactions		
252	DEPT Total:		20,290.11	Community Corrections	11 Vendors	13 Transactions
253	DEPT			Law Enforcement Center		
8288	Four Seasons Electric					
130	01-253-000-0000-6300	AP	185.00	Repair flag pole rope	13255	Bldg Repairs & Maintenance N
8288	Four Seasons Electric		185.00	1 Transactions		
8521	From the Ground Up LLC					
20	01-253-000-0000-6300	AP	75.00	Pretreat 12/17/23	32445	Bldg Repairs & Maintenance Y
21	01-253-000-0000-6300	AP	130.00	Lot snow removal 12/31/23	32445	Bldg Repairs & Maintenance Y
22	01-253-000-0000-6300	AP	75.00	Ice control	32445	Bldg Repairs & Maintenance Y
23	01-253-000-0000-6300	AP	215.00	Sidewalk snow/ice removal	32445	Bldg Repairs & Maintenance Y
8521	From the Ground Up LLC		495.00	4 Transactions		
3693	Loffler Companies Inc					
55	01-253-000-0000-6304		116.03	LEC Records joint printers	456844	Contract Services/Bldg Mtce N
3693	Loffler Companies Inc		116.03	1 Transactions		
52550	MEI Total Elevator Solutions					
72	01-253-000-0000-6304		419.56	Monthly service - January 2024	1053387	Contract Services/Bldg Mtce N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
52550	MEI Total Elevator Solutions		419.56	1 Transactions		
51300	Metro Sales Inc					
287	01-253-000-0000-6304		90.00	Contract base rate 12/23-3/24	INV2434509	Contract Services/Bldg Mtce N
288	01-253-000-0000-6304	AP	84.18	Contract usage 9/29 - 12/28/23	INV2434509	Contract Services/Bldg Mtce N
51300	Metro Sales Inc		174.18	2 Transactions		
7771	MN Dept of Labor & Industry					
138	01-253-000-0000-6304		100.00	Elevator annual op ELV1003566	ALR0157516X	Contract Services/Bldg Mtce N
7771	MN Dept of Labor & Industry		100.00	1 Transactions		
4879	Shred Right					
142	01-253-000-0000-6254	AP	49.08	Paper shedding	0015072	Garbage Disposal Y
4879	Shred Right		49.08	1 Transactions		
3379	South Central Drug Investigation Unit					
291	01-253-000-0000-6304		10,000.00	2024 Cash match - OPD	11/15/2023	Contract Services/Bldg Mtce N
292	01-253-000-0000-6304		1,500.00	2024 Tactical team - OPD	11/15/2023	Contract Services/Bldg Mtce N
293	01-253-000-0000-6304		10,000.00	2024 Cash match - SCSO	11/15/2023	Contract Services/Bldg Mtce N
294	01-253-000-0000-6304		1,500.00	2024 Tactical team - SCSO	11/15/2023	Contract Services/Bldg Mtce N
3379	South Central Drug Investigation Unit		23,000.00	4 Transactions		
85167	Stewart Sanitation					
95	01-253-000-0000-6254		83.24	Garbage removal 1/1 - 1/31/24	825562	Garbage Disposal N
85167	Stewart Sanitation		83.24	1 Transactions		
4753	Terminix Commercial					
100	01-253-000-0000-6304		40.00	General pest control	233946	Contract Services/Bldg Mtce N
4753	Terminix Commercial		40.00	1 Transactions		
87305	Thompson Sanitation					
101	01-253-000-0000-6254	AP	17.50	Recycling 12/1 - 12/31/23	59896	Garbage Disposal N
87305	Thompson Sanitation		17.50	1 Transactions		
9183	Van Meter Inc					
169	01-253-000-0000-6451	AP	173.04	30 fluorescent lights	S013065990.001	Operating Supplies N
9183	Van Meter Inc		173.04	1 Transactions		

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
253	DEPT Total:		24,852.63	Law Enforcement Center	12 Vendors	19 Transactions		
281	DEPT			Emergency Management				
	3615 Ancom Technical Center Inc							
275	01-281-000-0000-6421	AP	2,063.80	Beaver Lake siren repair	119007	Maintenance Operating Exp		Y
	3615 Ancom Technical Center Inc		2,063.80	1 Transactions				
	9851 MN Dept of Public Safety-HSEM							
78	01-281-000-0000-6261		350.00	HSEM Conf - TKarnauskas	8FNNFS35T82	Conference & Training		N
77	01-281-000-0000-6261		350.00	HSEM Conf - KSailer	FLNLB3QK86B	Conference & Training		N
79	01-281-000-0000-6261		350.00	HSEM Conf - MNorbeck	LHNCS92TMZM	Conference & Training		N
	9851 MN Dept of Public Safety-HSEM		1,050.00	3 Transactions				
	9074 Randall's License Bureau							
87	01-281-000-0000-6421		21.25	Licence tabs - Emer Mgmt	January 2024	Maintenance Operating Exp		N
	9074 Randall's License Bureau		21.25	1 Transactions				
	8054 Region 1 SE MN Homeland Sec EM							
405	01-281-000-0000-6241		1,000.00	2024 SE Jt Pwrs membership	2024 dues	Membership Dues		N
	8054 Region 1 SE MN Homeland Sec EM		1,000.00	1 Transactions				
	9676 West Shore Services Inc							
105	01-281-000-0000-6801		1,538.35	Repair Beaver Lake siren	31861	Disaster/Emerg Fund		N
	9676 West Shore Services Inc		1,538.35	1 Transactions				
281	DEPT Total:		5,673.40	Emergency Management	5 Vendors	7 Transactions		
391	DEPT			Environmental Services				
	3803 MACPZA							
69	01-391-000-0000-6241		170.00	2024 MACPZA dues -DO	January 2024	Membership Dues		N
	3803 MACPZA		170.00	1 Transactions				
	87305 Thompson Sanitation							
102	01-391-000-0000-6548	AP	74,237.98	Recycling contract - December	5587	Recycling		N
	87305 Thompson Sanitation		74,237.98	1 Transactions				
391	DEPT Total:		74,407.98	Environmental Services	2 Vendors	2 Transactions		

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481	DEPT			Public Health Nursing			
115	Aaseth/Amber						
338	01-481-465-6057-6331	AP	19.00	Mileage - December 2023	January 2024	Mileage Reimbursement	N
115	Aaseth/Amber		19.00	1 Transactions			
3282	Aaseth/Nijole						
339	01-481-460-6009-6331	AP	13.10	Mileage - December 2023	January 2024	Mileage Reimbursement	N
3282	Aaseth/Nijole		13.10	1 Transactions			
8204	Adams/Penny						
340	01-481-460-6009-6331	AP	65.50	Mileage - December 2023	January 2024	Mileage Reimbursement	N
8204	Adams/Penny		65.50	1 Transactions			
9630	Alvarado/Gabrielle						
341	01-481-461-6066-6331	AP	12.45	Mileage - December 2023	January 2024	Mileage Reimbursement	N
299	01-481-461-6066-6410	AP	129.96	YOLO meeting	January 2024	Office Supplies	N
9630	Alvarado/Gabrielle		142.41	2 Transactions			
2574	Archambault/Kristi						
342	01-481-460-6009-6331	AP	94.98	Mileage - December 2023	January 2024	Mileage Reimbursement	N
2574	Archambault/Kristi		94.98	1 Transactions			
4319	Association Of Mn Counties						
300	01-481-465-6057-6261		2,685.00	2024 LPHA annual dues	67663	Conference & Training	N
4319	Association Of Mn Counties		2,685.00	1 Transactions			
8783	Availity LLC						
301	01-481-460-6009-6383	AP	20.00	Medicare billing charges	INV01074786	Contract Services	N
8783	Availity LLC		20.00	1 Transactions			
7	Bartsch/Christine						
343	01-481-460-6009-6331	AP	106.77	Mileage - December 2023	January 2024	Mileage Reimbursement	N
7	Bartsch/Christine		106.77	1 Transactions			
8486	Baumgartner/Ann						
344	01-481-460-6009-6331	AP	15.72	Mileage - December 2023	January 2024	Mileage Reimbursement	N
8486	Baumgartner/Ann		15.72	1 Transactions			
9413	Benson/Robert						

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345	01-481-460-6009-6331	AP	28.17	Mileage - December 2023	January 2024	Mileage Reimbursement		N
9413	Benson/Robert		28.17	1 Transactions				
6980	Block Plumbing & Heating Inc							
302	01-481-464-6061-6600	AP	1,427.91	Generator hookup	66777	Capital Outlay		N
303	01-481-464-6061-6600	AP	280.00	Generator hookup	66805	Capital Outlay		N
6980	Block Plumbing & Heating Inc		1,707.91	2 Transactions				
6267	Brinkman/Stacie Lynn							
348	01-481-461-6025-6331	AP	67.47	Mileage - December 2023	January 2024	Mileage Reimbursement		N
346	01-481-461-6030-6331	AP	12.45	Mileage - December 2023	January 2024	Mileage Reimbursement		N
349	01-481-461-6034-6331	AP	3.13	Mileage - December 2023	January 2024	Mileage Reimbursement		N
347	01-481-461-6059-6331	AP	4.59	Mileage - December 2023	January 2024	Mileage Reimbursement		N
6267	Brinkman/Stacie Lynn		87.64	4 Transactions				
12590	Christenson/Yukari							
350	01-481-460-6009-6331	AP	49.78	Mileage - December 2023	January 2024	Mileage Reimbursement		N
12590	Christenson/Yukari		49.78	1 Transactions				
8789	Dahle/Teya F							
304	01-481-461-6034-6261	AP	75.00	Reflective consultation	1526	Conference & Training		Y
305	01-481-461-6059-6261	AP	75.00	Reflective consultation	1526	Conference & Training		Y
8789	Dahle/Teya F		150.00	2 Transactions				
9722	Hanson/Whitney							
351	01-481-460-6009-6331	AP	152.62	Mileage - December 2023	January 2024	Mileage Reimbursement		N
9722	Hanson/Whitney		152.62	1 Transactions				
8389	Healthcare First							
306	01-481-460-6009-6383		104.74	HHCAHPS fee - January 2024	INV5416846	Contract Services		N
8389	Healthcare First		104.74	1 Transactions				
9857	Hessian/Madelyn							
352	01-481-460-6009-6331	AP	81.22	Mileage - December 2023	January 2024	Mileage Reimbursement		N
9857	Hessian/Madelyn		81.22	1 Transactions				
5109	Houck Transit Advertising							
307	01-481-460-6011-6243		280.00	Bus advertising	115924	Advertising,Marketing & Promotional		N

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5109 Houck Transit Advertising		280.00	1 Transactions		
37025 Innovative Office Solutions LLC					
310 01-481-000-0000-6410	AP	5.21	Batteries	4418521	Office Supplies N
314 01-481-461-6034-6410	AP	27.53	Binder	4418586	Office Supplies N
309 01-481-000-0000-6410	AP	253.09	Envelopes & paper	4419585	Office Supplies N
308 01-481-000-0000-6410		19.03	Sheet protectors & tape	4421814	Office Supplies N
311 01-481-000-0000-6410		12.23	Correction tape, moistener	4423068	Office Supplies N
312 01-481-000-0000-6410		6.49	Folders	4425746	Office Supplies N
313 01-481-465-6057-6480		176.78	Office chair	4430361	Non-Capitalized Inventory N
37025 Innovative Office Solutions LLC		500.36	7 Transactions		
9458 Jongbloedt/Beth					
353 01-481-460-6009-6331	AP	137.75	Mileage - December 2023	January 2024	Mileage Reimbursement N
9458 Jongbloedt/Beth		137.75	1 Transactions		
3256 Kofstad/Melissa					
354 01-481-460-6012-6331	AP	8.52	Mileage - December 2023	January 2024	Mileage Reimbursement N
355 01-481-464-6052-6331	AP	65.50	Mileage - December 2023	January 2024	Mileage Reimbursement N
3256 Kofstad/Melissa		74.02	2 Transactions		
41040 KOWZ-KRUE Radio					
315 01-481-460-6011-6243	AP	180.00	Radio air time - December	9692-12	Advertising,Marketing & Promotional N
41040 KOWZ-KRUE Radio		180.00	1 Transactions		
3693 Loffler Companies Inc					
57 01-481-460-6009-6381		58.24	QA printers	4568444	Cpu Usage & Network Support N
58 01-481-460-6012-6350		23.04	LTC printers	4568444	Property & Liability Insurance N
59 01-481-461-6025-6381		10.82	HCB printers	4568444	Cpu Usage & Network Support N
60 01-481-461-6032-6381		7.43	SHIP printers	4568444	Cpu Usage & Network Support N
61 01-481-461-6066-6381		1.46	MDH: Tobacco printers	4568444	CPU Usage & Network Support N
62 01-481-462-6047-6381		3.77	CID printers	4568444	Cpu Usage & Network Support N
63 01-481-464-6061-6341		10.86	COVID19 printers	4568444	Office Rent N
64 01-481-465-6057-6381		23.57	LPHG printers	4568444	Cpu Usage & Network Support N
3693 Loffler Companies Inc		139.19	8 Transactions		
9444 McIntee/Kelly					
316 01-481-461-6066-6331	AP	72.05	Mileage - December 2023	44	Mileage Reimbursement Y

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9444	McIntee/Kelly		72.05	1 Transactions			
5754	McMann/Katy						
356	01-481-460-6009-6331	AP	75.33	Mileage - December 2023	January 2024	Mileage Reimbursement	N
5754	McMann/Katy		75.33	1 Transactions			
51300	Metro Sales Inc						
317	01-481-000-0000-6322	AP	111.00	Copier meter contract	2432793	Service Agreements	N
318	01-481-000-0000-6410	AP	984.09	Contract usage/overage	2432793	Office Supplies	N
51300	Metro Sales Inc		1,095.09	2 Transactions			
8975	Minnesota Counties Computer Coop						
319	01-481-000-0000-6381		8,898.05	PHDoc software support	2401187	CPU Usage & Network Support	N
8975	Minnesota Counties Computer Coop		8,898.05	1 Transactions			
9616	Parrott & Smith LLC						
320	01-481-461-6066-6341		265.00	Rent - February	January 2024	Office Rent	1
9616	Parrott & Smith LLC		265.00	1 Transactions			
2587	Piepho/Nancy June						
357	01-481-461-6034-6331	AP	79.26	Mileage - December 2023	January 2024	Mileage Reimbursement	N
358	01-481-461-6059-6331	AP	31.44	Mileage - December 2023	January 2024	Mileage Reimbursement	N
2587	Piepho/Nancy June		110.70	2 Transactions			
7944	Red Oxygen						
321	01-481-460-6011-6210	AP	14.87	Texting services	641091	Telephone	N
322	01-481-461-6040-6210	AP	14.87	Texting services	641091	Telephone	N
7944	Red Oxygen		29.74	2 Transactions			
77316	Schroeder/Greg						
324	01-481-460-6009-6331	AP	47.16	Mileage - December 2023	January 2024	Mileage Reimbursement	Y
323	01-481-460-6009-6383	AP	1,209.13	Physical therapist - Dec 2023	January 2024	Contract Services	Y
77316	Schroeder/Greg		1,256.29	2 Transactions			
4879	Shred Right						
325	01-481-000-0000-6322	AP	40.00	Shreddin service	15073	Service Agreements	Y
4879	Shred Right		40.00	1 Transactions			
83500	Steele County Highway Dept						

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330	01-481-460-6009-6540	DTF	Fuel - County car - December	2262	Gas & Oil	N
335	01-481-460-6011-6540	DTF	Fuel - County car - December	2262	Gas & Oil	N
329	01-481-460-6012-6540	DTF	Fuel - County car - December	2262	LTC - Gas & Oil	N
326	01-481-461-6025-6540	DTF	Fuel - County car - December	2262	Gas & Oil	N
331	01-481-461-6030-6540	DTF	Fuel - County car - December	2262	Gas & Oil	N
333	01-481-461-6034-6540	DTF	Fuel - County car - December	2262	Gas & Oil	N
328	01-481-461-6059-6540	DTF	Fuel - County car - December	2262	Gas & Oil	N
334	01-481-461-6059-6540	DTF	Fuel - County car - December	2262	Gas & Oil	N
327	01-481-462-6047-6540	DTF	Fuel - County car - December	2262	Gas & Oil	N
332	01-481-465-6057-6540	DTF	Fuel - County car - December	2262	Gas & Oil	N
83500	Steele County Highway Dept		10 Transactions			
7978	Steffensmeier/Carey L					
359	01-481-460-6012-6331	AP	Mileage - December 2023	January 2024	Mileage Reimbursement	N
7978	Steffensmeier/Carey L		1 Transactions			
9818	Steinberg/Meagan					
360	01-481-461-6030-6331	AP	Mileage - December 2023	January 2024	Mileage Reimbursement	N
362	01-481-461-6034-6331	AP	Mileage - December 2023	January 2024	Mileage Reimbursement	N
361	01-481-461-6059-6331	AP	Mileage - December 2023	January 2024	Mileage Reimbursement	N
9818	Steinberg/Meagan		3 Transactions			
84035	Tri-M Graphics					
336	01-481-461-6066-6464		Postcards	103029	General Supplies & Outreach	N
84035	Tri-M Graphics		1 Transactions			
90165	UC Lab					
337	01-481-463-6049-6322	AP	Well water testing	118785	Well Water Service Agreements	N
90165	UC Lab		1 Transactions			
9811	Vargas/Ruby					
363	01-481-460-6009-6331	AP	Mileage - December 2023	January 2024	Mileage Reimbursement	N
9811	Vargas/Ruby		1 Transactions			
74928	Waypa/Lisa A					
364	01-481-461-6040-6331	AP	Mileage - December 2023	January 2024	Mileage Reimbursement	N
74928	Waypa/Lisa A		1 Transactions			
9622	Wencl/Alexa					

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365	01-481-460-6012-6331	AP	3.54	Mileage - December 2023	January 2024	Mileage Reimbursement	N
9622	Wencl/Alexa		3.54	1 Transactions			
4100	Wencl/Dianne Marie						
366	01-481-460-6009-6331	AP	45.20	Mileage - December 2023	January 2024	Mileage Reimbursement	N
4100	Wencl/Dianne Marie		45.20	1 Transactions			
481	DEPT Total:		19,219.10	Public Health Nursing	41 Vendors	76 Transactions	
502	DEPT			Steele Co Community Ctr			
8521	From the Ground Up LLC						
28	01-502-000-0000-6380	AP	135.00	Snow removal	32477	Grounds Maintenance	Y
8521	From the Ground Up LLC		135.00	1 Transactions			
85167	Stewart Sanitation						
410	01-502-000-0000-6300	AP	36.50	Trash/recycling - Comm Ctr	826182	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation		36.50	1 Transactions			
502	DEPT Total:		171.50	Steele Co Community Ctr	2 Vendors	2 Transactions	
521	DEPT			Park And Recreation			
20712	DVS Renewal						
127	01-521-000-0000-6410		20.25	Tabs for 2008 Ford 550	017669245	Operating Supplies/Truck Repairs	N
128	01-521-000-0000-6410		20.25	Tabs for 2004 F150	018749270	Operating Supplies/Truck Repairs	N
125	01-521-000-0000-6320		20.25	Tabs for small stage	031139405	Stage/Showmobile Expense	N
126	01-521-000-0000-6320		20.25	Tabs for showmobile	032186665	Stage/Showmobile Expense	N
20712	DVS Renewal		81.00	4 Transactions			
26699	Four Seasons Centre						
129	01-521-000-0000-6831	DTG	6,795.00	December Open Ice	4672-1	Ice Rental Pymts	N
26699	Four Seasons Centre		6,795.00	1 Transactions			
52776	Minnesota Recreation & Park Assn						
139	01-521-000-0000-6410		310.00	2024 Annual membership	2024 dues	Operating Supplies/Truck Repairs	N
52776	Minnesota Recreation & Park Assn		310.00	1 Transactions			
58850	Northland Farm Systems						
403	01-521-000-0000-6410	AP	1,602.00	2nd half skid loader lease	64645	Operating Supplies/Truck Repairs	N

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58850	Northland Farm Systems		1,602.00	1 Transactions		
83500	Steele County Highway Dept					
145	01-521-000-0000-6540	DTF	69.92	Fuel	2256	Gas & Oil N
83500	Steele County Highway Dept		69.92	1 Transactions		
521	DEPT Total:		8,857.92	Park And Recreation	5 Vendors	8 Transactions
550	DEPT			Four Seasons		
4331	Athletica Sports Systems Unlimited Corp					
124	01-550-000-0000-6410	AP	275.78	Gasket for east rink	420547	Operating Supplies - Contracts N
4331	Athletica Sports Systems Unlimited Corp		275.78	1 Transactions		
8424	Cintas					
391	01-550-000-0000-6420		183.68	Monthly linens	4179562719	Linen Service Y
8424	Cintas		183.68	1 Transactions		
33550	Hillyard - Hutchinson					
131	01-550-000-0000-6410		1,622.09	Restroom supplies	605351955	Operating Supplies - Contracts N
33550	Hillyard - Hutchinson		1,622.09	1 Transactions		
37025	Innovative Office Solutions LLC					
115	01-550-000-0000-6410	AP	28.78	Calendars	4417499	Operating Supplies - Contracts N
37025	Innovative Office Solutions LLC		28.78	1 Transactions		
3693	Loffler Companies Inc					
49	01-550-000-0000-6410		115.32	Four Seasons printers	456844	Operating Supplies - Contracts N
3693	Loffler Companies Inc		115.32	1 Transactions		
52550	MEI Total Elevator Solutions					
136	01-550-000-0000-6410		225.50	Elevator service Jan - March	1054051	Operating Supplies - Contracts N
52550	MEI Total Elevator Solutions		225.50	1 Transactions		
48530	Minnesota Ice Arena Managers Assn					
401	01-550-000-0000-6410		250.00	Annual membership-SSchroht	226-1	Operating Supplies - Contracts N
48530	Minnesota Ice Arena Managers Assn		250.00	1 Transactions		
61560	Owatonna Public Utilities					
404	01-550-000-0000-6250	DTG	52,217.00	Balance of 2023 utilities	765	Utilities N

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						Service Dates	Paid On Bhf #	On Behalf of Name	
61560	Owatonna Public Utilities				52,217.00	1 Transactions			
71075	R & R Specialties Of Wisconsin Inc								
120	01-550-000-0000-6314	AP			100.00	Zamboni blade sharpening	80769-IN	Zamboni Repairs	N
71075	R & R Specialties Of Wisconsin Inc				100.00	1 Transactions			
77390	Schilling Supply Company								
141	01-550-000-0000-6410				173.98	Air freshners & urinal screens	946894-00	Operating Supplies - Contracts	N
77390	Schilling Supply Company				173.98	1 Transactions			
91	Sheriff Of Steele County								
408	01-550-000-0000-6410	DTF			100.00	Special Deputy for Ice Jam	January 2024	Operating Supplies - Contracts	N
91	Sheriff Of Steele County				100.00	1 Transactions			
85167	Stewart Sanitation								
146	01-550-000-0000-6254	AP			194.63	December garbage	825539	Garbage Disposal	N
85167	Stewart Sanitation				194.63	1 Transactions			
9009	United States Ice Rink Association								
168	01-550-000-0000-6410				350.00	2024 Annual membership	3419	Operating Supplies - Contracts	N
9009	United States Ice Rink Association				350.00	1 Transactions			
550	DEPT Total:				55,836.76	Four Seasons	13 Vendors	13 Transactions	
601	DEPT					County Ag Society			
8521	From the Ground Up LLC								
33	01-601-000-0000-6386	AP			500.00	Pretreat, ice control	32385	Parking Lot Maintenance	Y
24	01-601-000-0000-6386	AP			1,315.00	Pretreat, ice control, removal	32444	Parking Lot Maintenance	Y
25	01-601-000-0000-6386	AP			685.00	Snow removal, ice control	32507	Parking Lot Maintenance	Y
8521	From the Ground Up LLC				2,500.00	3 Transactions			
601	DEPT Total:				2,500.00	County Ag Society	1 Vendors	3 Transactions	
602	DEPT					Co-Op Extension			
14420	Culligan Inc								
249	01-602-000-0000-6410				15.52	Water cooler rent-January 2024	15396671-12312C	Office Supplies	N
14420	Culligan Inc				15.52	1 Transactions			

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1 General Revenue Fund

Steele County

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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	
51300	Metro Sales Inc					
250	01-602-000-0000-6321		Contract base 12/21/23-3/20/24	INV2460229	Maintenance Agreements	N
251	01-602-000-0000-6321	AP	Contract usage 9/21-12/20/23	INV2460229	Maintenance Agreements	N
51300	Metro Sales Inc		2 Transactions			
602	DEPT Total:		458.83	Co-Op Extension	2 Vendors	3 Transactions
1	Fund Total:		339,855.71	General Revenue Fund		312 Transactions

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10 Road & Bridge Fund

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
301	DEPT			Administration				
	3693 Loffler Companies Inc							
170	10-301-000-0000-6410		7.18	Public Works printers	4568444	Office Supplies		N
	3693 Loffler Companies Inc		7.18	1 Transactions				
	9084 Metro FiberNet LLC							
387	10-301-000-0000-6210		300.00	Dark fiber monthly fee-PW	1677937 January	Telephone		N
	9084 Metro FiberNet LLC		300.00	1 Transactions				
301	DEPT Total:		307.18	Administration	2 Vendors	2 Transactions		
10	Fund Total:		307.18	Road & Bridge Fund		2 Transactions		

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21 County Ditch Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
631	DEPT		Judicial Ditch 1			
7973	Houston Engineering Inc					
172	21-631-000-0000-6273		133.34	Drainage DB annual maint fee	68802	Attorney Fees Y
7973	Houston Engineering Inc		133.34	1 Transactions		
73300	Rinke-Noonan Attorney at Law					
367	21-631-000-0000-6273	AP	6.68	Ditch Atty monthly retainer	365502	Attorney Fees Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions		
84625	Steele County Soil & Water Conserv Dist					
202	21-631-000-0000-6260	DTG	436.27	Ditch Insp Serv-Q3&4 2023	2023-21 (JD1)	Inspections & Engineer N
84625	Steele County Soil & Water Conserv Dist		436.27	1 Transactions		
631	DEPT Total:		576.29	Judicial Ditch 1	3 Vendors	3 Transactions
633	DEPT		Judicial Ditch 10			
7973	Houston Engineering Inc					
176	21-633-000-0000-6273		133.34	Drainage DB annual maint fee	68802	Attorney Fees Y
7973	Houston Engineering Inc		133.34	1 Transactions		
73300	Rinke-Noonan Attorney at Law					
367	21-633-000-0000-6273	AP	6.68	Ditch Atty monthly retainer	365502	Attorney Fees Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions		
84625	Steele County Soil & Water Conserv Dist					
206	21-633-000-0000-6260	DTG	107.27	Ditch Insp Serv-Q3&4 2023	2023-21 (JD10)	Inspections & Engineers N
84625	Steele County Soil & Water Conserv Dist		107.27	1 Transactions		
633	DEPT Total:		247.29	Judicial Ditch 10	3 Vendors	3 Transactions
634	DEPT		Judicial Ditch 5			
7973	Houston Engineering Inc					
173	21-634-000-0000-6273		133.34	Drainage DB annual maint fee	68802	Attorney Fees Y
7973	Houston Engineering Inc		133.34	1 Transactions		
73300	Rinke-Noonan Attorney at Law					
367	21-634-000-0000-6273	AP	6.68	Ditch Atty monthly retainer	365502	Attorney Fees Y

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
84625	Steele County Soil & Water Conserv Dist						
203	21-634-000-0000-6260	DTG	36.77	Ditch Insp Serv-Q3&4 2023	2023-21 (JD5)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		36.77	1 Transactions			
634	DEPT Total:		176.79	Judicial Ditch 5	3 Vendors	3 Transactions	
635	DEPT			Judicial Ditch 6 & Imp			
7973	Houston Engineering Inc						
174	21-635-000-0000-6273		133.34	Drainage DB annual maint fee	68802	Attorney Fees	Y
7973	Houston Engineering Inc		133.34	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
367	21-635-000-0000-6273	AP	6.68	Ditch Atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
84625	Steele County Soil & Water Conserv Dist						
204	21-635-000-0000-6260	DTG	542.02	Ditch Insp Serv-Q3&4 2023	2023-21 (JD6)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		542.02	1 Transactions			
635	DEPT Total:		682.04	Judicial Ditch 6 & Imp	3 Vendors	3 Transactions	
636	DEPT			Judicial Ditch 7			
7973	Houston Engineering Inc						
175	21-636-000-0000-6273		133.34	Drainage DB annual maint fee	68802	Attorney Fees	Y
7973	Houston Engineering Inc		133.34	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
367	21-636-000-0000-6273	AP	6.68	Ditch Atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
84625	Steele County Soil & Water Conserv Dist						
205	21-636-000-0000-6260	DTG	36.77	Ditch Insp Serv-Q3&4 2023	2023-21 (JD7)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		36.77	1 Transactions			
636	DEPT Total:		176.79	Judicial Ditch 7	3 Vendors	3 Transactions	

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
637	DEPT		JD 11 (Ripley Ditch)			
7973	Houston Engineering Inc					
177	21-637-000-0000-6273		133.34	Drainage DB annual maint fee	68802	Attorney Fees Y
7973	Houston Engineering Inc		133.34	1 Transactions		
73300	Rinke-Noonan Attorney at Law					
367	21-637-000-0000-6273	AP	6.68	Ditch Atty monthly retainer	365502	Attorney Fees Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions		
84625	Steele County Soil & Water Conserv Dist					
207	21-637-000-0000-6260	DTG	83.77	Ditch Insp Serv-Q3&4 2023	2023-21 (JD11)	Inspections And Engineers N
84625	Steele County Soil & Water Conserv Dist		83.77	1 Transactions		
637	DEPT Total:		223.79	JD 11 (Ripley Ditch)	3 Vendors	3 Transactions
638	DEPT		Judicial Ditch 12			
7973	Houston Engineering Inc					
182	21-638-000-0000-6273		133.34	Drainage DB annual maint fee	68802	Attorney Fees Y
7973	Houston Engineering Inc		133.34	1 Transactions		
73300	Rinke-Noonan Attorney at Law					
367	21-638-000-0000-6273	AP	6.68	Ditch Atty monthly retainer	365502	Attorney Fees Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions		
84625	Steele County Soil & Water Conserv Dist					
208	21-638-000-0000-6260	DTG	83.77	Ditch Insp Serv-Q3&4 2023	2023-21 (JD12)	Inspections And Engineers N
84625	Steele County Soil & Water Conserv Dist		83.77	1 Transactions		
638	DEPT Total:		223.79	Judicial Ditch 12	3 Vendors	3 Transactions
639	DEPT		Judicial Ditch 23			
7973	Houston Engineering Inc					
178	21-639-000-0000-6273		133.34	Drainage DB annual maint fee	68802	Attorney Fees Y
7973	Houston Engineering Inc		133.34	1 Transactions		
73300	Rinke-Noonan Attorney at Law					
367	21-639-000-0000-6273	AP	6.68	Ditch Atty monthly retainer	365502	Attorney Fees Y

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
84625	Steele County Soil & Water Conserv Dist						
209	21-639-000-0000-6260	DTG	107.27	Ditch Insp Serv-Q3&4 2023	2023-21 (JD23)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		107.27	1 Transactions			
639	DEPT Total:		247.29	Judicial Ditch 23	3 Vendors	3 Transactions	
640	DEPT			Judicial Ditch 24			
7973	Houston Engineering Inc						
179	21-640-000-0000-6273		133.34	Drainage DB annual maint fee	68802	Attorney Fees	Y
7973	Houston Engineering Inc		133.34	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
367	21-640-000-0000-6273	AP	6.68	Ditch Atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
84625	Steele County Soil & Water Conserv Dist						
210	21-640-000-0000-6260	DTG	976.77	Ditch Insp Serv-Q3&4 2023	2023-21 (JD24)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		976.77	1 Transactions			
640	DEPT Total:		1,116.79	Judicial Ditch 24	3 Vendors	3 Transactions	
641	DEPT			County Ditch 1 - Orig			
7973	Houston Engineering Inc						
180	21-641-000-0000-6273		133.34	Drainage DB annual maint fee	68802	Attorney Fees	Y
7973	Houston Engineering Inc		133.34	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
367	21-641-000-0000-6273	AP	6.68	Ditch Atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
84625	Steele County Soil & Water Conserv Dist						
211	21-641-000-0000-6260	DTG	83.76	Ditch Insp Serv-Q3&4 2023	2023-21 (CD1)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		83.76	1 Transactions			
641	DEPT Total:		223.78	County Ditch 1 - Orig	3 Vendors	3 Transactions	

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
642	DEPT		County Ditch 1 - Church Branch			
7973	Houston Engineering Inc					
181	21-642-000-0000-6273		Drainage DB annual maint fee	68802	Attorney Fees	Y
7973	Houston Engineering Inc		1 Transactions			
73300	Rinke-Noonan Attorney at Law					
367	21-642-000-0000-6273	AP	Ditch Atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		1 Transactions			
84625	Steele County Soil & Water Conserv Dist					
212	21-642-000-0000-6260	DTG	Ditch Insp Serv-Q3&4 2023	2023-21 (CD1Ch B	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		1 Transactions			
642	DEPT Total:		176.75	County Ditch 1 - Church Branch	3 Vendors	3 Transactions
643	DEPT		County Ditch 2			
7973	Houston Engineering Inc					
183	21-643-000-0000-6273		Drainage DB annual maint fee	68802	Attorney Fees	Y
7973	Houston Engineering Inc		1 Transactions			
73300	Rinke-Noonan Attorney at Law					
367	21-643-000-0000-6273	AP	Ditch Atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		1 Transactions			
84625	Steele County Soil & Water Conserv Dist					
213	21-643-000-0000-6260	DTG	Ditch Insp Serv-Q3&4 2023	2023-21 (CD2)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		1 Transactions			
643	DEPT Total:		811.25	County Ditch 2	3 Vendors	3 Transactions
644	DEPT		County Ditch 4			
7973	Houston Engineering Inc					
184	21-644-000-0000-6273		Drainage DB annual maint fee	68802	Attorney Fees	Y
7973	Houston Engineering Inc		1 Transactions			
73300	Rinke-Noonan Attorney at Law					
367	21-644-000-0000-6273	AP	Ditch Atty monthly retainer	365502	Attorney Fees	Y

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law		6.66		1 Transactions		
84625	Steele County Soil & Water Conserv Dist						
214	21-644-000-0000-6260	DTG	424.51	Ditch Insp Serv-Q3&4 2023	2023-21 (CD4)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		424.51		1 Transactions		
644	DEPT Total:		564.50	County Ditch 4	3 Vendors	3 Transactions	
645	DEPT			County Ditch 5			
7973	Houston Engineering Inc						
185	21-645-000-0000-6273		133.33	Drainage DB annual maint fee	68802	Attorney Fees	Y
7973	Houston Engineering Inc		133.33		1 Transactions		
73300	Rinke-Noonan Attorney at Law						
367	21-645-000-0000-6273	AP	6.66	Ditch Atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66		1 Transactions		
84625	Steele County Soil & Water Conserv Dist						
215	21-645-000-0000-6260	DTG	624.26	Ditch Insp Serv-Q3&4 2023	2023-21 (CD5)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		624.26		1 Transactions		
645	DEPT Total:		764.25	County Ditch 5	3 Vendors	3 Transactions	
646	DEPT			County Ditch 19			
7973	Houston Engineering Inc						
186	21-646-000-0000-6273		133.33	Drainage DB annual maint fee	68802	Attorney Fees	Y
7973	Houston Engineering Inc		133.33		1 Transactions		
73300	Rinke-Noonan Attorney at Law						
367	21-646-000-0000-6273	AP	6.66	Ditch Atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66		1 Transactions		
84625	Steele County Soil & Water Conserv Dist						
216	21-646-000-0000-6260	DTG	36.76	Ditch Insp Serv-Q3&4 2023	2023-21 (CD19)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		36.76		1 Transactions		
646	DEPT Total:		176.75	County Ditch 19	3 Vendors	3 Transactions	

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
647	DEPT		County Ditch 20			
7973	Houston Engineering Inc					
187	21-647-000-0000-6273		133.33	Drainage DB annual maint fee	68802	Attorney Fees Y
7973	Houston Engineering Inc		133.33	1 Transactions		
73300	Rinke-Noonan Attorney at Law					
367	21-647-000-0000-6273	AP	6.66	Ditch Atty monthly retainer	365502	Attorney Fees Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions		
84625	Steele County Soil & Water Conserv Dist					
217	21-647-000-0000-6260	DTG	36.76	Ditch Insp Serv-Q3&4 2023	2023-21 (CD20)	Inspections And Engineers N
84625	Steele County Soil & Water Conserv Dist		36.76	1 Transactions		
647	DEPT Total:		176.75	County Ditch 20	3 Vendors	3 Transactions
648	DEPT		County Ditch 21			
7973	Houston Engineering Inc					
188	21-648-000-0000-6273		133.33	Drainage DB annual maint fee	68802	Attorney Fees Y
7973	Houston Engineering Inc		133.33	1 Transactions		
73300	Rinke-Noonan Attorney at Law					
367	21-648-000-0000-6273	AP	6.66	Ditch Atty monthly retainer	365502	Attorney Fees Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions		
84625	Steele County Soil & Water Conserv Dist					
218	21-648-000-0000-6260	DTG	95.51	Ditch Insp Serv-Q3&4 2023	2023-21 (CD21)	Inspections And Engineers N
84625	Steele County Soil & Water Conserv Dist		95.51	1 Transactions		
648	DEPT Total:		235.50	County Ditch 21	3 Vendors	3 Transactions
649	DEPT		County Ditch 22			
7973	Houston Engineering Inc					
189	21-649-000-0000-6273		133.33	Drainage DB annual maint fee	68802	Attorney Fees Y
7973	Houston Engineering Inc		133.33	1 Transactions		
73300	Rinke-Noonan Attorney at Law					
367	21-649-000-0000-6273	AP	6.66	Ditch Atty monthly retainer	365502	Attorney Fees Y

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law		6.66		1 Transactions		
84625	Steele County Soil & Water Conserv Dist						
219	21-649-000-0000-6260	DTG	318.76	Ditch Insp Serv-Q3&4 2023	2023-21 (CD22)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		318.76		1 Transactions		
649	DEPT Total:		458.75	County Ditch 22	3 Vendors	3 Transactions	
650	DEPT			County Ditch 23			
7973	Houston Engineering Inc						
190	21-650-000-0000-6273		133.33	Drainage DB annual maint fee	68802	Attorney Fees	Y
7973	Houston Engineering Inc		133.33		1 Transactions		
73300	Rinke-Noonan Attorney at Law						
367	21-650-000-0000-6273	AP	6.66	Ditch Atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66		1 Transactions		
84625	Steele County Soil & Water Conserv Dist						
220	21-650-000-0000-6260	DTG	60.26	Ditch Insp Serv-Q3&4 2023	2023-21 (CD23)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		60.26		1 Transactions		
650	DEPT Total:		200.25	County Ditch 23	3 Vendors	3 Transactions	
651	DEPT			County Ditch 24			
7973	Houston Engineering Inc						
191	21-651-000-0000-6273		133.33	Drainage DB annual maint fee	68802	Attorney Fees	Y
7973	Houston Engineering Inc		133.33		1 Transactions		
73300	Rinke-Noonan Attorney at Law						
367	21-651-000-0000-6273	AP	6.66	Ditch Atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66		1 Transactions		
84625	Steele County Soil & Water Conserv Dist						
221	21-651-000-0000-6260	DTG	60.26	Ditch Insp Serv-Q3&4 2023	2023-21 (CD24)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		60.26		1 Transactions		
651	DEPT Total:		200.25	County Ditch 24	3 Vendors	3 Transactions	

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
652	DEPT		County Ditch 25			
7973	Houston Engineering Inc					
192	21-652-000-0000-6273		133.33	Drainage DB annual maint fee	68802	Attorney Fees Y
7973	Houston Engineering Inc		133.33	1 Transactions		
73300	Rinke-Noonan Attorney at Law					
367	21-652-000-0000-6273	AP	6.66	Ditch Atty monthly retainer	365502	Attorney Fees Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions		
84625	Steele County Soil & Water Conserv Dist					
222	21-652-000-0000-6260	DTG	60.26	Ditch Insp Serv-Q3&4 2023	2023-21 (CD25)	Inspections And Engineers N
84625	Steele County Soil & Water Conserv Dist		60.26	1 Transactions		
652	DEPT Total:		200.25	County Ditch 25	3 Vendors	3 Transactions
653	DEPT		County Ditch 27			
7973	Houston Engineering Inc					
193	21-653-000-0000-6273		133.33	Drainage DB annual maint fee	68802	Attorney Fees Y
7973	Houston Engineering Inc		133.33	1 Transactions		
73300	Rinke-Noonan Attorney at Law					
367	21-653-000-0000-6273	AP	6.66	Ditch Atty monthly retainer	365502	Attorney Fees Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions		
84625	Steele County Soil & Water Conserv Dist					
223	21-653-000-0000-6260	DTG	60.27	Ditch Insp Serv-Q3&4 2023	2023-21 (CD27)	Inspections And Engineers N
84625	Steele County Soil & Water Conserv Dist		60.27	1 Transactions		
653	DEPT Total:		200.26	County Ditch 27	3 Vendors	3 Transactions
654	DEPT		Public Tile Ditch 7			
7973	Houston Engineering Inc					
194	21-654-000-0000-6273		133.33	Drainage DB annual maint fee	68802	Attorney Fees Y
7973	Houston Engineering Inc		133.33	1 Transactions		
73300	Rinke-Noonan Attorney at Law					
367	21-654-000-0000-6273	AP	6.66	Ditch Atty monthly retainer	365502	Attorney Fees Y

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21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
84625	Steele County Soil & Water Conserv Dist						
224	21-654-000-0000-6260	DTG	271.77	Ditch Insp Serv-Q3&4 2023	2023-21 (PTD7)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		271.77	1 Transactions			
654	DEPT Total:		411.76	Public Tile Ditch 7	3 Vendors	3 Transactions	
655	DEPT			Public Tile Ditch 8			
7973	Houston Engineering Inc						
195	21-655-000-0000-6273		133.33	Drainage DB annual maint fee	68802	Attorney Fees	Y
7973	Houston Engineering Inc		133.33	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
367	21-655-000-0000-6273	AP	6.66	Ditch Atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
84625	Steele County Soil & Water Conserv Dist						
225	21-655-000-0000-6260	DTG	83.77	Ditch Insp Serv-Q3&4 2023	2023-21 (PTD8)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		83.77	1 Transactions			
655	DEPT Total:		223.76	Public Tile Ditch 8	3 Vendors	3 Transactions	
656	DEPT			Public Tile Ditch 9			
7973	Houston Engineering Inc						
196	21-656-000-0000-6273		133.33	Drainage DB annual maint fee	68802	Attorney Fees	Y
7973	Houston Engineering Inc		133.33	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
367	21-656-000-0000-6273	AP	6.66	Ditch Atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
84625	Steele County Soil & Water Conserv Dist						
226	21-656-000-0000-6260	DTG	36.77	Ditch Insp Serv-Q3&4 2023	2023-21 (PTD9)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		36.77	1 Transactions			
656	DEPT Total:		176.76	Public Tile Ditch 9	3 Vendors	3 Transactions	

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21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
657	DEPT		Public Tile Ditch 10			
	7973 Houston Engineering Inc					
197	21-657-000-0000-6273		133.33	Drainage DB annual maint fee	68802	Attorney Fees Y
	7973 Houston Engineering Inc		133.33	1 Transactions		
	73300 Rinke-Noonan Attorney at Law					
367	21-657-000-0000-6273	AP	6.66	Ditch Atty monthly retainer	365502	Attorney Fees Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions		
	84625 Steele County Soil & Water Conserv Dist					
227	21-657-000-0000-6260	DTG	60.27	Ditch Insp Serv-Q3&4 2023	2023-21 (PTD10)	Inspections And Engineers N
	84625 Steele County Soil & Water Conserv Dist		60.27	1 Transactions		
657	DEPT Total:		200.26	Public Tile Ditch 10	3 Vendors	3 Transactions
658	DEPT		Public Tile Ditch 11			
	7973 Houston Engineering Inc					
198	21-658-000-0000-6273		133.33	Drainage DB annual maint fee	68802	Attorney Fees Y
	7973 Houston Engineering Inc		133.33	1 Transactions		
	73300 Rinke-Noonan Attorney at Law					
367	21-658-000-0000-6273	AP	6.66	Ditch Atty monthly retainer	365502	Attorney Fees Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions		
	84625 Steele County Soil & Water Conserv Dist					
228	21-658-000-0000-6260	DTG	318.77	Ditch Insp Serv-Q3&4 2023	2023-21 (PTD11)	Inspections And Engineers N
	84625 Steele County Soil & Water Conserv Dist		318.77	1 Transactions		
658	DEPT Total:		458.76	Public Tile Ditch 11	3 Vendors	3 Transactions
659	DEPT		Public Tile Ditch 17			
	7973 Houston Engineering Inc					
199	21-659-000-0000-6273		133.33	Drainage DB annual maint fee	68802	Attorney Fees Y
	7973 Houston Engineering Inc		133.33	1 Transactions		
	73300 Rinke-Noonan Attorney at Law					
367	21-659-000-0000-6273	AP	6.66	Ditch Atty monthly retainer	365502	Attorney Fees Y

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21 County Ditch Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
84625	Steele County Soil & Water Conserv Dist						
229	21-659-000-0000-6260	DTG	377.52	Ditch Insp Serv-Q3&4 2023	2023-21 (PTD17)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		377.52	1 Transactions			
659	DEPT Total:		517.51	Public Tile Ditch 17	3 Vendors	3 Transactions	
660	DEPT			Public Tile Ditch 18			
7973	Houston Engineering Inc						
200	21-660-000-0000-6273		133.33	Drainage DB annual maint fee	68802	Attorney Fees	Y
7973	Houston Engineering Inc		133.33	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
367	21-660-000-0000-6273	AP	6.66	Ditch Atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
84625	Steele County Soil & Water Conserv Dist						
230	21-660-000-0000-6260	DTG	107.27	Ditch Insp Serv-Q3&4 2023	2023-21 (PTD18)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		107.27	1 Transactions			
660	DEPT Total:		247.26	Public Tile Ditch 18	3 Vendors	3 Transactions	
662	DEPT			Judicial Ditch 19			
84625	Steele County Soil & Water Conserv Dist						
232	21-662-000-0000-6260	DTG	154.27	Ditch Insp Serv-Q3&4 2023	2023-21 (JD19)	Inspections & Engineers	N
84625	Steele County Soil & Water Conserv Dist		154.27	1 Transactions			
662	DEPT Total:		154.27	Judicial Ditch 19	1 Vendors	1 Transactions	
665	DEPT			JD 2 Redetermination			
7973	Houston Engineering Inc						
201	21-665-000-0000-6273		133.33	Drainage DB annual maint fee	68802	Attorney Fees	Y
7973	Houston Engineering Inc		133.33	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
367	21-665-000-0000-6273	AP	6.66	Ditch Atty monthly retainer	365502	Attorney Fees	Y

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21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	<u>Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</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>
73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions		
84625	Steele County Soil & Water Conserv Dist						
231	21-665-000-0000-6260	DTG		3,044.77	Ditch Insp Serv-Q3&4 2023	2023-21 (JD2)	Inspections And Engineers
84625	Steele County Soil & Water Conserv Dist			3,044.77	1 Transactions		N
665	DEPT Total:			3,184.76	JD 2 Redetermination	3 Vendors	3 Transactions
21	Fund Total:			13,635.25	County Ditch Fund		91 Transactions

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35 Bonded Debt Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
800	DEPT			Debt Service Fund A				
	2364 Northland Securities Inc							
368	35-800-000-0000-6801	AP	2,150.00	Annual continuing disclosure	7878	Misc. Expense		N
	2364 Northland Securities Inc		2,150.00	1 Transactions				
800	DEPT Total:		2,150.00	Debt Service Fund A	1 Vendors	1 Transactions		
35	Fund Total:		2,150.00	Bonded Debt Fund		1 Transactions		

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38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
111	DEPT			Buildings & Grounds		
	9783 Alternative Business Furniture					
369	38-111-000-0000-6600	AP	2,553.31	Office furniture-lower level	69239	Capital Outlay - Buildings and Ground N
	9783 Alternative Business Furniture		2,553.31	1 Transactions		
	8681 Mohs Contracting Inc					
171	38-111-000-0000-6600	AP	10,554.80	Admin reno 1 - lower level	7	Capital Outlay - Buildings and Ground N
	8681 Mohs Contracting Inc		10,554.80	1 Transactions		
111	DEPT Total:		13,108.11	Buildings & Grounds	2 Vendors	2 Transactions
38	Fund Total:		13,108.11	Capital Outlay Fund		2 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 Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
9087	7 Rivers Recycling LLC					
245	53-398-000-0000-6304	AP	3,413.53	130 mattresses & box springs	8927	Contract Services Y
9087	7 Rivers Recycling LLC		3,413.53	1 Transactions		
5465	B To Z Hardware					
233	53-398-000-0000-6301	AP	50.43	Light bulbs & batteries	B361837	Equip Repairs N
5465	B To Z Hardware		50.43	1 Transactions		
11215	Central Farm Services					
236	53-398-000-0000-6541	AP	390.00	243.9 gals LP - old shop	185955	Heating Fuel N
237	53-398-000-0000-6541	AP	643.12	402.2 gals LP - new shop	185956	Heating Fuel N
234	53-398-000-0000-6540	AP	1,457.20	378 gals diesel	26572	Machine Fuel N
239	53-398-000-0000-6540	AP	698.88	195 gals diesel	26626	Machine Fuel N
240	53-398-000-0000-6540	AP	1,792.00	500 gals diesel	26651	Machine Fuel N
235	53-398-000-0000-6540	AP	1,300.00	200 gals def	2683308	Machine Fuel N
238	53-398-000-0000-6540	AP	2,286.88	100 gals unleaded, 525 diesel	62200	Machine Fuel N
11215	Central Farm Services		8,568.08	7 Transactions		
8424	Cintas					
370	53-398-000-0000-6304	AP	76.48	Rugs	4175973732	Contract Services Y
371	53-398-000-0000-6304	AP	76.48	Rugs	4176691561	Contract Services Y
372	53-398-000-0000-6304	AP	76.48	Rugs	4177420611	Contract Services Y
373	53-398-000-0000-6304	AP	76.48	Rugs	417857027	Contract Services Y
8424	Cintas		305.92	4 Transactions		
14420	Culligan Inc					
374	53-398-000-0000-6304	AP	44.65	Water & fuel surcharge	4078415	Contract Services N
375	53-398-000-0000-6304	AP	12.94	Cooler rental	4100562	Contract Services N
376	53-398-000-0000-6304	AP	37.15	Softener rental	4120862	Contract Services N
377	53-398-000-0000-6304	AP	39.99	Softener rental	4127275	Contract Services N
14420	Culligan Inc		134.73	4 Transactions		
16750	Curts Truck & Diesel Svc					
378	53-398-000-0000-6301		52.36	Cooling hose	246704	Equip Repairs N
16750	Curts Truck & Diesel Svc		52.36	1 Transactions		
3693	Loffler Companies Inc					
241	53-398-000-0000-6410		105.94	Landfill printers	4568444	Office Supplies N

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53 Landfill Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
3693	Loffler Companies Inc		105.94	1 Transactions			
9084	Metro FiberNet LLC						
388	53-398-000-0000-6301		30.04	Elevator phone-PW	1677937 January	Equip Repairs	Y
9084	Metro FiberNet LLC		30.04	1 Transactions			
56125	NAPA Auto Parts						
379	53-398-000-0000-6301	AP	160.34	Hydraulic hose fittings	802040	Equip Repairs	N
380	53-398-000-0000-6301	AP	115.96	Force blad, lamp	802121	Equip Repairs	N
381	53-398-000-0000-6301	AP	115.40	Brake cleaner, shop towels	802488	Equip Repairs	N
382	53-398-000-0000-6301	AP	96.43	Oil dry, plant master hose	803137	Equip Repairs	N
56125	NAPA Auto Parts		488.13	4 Transactions			
4097	Nuss Truck & Equipment						
242	53-398-000-0000-6301	AP	1,733.71	Control	PSO066225-1	Equip Repairs	N
243	53-398-000-0000-6301	AP	17,796.80	Oil cooler, sealant, labor	SWO005262-1	Equip Repairs	N
4097	Nuss Truck & Equipment		19,530.51	2 Transactions			
8761	Quality Flow Systems Inc						
383	53-398-000-0000-6301	AP	2,420.00	Valve & installation	46148	Equip Repairs	N
8761	Quality Flow Systems Inc		2,420.00	1 Transactions			
73956	Road Machinery & Supplies Co						
244	53-398-000-0000-6301	AP	10,930.89	Repairs to Bomag	W4733401	Equip Repairs	N
384	53-398-000-0000-6301	AP	4,916.33	Repairs to Bomag	W4738701	Equip Repairs	N
73956	Road Machinery & Supplies Co		15,847.22	2 Transactions			
85167	Stewart Sanitation						
385	53-398-000-0000-6544	AP	958.84	Waste treatment plant	826223	Leachate Treatment	N
85167	Stewart Sanitation		958.84	1 Transactions			
99500	Ziegler,Inc						
386	53-398-000-0000-6301		103.38	3 padlocks	SO02763904	Equip Repairs	N
99500	Ziegler,Inc		103.38	1 Transactions			
398	DEPT Total:		52,009.11	Landfill	14 Vendors	31 Transactions	
53	Fund Total:		52,009.11	Landfill Fund		31 Transactions	

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72 State Collections Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt			Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount		Service Dates	Paid On Bhf #	On Behalf of Name	
865	DEPT				Planning & Zoning Surcharge			
	7771 MN Dept of Labor & Industry							
246	72-865-000-0320-2100	DTG	359.19		Quarter 4 surcharge	Qtr 4	Steele County Surcharge	N
247	72-865-000-0321-2100	DTG	149.63		Quarter 4 surcharge	Qtr 4	Bl Pr Surcharge	N
	7771 MN Dept of Labor & Industry		508.82		2 Transactions			
865	DEPT Total:		508.82		Planning & Zoning Surcharge	1 Vendors	2 Transactions	
866	DEPT				Conceal & Carry Permits			
	9204 BCA MNJIS Biometrics Unit							
253	72-866-000-0000-2100	DTG	915.00		BCA fees-permit to carry 1/24	74-000079	Mn State Treasurer-Conceal & Carry	N
	9204 BCA MNJIS Biometrics Unit		915.00		1 Transactions			
866	DEPT Total:		915.00		Conceal & Carry Permits	1 Vendors	1 Transactions	
72	Fund Total:		1,423.82		State Collections Fund		3 Transactions	
	Final Total:		422,489.18		312 Vendors	442 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	339,855.71	General Revenue Fund	
	10	307.18	Road & Bridge Fund	
	21	13,635.25	County Ditch Fund	
	35	2,150.00	Bonded Debt Fund	
	38	13,108.11	Capital Outlay Fund	
	53	52,009.11	Landfill Fund	
	72	1,423.82	State Collections Fund	
	All Funds	422,489.18	Total	Approved by, ...
				
				

PERSONNEL REPORT
January 23, 2024 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>Date</i>
Candi Lemarr	Finance Director	E82/7	01/08/24
Gina Felstead	Correctional Officer/Detention Center	B24/1	01/08/24
Jacob Holm	Road Deputy/Sheriff's Office	C41/9	01/08/24
Emma Schelling	HR Generalist-Benefits Specialist/HR	B25/1	01/16/24

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Steven Gjerald	Correctional Officer	Detention Center	01/26/24
Cynthia Fowler (retire)	Programs Coordinator	Detention Center	01/31/24

Open Positions-Pending Board Approval:

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

STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer (2)	Det. Center/Sheriff's Office	2 Shadowing
Road Deputy (2)	Sheriff's Office	Backgrounding
Asst. County Attorney I/II/Sr.	County Attorney	Recruiting
Maintenance Technician	Highway	Offer Pending
Public Health Specialist	Public Health	Recruiting
County Administrator	Administration	Recruitment Underway w/DDA

Open Positions – In Committee:

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



RESOLUTION
Steele County Property Tax & Elections Department
Steele County Finance Department

WHEREAS; Steele County recently assessed the services provided by the offices of the Auditor and of the Treasurer; and

WHEREAS; the Steele County Administrator, Human Resource Director, in partnership with Deputy Auditor and the Treasurer/Finance Director prepared a recommendation for reorganization as follows:

- Create a Property Tax and Election Department
- Create a Finance Department

WHEREAS; the Steele County Board of Commissioners supported these recommendations with the establishment and hiring of a Property Tax and Elections Director position and Finance Director position.

NOW THEREFORE BE IT RESOLVED; that the Steele County Board of Commissioners establishes a Property Tax and Elections Services Department consisting of the Auditor's responsibilities as cited by Statute unless otherwise indicated within the department responsibilities or directed by the Administrator and establishes a Finance Department consisting of the Treasurer's responsibilities as cited by Statute unless otherwise indicated within the department responsibilities or directed by the Administrator.

Adopted by the Steele County Board of Commissioners this 23rd day of January 2024.

Steele County
Board of Commissioners

Chair

Attest:

Clerk



Steele County Agenda Item

Subject: Property Tax Abatement

Department: Assessor's Office

Committee Meeting Date: January 16, 2024

Board Meeting Date: January 23, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving

Recommendation:

Recommend a refund of \$1,358.49 to the property owner due to residential fire in 2023.

Background (*Including Budget Impact*):

Residential Fire destroyed dwelling located at 2180 St Paul Rd NE, Owatonna, on Jan 26, 2023, making the residence unlivable for 11 months in 2023. The assessor's office was not notified, and taxes were levied/applied for 2023. MN Statute 273.1233 provides for abatement of taxes paid in the year of the loss. Taxes paid in 2023 to be refunded to property owner \$1,358.49

Attachments:

Application for Property Tax Abatement (CR-PTA revised 10/13) – Not attached.



Steele County Agenda Item

Subject: 2024 Delegation Agreement - AIS Prevention Inspection of Water-Related Equipment

Department: Planning & Zoning

Committee Meeting Date: January 16, 2024

Board Meeting Date: January 23, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee recommends Chair to sign the 2024 Delegation Agreement - AIS Prevention Inspection of Water-Related Equipment

Staff Recommendation:

Authorize Chair to sign the 2024 Delegation Agreement - AIS Prevention Inspection of Water-Related Equipment

Background (*Including Budget Impact*):

Steele County has included watercraft inspections as a component of our Aquatic Invasive Species Prevention Plan. The county must enter into a delegation agreement with the MN Department of Natural Resources to assume the authority to perform watercraft inspections. This authority is valid for up to 3 years unless terminated by either party. Our last agreement expired at the end of 2023.

Attachments:

- 2024 Delegation Agreement - AIS Prevention Inspection of Water-Related Equipment
- 2024 Steele County Watercraft Inspection Plan 2024
- 2024 Steele County Watercraft Inspection Program Plan Lake and Access List
- Q&A Delegation Agreements

**DELEGATION AGREEMENT
Aquatic Invasive Species (AIS) Prevention
Inspection of Water-related Equipment**

This agreement is made by and between the Department of Natural Resources (referred to as DNR), an administrative agency of the State of Minnesota and

Steele County

(referred to as Governmental Unit), a local government unit (individually referred to generally as a Party or together as Parties). This agreement is entered into under authority granted to DNR pursuant to Minnesota Statutes section 84D.105.

WHEREAS AQUATIC INVASIVE SPECIES (AIS) are nonnative species that cause or may cause economic or environmental harm or harm to human health or threatens or may threaten natural resources or the use of natural resources in the state;

WHEREAS DNR has been authorized and charged with responsibility by the state legislature to establish a statewide program to prevent and manage the spread of AIS in coordination with other governmental entities; DNR has in its employ conservation officers trained and authorized to enforce the state invasive species laws; and DNR has developed AIS inspection protocols;

WHEREAS pursuant to Minnesota Statutes section 84D.105, Subdivision 2(a), Governmental Unit is a Tribal or local government that agrees to assume legal, financial, and administrative responsibilities for inspection programs on some or all public waters within their jurisdiction; and

WHEREAS DNR and Governmental Unit are committed to the following three core principles:

- Coordination of their authority and resources to develop a reasonable and effective water-related equipment inspection requirement to stop the spread of AIS in the state and prevent the introduction of new AIS;
- a collaborative, cooperative approach to AIS management and prevention;
- ensuring continued access to public waters.

NOW, THEREFORE it is mutually agreed by and between the Parties as follows:

1. PURPOSE. The purpose of this agreement is to enhance Minnesota's capacity to prevent the spread of AIS by enabling local governmental entities to perform AIS inspections and manage access to water resources in keeping with the three principles stated above.

2. TASKS AND RESPONSIBILITIES.

A. DNR or its delegee will provide training of individuals employed by Governmental Unit and/or individuals working for contractors to Governmental Unit as inspectors and, upon successful completion of training and testing requirements, the DNR will certify individuals as authorized inspectors in accordance with Minnesota Statutes section 84D.105, subd. 2(a). DNR will assume all obligation for training to the extent set forth in Minnesota Statutes section 84D.105.

B. When requested by a law enforcement agency, DNR Enforcement will provide AIS training to licensed peace officers

C. Governmental Unit will work with their local city and county law enforcement to ensure that local licensed peace officers are available to support Governmental Unit inspectors. Governmental Unit inspectors shall utilize local city and county law enforcement agencies as their primary law enforcement support when inspection stations are operated. DNR Conservation Officers may assist with support if a local agency officer is unavailable and there is an egregious violation.

D. Governmental Unit will design and implement an AIS inspection program, detailed in a Watercraft Inspection Program Plan, which must be approved by DNR, on some or all public waters within their jurisdiction utilizing existing authorities and the authority granted to inspectors under Minnesota Statutes sections 84D.105, subd. 2(b) and 84D.10, subd. 3(a), clauses 1, 3, and 4 (the Program). The program must comply with all requirements in Minnesota Statutes section 84D.105 and in DNR Watercraft Inspection Program procedures and manuals.

E. Governmental Unit will designate individuals employed by the Governmental Unit and/or individuals working for contractors to Governmental Unit to serve as inspectors for the Program and ensure that these individuals complete the required training and certification in paragraph 2A of this agreement prior to performing inspections. Governmental Unit will help coordinate training of licensed peace officers as provided under paragraph 2B of this agreement.

F. Governmental Unit will provide one or more inspection stations established under the Program with trained and certified inspectors, who will exercise inspection authorities in accordance with current DNR procedures and manuals. General inspection procedures include:

- i. Visually and tactilely inspecting water-related equipment to determine whether aquatic invasive species, aquatic macrophytes, or water is present;
- ii. Instructing persons on how to comply with AIS laws by removing AIS, draining, decontaminating, or treating AIS and water-related equipment to prevent the transportation and spread of aquatic invasive species, aquatic macrophytes, and water;
- iii. Issuing verbal orders to prohibit placing water-related equipment, that has AIS attached or water that has not been drained, into waters of the state;
- iv. With owner's consent, assisting with the removal of AIS and decontamination of water-related equipment; and
- v. Contacting local law enforcement or Conservation Officers if a person transporting watercraft or water-related equipment refuses to take corrective actions to remove AIS or fails to comply with requirements to drain water prior to leaving the water access.

G. Governmental Unit will support education and outreach projects and programs designed to increase public awareness and knowledge of the risks AIS pose to water resources and public capacity to contribute to the effort to prevent and manage the spread of AIS.

H. Governmental Unit assumes legal, financial, and administrative responsibilities for their staff and/or individuals working for contractors and the actions of their staff/contractors and will bear costs incurred in completing the tasks and responsibilities herein, except that DNR will provide, at its sole expense, staff and/or contracted professionals to coordinate and conduct the training described herein.

I. Governmental Unit and DNR will regularly meet or consult with each other to collaboratively develop the above-described elements of Governmental Unit AIS Program and potential models that could be used by other local government entities to help prevent the spread of AIS, guided by the three core principles stated above.

J. Governmental Unit must submit an End-of-Season Watercraft Inspection Report to the DNR summarizing the results and issues related to implementing the inspection program.

3. LIABILITY. Each Party to this agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its agents, volunteers or employees. It is understood and agreed that liability and damages arising from the Parties' acts and omissions are governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, the Minnesota Tort Claims Act, Minnesota Statutes section 3.736, and other applicable laws.

4. TERM AND TERMINATION. The agreement becomes effective on the date of final signature. This agreement expires on December 31; . The agreement may be terminated with or without cause by 30-day written notice to the other Party.

5. ENTIRE AGREEMENT. This agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between DNR and Governmental Unit, and contains the entire agreement with regard to the subject matter herein.

6. AMENDMENTS. This agreement may be amended only by the mutual consent of the Parties in writing, signed by each of the Parties.

7. NOTICE. Any written communication required under this agreement will be addressed to the other Party as follows, except that any Party may change its representative and/or address for notice by so notifying the other Party in writing:

To DNR:

Watercraft Inspection Program Coordinator
Minnesota Department of Natural Resources
500 Lafayette Road, Box 25
St. Paul MN 55155-4025

To Governmental Unit:

Name/Title:

Governmental Unit:

Address:

Address:

8. GOVERNING LAW AND VENUE. This agreement will be governed by and interpreted in accordance with the laws of the State of Minnesota. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

9. WAIVERS. The waiver by DNR or Governmental Unit of any breach or failure to comply with any provision of this agreement by the other Party will not be construed as nor will it constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this agreement.

10. STATE AUDITS. Under Minnesota Statutes section 16C.05, subd. 5, Governmental Unit books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement.

11. GOVERNMENT DATA PRACTICES. Governmental Unit and DNR must comply with the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13, as it applies to all data provided by DNR under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Governmental Unit under this agreement. The civil remedies of Minnesota Statute section 13.08 apply to the release of the data referred to in this clause by either Governmental Unit or DNR.

If Governmental Unit receives a request to release the data referred to in this Clause, Governmental Unit must immediately notify the DNR's Data Practices Compliance Official. The Governmental Unit's response to the request shall comply with applicable law.

The state complies with Minnesota Government Data Practices Act regarding the released of any data created, collected, received, stored, used, maintained, or disseminated by the respective party under this agreement. The state and the Governmental Unit shall let each other know when a data request has been received.

IN WITNESS WHEREOF, intending to be legally bound, the Parties hereto execute and deliver this agreement.

GOVERNMENTAL UNIT:

Steele County

By: _____

Title: _____

Date: _____

DEPARTMENT OF NATURAL RESOURCES

By: _____

Title: Director, Division of Ecological and Water Resources

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Title: _____

Date: _____

Lake Name	Access Name	Case Number	New Case Number Needed? Yes/No
Beaver	Beaver Lake Public Water Access Site	74002300	No

Watercraft Inspection Program Plan

Completing this Watercraft Inspection Program Plan fulfills the requirements of section 2.D of the Delegation Agreement. A plan must be submitted before inspectors can be trained and authorized under the Delegation Agreement. Any projects listed under number 6 require DNR approval before implementation.

1. Local Government Unit Name Steele County
2. What is the planned length of your season? Start Date 5-10-2024 End Date 10-12-2024
3. How many inspectors do you plan to use for inspections? 2-3
4. Will you be using a contractor or employment agency to hire inspectors? Yes ☐ No ☒
 - a. If "yes", what is the name of the contractor/agency? _____
 - b. If "yes" please attach the signed contract to this inspection plan (or return when completed; prior to training).
5. Please include a list of all lakes and accesses that you may inspect during the season on the attached spreadsheet provided. Please indicate if you need a new case number created for an access.
6. How many decontamination units will you be operating? 0
 - a. If any of these units are off-site (not at public water accesses), please list the off-site addresses below.
7. Are you interested in piloting any new procedures not already included DNR level 1 or level 2 inspection/decontamination protocols? If yes, please provide a short summary below. DNR will need to review and approve anyproposed new procedures before you can start any pilot program that includes procedures not already included in the DNR level 1 or level 2 inspection / decontamination protocols.

No

Q and A: Tribal and Local Government Delegation Agreements for Watercraft Inspection Programs

Q: What is a Delegation Agreement and what does it do?

A: The Department of Natural Resources (DNR) can enter into agreements with tribal and local governments that are interested in implementing an aquatic invasive species (AIS) prevention program that includes watercraft inspectors at water accesses. The Delegation Agreement defines responsibilities for implementing local watercraft inspection programs. The DNR will provide training, testing, and authorizations to inspectors working for tribal and local governments that have a Delegation Agreement with the DNR. Tribal and local government inspectors authorized by the DNR have the authority to require watercraft inspections and can deny launching of watercraft that do not comply with AIS laws.

Q: Who can enter into a Delegation Agreement with the DNR?

A: The DNR can enter into a Delegation Agreement with tribal and local governments that assume all legal, financial and administrative responsibilities for an aquatic invasive species inspection program on some or all public waters within their jurisdiction. Watercraft inspectors must be employed by the tribal or local government or be working for contractors hired by the tribal or local government. Tribal and local governments are responsible for complying with all provisions in the Delegation Agreement.

Q: Can a Lake Association enter into a Delegation Agreement?

A: Minnesota Statutes only allow the DNR to enter into Delegation Agreements with tribal and local governments.

Q: Can lake associations partner with tribal or local governments to establish an inspection program on specific water accesses?

A: Yes, lake associations have provided funding to local governments for watercraft inspection programs. The tribal or local government would need to have a signed Delegation Agreement with the DNR for the watercraft inspection program and assume all legal, financial, and administrative responsibilities, including the scheduling and supervision of staff.

Q: What are some of the administrative responsibilities that tribal and local government must perform under the Delegation Agreement with the DNR?

A: Tribal and local governments are responsible for hiring and supervising watercraft inspectors and making sure these individuals complete the required training and are authorized by the DNR to be an inspector. A plan that describes the inspection program must be submitted to the DNR for approval. This plan must indicate where and when the inspectors will be working so that DNR can schedule our staff at other locations and avoid duplication. Tribal and local governments must work with local licensed peace officers and DNR Conservation Officers to ensure adequate law enforcement support when inspection stations are being operated. This is only a partial list of administrative responsibilities, please read the Delegation Agreement to understand all requirements.

Q: What will the DNR provide?

A: The DNR provides training, testing and authorizations for tribal and local government watercraft inspectors. The DNR develops protocols for inspection and decontamination procedures and is available for technical guidance as needed. DNR Conservation Officers can also offer training to licensed peace officers on the enforcement of invasive species laws related to the transport, possession and use of water-related equipment.

Q: Can this agreement be terminated?

A: Yes, the agreement can be terminated with a 30-day notice to the other party at any time.



Steele County Agenda Item

Subject: Contract Award – Bridge No. 74562 – CR 162 over Crane Creek

Department: Highway

Committee Meeting Date: January 11, 2024

Board Meeting Date: January 23, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Award contract for SAP 074-598-016 to low bidder Structural Specialties, Inc. in the amount \$889,868.67.

Background (*Including Budget Impact*):

This project replaces Bridge No. 74513, a deteriorating timber structure built in 1968, with Bridge No. 74562, a 103' single span prestress concrete girder bridge.

The project was advertised for bids which were opened on Tuesday, December 19th. Six bids were received:

Bidder	Total Amount	Percent Over/Under Estimate
Engineer's Estimate	\$1,219,969.85	-
Structural Specialties Inc.	\$889,868.67	27.06% UNDER
ICON Constructors, LLC	\$938,736.51	23.05% UNDER
Redstone Construction, LLC	\$954,528.81	21.76% UNDER
Kraemer North America, LLC	\$991,061.06	18.76% UNDER
S.M. Hentges & Son, Inc.	\$1,007,054.27	17.45% UNDER
M & K Bridge Construction Inc	\$1,035,322.90	15.14% UNDER

MnDOT has approved up to \$784,791.88 in Local Bridge Replacement Program funds for eligible costs for this project. Sales Tax revenue will fund the remaining and ineligible costs of the project.

Structural Specialties, Inc. is a responsible contractor capable of performing the work.

Attachments: N/A



Steele County Agenda Item

Subject: Resolution – Approving Local Bridge Replacement Program Grant Agreement

Department: Highway

Committee Meeting Date: January 11, 2024

Board Meeting Date: January 23, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Approve Resolution for Local Bridge Replacement Program Grant Agreement for S.A.P. 074-598-016, Construct Bridge 74562, authorizing the Chair and County Administrator to execute the Agreement.

Background (*Including Budget Impact*):

Bridge 74562, replacing bridge 74513 on CR 162, has been approved for the Local Bridge Replacement Program General Obligation Bond funding. The use of Local Bridge Replacement Program funds requires local agencies to enter into a Grant Agreement with MnDOT. It also requires the County to pay any costs in excess of the grant amount, or return any funds not used. MnDOT requires a resolution from the County Board to approve entering into the Grant Agreement.

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

The low bid for the project was \$889,868.67. \$784,791.88 will be funded with State bridge funds. \$105,076.79 is not eligible for State bridge funds and will be funded with Sales Tax revenue.

Attachments:

Resolution

Full Grant Agreement

**RESOLUTION FOR
LOCAL BRIDGE REPLACEMENT PROGRAM GRANT AGREEMENT
GRANT TERMS AND CONDITIONS
SAP 074-598-016**

WHEREAS, Steele County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No. 74513; and

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

WHEREAS, the amount of the grant has been determined to be **\$784,791.88** by reason of the lowest responsible bid;

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

STEELE COUNTY
BOARD OF COMMISSIONERS

Jim Abbe, Chair

**CERTIFICATION
STATE OF MINNESOTA
COUNTY OF STEELE**

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Steele County Board at a duly authorized meeting thereof held on the 23th day of January 2024, as shown by the minutes of said meeting in my possession.

Steele County Administrator

LOCAL BRIDGE REPLACEMENT PROGRAM (LBRP)
GRANT AGREEMENT

This Agreement between the Minnesota Department of Transportation (“MnDOT”) and the Grantee named below is made pursuant to Minnesota Statutes Section 174.50 and pursuant to Minn. Laws 2023, Chapter 72- H.F. 669. The provisions in that section and the Exhibits attached hereto and incorporated by reference constitute this Agreement and the persons signing below agree to fully comply with all of the requirements of this Agreement. This Agreement will be effective on the date State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2.

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

Steele County
PO Box 890
3000 Hoffman Drive NW
Owatonna, MN 55016-0890
Contact: Assistant County Engineer, Paul Sponholz, P.E.

2. Project(s):

Name of Project & Project Number (See Exhibit C for location)	Amount of LBRP Funds	Amount of Required Matching Funds	Completion Date
Old Bridge No. 74513 CR 162 over Crane Cr SAP 074-598-016	\$784,791.88	\$105,076.79	December 31, 2028

3. Total Amount of LBRP Grant for all projects under this Agreement: \$784,791.88

4. The following Exhibits for each project are attached and incorporated by reference as part of this Agreement:

Exhibit A	Completed Sources and Uses of Funds Schedule
Exhibit B	Project Schedule, Workforce Certificate, and Equal Pay Certificate
Exhibit C	Bond Financed Property Certification
Exhibit D	Grant Application
Exhibit E	Grantee Resolution Approving Grant Agreement
Exhibit F	General Terms and Conditions

5. Additional requirements, if any:

NONE

6. Any modification of this Agreement must be in writing and signed by both parties.

(The remaining portion of this page was intentionally left blank.)

PUBLIC ENTITY (GRANTEE)

By: _____

Title: County Board Chair

Date: _____

By: _____

Title: County Administrator

Date: _____

DEPARTMENT OF TRANSPORTATION

Approval and Certifying Encumbrance

By: _____

State Aid Programs Manager

Date: _____

Office of Contract Management

By: _____

Contract Administrator

Date: _____

MnDOT Agreement No. 1054434
SAP No. 074-598-016
a

EXHIBIT A

SOURCES AND USES OF FUNDS SCHEDULE

SOURCES OF FUNDS		USES OF FUNDS	
Entity Supplying Funds	Amount	Expenses	Amount
State Funds:		Items Paid for with LBRP	
LBRP Grant (SAAS Acct 377)	\$784,791.88	Grant Funds:	
		Reconstruct Bridge No. 74513	\$784,791.88
Subtotal	\$784,791.88	Subtotal	\$784,791.88
Public Entity Funds:		Items paid for with Non-LBRP Grant Funds:	
Matching Funds:		Bridge approach work and removals	\$105,076.79
Local County Funds	\$105,076.79		
Other:			
Subtotal	\$105,076.79	Subtotal	\$105,076.79
TOTAL FUNDS	\$889,868.67	TOTAL PROJECT COSTS	\$889,868.67

EXHIBIT B

PROJECT SCHEDULE, WORKFORCE CERTIFICATE, AND EQUAL PAY CERTIFICATE

Award Date: February 13, 2024
Construction Start Date: March 1, 2024
Construction Substantial Complete Date: June 28, 2024
Contract Final Completion Date: December 31, 2028

Workforce and Equal Pay Declaration Page

This form is **required for all businesses** executing government contracts under the following:

Select one:

- ☐ Businesses executing a contract with **State or Metropolitan agencies** in excess of \$100,000 (Workforce Certificate) and, if applicable, \$500,000 (Equal Pay Certificate)
- ☐ Businesses executing a contract with **University of Minnesota** for general obligation bond funded capital projects in excess of \$100,000 (Workforce Certificate) and, if applicable, \$500,000 (Equal Pay Certificate)
- ☒ Businesses executing a contract with **Political Subdivisions** for general obligation bond funded capital projects in excess of \$250,000 (Workforce Certificate) and, if applicable, \$1,000,000 (Equal Pay Certificate)

Select all that apply:

We are a certificate holder:

- ☒ Workforce Certificate under the name: Structural Specialties, Inc
- ☐ Equal Pay Certificate under the name: _____

We are applying/have applied for the following certificate(s):

- ☐ Workforce Certificate Application date (MM/DD/YYYY): _____
- ☐ Equal Pay Certificate Application date (MM/DD/YYYY): _____

We have not applied for one or both certificates:

- ☐ Our company does not yet have a Workforce Certificate or Equal Pay Certificate. We acknowledge that a Workforce Certificate and, if applicable, Equal Pay Certificate, or approved exemption by the Minnesota Department of Human Rights is required before a contract can be executed.

We are Exempt:

- ☒ We attest to the Minnesota Department of Human Rights that we have not employed 40 or more employees on a single day during the prior 12 months in Minnesota or the state in which we have our primary place of business. The Minnesota Department of Human Rights may request the names of our employees during the previous 12 months, the date of separation, if applicable, and the current employment status and count.
- ☐ We believe our company is exempt because _____.
The Minnesota Department of Human Rights will review and determine if your company is exempt.

Business Information

<u>0000196601</u>	<u>ssi@hutchtel.net</u>	
Vendor/Supplier ID	Vendor Email	
<u>Structural Specialties, Inc</u>	<u>Steele County</u>	
Business Name	Name of Contracting Agency	
<u>Richard Barrick</u>	<u>President</u>	<u>1/11/2024</u>
Authorized Signatory Name	Title	Date
<u>[Signature]</u>	<u>ssi@hutchtel.net</u>	<u>(320) 587-6719</u>
Signature	Email	Phone

For assistance with this form, email the Minnesota Department of Human Rights Compliance.MDHR@state.mn.us



WORKFORCE CERTIFICATE OF COMPLIANCE

The Commissioner of the Minnesota Department of Human Rights by the signature below attests that **STRUCTURAL SPECIALTIES, INC.** is hereby certified as a contractor under the Minnesota Human Rights Act, § 363A.

Certificate start date: **6/14/2023**

Certificate expiration date: **6/13/2027**

Minnesota Department of Human Rights

FOR THE DEPARTMENT BY:

A handwritten signature in dark ink, appearing to read 'RL', representing the Commissioner of the Minnesota Department of Human Rights.

Rebecca Lucero, Commissioner



Bridge Building, Crane Hoisting, Ditch Cleaning, Excavating

P.O. Box 502
Hutchinson MN 55350

Shipping Address:
20498 State Hwy. 15 N.

phone: 320-587-6719
fax: 320-587-0838

e-mail: ssi@hutchtel.net

January 10, 2024

Steele County
P.O. Box 890
300 Hoffman Drive N.W.
Owatonna, MN 55060-0890

Re: Contract 249816 SAP 074-598-016 CR 162 Bridge over Crane Creek

I certify that Structural Specialties, Inc. is not subject to the Equal Pay Certificate requirement in Statute 363A.44 because the total contract amount is less than or equal to \$1,000,000 and because our business size is less than 40 full-time employees..

Sincerely,

Richard Barrick
President
Structural Specialties, Inc.

EXHIBIT C

BOND FINANCED PROPERTY CERTIFICATION

State of Minnesota
General Obligation Bond Financed Property

The undersigned states that it has a fee simple, leasehold and/or easement interest in the real property located in the **County of Steele**, State of Minnesota that is generally described or illustrated graphically in **Attachment 1** attached hereto and all improvements thereon (the “Restricted Property”) and acknowledges that the Restricted Property is or may become State bond-financed property. To the extent that the Restricted Property is or becomes State bond-financed property, the undersigned acknowledges that:

- A. The Restricted Property is State bond-financed property under Minn. Stat. Sec. 16A.695, is subject to the requirements imposed by that statute, and cannot be sold, mortgaged, encumbered or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget; and
- B. The Restricted Property is subject to the provisions of the Local Bridge Replacement Program Grant Agreement between the Minnesota Department of Transportation and the undersigned dated _____, 2024; and
- C. The Restricted Property shall continue to be deemed State bond-financed property for 37.5 years or until the Restricted Property is sold with the written approval of the Commissioner of Minnesota Management and Budget.

Date: _____, 2024

Steele County,
a political subdivision of the State of Minnesota

By: _____
Name: Greg Ilkka
Title: County Engineer

Attachment 1 to Exhibit C

GENERAL DESCRIPTION OF RESTRICTED PROPERTY

Existing permanent easement for highway purposes:

The east 50 feet of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 5, Township 107 North,
Range 21 West,

AND

The west 49.5 feet of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 4, Township 107
North, Range 21 West,

AND

Existing permanent easement for drainage purposes:

Jurisdictional Ditch 24 (Crane Creek), which includes 37 feet from the top of the bank on
either side of the Ditch.

See attached plan sheet showing construction limits.

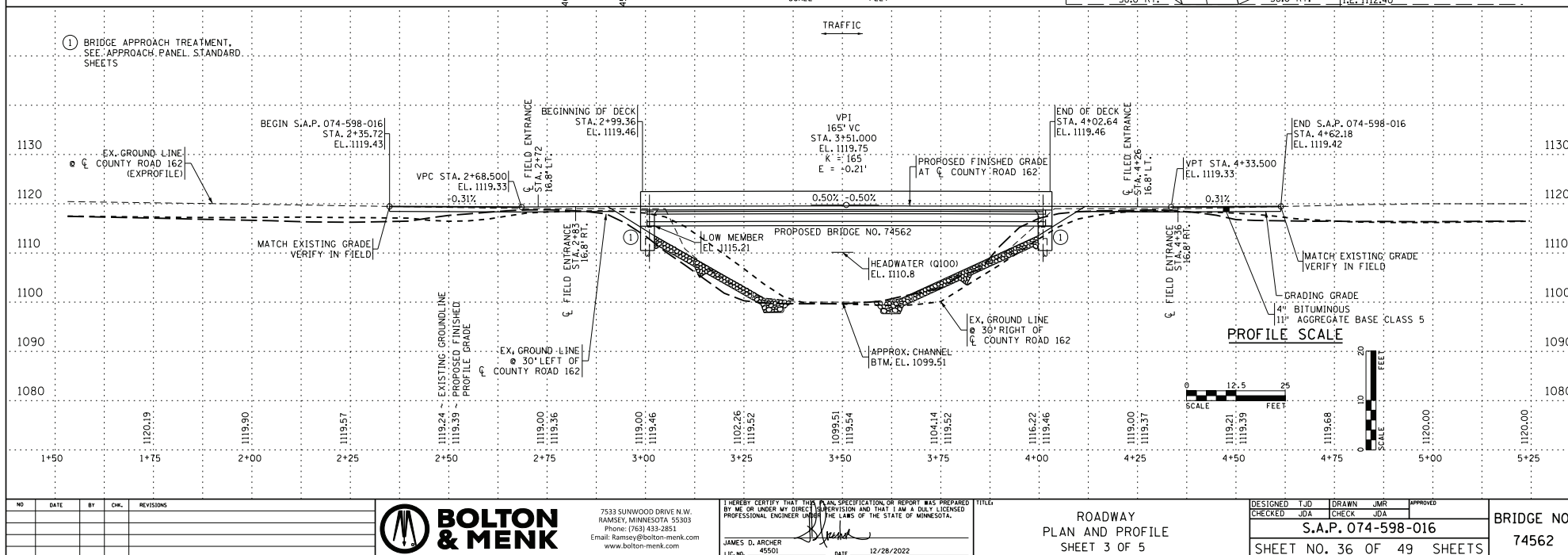
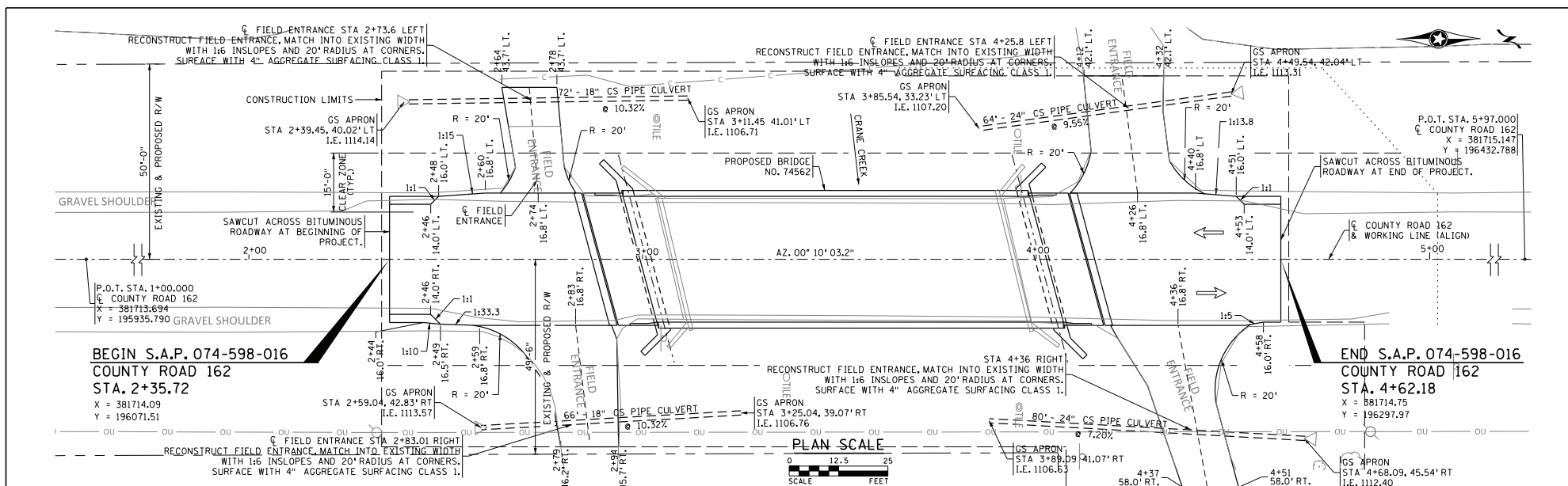


EXHIBIT D
GRANT APPLICATION



APPLICATION FOR BRIDGE FUNDS

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

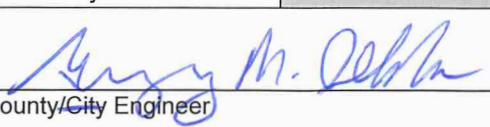
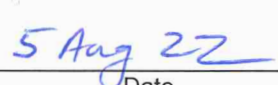
Identification	Project Number	074-598-016	Old Bridge Number	74513
	New Bridge No.	74562	Over	Crane Creek
	County of	Steele	Road or Street No.	CR 162
	Township of	Meriden	Road or Street Name	
	Municipality of		Proposed Const Year	2023
	Does the municipality have a population of 5,000 or less? ☐ Yes ☒ No			
Eligibility	Local Bridge Planning Index (LPI) <u>52</u>			
	NBI Appraisal Ratings: Deck Geometry <u>6</u> Approach Roadway <u>8</u> Waterway Adequacy <u>8</u>			
	Date of Council/Board action prioritizing this bridge <u>1/25/2022</u>			
	Is this a road-in-lieu of bridge project? ☐ Yes ☒ No			
Prioritization	How many people are affected by this deficiency? <u>200</u> What is the ADT on this bridge? <u>200</u>			
	Describe the economic importance of replacing this bridge.			
	CR 162 is an important farm to market route, but with the load posting on this structure, severely restricts truck access to the area, especially with one of the largest farm operations in the county on the road.			
	Is the road designated or planned to be designated as a Minimum Maintenance road? ☐ Yes ☒ No			
	(Attach additional sheets for explanation if necessary)			
	Is the township net tax capacity less than \$300,000? ☐ Yes ☒ No			
Cost Estimate	Is the bridge listed on the National Register of Historic Places or been determined to be eligible? ☐ Yes ☒ No			
	National Register of Historic Places link here: http://www.nps.gov/history/nr/research/			
		Eligible Amount		Ineligible Amount
	Structure Costs	\$ 870,000	\$ 0	
	Approach Costs	\$	\$ 155,000	
	Engineering Costs	\$	\$ 75,000	
	Total Costs	\$ 870,000	\$ 230,000	
	Total Project Cost		\$ 1,100,000	
	 County/City Engineer			
	 Date			
DSAE	DISTRICT STATE AID ENGINEER RECOMMENDATION			
	Replace <u>X</u>	Defer _____	District State Aid Engineer Signature _____ Date _____	
Approval	STATE AID USE ONLY		Federal-Aid	\$
			State-Aid	\$
			Local/Other	\$
			Town Bridge	\$
			Unallocated Town Bridge	\$
			State Bridge Funds	\$
			Total	\$

EXHIBIT E

GRANTEE RESOLUTION APPROVING GRANT AGREEMENT

**RESOLUTION FOR
LOCAL BRIDGE REPLACEMENT PROGRAM GRANT AGREEMENT
GRANT TERMS AND CONDITIONS
SAP 074-598-016**

WHEREAS, Steele County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No. 74513; and

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

WHEREAS, the amount of the grant has been determined to be **\$784,791.88** by reason of the lowest responsible bid;

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

STEELE COUNTY
BOARD OF COMMISSIONERS

Jim Abbe, Chair

**CERTIFICATION
STATE OF MINNESOTA
COUNTY OF STEELE**

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Steele County Board at a duly authorized meeting thereof held on the 23th day of January 2024, as shown by the minutes of said meeting in my possession.

Steele County Administrator

EXHIBIT F

GENERAL TERMS AND CONDITIONS FOR LOCAL BRIDGE REPLACEMENT PROGRAM (LBRP) GRANTS

Article I DEFINITIONS

Section 1.01 **Defined Terms.** The following terms shall have the meanings set out respectively after each such term (the meanings to be equally applicable to both the singular and plural forms of the terms defined) unless the context specifically indicates otherwise:

“Advance(s)” - means an advance made or to be made by MnDOT to the Public Entity and disbursed in accordance with the provisions contained in Article VI hereof.

“Agreement” - means the Local Bridge Replacement Program Grant Agreement between the Public Entity and the Minnesota Department of Transportation to which this Exhibit is attached.

“Certification” - means the certification, in the form attached as **Exhibit C**, in which the Public Entity acknowledges that its interest in the Real Property is bond financed property within the meaning of Minn. Stat. Sec. 16A.695 and is subject to certain restrictions imposed thereby.

“Code” - means the Internal Revenue Code of 1986, as amended, and all treasury regulations, revenue procedures and revenue rulings issued pursuant thereto.

“Commissioner” - means the Commissioner of Minnesota Management & Budget.

“Commissioner’s Order” - means the “Fourth Order Amending Order of the Commissioner of Minnesota Management & Budget Relating to Use and Sale of State Bond Financed Property” dated July 30, 2012, as it may be amended or supplemented.

“Completion Date” - means the projected date for completion of the Project as indicated in the Agreement.

“Construction Contract Documents” - means the document or documents, in form and substance acceptable to MnDOT, including but not limited to any construction plans and specifications and any exhibits, amendments, change orders, modifications thereof or supplements thereto, which collectively form the contract between the Public Entity and the Contractor(s) for the completion of the Construction Items on or before the Completion Date for either a fixed price or a guaranteed maximum price.

“Construction Items” - means the work to be performed under the Construction Contract Documents.

“Contractor” - means any person engaged to work on or to furnish materials and supplies for the Construction Items including, if applicable, a general contractor.

“Draw Requisition” - means a draw requisition that the Public Entity, or its designee, submits to MnDOT when an Advance is requested, as referred to in Section 4.02.

“G.O. Bonds” - means the state general obligation bonds issued under the authority granted in Article XI, Sec. 5(a) of the Minnesota Constitution, the proceeds of which are used to fund the LBRP Grant, and any bonds issued to refund or replace such bonds.

“Grant Application” - means the grant application that the Public Entity submitted to MnDOT which is attached as **Exhibit D**.

“LBRP Grant” - means a grant from MnDOT to the Public Entity under the LBRP in the amount specified in the Agreement, as such amount may be modified under the provisions hereof.

“LBRP” - means the Local Bridge Replacement Program pursuant to Minn. Stat. Sec. 174.50 and rules relating thereto.

“MnDOT” - means the Minnesota Department of Transportation.

“Outstanding Balance of the LBRP Grant” - means the portion of the LBRP Grant that has been disbursed to the Public Entity minus any amounts returned to the Commissioner.

“Project” - means the Project identified in the Agreement to be totally or partially funded with a LBRP grant.

“Public Entity” - means the grantee of the LBRP Grant and identified as the Public Entity in the Agreement.

“Real Property” - means the real property identified in the Agreement on which the Project is located.

Article II

GRANT

Section 2.01 **Grant of Monies.** MnDOT shall make the LBRP Grant to the Public Entity, and disburse the proceeds in accordance with the terms and conditions herein.

Section 2.02 **Public Ownership.** The Public Entity acknowledges and agrees that the LBRP Grant is being funded with the proceeds of G.O. Bonds, and as a result all of the Real Property must be owned by one or more public entities. The Public Entity represents and warrants to MnDOT that it has one or more of the following ownership interests in the Real Property: (i) fee simple ownership, (ii) an easement that is for a term that extends beyond the date that is 37.5 years from the Agreement effective date, or such shorter term as authorized by statute, and which cannot be modified or terminated early without the prior written consent of MnDOT and the Commissioner; and/or (iii) a prescriptive easement for a term that extends beyond the date that is 37.5 years from the Agreement effective date.

Section 2.03 **Use of Grant Proceeds.** The Public Entity shall use the LBRP Grant solely to reimburse itself for expenditures it has already made, or will make, to pay the costs of one or more of the following activities: (i) constructing or reconstructing a bridge, (ii) abandoning an existing bridge that is deficient and in need of replacement, but where no replacement will be made, or (iii) constructing a road to facilitate the abandonment or removal of an existing bridge determined to be deficient. The Public Entity shall not use the LBRP Grant for any other purpose, including but not limited to, any work to be done on a state trunk highway or within a trunk highway easement. .

Section 2.04 Operation of the Real Property. The Real Property must be used by the Public Entity in conjunction with or for the operation of a county highway, county state-aid highway, town road, or city street and for other uses customarily associated therewith, such as trails and utility corridors, and for no other purposes or uses. The Public Entity shall have no intention on the effective date of the Agreement to use the Real Property as a trunk highway or any part of a trunk highway. The Public Entity must annually determine that the Real Property is being used for the purposes specified in this Section and, upon written request by either MnDOT or the Commissioner, shall supply a notarized statement to that effect.

Section 2.05 Sale or Lease of Real Property. The Public Entity shall not (i) sell or transfer any part of its ownership interest in the Real Property, or (ii) lease out or enter into any contract that would allow another entity to use or operate the Real Property without the written consent of both MnDOT and the Commissioner. The sale or transfer of any part of the Public Entity's ownership interest in the Real Property, or any lease or contract that would allow another entity to use or operate the Real Property, must comply with the requirements imposed by Minn. Stat. Sec. 16A.695 and the Commissioner's Order regarding such sale or lease.

Section 2.06 Public Entity's Representations and Warranties. The Public Entity represents and warrants to MnDOT that:

- A. It has legal authority to execute, deliver and perform the Agreement and all documents referred to therein, and it has taken all actions necessary to its execution and delivery of such documents.
- B. It has the ability and a plan to fund the operation of the Real Property for the purposes specified in Section 2.04, and will include in its annual budget all funds necessary for the operation of the Real Property for such purposes.
- C. The Agreement and all other documents referred to therein are the legal, valid and binding obligations of the Public Entity enforceable against the Public Entity in accordance with their respective terms.
- D. It will comply with all of the provisions of Minn. Stat. Sec. 16A.695, the Commissioner's Order and the LBRP. It has legal authority to use the G.O. Grant for the purpose or purposes described in this Agreement.
- E. All of the information it has submitted or will submit to MnDOT or the Commissioner relating to the LBRP Grant or the disbursement of the LBRP Grant is and will be true and correct.
- F. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no actions or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it relating to the Real Property, or its ownership interest therein, and it is not in default with respect to any order, writ, injunction, decree, or demand of any court or any governmental authority which would impair its ability to enter into the Agreement or any document referred to herein, or to perform any of the acts required of it in such documents.
- G. Neither the execution and delivery of the Agreement or any document referred to herein nor compliance with any of the provisions or requirements of any of such documents is prevented by, is a breach of, or will result in a breach of, any provision of any agreement or document to which it is now a party or by which it is bound.

- H. The contemplated use of the Real Property will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.
- I. The Project will be completed and the Real Property will be operated in full compliance with all applicable laws, rules, ordinances, and regulations of any federal, state, or local political subdivision having jurisdiction over the Project and the Real Property.
- J. All applicable licenses, permits and bonds required for the performance and completion of the Project and for the operation of the Real Property as specified in Section 2.04 have been, or will be, obtained.
- K. It reasonably expects to possess its ownership interest in the Real Property described in Section 2.02 for at least 37.5 years, and it does not expect to sell such ownership interest.
- L. It does not expect to lease out or enter into any contract that would allow another entity to use or operate the Real Property.
- M. It will supply whatever funds are needed in addition to the LBRP Grant to complete and fully pay for the Project.
- N. The Construction Items will be completed substantially in accordance with the Construction Contract Documents by the Completion Date and all such items will be situated entirely on the Real Property.
- O. It will require the Contractor or Contractors to comply with all rules, regulations, ordinances, and laws bearing on its performance under the Construction Contract Documents.
- P. It shall furnish such satisfactory evidence regarding the representations and warranties described herein as may be required and requested by either MnDOT or the Commissioner.
- Q. It has made no material false statement or misstatement of fact in connection with its receipt of the G.O. Grant, and all the information it has submitted or will submit to the State Entity or Commissioner of MMB relating to the G.O. Grant or the disbursement of any of the G.O. Grant is and will be true and correct.

Section 2.07 Event(s) of Default. The following events shall, unless waived in writing by MnDOT and the Commissioner, constitute an Event of Default under the Agreement upon either MnDOT or the Commissioner giving the Public Entity 30 days' written notice of such event and the Public Entity's failure to cure such event during such 30-day time period for those Events of Default that can be cured within 30 days or within whatever time period is needed to cure those Events of Default that cannot be cured within 30 days as long as the Public Entity is using its best efforts to cure and is making reasonable progress in curing such Events of Default; however, in no event shall the time period to cure any Event of Default exceed six (6) months unless otherwise consented to, in writing, by MnDOT and the Commissioner.

- A. If any representation, covenant, or warranty made by the Public Entity herein or in any other document furnished pursuant to the Agreement, or to induce MnDOT to disburse the LBRP Grant, shall prove to have been untrue or incorrect in any material respect or materially misleading as of the time such representation, covenant, or warranty was made.

- B. If the Public Entity fails to fully comply with any provision, covenant, or warranty contained herein.
- C. If the Public Entity fails to fully comply with any provision, covenant or warranty contained in Minn. Stat. Sec. 16A.695, the Commissioner's Order, or Minn. Stat. Sec. 174.52 and all rules related thereto.
- D. If the Public Entity fails to use the proceeds of the LBRP Grant for the purposes set forth in Section 2.03, the Grant Application, and in accordance with the LBRP.
- E. If the Public Entity fails to operate the Real Property for the purposes specified in Section 2.04.
- F. If the Public Entity fails to complete the Project by the Completion Date.
- G. If the Public Entity sells or transfers any portion of its ownership interest in the Real Property without first obtaining the written consent of both MnDOT and the Commissioner.
- H. If the Public Entity fails to provide any additional funds needed to fully pay for the Project.
- I. If the Public Entity fails to supply the funds needed to operate the Real Property in the manner specified in Section 2.04.

Notwithstanding the foregoing, any of the above events that cannot be cured shall, unless waived in writing by MnDOT and the Commissioner, constitute an Event of Default under the Agreement immediately upon either MnDOT or the Commissioner giving the Public Entity written notice of such event.

Section 2.08 **Remedies.** Upon the occurrence of an Event of Default and at any time thereafter until such Event of Default is cured to the satisfaction of MnDOT, MnDOT or the Commissioner may enforce any or all of the following remedies.

- A. MnDOT may refrain from disbursing the LBRP Grant; provided, however, MnDOT may make such disbursements after the occurrence of an Event of Default without waiving its rights and remedies hereunder.
- B. If the Event of Default involves a sale of the Public Entity's interest in the Real Property in violation of Minn. Stat. Sec. 16A.695 or the Commissioner's Order, the Commissioner, as a third party beneficiary of the Agreement, may require that the Public Entity pay the amounts that would have been paid if there had been compliance with such provisions. For other Events of Default, the Commissioner may require that the Outstanding Balance of the LBRP Grant be returned to it.
- C. Either MnDOT or the Commissioner, as a third party beneficiary of the Agreement, may enforce any additional remedies it may have in law or equity.

The rights and remedies specified herein are cumulative and not exclusive of any rights or remedies that MnDOT or the Commissioner would otherwise possess.

If the Public Entity does not repay the amounts required to be paid under this Section or under any other provision contained herein within 30 days of demand by the Commissioner, or any amount ordered by a court of competent jurisdiction within 30 days of entry of judgment against the Public Entity and in favor

of MnDOT and/or the Commissioner, then such amount may, unless precluded by law, be offset against any aids or other monies that the Public Entity is entitled to receive from the State of Minnesota.

Section 2.09 Notification of Event of Default. The Public Entity shall furnish to MnDOT and the Commissioner, as soon as possible and in any event within seven (7) days after it has obtained knowledge of the occurrence of each Event of Default, a statement setting forth details of each Event of Default and the action which the Public Entity proposes to take with respect thereto.

Section 2.10 Effect of Event of Default. The Agreement shall survive Events of Default and remain in full force and effect, even upon full disbursement of the LBRP Grant, and shall only be terminated under the circumstances set forth in Section 2.11.

Section 2.11 Termination of Agreement and Modification of LBRP Grant.

A. If the Project is not started within five (5) years after the effective date of the Agreement or the LBRP Grant has not been disbursed within four (4) years after the date the Project was started, MnDOT's obligation to fund the LBRP Grant shall terminate. In such event, (i) if none of the LBRP Grant has been disbursed by such date, MnDOT shall have no obligation to fund the LBRP Grant and the Agreement will terminate, and (ii) if some but not all of the LBRP Grant has been disbursed by such date, MnDOT shall have no further obligation to provide any additional funding for the LBRP Grant and the Agreement shall remain in force but shall be modified to reflect the amount of the LBRP Grant that was actually disbursed and the Public Entity is still obligated to complete the Project by the Completion Date.

B. The Agreement shall terminate upon the Public Entity's sale of its interest in the Real Property and transmittal of the required portion of the proceeds of the sale to the Commissioner in compliance with Minn. Stat. Sec. 16A.695 and the Commissioner's Order, or upon the termination of the Public Entity's ownership interest in the Real Property if such ownership interest is an easement.

Section 2.12 Excess Funds. If the full amount of the G.O. Grant and any matching funds referred to in Section 5.13 are not needed to complete the Project, then, unless language in the G.O. Bonding Legislation indicates otherwise, the G.O. Grant shall be reduced by the amount not needed.

Article III
COMPLIANCE WITH MINNESOTA STATUTE, SEC. 16A.695
AND THE COMMISSIONER'S ORDER

Section 3.01 State Bond Financed Property. The Public Entity acknowledges that its interest in the Real Property is, or when acquired by it will be, "state bond financed property", as such term is used in Minn. Stat. Sec. 16A.695 and the Commissioner's Order and, therefore, the provisions contained in such statute and order apply, or will apply, to its interest in the Real Property, even if the LBRP Grant will only pay for a portion of the Project.

Section 3.02 Preservation of Tax Exempt Status. In order to preserve the tax-exempt status of the G.O. Bonds, the Public Entity agrees as follows:

- A. It will not use the Real Property or use or invest the LBRP Grant or any other sums treated as "bond proceeds" under Section 148 of the Code (including "investment proceeds," "invested sinking funds" and "replacement proceeds") in such a manner as to cause the G.O. Bonds to be classified as "arbitrage bonds" under Code Section 148.

- B. It will deposit and hold the LBRP Grant in a segregated non-interest-bearing account until such funds are used for payments for the Project.
- C. It will, upon written request, provide the Commissioner all information required to satisfy the informational requirements set forth in the Code, including Sections 103 and 148, with respect to the G.O. Bonds.
- D. It will, upon the occurrence of any act or omission by the Public Entity that could cause the interest on the G.O. Bonds to no longer be tax exempt and upon direction from the Commissioner, take such actions and furnish such documents as the Commissioner determines to be necessary to ensure that the interest to be paid on the G.O. Bonds is exempt from federal taxation, which such action may include: (i) compliance with proceedings intended to classify the G.O. Bonds as a “qualified bond” within the meaning of Code Section 141(e), or (ii) changing the nature of the use of the Real Property so that none of the net proceeds of the G.O. Bonds will be deemed to be used, directly or indirectly, in an “unrelated trade or business” or for any “private business use” within the meaning of Code Sections 141(b) and 145(a).
- E. It will not otherwise use any of the LBRP Grant or take, permit or cause to be taken, or omit to take, any action that would adversely affect the exemption from federal income taxation of the interest on the G.O. Bonds, and if it should take, permit or cause to be taken, or omit to take, as appropriate, any such action, it shall take all lawful actions necessary to correct such actions or omissions promptly upon obtaining knowledge thereof.

Section 3.03 Changes to G.O. Compliance Legislation or the Commissioner’s Order. If Minn. Stat. Sec. 16A.695 or the Commissioner’s Order is amended in a manner that reduces any requirement imposed against the Public Entity, or if the Public Entity’s interest in the Real Property becomes exempted from Minn. Stat. Sec. 16A.695 and the Commissioner’s Order, then upon written request by the Public Entity, MnDOT shall execute an amendment to the Agreement to implement such amendment or exempt the Public Entity’s interest in the Real Property from Minn. Stat. Sec. 16A.695 and the Commissioner’s Order.

Article IV DISBURSEMENT OF GRANT PROCEEDS

Section 4.01 The Advances. MnDOT agrees, on the terms and subject to the conditions set forth herein, to make Advances of the LBRP Grant to the Public Entity from time to time in an aggregate total amount not to exceed the amount of the LBRP Grant. If the amount of LBRP Grant that MnDOT cumulatively disburses hereunder to the Public Entity is less than the amount of the LBRP Grant delineated in Section 1.01, then MnDOT and the Public Entity shall enter into and execute whatever documents MnDOT may request in order to amend or modify this Agreement to reduce the amount of the LBRP Grant to the amount actually disbursed. Provided, however, in accordance with the provisions contained in Section 2.11, MnDOT’s obligation to make Advances shall terminate as of the dates specified in Section 2.11 even if the entire LBRP Grant has not been disbursed by such dates.

Advances shall only be for expenses that (i) are for those items of a capital nature delineated in Source and Use of Funds that is attached as **Exhibit A**, (ii) accrued no earlier than the effective date of the legislation that appropriated the funds that are used to fund the LBRP Grant, or (iii) have otherwise been consented to, in writing, by the Commissioner.

It is the intent of the parties hereto that the rate of disbursement of the Advances shall not exceed the rate

of completion of the Project or the rate of disbursement of the matching funds required, if any, under Section 5.13. Therefore, the cumulative amount of all Advances disbursed by the State Entity at any point in time shall not exceed the portion of the Project that has been completed and the percentage of the matching funds required, if any, under Section 5.13 that have been disbursed as of such point in time. This requirement is expressed by way of the following two formulas:

Formula #1:

$$\text{Cumulative Advances} \leq (\text{Program Grant}) \times (\text{percentage of matching funds, if any, required under Section 5.13 that have been disbursed})$$

Formula #2:

$$\text{Cumulative Advances} \leq (\text{Program Grant}) \times (\text{percentage of Project completed})$$

Section 4.02 Draw Requisitions. Whenever the Public Entity desires a disbursement of a portion of the LBRP Grant the Public Entity shall submit to MnDOT a Draw Requisition duly executed on behalf of the Public Entity or its designee. Each Draw Requisition with respect to construction items shall be limited to amounts equal to: (i) the total value of the classes of the work by percentage of completion as approved by the Public Entity and MnDOT, plus (ii) the value of materials and equipment not incorporated in the Project but delivered and suitably stored on or off the Real Property in a manner acceptable to MnDOT, less (iii) any applicable retainage, and less (iv) all prior Advances.

Notwithstanding anything herein to the contrary, no Advances for materials stored on or off the Real Property will be made by MnDOT unless the Public Entity shall advise MnDOT, in writing, of its intention to so store materials prior to their delivery and MnDOT has not objected thereto.

At the time of submission of each Draw Requisition, other than the final Draw Requisition, the Public Entity shall submit to MnDOT such supporting evidence as may be requested by MnDOT to substantiate all payments which are to be made out of the relevant Draw Requisition or to substantiate all payments then made with respect to the Project.

The final Draw Requisition shall not be submitted before completion of the Project, including any correction of material defects in workmanship or materials (other than the completion of punch list items). At the time of submission of the final Draw Requisition the Public Entity shall submit to MnDOT: (I) such supporting evidence as may be requested by MnDOT to substantiate all payments which are to be made out of the final Draw Requisition or to substantiate all payments then made with respect to the Project, and (ii) satisfactory evidence that all work requiring inspection by municipal or other governmental authorities having jurisdiction has been duly inspected and approved by such authorities and that all requisite certificates and other approvals have been issued.

If on the date an Advance is desired the Public Entity has complied with all requirements of this Agreement and MnDOT approves the relevant Draw Requisition, then MnDOT shall disburse the amount of the requested Advance to the Public Entity.

Section 4.03 Additional Funds. If MnDOT shall at any time in good faith determine that the sum of the undisbursed amount of the LBRP Grant plus the amount of all other funds committed to the Project is less than the amount required to pay all costs and expenses of any kind which reasonably may be anticipated in connection with the Project, then MnDOT may send written notice thereof to the Public Entity specifying the amount which must be supplied in order to provide sufficient funds to complete the Project. The Public Entity agrees that it will, within 10 calendar days of receipt of any such notice, supply or have some other entity supply the amount of funds specified in MnDOT's notice.

Section 4.04 **Condition Precedent to Any Advance.** The obligation of MnDOT to make any Advance hereunder (including the initial Advance) shall be subject to the following conditions precedent:

- A. MnDOT shall have received a Draw Requisition for such Advance specifying the amount of funds being requested, which such amount when added to all prior requests for an Advance shall not exceed the amount of the LBRP Grant set forth in Section 1.01.
- B. No Event of Default under this Agreement or event which would constitute an Event of Default but for the requirement that notice be given or that a period of grace or time elapse shall have occurred and be continuing.
- C. No determination shall have been made by MnDOT that the amount of funds committed to the Project is less than the amount required to pay all costs and expenses of any kind that may reasonably be anticipated in connection with the Project, or if such a determination has been made and notice thereof sent to the Public Entity under Section 4.03, then the Public Entity has supplied, or has caused some other entity to supply, the necessary funds in accordance with such section or has provided evidence acceptable to MnDOT that sufficient funds are available.
- D. The State Entity shall have received evidence, in form and substance acceptable to the State Entity, that the Public Entity has sufficient funds to fully and completely pay for the Project and all other expenses that may occur in conjunction therewith.
- E. The Public Entity has supplied to the State Entity all other items that the State Entity may reasonably require

Section 4.05 **Processing and Disbursement of Advances.** The Public Entity acknowledges and agrees as follows:

- A. Advances are not made prior to completion of work performed on the Project.
- B. All Advances are processed on a reimbursement basis.
- C. The Public Entity must first document expenditures to obtain an Advance.
- D. Reimbursement requests are made on a partial payment basis or when the Project is completed.
- E. All payments are made following the “Delegated Contract Process or State Aid Payment Request” as requested and approved by the appropriate district state aid engineer.

Section 4.06 **Construction Inspections.** The Public Entity shall be responsible for making its own inspections and observations regarding the completion of the Project, and shall determine to its own satisfaction that all work done or materials supplied have been properly done or supplied in accordance with all contracts that the Public Entity has entered into regarding the completion of the Project.

Article V MISCELLANEOUS

Section 5.01 **Insurance.** If the Public Entity elects to maintain general comprehensive liability insurance regarding the Real Property, then the Public Entity shall have MnDOT named as an additional named insured therein.

Section 5.02 **Condemnation.** If, after the Public Entity has acquired the ownership interest set forth in Section 2.02, all or any portion of the Real Property is condemned to an extent that the Public Entity can no longer comply with Section 2.04, then the Public Entity shall, at its sole option, either: (i) use the condemnation proceeds to acquire an interest in additional real property needed for the Public Entity to continue to comply with Section 2.04 and to provide whatever additional funds that may be needed for such purposes, or (ii) submit a request to MnDOT and the Commissioner to allow it to sell the remaining portion of its interest in the Real Property. Any condemnation proceeds which are not used to acquire an interest in additional real property shall be applied in accordance with Minn. Stat. Sec. 16A.695 and the Commissioner's Order as if the Public Entity's interest in the Real Property had been sold. If the Public Entity elects to sell its interest in the portion of the Real Property that remains after the condemnation, such sale must occur within a reasonable time period after the date the condemnation occurred and the cumulative sum of the condemnation and sale proceeds applied in accordance with Minn. Stat. Sec. 16A.695 and the Commissioner's Order.

If MnDOT receives any condemnation proceeds referred to herein, MnDOT agrees to or pay over to the Public Entity all of such condemnation proceeds so that the Public Entity can comply with the requirements of this Section.

Section 5.03 **Use, Maintenance, Repair and Alterations.** The Public Entity shall not, without the written consent of MnDOT and the Commissioner, (i) permit or allow the use of any of the Real Property for any purpose other than the purposes specified in Section 2.04, (ii) substantially alter any of the Real Property except such alterations as may be required by laws, ordinances or regulations, or such other alterations as may improve the Real Property by increasing its value or which improve its ability to be used for the purposes set forth in Section 2.04, (iii) take any action which would unduly impair or depreciate the value of the Real Property, (iv) abandon the Real Property, or (v) commit or permit any act to be done in or on the Real Property in violation of any law, ordinance or regulation.

If the Public Entity fails to maintain the Real Property in accordance with this Section, MnDOT may perform whatever acts and expend whatever funds necessary to so maintain the Real Property, and the Public Entity irrevocably authorizes MnDOT to enter upon the Real Property to perform such acts as may be necessary to so maintain the Real Property. Any actions taken or funds expended by MnDOT shall be at its sole discretion, and nothing contained herein shall require MnDOT to take any action or incur any expense and MnDOT shall not be responsible, or liable to the Public Entity or any other entity, for any such acts that are performed in good faith and not in a negligent manner. Any funds expended by MnDOT pursuant to this Section shall be due and payable on demand by MnDOT and will bear interest from the date of payment by MnDOT at a rate equal to the lesser of the maximum interest rate allowed by law or 18% per year based upon a 365-day year.

Section 5.04 **Recordkeeping and Reporting.** The Public Entity shall maintain books and records pertaining to Project costs and expenses needed to comply with the requirements contained herein, Minn. Stat. Sec. 16A.695, the Commissioner's Order, and Minn. Stat. Sec. 174.52 and all rules related thereto, and upon request shall allow MnDOT, its auditors, the Legislative Auditor for the State of Minnesota, or the State Auditor for the State of Minnesota, to inspect, audit, copy, or abstract all of such items. The Public

Entity shall use generally accepted accounting principles in the maintenance of such items, and shall retain all of such books and records for a period of six years after the date that the Project is fully completed and placed into operation.

Section 5.05 Inspections by MnDOT. The Public Entity shall allow MnDOT to inspect the Real Property upon reasonable request by MnDOT and without interfering with the normal use of the Real Property.

Section 5.06 Liability. The Public Entity and MnDOT agree that each will be responsible for its own acts and the results thereof to the extent authorized by law, and neither shall be responsible for the acts of the other party and the results thereof. The liability of MnDOT and the Commissioner is governed by the provisions of Minn. Stat. Sec. 3.736. If the Public Entity is a “municipality” as that term is used in Minn. Stat. Chapter 466, then the liability of the Public Entity is governed by the provisions of Chapter 466. The Public Entity’s liability hereunder shall not be limited to the extent of insurance carried by or provided by the Public Entity, or subject to any exclusion from coverage in any insurance policy.

Section 5.07 Relationship of the Parties. Nothing contained in the Agreement is to be construed as establishing a relationship of co-partners or joint venture among the Public Entity, MnDOT, or the Commissioner, nor shall the Public Entity be considered to be an agent, representative, or employee of MnDOT, the Commissioner, or the State of Minnesota in the performance of the Agreement or the Project.

No employee of the Public Entity or other person engaging in the performance of the Agreement or the Project shall be deemed have any contractual relationship with MnDOT, the Commissioner, or the State of Minnesota and shall not be considered an employee of any of those entities. Any claims that may arise on behalf of said employees or other persons out of employment or alleged employment, including claims under the Workers’ Compensation Act of the State of Minnesota, claims of discrimination against the Public Entity or its officers, agents, contractors, or employees shall in no way be the responsibility of MnDOT, the Commissioner, or the State of Minnesota. Such employees or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from MnDOT, the Commissioner, or the State of Minnesota, including tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

Section 5.08 Notices. In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing and personally served or sent by prepaid, registered, or certified mail (return receipt requested), to the address of the party specified below or to such different address as may in the future be specified by a party by written notice to the others:

To the Public Entity: At the address indicated on the first page of the Agreement.

To MnDOT at: Minnesota Department of Transportation
Office of State Aid
395 John Ireland Blvd., MS 500
Saint Paul, MN 55155
Attention: Marc Briesse, State Aid Programs Engineer

To the Commissioner at: Minnesota Management & Budget
400 Centennial Office Bldg.
658 Cedar St.
St. Paul, MN 55155
Attention: Commissioner

Section 5.09 Assignment or Modification. Neither the Public Entity nor MnDOT may assign any of its rights or obligations under the Agreement without the prior written consent of the other party.

Section 5.10 Waiver. Neither the failure by the Public Entity, MnDOT, or the Commissioner, as a third party beneficiary of the Agreement, in one or more instances to insist upon the complete observance or performance of any provision hereof, nor the failure of the Public Entity, MnDOT, or the Commissioner to exercise any right or remedy conferred hereunder or afforded by law shall be construed as waiving any breach of such provision or the right to exercise such right or remedy thereafter. In addition, no delay by any of the Public Entity, MnDOT, or the Commissioner in exercising any right or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any right or remedy preclude other or further exercise thereof or the exercise of any other right or remedy.

Section 5.11 Choice of Law and Venue. All matters relating to the validity, interpretation, performance, or enforcement of the Agreement shall be determined in accordance with the laws of the State of Minnesota. All legal actions arising from any provision of the Agreement shall be initiated and venued in the State of Minnesota District Court located in St. Paul, Minnesota.

Section 5.12 Severability. If any provision of the Agreement is finally judged by any court to be invalid, then the remaining provisions shall remain in full force and effect and they shall be interpreted, performed, and enforced as if the invalid provision did not appear herein.

Section 5.13 Matching Funds. Any matching funds as shown on Page 1 of the Grant Agreement that are required to be obtained and supplied by the Public Entity must either be in the form of (i) cash monies, (ii) legally binding commitments for money, or (iii) equivalent funds or contributions, including equity, which have been or will be used to pay for the Project. The Public Entity shall supply to MnDOT whatever documentation MnDOT may request to substantiate the availability and source of any matching funds.

Section 5.14 Sources and Uses of Funds. The Public Entity represents to MnDOT and the Commissioner that the Sources and Uses of Funds Schedule attached as **Exhibit A** accurately shows the total cost of the Project and all of the funds that are available for the completion of the Project. The Public Entity will supply any other information and documentation that MnDOT or the Commissioner may request to support or explain any of the information contained in the Sources and Uses of Funds Schedule. If any of the funds shown in the Sources and Uses of Funds Schedule have conditions precedent to the release of such funds, the Public Entity must provide to MnDOT a detailed description of such conditions and what is being done to satisfy such conditions.

Section 5.15 Project Completion Schedule. The Public Entity represents to MnDOT and the Commissioner that the Project Completion Schedule attached as **Exhibit B** correctly and accurately sets forth the projected schedule for the completion of the Project.

Section 5.16 Third-Party Beneficiary. The Governmental Program will benefit the State of Minnesota and the provisions and requirements contained herein are for the benefit of both the State Entity and the State of Minnesota. Therefore, the State of Minnesota, by and through its Commissioner of MMB, is and shall be a third-party beneficiary of this Agreement.

Section 5.17 Public Entity Tasks. Any tasks that the Agreement imposes upon the Public Entity may be performed by such other entity as the Public Entity may select or designate, provided that the failure of such other entity to perform said tasks shall be deemed to be a failure to perform by the Public Entity.

Section 5.18 **Data Practices.** The Public Entity agrees with respect to any data that it possesses regarding the G.O. Grant or the Project to comply with all of the provisions and restrictions contained in the Minnesota Government Data Practices Act contained in Minnesota Statutes Chapter 13, as such may subsequently be amended or replaced from time to time.

Section 5.19 **Non-Discrimination.** The Public Entity agrees to not engage in discriminatory employment practices regarding the Project and it shall fully comply with all of the provisions contained in Minnesota Statutes Chapters 363A and 181, as such may subsequently be amended or replaced from time to time.

Section 5.20 **Worker's Compensation.** The Public Entity agrees to comply with all of the provisions relating to worker's compensation contained in Minn. Stat. Secs. 176.181 subd. 2 and 176.182, as they may be amended or replaced from time to time with respect to the Project.

Section 5.21 **Antitrust Claims.** The Public Entity hereby assigns to MnDOT and the Commissioner of MMB all claims it may have for over charges as to goods or services provided with respect to the Project that arise under the antitrust laws of the State of Minnesota or of the United States of America.

Section 5.22 **Prevailing Wages.** The Public Entity agrees to comply with all of the applicable provisions contained in Minnesota Statutes Chapter 177, and specifically those provisions contained in Minn. Stat. §. 177.41 through 177.435 as they may be amended or replaced from time to time with respect to the Project. By agreeing to this provision, the Public Entity is not acknowledging or agreeing that the cited provisions apply to the Project.

Section 5.23 **Entire Agreement.** The Agreement and all of the exhibits attached thereto embody the entire agreement between the Public Entity and MnDOT, and there are no other agreements, either oral or written, between the Public Entity and MnDOT on the subject matter hereof.

Section 5.24 **E-Verification.** The Public Entity agrees and acknowledges that it is aware of Minn.Stat. § 16C.075 regarding e-verification of employment of all newly hired employees to confirm that such employees are legally entitled to work in the United States, and that it will, if and when applicable, fully comply with such order.

Section 5.25 **Telecommunications Certification.** If federal funds are included in Exhibit A, by signing this agreement, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Contractor will not use funding covered by this agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any contract related to this agreement.

Section 5.26 **Title VI/Non-discrimination Assurances.** Public Entity agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. If federal funds are included in Exhibit A, Public Entity will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. MnDOT may conduct a review of the Public Entity's compliance with this provision. The Public Entity must cooperate with MnDOT throughout the review

process by supplying all requested information and documentation to MnDOT, making Public Entity staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by MnDOT.

Section 5.27 **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

Section 5.28 **Certification.** By signing this Agreement, the Grantee certifies that it is not suspended or debarred from receiving federal or state awards.



Steele County Agenda Item

Subject: Designating Depository and Persons Authorized to Sign Orders

Department: Finance

Committee Meeting Date:

Board Meeting Date: January 23, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Adopt resolution to designate UBS as Steele County's depository and authorize the persons stated to sign orders

Background(*Including Budget Impact*):

The attached resolution is to name UBS as the County's depository for its investments. It also authorizes Candi Lemarr, Finance Director, to purchase, sell, receive, or transfer investment securities on behalf of Steele County. In the event the Finance Director is not available, the resolution requires two signatures of and authorizes both Jennifer Mueller, Steele County Property Tax and Elections Director, and Madison Melcher, Steele County Financial Specialist, to purchase, sell, receive, or transfer investment securities on behalf of Steele County.

Attachments:

Resolution – Designation of depository for the County of Steele and persons authorized to sign orders

RESOLUTION

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

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

BE IT FURTHER RESOLVED that orders of the County of Steele drawn on said UBS Financial Services, LLC for funds to be transferred to another Steele County Depository in whatever form shall be signed by one if the following officer is Candi Lemarr, Finance Director of Steele County; and by two if signed by Jennifer Mueller, Steele County Property Tax and Elections Director, and Madison Melcher, Steele County Financial Specialist.

BE IT FURTHER RESOLVED that orders to purchase, sell, receive, or transfer investment securities on behalf of Steele County shall be initiated by Candi Lemarr, Steele County Finance Director.

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

Dated this 23th day of January 2024.

Chairman

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 23rd day of January 2024.

County of Steele



Steele County Agenda Item

Subject: Resolution – EFT Authorization

Department: Finance Department

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

Board Meeting Date: January 23, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Adopt resolution to authorize personnel to process EFT transactions

Background (*Including Budget Impact*):

Due to change in personnel, attached is a revised resolution regarding EFT authorizations.

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

RESOLUTION

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

BE IT FURTHER RESOLVED, electronic funds transfers can be initiated by the following individuals: Candi Lemarr, County Finance Director; Madison Melcher, Financial Specialist; Jonathan Walstrom, Financial Analyst; Barb Osmon, Financial Specialist; Karen Winter, Property Tax Specialist; Susan Bendorf, Accounting Technician; and Bobbie Herzog, Human Resources Generalist.

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

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

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

Candi Lemarr, Finance Director _____

Madison Melcher, Financial Specialist _____

Jonathan Walstrom, Financial Analyst _____

Barb Osmon, Financial Specialist _____

Karen Winter, Property Tax Specialist _____

Susan Bendorf, Accounting Technician _____

Bobbie Herzog, Human Resources Generalist _____

Board Chairman

STEELE COUNTY PERSONNEL AGENDA ITEM

January 23, 2024 at 5:00 pm

JANUARY EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Julia Forbes	County Attorney – Cty. Attorney's Office	01/02/24	11
Linda Skala	Corporal – Detention Center	01/05/24	9
Kaiya Martin	Probation Officer II – Comm. Corrections	01/07/24	5
Madison Melcher	Financial Specialist – Finance/Treasurers	01/11/24	3
Andrew Seifert	Licensed Sergeant – Sheriff's Office	01/12/24	9
Matt Borash	Investigator – Sheriff's Office	01/14/24	3
Brian Rinehart	Corporal – Detention Center	01/17/24	7
Josh Johnson	Landfill Supervisor – Highway	01/17/24	6
Susan Bendorf	Accounting Tech – Prop Tax & Elections	01/18/24	2
Dale Oolman	Planning & Zoning Director – P & Z Dept.	01/22/24	23
Gabe Kasper	Mechanic – Highway	01/22/24	6
Greg Born	Maintenance Technician – Highway	01/22/24	6
Julie Johnson	Human Resources Director – HR Dept.	01/23/24	10
Stacie Brinkman	Public Health Nurse – Public Health Dept.	01/24/24	2
Steven Gjerald	Correctional Officer – Det. Ctr.	01/31/24	19



Steele County Agenda Item

Subject: Approve Contract with WHKS for the Final Design of CSAH 28 (South Beaver Lake Road to North Beaver Lake Road) and Beaver Lake Park Improvements

Department: Highway & Parks and Recreation

Committee Meeting Date: N/A

Board Meeting Date: January 23, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve contract with WHKS for the final design of CSAH 28 (South Beaver Lake Road to North Beaver Lake Road) and Beaver Lake Park Improvements in the amount of \$378,000.

Background (*Including Budget Impact*):

The County has programmed the reconstruction and realignment of CSAH 28 (South Beaver Lake Road to North Beaver Lake Road) and improvements to Beaver Lake Park for construction in 2025.

In 2022, Steele County retained WHKS in partnership with HKGi to complete a feasibility to study options for addressing deteriorating pavement on CSAH 28, upgrading the highway to meet current safety standards, and exploring opportunities to improve Beaver Lake Park. The study ultimately recommended Alternative 2B which was a major realignment of CSAH 28 with basic park improvements to move most of the park between the road and the lake.

The Highway Department, in partnership with the Parks and Recreation Department, desires to continue with WHKS's and HKGi's work, experience, and relationships to complete the final plans. Included in the proposal is work 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.

WHKS and HKGi have proposed completing the work for \$378,000.

Attachments:

WHKS Proposal for Final Design



AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT

WHEREAS, **Steele County Highway Department** (Client) and WHKS & Co. (WHKS) executed a Professional Services Agreement dated **October 18, 2021** for certain engineering services for **CSAH 28 (MN 30 to CSAH 21) and Beaver Lake Park Improvements** (Project), and

WHEREAS, the Agreement described a scope of services and was based on completion of certain services, and

WHEREAS, the Client has requested **Design engineering services**, services for the **CSAH 28 (MN 30 to CSAH 21) and Beaver Lake Park Improvements** as described in more detail in attached Exhibit A, and

NOW THEREFORE, the Client and WHKS hereby agree the amended compensation for services shall be increased by the following:

Basis of Compensation

For the services described above, the Client shall remunerate WHKS as follows:

Items 11-18 - Billed Hourly with a Not-to-Exceed Fee of \$378,000. Expenses billed at actual cost and mileage at the current published IRS rate per mile. External expenses include an administrative charge of 10 percent.

Executed this _____ day of January 2024

Steele County Highway Department

WHKS & CO.

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Exhibit A to Amendment No. 1

A. Project Description

Amendment No. 1 involves performing preliminary and final design for the relocation of CSAH 28 from South Beaver Lake Road to North Beaver Lake Road with a trail connection, wetland mitigation, floodplain evaluation, design of new boat launch, new parking area for the park and outlet control structure for the lake. The roadway will be shifted east from the existing location to accommodate the new boat launch and parking area. It is anticipated that the roadway will be closed to through traffic and the beach and boat launch will be open as much as possible during construction.

This Amendment includes design engineering services as described below in B.

B. Scope of Services Provided Under This Agreement:

Note: Items 1-10 were previously defined in the AGREEMENT.

11. Project Management and Meetings

- Perform general project administrative duties including supervision and coordination of the project team, review of project costs and billings, prepare invoices using Consultant's standard forms, preparation of status reports, and general administrative activities.
- Hold kick-off meeting with Client to discuss the project and review the scope.
- Advise the Client of the necessity of obtaining Special Engineering Services as described in Paragraph C., and act as the Client's representative in connection with any such services not actually performed by WHKS.
- Attend 3 meetings for the project.

12. Public and Agency Involvement

- Planning and coordination of two neighborhood meetings/open houses.
- Coordinating project design with public utilities.
- Coordinating project design with private utilities.

13. Right of Way and Platting

- Contacting owners and discussion of potential property sale.
- Property appraisal services will be performed by a subcontractor to WHKS. Budgeted amount of \$30,000 included in fee; actual amount to be billed.
- Prepare legal descriptions of proposed acquisition and temporary easements.
- Prepare right-of-way plat.

14. Topographic Survey and Research of Existing Conditions

- Perform site topographical surveys to support new facilities.
- Develop project control and base map for the project.
- Locate the existing underground utilities as located by the Gopher State One Call locate system.
- Collect, obtain, and review relevant information from the Client.

15. Wetland Investigation and Permitting

- Finalize wetland delineation, submit application for Notice of Decision from Technical Evaluation Panel (TEP).
- Coordination with TEP and BWSR.
- Develop wetland mitigation plan for TEP approval.
- Submit application to BWSR for replacements from the Public Road Bank for public road projects. Coordination with private bank for wetland credits not eligible through the BWSR Road Bank.
- It is not anticipated that US Army Corps of Engineers permitting will be required.

16. Preliminary and Final Roadway Design

- Prepare preliminary and final plans and specifications to show the character and scope of work to be performed by contractors on the Project. Plans will follow MnDOT state aid standards.
- Geotechnical Engineering services will be performed by a subcontractor to WHKS. Geotechnical services to include soil borings, subsurface soil mitigation plan, and roadway pavement design.
- Complete HEC-RAS study of unnamed creek for purposes of establishing flood fringe and floodway. Submit permitting for encroachment of road embankment into flood plain.
- Prepare opinion of probable construction cost on completed plans and specifications.
- Furnish original signed copies of the plans, specifications, and other contract documents as required to the Client.
- Answer contractor's questions during the bidding phase.
- Prepare addendums to the contract documents prior to bid letting, if necessary.
- A Storm Water Pollution Prevention Plan (SWPPP) will be prepared.
- Prepare and submit applicable construction permit application package to State Aid for review, State-Aid checklist, materials testing request, and construction cost estimates.

17. Preliminary and Final Park Design

- Prepare preliminary and final plans and specifications to show the character and scope of work to be performed by contractors on the Project.
- Prepare a plan for stormwater management, trail, parking lot, and boat launch.
- Lighting design services will be performed by a subcontractor to WHKS. Lighting design services to include an estimated four (4) lighting units.
- Landscaping design services will be performed by a subcontractor to WHKS.
- Develop outlet design for Beaver Lake – lake hydraulics does not include dam breach analysis. If a dam breach analysis is required, an amendment to the contract will be necessary.
- Prepare opinion of probable construction cost on completed plans and specifications.
- Furnish original signed copies of the plans, specifications, and other contract documents as required to the Client.
- Answer contractor's questions during the bidding phase.
- Prepare addendums to the contract documents prior to bid letting, if necessary.
- A Storm Water Pollution Prevention Plan (SWPPP) will be prepared.
- Prepare and submit applicable construction permit application package to the DNR MPARS for public waters permitting authorization.

18. Regional Park Designation and Funding

- Apply for regional park designation.
- Apply for DNR Regional Trail Grant.
- Regional park designation services will be performed by a subcontractor to WHKS.

C. Special Engineering Services:

Special Engineering Services are those services not listed above, but may be required or advisable to accomplish the Project. Special Engineering Services shall be performed when authorized by the Client for additional fees, to be determined at the time authorized.

Special Engineering Services include:

1. Special assessment assistance
2. Quality control testing and construction materials testing
3. Permits other than those identified above
4. Water and/or sanitary sewer rate studies
5. Cultural resource survey or other studies or documentation that may be required by regulatory agencies that are not specifically listed in the scope of services
6. National Environmental Policy Act (NEPA) compliance, including historical and archeological investigations
7. Structural evaluation and/or design
8. Bridge aesthetics
9. Attendance at additional meetings (other than those listed above)
10. Construction phase engineering services, including construction administration, staking, construction observation, preparation of record drawings and project close-out services

A.3: Alternative 2B (Major Realignment of CSAH 28) Base Construction Layout





Cost of Services		PROJECT TITLE: CSAH 28, Parking Lot, Trail and Boat Landing										
		WHKS & CO.										
DESCRIPTION OF PROFESSIONAL SERVICES OR TASKS		Project Principal	Project Manager	Land Surveyor	Asst. Project Manager	Roadway / Trail Design Engineer	Crew Chief	Senior Water Resources Engineer	Water Resources Engineer	Survey Technician	Enviro Scientist	Subtotals
		Staff Assignment by Hours										
Task 11	Project Management and Meetings											
11.1	Administration	4.0	80.0									84.0
11.2	Preparing monthly reports and invoices		40.0									40.0
11.3	Project meetings with staff		40.0		40.0							80.0
SUBTOTAL HOURS		4.0	160.0	0.0	40.0	0.0	0.0	0.0	0.0	0.0	0.0	204.0
SUBTOTAL FEE		\$ 780.00	\$ 26,400.00	\$ -	\$ 5,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,580.00
Task 12	Public and Agency Involvement											
12.1	Planning and coordinating up to two neighborhood meetings/open houses	4.0	32.0			32.0						68.0
12.2	Coordinating project design with public utilities				4.0							4.0
12.3	Coordinating project design with private utilities				8.0							8.0
SUBTOTAL HOURS		4.0	32.0	0.0	12.0	32.0	0.0	0.0	0.0	0.0	0.0	80.0
SUBTOTAL FEE		\$ 780.00	\$ 5,280.00	\$ -	\$ 1,620.00	\$ 3,520.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,200.00
Task 13	Right of Way and Platting											
13.1	Contacting owner(s)		60.0									60.0
13.2	Legal descriptions			24.0			24.0			40.0		88.0
13.3	Platting			24.0	40.0							64.0
SUBTOTAL HOURS		0.0	60.0	48.0	40.0	0.0	24.0	0.0	0.0	40.0	0.0	212.0
SUBTOTAL FEE		\$ -	\$ 9,900.00	\$ 9,360.00	\$ 5,400.00	\$ -	\$ 2,880.00	\$ -	\$ -	\$ 4,000.00	\$ -	\$ 31,540.00
Task 14	Topographic Survey and Research of Existing Conditions											
14.1	Field Survey - Supplemental		8.0				30.0			30.0		68.0
14.2	Field Survey - Utilities						10.0			10.0		20.0
14.3	Office computations and DTM creation						12.0			8.0		20.0
14.4	Utility Coordination and location						4.0					4.0
SUBTOTAL HOURS		0.0	8.0	0.0	0.0	0.0	56.0	0.0	0.0	48.0	0.0	112.0
SUBTOTAL FEE		\$ -	\$ 1,320.00	\$ -	\$ -	\$ -	\$ 6,720.00	\$ -	\$ -	\$ 4,800.00	\$ -	\$ 12,840.00
Task 15	Wetland Investigation and Permitting											
15.1	Field Survey - Wetlands											0.0
15.2	Office computations and DTM creation										8.0	8.0
15.3	Coordination with TEP		4.0					2.0			24.0	30.0
15.4	Coordination with BWSR Road Bank for areas inside ROW		4.0								8.0	12.0
15.5	Coordination with Private Bank for areas outside of ROW		4.0								8.0	12.0
15.6	Wetland Permit including USACOE Alternative Analysis							8.0			80.0	88.0
SUBTOTAL HOURS		0.0	12.0	0.0	0.0	0.0	0.0	10.0	0.0	0.0	128.0	150.0
SUBTOTAL FEE		\$ -	\$ 1,980.00	\$ -	\$ -	\$ -	\$ -	\$ 1,650.00	\$ -	\$ -	\$ 13,440.00	\$ 17,070.00
Task 16	Preliminary and Final Roadway Design											
16.1	Details					24.0						24.0
16.2	SWPPP and requirements				40.0							40.0
16.3	Removals					24.0						24.0
16.4	Preliminary construction plans		16.0		24.0	80.0						120.0
16.5	Final Construction plans		16.0		24.0	120.0						160.0
16.6	Stormwater management		8.0		40.0	80.0						128.0
16.7	Signage and stripping plan					16.0						16.0
16.8	Traffic control plan		8.0		16.0	24.0						48.0
16.9	Cross sections		8.0		16.0	24.0						48.0
16.10	Contract pay items and quantities		16.0		16.0							32.0
16.12	Separate pay items and quantities for cost participation		8.0		16.0							24.0
16.13	Engineers opinion of cost		16.0									16.0



Cost of Services		PROJECT TITLE: CSAH 28, Parking Lot, Trail and Boat Landing										
		WHKS & CO.										
DESCRIPTION OF PROFESSIONAL SERVICES OR TASKS		Project Principal	Project Manager	Land Surveyor	Asst. Project Manager	Roadway / Trail Design Engineer	Crew Chief	Senior Water Resources Engineer	Water Resources Engineer	Survey Technician	Enviro Scientist	Subtotals
16.14	Prepare project specifications		24.0									24.0
16.15	Submit 70%, 95% and Final plans for review		8.0									8.0
16.16	Floodplain modeling and permitting							8.0	40.0			48.0
16.17	Bidding phase support		40.0									40.0
16.18	Preconstruction conference		16.0									16.0
SUBTOTAL HOURS		0.0	184.0	0.0	192.0	392.0	0.0	8.0	40.0	0.0	0.0	816.0
SUBTOTAL FEE		\$ -	\$ 30,360.00	\$ -	\$ 25,920.00	\$ 43,120.00	\$ -	\$ 1,320.00	\$ 5,000.00	\$ -	\$ -	\$ 105,720.00

Task 17 Preliminary and Final Park Design												
17.1	Details		24.0		40.0	40.0						104.0
17.2	Trail Plan, ADA Compliance	4.0			40.0	120.0						164.0
17.3	Parking Lot Plan				40.0	120.0						160.0
17.4	Boat Ramp Plan and permitting					40.0			64.0		64.0	168.0
17.5	Outlet design for lake and permitting					40.0		8.0	40.0		40.0	128.0
17.6	Stormwater system design				40.0	80.0			16.0		16.0	152.0
												0.0
SUBTOTAL HOURS		4.0	24.0	0.0	160.0	440.0	0.0	8.0	120.0	0.0	120.0	876.0
SUBTOTAL FEE		\$ 780.00	\$ 3,960.00	\$ -	\$ 21,600.00	\$ 48,400.00	\$ -	\$ 1,320.00	\$ 15,000.00	\$ -	\$ 12,600.00	\$ 103,660.00

Task 18 Regional Park Designation and Funding												
18.1	Regional Park Designation		2.0									2.0
18.2	MnDNR Regional Trail Grant		2.0									2.0
18.3												
SUBTOTAL HOURS		0.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.0
SUBTOTAL FEE		\$ -	\$ 660.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 660.00

Project Total Hours	12.0	484.0	48.0	444.0	864.0	80.0	26.0	160.0	88.0	248.0	2454.0
Project Rates	\$195.00	\$165.00	\$195.00	\$135.00	\$110.00	\$120.00	\$165.00	\$125.00	\$100.00	\$105.00	
Project Total Fee	\$ 2,340.00	\$ 79,860.00	\$ 9,360.00	\$ 59,940.00	\$ 95,040.00	\$ 9,600.00	\$ 4,290.00	\$ 20,000.00	\$ 8,800.00	\$ 26,040.00	\$ 315,270.00

TASK SUMMARY		Total
Task 11	Project Management and Meetings	\$32,580.00
Task 12	Public and Agency Involvement	\$11,200.00
Task 13	Right of Way and Platting	\$31,540.00
Task 14	Topographic Survey and Research of Existing Conditions	\$12,840.00
Task 15	Wetland Investigation and Permitting	\$17,070.00
Task 16	Preliminary and Final Roadway Design	\$105,720.00
Task 17	Preliminary and Final Park Design	\$103,660.00
Task 18	Regional Park Designation and Funding	\$660.00
Subtotal		\$315,270.00
HKGi - Task 17 Park Ammenities and Landscaping+Task 18 Regional Park Funding		\$18,000.00
AET - Task 16 Geotechnical		\$7,000.00
Springer - Task 13 ROW Appraisals		\$33,000.00
ITE - Task 17 Electrical Lighting		\$2,500.00
Expenses		\$2,500.00
TOTAL PROJECT COST		\$378,000.00
		Mileage, Printing, etc.



Steele County Agenda Item

Subject: Resolutions for Sponsoring Application to Transportation Alternatives Funding and for Agreeing to Maintain CSAH 48 Main Street Reconstruction

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: January 23, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve Resolutions for Sponsoring Application to Transportation Alternatives Funding and for Agreeing to Maintain CSAH 48 Main Street Reconstruction

Background (*Including Budget Impact*):

Steele County is applying to the Transportation Alternatives Program (TAP) for funding to help with the reconstruction of CSAH 48, Main Street. The application requires a resolution agreeing to sponsor the application and a resolution agreeing to maintain the facility for its useful life.

TAP is a federally funded competitive grant opportunity for local communities and regional agencies to fund projects for pedestrian and bicycle facilities, historic preservation, Safe Routes to School, and more. The State of Minnesota is soliciting projects for approximately \$12.5 million in available grant funding across the state.

The proposed reconstruction of CSAH 48, Main Street, from Oak Avenue to Grove Avenue is currently estimated to cost about \$7,655,000. The County is requesting \$1,000,000 in funding, the maximum allowable amount from the program. The remaining matching funds (a minimum of 20 percent is required) and non-eligible costs will be shared between the City and County.

Project selections should be announced in April 2024.

Attachments:

Resolution Authorizing Sponsoring Application for Federal Transportation Alternatives Program
Resolution Agreeing to Maintain Facility – CSAH 48 Main Street

**RESOLUTION FOR
AUTHORIZING SPONSORING APPLICATION FOR
FEDERAL TRANSPORTATION ALTERNATIVES PROGRAM**

WHEREAS, Steele County has programmed a project in its Highway Capital Improvement Program to reconstruct a portion of CSAH 48 Main Street; and

WHEREAS, Steele County is applying to the Transportation Alternatives Program for funding for the project; and

NOW THEREFORE, be it resolved that Steele County agrees to act as sponsoring agency for the project identified as CSAH 48 Main Street Reconstruction seeking Federal Transportation Alternatives Program Funding and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules, and regulations.

NOW THEREFORE, be it further resolved that the Steele County Engineer is hereby authorized to act as agent on behalf of this sponsoring agency.

STEELE COUNTY
BOARD OF COMMISSIONERS

Jim Abbe, Chair

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF STEELE

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Steele County Board at a duly authorized meeting thereof held on the 23th day of January 2024, as shown by the minutes of said meeting in my possession.

Steele County Administrator

RESOLUTION FOR

AGREEING TO MAINTAIN FACILITY – CSAH 48 MAIN STREET

WHEREAS, Steele County has programmed a project in its Highway Capital Improvement Program to reconstruct a portion of CSAH 48 Main Street; and

WHEREAS, Steele County is applying to the Transportation Alternatives Program for funding for the project; and

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS, Transportation Alternatives projects receive federal funding; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS, Steele County is the sponsoring agency for the transportation alternatives project identified as CSAH 48 Main Street Reconstruction.

NOW THEREFORE, be it resolved that: the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

STEELE COUNTY
BOARD OF COMMISSIONERS

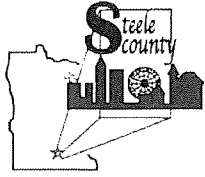
Jim Abbe, Chair

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF STEELE

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Steele County Board at a duly authorized meeting thereof held on the 23th day of January 2024, as shown by the minutes of said meeting in my possession.

Steele County Administrator



Steele County Agenda Item

Subject: CUP #435 (Dobberstein Craft Retreat Center)

Department: Planning & Zoning

Committee Meeting Date: January 8, 2024

Board Meeting Date: January 23, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 9 conditions based on the Findings of Fact.

Background (*Including Budget Impact*):

This request is from Jim and Bev Dobberstein to convert a single-family home into a craft retreat center on property located at 2780 West Highway 30, Ellendale.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

**COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #435**

Applicant:

Jim and Bev Dobberstein

Land Owner(s):

Jim and Bev Dobberstein

Project Description:

Convert a single-family home into a retreat center for quilters, scrapbookers, and crafters. The property was formerly a supper club that had been converted into a single-family home over 20 year ago. Guests would rent the building and have stations to work on projects like quilting and scrapbooking as well as guest bedrooms. Up to 10 guests would typically rent out the space.

Zoning District(s):

Agricultural

Ordinance Section:

Section 704.9 of the Steele County Zoning Ordinance allows Bed and Breakfast facilities as a conditional use in the Agricultural District. The planning commission has determined that this type of facility is similar to a bed and breakfast in operation.

Property Address:

2780 West Highway 30
Ellendale, MN 55026

Project Site Legal Description:

Commencing at the East line of the Northwest Quarter of Section 29, at the North edge of the right of way of U.S. Highway 65, thence North 150 feet, thence West 580 feet, thence South to the North edge of the right of way of U.S. Highway 65, thence Easterly along the North edge of the right of way of U.S. Highway 65, to a point of beginning, all being and lying in the Northwest Quarter of Section 29, Township 105 North, Range 20 West, Steele County, Minnesota.

General Criteria for considering a Conditional Use Permit:

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

The planning commission finds the proposal will not affect parks or schools. Electrical service is already provided to the site. Water is provided by a private well and sewage is treated by a private septic system. The property accesses onto State Highway 30 which is a 10 ton per axel weight limit paved road and is adequate to handle any expected passenger vehicle traffic to the site.

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

The planning commission finds the proposal will have no effect on agricultural land in the area. The nearest residences are located 1100 feet north and 1700 feet south of this site. Most activities will take place inside of the house and at these distances, there is not expected to be any effect on these neighbors.

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

The planning commission finds the appearance of the property will remain the same as it is today.

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

The planning commission finds the site is a 2.0 acres rural building site. The residence was historically built and used as a supper club before it was converted to a single-family home in the early 2000's. The home contains 3 bedrooms and 2 other rooms that are to be used as bedrooms and has 4,980 square feet of living space. No modifications are expected to be needed to use the residence as a craft retreat. The property also contains an unattached garage with an upstairs living space and another 80' x 40' storage building. These two buildings will not be used as part of the rental space.

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

Zoning Ordinance:

The planning commission finds the use is allowable as a conditional use in the agricultural district. The house shall not be modified to become something other than a single family home.

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

The planning commission finds the expected traffic to the site will not cause traffic hazards or congestions.

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

The planning commission finds the proposed use will not negatively affect any nearby business.

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

The planning commission finds:

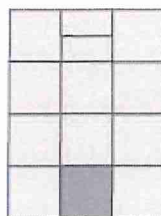
- **Access:** The current accesses is adequate.
- **Drainage:** All activities are inside an existing building. Drainage will not change.
- **Water:** Water is provided by a private well.
- **Sewage:** Sewage is treated by a private septic system that will need to be inspected.
- **Parking:** Parking is adequate.
- **Safety:** All bedrooms have egress windows. The house will be equipped with smoke/carbon monoxide detectors.

Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of Conditional Use Permit request #435 with the following conditions.

1. A maximum of ten guests shall be allowed at a single time.
2. The facility shall be used exclusively for registered guests.
3. All bedrooms shall meet the minimum safety requirements for access and egress as required by building code.
4. All areas shall have smoke and carbon monoxide detectors as required by building code.
5. Any structural modifications to the residence shall require a building permit from Steele County.
6. The residence shall remain a single-family home. No alterations shall be made to the residence that would have the effect of interfering with using the property as a single-family home should the property cease to be operated as a Craft Retreat facility.
7. If food is to be prepared and provided for guests, the septic system shall be evaluated and meet all compliance and sizing criteria.
8. No vehicles shall be allowed to park on the road.
9. The facility shall obtain a State license for lodging, and comply with all health, safety, building, and fire codes as may be required.

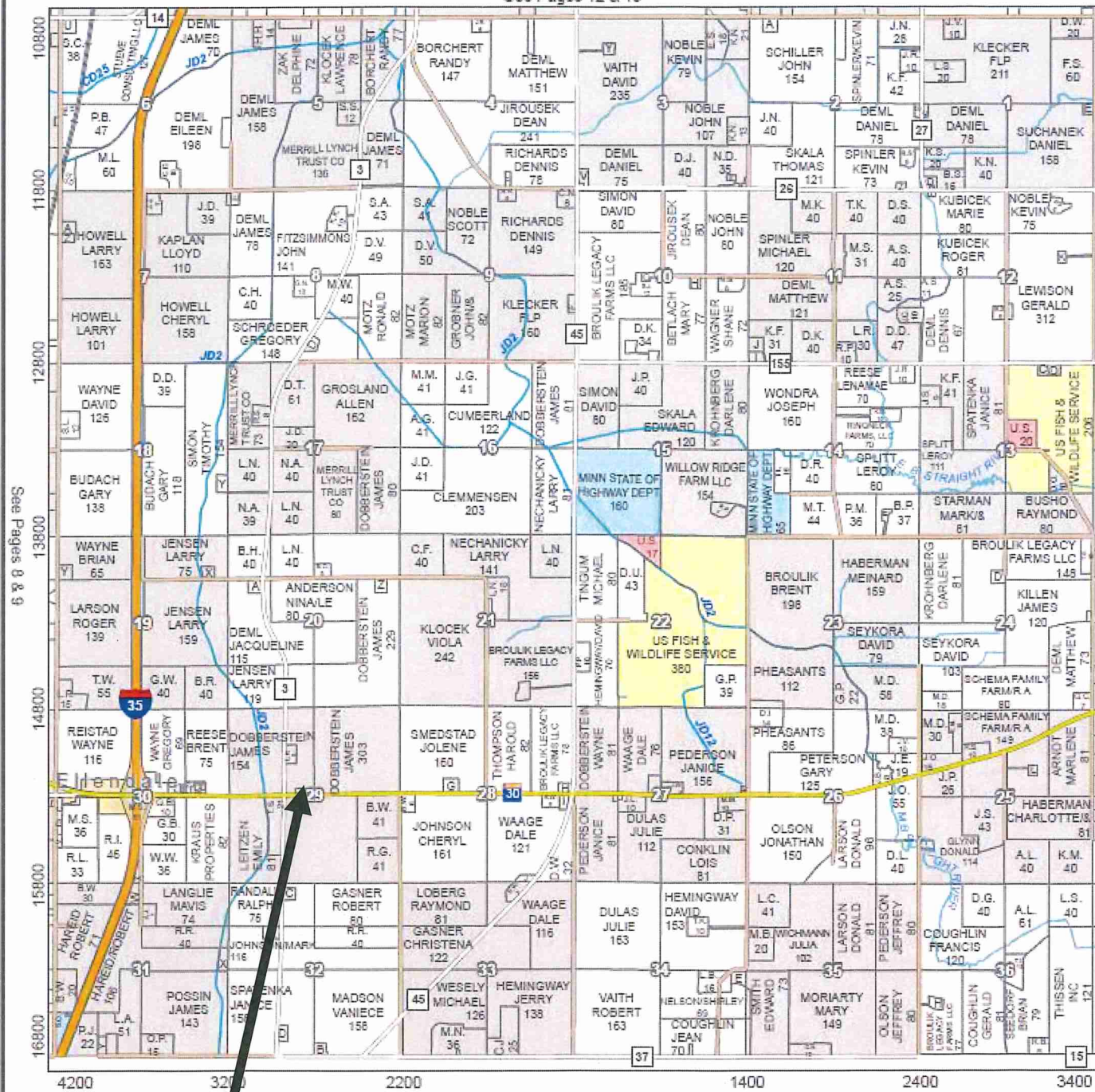
Summit



T.105N. - R.20W.



See Pages 12 & 13



Freeborn Co.

Proposed Quilting / Scrapbook Retreat Location

2780 West Highway 30

Dobberstein Craft Retreat



Staff Report
for
Conditional Use Permit Application #435
Dobberstein Craft Retreat

Applicant:

Jim and Bev Dobberstein

Property Owner(s):

Jim and Bev Dobberstein

Property Address:

2780 West Highway 30
Ellendale, MN 55026

Project Legal Description:

Commencing at the East line of the Northwest Quarter of Section 29, at the North edge of the right of way of U.S. Highway 65, thence North 150 feet, thence West 580 feet, thence South to the North edge of the right of way of U.S. Highway 65, thence Easterly along the North edge of the right of way of U.S. Highway 65, to a point of beginning, all being and lying in the Northwest Quarter of Section 29, Township 105 North, Range 20 West, Steele County, Minnesota.

Project Description:

Convert a single-family home into a retreat center for quilters, scrapbookers, and crafters. The property was formerly a supper club that had been converted into a 4 bedroom single family home over 20 year ago. Guests would rent the building and have stations to work on projects like quilting and scrapbooking as well as guest bedrooms. Up to 10 guests would typically rent out the space as a group and stay for a weekend or extended weekend. No major renovations are expected on the house.

Reason for Conditional Use Permit Application:

Section 704.9 of the Steele County Zoning Ordinance allows Bed and Breakfast facilities as a conditional use in the Agricultural District.

General Criteria for Issuing Conditional Use Permit:

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

Primary public facilities used by this proposal will be State Highway 30. State Highway 30 is a 10 ton per axel weight limit paved road and is adequate to handle any expected passenger vehicle traffic to the site. The home is already served with electricity with the electrical demand not expected to be any different than a typical residential home.

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

The property is surrounded by agricultural land and several rural residents. The nearest residences are located 1100 feet north and 1700 feet south of this site. Most activities will take place inside of the house with occasional breaks that may occur outside dependent on weather. Maximum occupancy will be no more than 10 individuals. At these distances, there is not expected to be any effect on the nearest of these neighbors. The Dobberstein's also live ½ mile NE of the site so they are available to respond should there be unexpected issues.

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

The appearance of the property will remain the same as it is today.

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

The site is a 2.0 acres rural building site. The residence was historically built and used as a supper club before it was converted to a single-family home in the early 2000's. The home contains 3 bedrooms and 2 other rooms that are to be used as bedrooms and includes 4,980 square feet of living space. No modifications are expected to be needed to use the residence as a craft retreat. The property also contains an unattached garage with an upstairs living space and another 80' x 40' storage building. These two buildings will not be used as part of the rental space.

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

The zoning ordinance does not specifically define craft retreats or list them as a permitted or conditional use. It does allow bed and breakfast facilities as a conditional use in the agricultural district but does not specifically define what a bed and breakfast is. This facility will not be licensed to serve food, but the county has permitted one other craft retreat in 2012 with a CUP in the agricultural district because it was determined at that time that it is similar to a bed and breakfast.

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

Traffic to and from the site is estimated to be several vehicles at a time. Maximum guests will be 10 individuals who will most likely utilize the facility over extended weekends. This amount of traffic is not expected to cause any traffic hazards or congestion.

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

The nearest existing businesses are a campground located over 4000 feet away and other businesses located in Ellendale over 1 mile away. No effects are expected on these businesses.

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

- Utilities: Will not change from present.
- Drainage: Will not change from present
- Septic: The septic system components have been installed at different times over the years. The tanks for the house were installed in 1978 when the building was a restaurant. The tank for the apartment was installed in 2000. And the drainfield was replaced in 2002. The drainfield was sized for a 3 bedroom house and the 1 bedroom apartment with a maximum daily flow of 600 gallons per day. SSTS standards are different for a house than they would be for a cabin/resort type of facility. A cabin should be sized at a maximum daily capacity of 50 gallons per day (GPD) per guest or 500 gallons per day for 10 guests plus 150 gpd for the apartment. Based on these numbers, the drainfield is probably slightly undersized. However, the tanks are over-sized as there is a 1000 gal. tank for the apartment and a 4300 gal tank for the house. Standards require 2400 gallons of tank capacity. Given the periodic use of the facility, and the oversizing of the tanks, the system is probably adequate for the proposed use. The system was last inspected in 2016. The system should be inspected for compliance as it has been more than 3 years since their last compliance inspection.
- Parking: The ordinance requires one parking space per rental unit for hotels and two spaces for the residence for a total of five. There is adequate parking onsite to meet these requirements.
- Smoke Detectors / Carbon Monoxide Detectors: All bedrooms should be equipped with detectors and a requirement of the permit should be to have the required detectors in place.
- Emergency Egress: There is emergency access / egress in each of the bedrooms.

9) Additional requirements:

In addition to a County Conditional Use Permit, the Minnesota Department of Health also has a license requirement for this type of facility. This process requires meeting health and safety standards as established under MN Rules 4625.0100.

Staff Comments:

If the Planning Commission recommends approval of this application, they may wish to consider the following conditions:

1. A maximum of ten guests shall be allowed at a single time.
2. The facility shall be used exclusively for registered guests.
3. All bedrooms shall meet the minimum safety requirements for access and egress as required by building code.
4. All areas shall have smoke and carbon monoxide detectors as required by building code.
5. Any structural modifications to the residence shall require a building permit from Steele County.
6. The residence shall remain a single-family home. No alterations shall be made to the residence that would have the effect of interfering with using the property as a single-family home should the property cease to be operated as a Craft Retreat facility.
7. If food is to be prepared and provided for guests, the septic system shall be evaluated and meet all compliance and sizing criteria.
8. No vehicles shall be allowed to park on the road.
9. The facility shall obtain a State license for lodging, and comply with all health, safety, building, and fire codes as may be required.

CONDITIONAL USE PERMIT**PERMIT# 435**

PARCEL #:	02-029-4201	HEARING DATE:	01/08/24
DISTRICT:	Agriculture	DECISION DATE:	01/23/24

APPLICANT:	Jim & Bev Dobberstein	LANDOWNER:	Jim and Bev Dobberstein
ADDRESS:	2380 W. Hwy 30	ADDRESS:	2380 W. Hwy 30
	Ellendale, MN 56026		Ellendale, MN 56026

PROPERTY ADDRESS:

2780 W. Hwy 30
Ellendale, MN 56026

LEGAL DESCRIPTION OF PROPERTY:

Commencing at the East line of the Northwest Quarter of Section 29, at the North edge of the right of way of U.S. Highway 65, thence North 150 feet, thence West 580 feet, thence South to the North edge of the right of way of U.S. Highway 65, thence Easterly along the North edge of the right of way of U.S. Highway 65, to a point of beginning, all being and lying in the Northwest Quarter of Section 29, Township 105 North, Range 20 West, Steele County, Minnesota.

REFERENCE ORDINANCE FOR CUP:

Section 704.9 of the Steele County Zoning Ordinance allows Bed and Breakfast Facilities as a Conditional Use in the Agricultural District.

PROPOSED USE(S):

Quilt, Scrapbook, and Craft Retreat

DECISION OF BOARD OF COMMISSIONERSDeny ☐Approve ☒ with 9 conditions.

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

Chair, Steele County Board of Commissioners

Date

CONDITIONAL USE PERMIT**PERMIT#****435**

Conditions

- 1 A maximum of ten guests shall be allowed at a single time.
 - 2 The facility shall be used exclusively for registered guests.
 - 3 All bedrooms shall meet the minimum safety requirements for access and egress as required by building code.
 - 4 All areas shall have smoke and carbon monoxide detectors as required by building code.
 - 5 Any structural modifications to the residence shall require a building permit from Steele County.
 - 6 The residence shall remain a single-family home. No alterations shall be made to the residence that would have the effect of interfering with using the property as a single-family home should the property cease to be operated as a Craft Retreat facility.
 - 7 If food is to be prepared and provided for guests, the septic system shall be evaluated and meet all compliance and sizing criteria.
 - 8 No vehicles shall be allowed to park on the road.
 - 9 The facility shall obtain a State license for lodging, and comply with all health, safety, building, and fire codes as may be required.
-

CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the _____ day of _____, 2024.

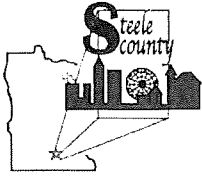
Steele County Auditor

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date



Steele County Agenda Item

Subject: Renew of IUP 2009-06 (Wencl Pit)

Department: Planning & Zoning

Committee Meeting Date: January 8, 2024

Board Meeting Date: January 23, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

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

Background (*Including Budget Impact*):

This request is from Wencl Construction to renew Interim Use Permit #2009-06 allowing the mining of sand and gravel on property located in the NE ¼ of the SE ¼, Section 30, Owatonna Township. The property is owned by Wencl Land Company LLC. The property address is 3483 Lemond Road.

Attachments:

Findings of Fact

Location Map

Site Map(s)

Staff Report

Draft Permit

**COUNTY OF STEELE
FINDINGS OF FACT
INTERIM USE PERMIT #2009-06**

Wencl Pit

Applicant:

Wencl Construction Inc.

Land Owner:

Wencl Land Company LLC

Project Description:

The applicant is requesting the renewal of IUP 2009-06 allowing the mining and processing of sand and gravel including crushing, a wash plant, the stockpiling of aggregate material and the stockpiling and processing of recyclable aggregate material on property located in the N1/2, SE1/4, Section 30, Owatonna Township.

Zoning District:

Agricultural District

Ordinance Section:

Section 703.2 of the Steele County Zoning Ordinance allows mining and gravel extraction as an Interim Use in the Agricultural District.

Section 703.3 of the Steele County Zoning Ordinance allows temporary storage, crushing / recycling and processing of concrete and/or bituminous material as an Interim Use in the Agricultural District.

Property Description:

All that part of the N1/2 of the SE1/4, Section 30-T108N-R20W, Steele County, MN; described as follows:
Beginning at the northeast corner of said SE1/4; thence South 00°17'59" East a distance of 1324.95 feet, to the southeast corner of said N1/2;
thence North 89°58'37" West a distance of 2658.99 feet, to the southwest corner of said N1/2;
thence North 00°01'10" West a distance of 25.00 feet, on the west line of said SE1/4;
thence South 89°58'37" East a distance of 1739.33 feet;
thence North 00°17'59" West a distance of 1300.38 feet, to the north line of said SE1/4;
thence South 89°57'00" East a distance of 919.54 feet; to the point of beginning.

Permit History:

- Issued in 2009 to Ulland Brothers
- Renewed in 2014 to Ulland Brothers
- Transferred and renewed in 2019 to Wencl Construction Inc.

Total Area: 29 ac.

Minalable Area: 23 ac.

Active Areas: 20 ac.

Reclaimed Areas: 0 ac.

Natural Elev: 1150 to 1170 feet

Permitted Elev: 1125 feet

Mining Elev: 1125 feet

Material Removed: 79,036 tons reported since 2019
2023 – 7,392 tons thru 3rd qu.
2022 – 46,606 tons.
2021 – 3,946 tons.
2020 – 18,600 tons.
2019 – 2,492 ton.

Recyclable Amt: Estimated at 8,500 cu. yds concrete
Estimated at 3,500 cu yds of asphalt.

Other Permits: NPDES – General Permit
DNR Permit – 2019-0360 up to 27 MGY
(reported 7.3 mg in 2019)

Road Access: West to CSAH #7 (10 ton / axel paved road).

General Criteria for considering an Interim Use Permit:

- 1) **The use will not create a burden on parks, schools, streets, public facilities or utilities:**
The planning commission find the only public facilities being used will be County Road 7. Condition #3, #4, #6 and #7 all deal with mitigation efforts concerning the road.
- 2) **The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:**
The planning commission find the nearest neighboring residential property is 1300 feet away. Condition #8 limits the hours of operation to mitigate noise on neighboring residential properties and condition #6 requires the operator to control dust should it be a problem.
- 3) **The appearance will not have an adverse effect on adjacent properties:**
The planning commission find the appearance of the pit will be similar to others in the area.
- 4) **The use is related to the needs of the county and the existing land use:**
The planning commission find the existing land use an active gravel pit and some farmland.
- 5) **The use is consistence with the purpose of the zoning ordinance and zoning district:**
The planning commission find gravel mining of aggregate material and the temporary storage, crushing and processing of recyclable aggregate material is consistent with the Zoning Ordinance if approved as an Interim Use.
- 6) **The use will not creation a traffic hazards or congestion:**
The planning commission find there have been no reported issues with truck traffic from this pit. Condition #4 requires signs if requested by the County Engineer.
- 7) **Existing businesses will not be adversely affected because of curtailment of customers trade:**
The planning commission find the operation does not affect nearby businesses.
- 8) **Adequate utilities, access roads, drainage and other facilities will be provided:**
The planning commission find:
 - **Floodplain:** There is no floodplain on the property.

- **Wetlands:** No known jurisdictional wetlands on the property.
- **Tile:** No known tile in the proposed area.

Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the re-issuance of IUP 2009-06 with the following conditions.

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

1. Mining is limited to the areas identified in the application.
2. Mining is limited to a bottom elevation of 1125 feet. (Approximately 25 feet deep)
3. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
4. Before trucking can begin, signage warning of truck traffic shall be located along CSAH #7. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
5. Before mining can begin, an access permit shall be applied for with the Steele County Highway Department and any requirements of the permit implemented.
6. Dust control shall be maintained in the pit at especially on the access road at all times so that dust does not negatively affect nearby residences or traffic on CSAH #7.
7. Trucks shall not track material from the pit onto the public road.
8. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
9. Trucks hauling material to and from this site shall not use "jake brakes"
10. A 30 feet unexcavated buffer shall remain adjacent to all property lines. Any erosion to, or siltation onto neighboring properties as a result of this mine shall be corrected by the applicant. The outside of the berm along the north property line shall be seeded to vegetation. Setbacks between neighboring properties may be eliminated by written agreement of both property owners.
11. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
12. Storage pile of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed. The State of Minnesota has additional requirement concerning recyclable aggregate stockpiles.
13. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
14. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
15. A copy of the Storm Water Pollution Prevention Plan (SWPPP) shall be submitted to the county for reference and monitoring of the site activities.
16. Applicant is responsible to initiate renewal proceeding on or before January 1, ~~2024~~ 2029 or this permit becomes invalid.
17. Mining activities shall not impede the drainage of neighboring properties or direct additional water onto neighboring properties.
18. The permittee or operator shall furnish bond or other financial surety as approved by the county site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for a total amount of \$115,000 and remain in place for 6 years from the from date of issuance of the permit or until the site is reclaimed and the reclamation is approved by Steele County.

A 4x4 grid of squares. The top-left 2x2 subgrid is highlighted with a darker shade of gray, indicating the initial state of the puzzle.





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Wencl Pit (2022)

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December 26, 2023 146 of 161





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Wencl Pit (2019)

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mi

December 26, 2023 147 of 161



Staff Report
for
2024 Renewal of Interim Use Permit 2009-06
Wencl Construction Inc. (Wencl Pit)

Applicant:

Wencl Construction Inc.

Property Owner(s):

Wencl Land Company LLC

Project Location:

All that part of the N1/2 of the SE1/4, Section 30-T108N-R20W, Steele County, MN; described as follows:

Beginning at the northeast corner of said SE1/4; thence South 00°17'59" East a distance of 1324.95 feet, to the southeast corner of said N1/2;
thence North 89°58'37" West a distance of 2658.99 feet, to the southwest corner of said N1/2;
thence North 00°01'10" West a distance of 25.00 feet, on the west line of said SE1/4;
thence South 89°58'37" East a distance of 1739.33 feet;
thence North 00°17'59" West a distance of 1300.38 feet, to the north line of said SE1/4;
thence South 89°57'00" East a distance of 919.54 feet; to the point of beginning.

Zoning District:

Agricultural

Permitted Uses:

The mining and processing of sand and gravel including crushing, a wash plant, the stockpiling of aggregate material and the stockpiling and processing of recyclable aggregate material.

Permit History:

- Issued in 2009 to Ulland Brothers
- Renewed in 2014 to Ulland Brothers
- Transferred and renewed in 2019 to Wencl Construction Inc.

Permit Conditions:

1. Mining is limited to the areas identified in the application.
2. Mining is limited to a bottom elevation of 1125 feet. (Approximately 25 feet deep)
3. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
4. Before trucking can begin, signage warning of truck traffic shall be located along CSAH #7. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
5. Before mining can begin, an access permit shall be applied for with the Steele County Highway Department and any requirements of the permit implemented.
6. Dust control shall be maintained in the pit at especially on the access road at all times so that dust does not negatively affect nearby residences or traffic on CSAH #7.
7. Trucks shall not track material from the pit onto the public road.
8. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
9. Trucks hauling material to and from this site shall not use "jake brakes"
10. A 30 feet unexcavated buffer shall remain adjacent to all property lines. Any erosion to, or siltation onto neighboring properties as a result of this mine shall be corrected by the applicant.

The outside of the berm along the north property line shall be seeded to vegetation. Setbacks between neighboring properties may be eliminated by written agreement of both property owners.

11. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
12. Storage pile of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed. The State of Minnesota has additional requirement concerning recyclable aggregate stockpiles.
13. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
14. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
15. A copy of the Storm Water Pollution Prevention Plan (SWPPP) shall be submitted to the county for reference and monitoring of the site activities.
16. Applicant is responsible to initiate renewal proceeding on or before January 1, 2024 or this permit becomes invalid.
17. Mining activities shall not impede the drainage of neighboring properties or direct additional water onto neighboring properties.

Total Area: 29 ac.

Minable Area: 23 ac.

Active Areas: 20 ac.

Reclaimed Areas: 0 ac.

Natural Elev: 1150 to 1170 feet

Permitted Elev: 1125 feet

Mining Elev: Estimated at 1125 feet

Material Removed: 79,036 tons reported since 2019

2023 – 7,392 tons thru 3rd qu.

2022 – 46,606 tons.

2021 – 3,946 tons.

2020 – 18,600 tons.

2019 – 2,492 ton.

Recyclable Amts: Estimated at 8,500 cu. yds concrete
Estimated at 3,500 cu yds of asphalt.

Other Permits: NPDES – General Permit
DNR Permit – 2019-0360 up to 27 MGY
(reported 7.3 mg in 2019)

Road Access: West to CSAH #7 (10 ton / axel paved road).

Review Issues: No issues have been reported with this site in the last 5 years.

Reason for Conditional Use Permit Application:

Condition #16 requires the permit to be reviewed.

General Criteria for Issuing Conditional Use Permit:

a) Burden on Existing Public Facilities and Utilities:

The only public facilities being used will be County Road 7. Condition #3, #4, #6 and #7 all deal with mitigation efforts concerning the road.

b) Compatible, Separated, or Screened from Adjacent Agricultural or Residential Properties:

The nearest neighboring residential property is 1300 feet away. Condition #8 limits the hours of operation to mitigate noise on neighboring residential properties and condition #6 requires the operator to control dust should it be a problem.

c) Appearance of Structures and Site not have an Adverse Effect on Adjacent Properties:

The appearance is similar to other gravel pits in the area.

d) Relationship of Proposed Project to Existing Land Use:

The existing land use is an existing permitted gravel pit and farmland.

e) Consistency with Zoning Ordinance and Zoning District:

Gravel mining, crushing and the processing of aggregate materials is consistent with the Zoning Ordinance if approved as an Interim Use.

f) Creation of Traffic Hazards or Congestion:

There have been no reported issues with truck traffic from this pit. Condition #4 requires signs if requested by the County Engineer.

g) Nuisance Effects on Nearby Business:

The only businesses in the area are other permitted aggregate mining operations.

h) Adequacy of Utilities, Access Roads, Drainage and Other Facilities:

- **Floodplain:** There is no floodplain on the property.
- **Wetlands:** No known jurisdictional wetlands on the property.
- **Tile:** No known tile in the proposed area.

Staff Comments:

The County has been adding a condition to new and interim use permits renewals requiring a bond or financial surety for reclamation. The amount has been set at \$5,000 per permitted acre. This site has 23 acres of mineable area so we would require a \$115,000 bond. If the Planning Commission finds that this site meets the conditions of the permit, they should consider renewing the permit for another 5 years with the following changes. ~~Strikethrough~~ is deleted, underlined is added.

16. Applicant is responsible to initiate renewal proceeding on or before January 1, ~~2024~~ 2029 or this permit becomes invalid.
18. The permittee or operator shall furnish bond or other financial surety as approved by the county site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for a total amount of \$115,000 and remain in place for 6 years from the from date of issuance of the permit or until the site is reclaimed and the reclamation is approved by Steele County.

INTERIM USE PERMIT**2009-06**
Permit # Review

PARCEL #:	08-030-2100	HEARING DATE:	01/08/24
DISTRICT:	Agricultural	DECISION DATE:	01/23/24
APPLICANT:	Wencl Const. Inc..	LANDOWNER:	Wencl Land Company LLC
ADDRESS:	2800 Park Drive	ADDRESS:	2800 Park Drive
	Owatonna, MN 55060		Owatonna, MN 55060
CONTACT:	Paul Wencl		

LEGAL DESCRIPTION OF PROPERTY:

All that part of the N1/2 of the SE1/4, Section 30-T108N-R20W, Steele County, MN; described as follows:

Beginning at the northeast corner of said SE1/4; thence South 00°17'59" East a distance of 1324.95 feet, to the southeast corner of said N1/2;
thence North 89°58'37" West a distance of 2658.99 feet, to the southwest corner of said N1/2;
thence North 00°01'10" West a distance of 25.00 feet, on the west line of said SE1/4;
thence South 89°58'37" East a distance of 1739.33 feet;
thence North 00°17'59" West a distance of 1300.38 feet, to the north line of said SE1/4;
thence South 89°57'00" East a distance of 919.54 feet; to the point of beginning.

REFERENCE ORDINANCE FOR CUP:

Section 703.2 of the Steele County Zoning Ordinance requires an Interim Use Permit for the mining of sand and gravel.

PROPOSED USE(S):

The mining and processing of sand and gravel including crushing, a wash plant, the stockpiling of aggregate material and the stockpiling and processing of recyclable aggregate material.

INTERIM USE PERMIT

Permit # 2009-06
Review

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒ with 18 conditions.

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

Chair, Steele County Board of Commissioners

Date

Conditions

- 1 Mining is limited to the areas identified in the application.
- 2 Mining is limited to a bottom elevation of 1125 feet. (Approximately 25 feet deep)
- 3 Before mining can begin the access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
- 4 Before trucking can begin, signage warning of truck traffic shall be located along CSAH #7. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
- 5 Before mining can begin, an access permit shall be applied for with the Steele County Highway Department and any requirements of the permit implemented.
- 6 Dust control shall be maintained in the pit at especially on the access road at all times so that dust does not negatively effect nearby residences or traffic on CSAH #7.
- 7 Trucks shall not track material from the pit onto the public road.
- 8 Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
- 9 Trucks hauling material to and from this site shall not use "jake brakes"
- 10 A 30 feet unexcavated buffer shall remain adjacent to all property lines. Any erosion to, or siltation onto neighboring properties as a result of this mine shall be corrected by the applicant. Setbacks between neighboring properties may be eliminated by written agreement of both property owners.
- 11 The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.

- 12 Storage pile of recyclable aggregate materials shall not exceed 60,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed. The State of Minnesota has additional requirements concerning recyclable aggregate stockpiles.
- 13 This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
- 14 Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
- 15 A copy of the Storm Water Pollution Prevention Plan (SWPPP) shall be submitted to the county for reference and monitoring of the site activities.
- 16 Applicant is responsible to initiate renewal proceeding on or before January 1, 2029 or this permit becomes invalid.
- 17 Mining activities shall not impede the drainage of neighboring properties or direct additional water onto neighboring properties.
- 18 The permittee or operator shall furnish bond or other financial surety as approved by the county site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for a total amount of \$115,000 and remain in place for 6 years from the from date of issuance of the permit or until the site is reclaimed and the reclamation is approved by Steele County.

CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the _____ day of _____, 2024.

Steele County Auditor

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date

**Minutes of the
Steele County Planning Commission
January 8, 2024**

Call to Order:

The meeting was called to order by Vice Chair Lammers at 7 pm. Present were Lammers, Dinse, Spatenka, Ingvaldson, Queen, Pool, Commissioner Brady, and staff member Oolman.

Agenda:

Motion by Queen, second by Dinse to approve the agenda as submitted. Motion passed unanimously.

2024 Organization:

Motion by Ingvaldson, second by Spatenka to cast a unanimous ballot for Esplan as Chair. Motion passed.

Motion by Spatenka, second by Dinse to cast a unanimous ballot for Lammers as Vice Chair. Motion passed.

Motion by Queen, second by Pool to appoint Oolman as Secretary. Motion passed.

Minutes:

Motion by Ingvaldson, second by Queen to approve the Oct 2nd, 2023, minutes as submitted. Motion passed unanimously.

Building Permits:

The building permits for Sept, Oct, Nov, and Dec were reviewed.

County Board Action

Oolman reported that IUP 2023-02 (EESolar17, LLC- Community Solar Garden) was approved by the County Board as recommended.

CUP #435 (Dobberstein Craft Retreat)

This request is from Jim and Bev Dobberstein to operate a quilting / scrapbooking / craft retreat on property located in the SE ¼ of the NW ¼, Section 29, Summit Township. The property address is 2780 West Highway 30, Ellendale.

Questions and comments of the commission.

- Spatenka questioned if the septic would be big enough if the space was used 7 days a week.
Oolman- The events are not restricted to only the weekends. We could require a flow meter on the system if we were concerned with them overloading the septic system.
- Dinse- Is the Ulland Brothers stockpiling and crushing occurring down the road going to be a problem with guests staying at the facility?
Jim Dobberstein- Indicated Ullands site is ½ mile away and should not be an issue.

The public hearing was opened.

- Bev Dobberstein commented that most guests would only stay on weekends. She also believes water usage will be less than expected because she lives right next to the facility and plans to take the bedding home to launder it as she has a larger capacity washer.

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

Motion by Dinse, second by Spatenka to recommend approval of CUP #435 with the following conditions:

1. A maximum of ten guests shall be allowed at a single time.
2. The facility shall be used exclusively for registered guests.
3. All bedrooms shall meet the minimum safety requirements for access and egress as required by building code.
4. All areas shall have smoke and carbon monoxide detectors as required by building code.
5. Any structural modifications to the residence shall require a building permit from Steele County.
6. The residence shall remain a single-family home. No alterations shall be made to the residence that would have the effect of interfering with using the property as a single-family home should the property cease to be operated as a Craft Retreat facility.
7. If food is to be prepared and provided for guests, the septic system shall be evaluated and meet all compliance and sizing criteria.
8. No vehicles shall be allowed to park on the road.
9. The facility shall obtain a State license for lodging, and comply with all health, safety, building, and fire codes as may be required.

Motion passed unanimously.

Renew of IUP 2009-06 (Wencl Pit)

This request is from Wencl Construction to renew Interim Use Permit #2009-06 allowing the mining of sand and gravel on property located in the NE ¼ of the SE ¼, Section 30, Owatonna Township. The property is owned by Wencl Land Company LLC.

Questions and comments of the commission.

- Ingvaldson- Are they keeping up with the concrete crushing?
Oolman- Yes
- Lammers- Are all taxes paid up to date?
Oolman- Yes
- Spatenka- indicated he has not seen signage along County Road 7 for this pit or signage for other pits as well.
Oolman- The conditions is written with flexibility so that the Steele County Highway Department can request signage if they believe it is beneficial. Over the years some highway personnel want signage and some do not.

The public hearing was opened.

- Dave Dietz, Owatonna Township Supervisor and neighboring property owner commented that he has no issues or complaints with the operation.

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

Motion by Queen, second by Ingvaldson to recommend the renewal of IUP 2009-06 with the following conditions: (Underlined is added, ~~strike through~~ is deleted.)

1. Mining is limited to the areas identified in the application.
2. Mining is limited to a bottom elevation of 1125 feet. (Approximately 25 feet deep)
3. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
4. Before trucking can begin, signage warning of truck traffic shall be located along CSAH #7. The size

- and placement of these signs shall be at the direction of the Steele County Highway Department.
5. Before mining can begin, an access permit shall be applied for with the Steele County Highway Department and any requirements of the permit implemented.
 6. Dust control shall be maintained in the pit at especially on the assess road at all times so that dust does not negatively affect nearby residences or traffic on CSAH #7.
 7. Trucks shall not track material from the pit onto the public road.
 8. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
 9. Trucks hauling material to and from this site shall not use "jake brakes"
 10. A 30 feet unexcavated buffer shall remain adjacent to all property lines. Any erosion to, or siltation onto neighboring properties as a result of this mine shall be corrected by the applicant. The outside of the berm along the north property line shall be seeded to vegetation. Setbacks between neighboring properties may be eliminated by written agreement of both property owners.
 11. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
 12. Storage pile of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed. The State of Minnesota has additional requirement concerning recyclable aggregate stockpiles.
 13. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
 14. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
 15. A copy of the Storm Water Pollution Prevention Plan (SWPPP) shall be submitted to the county for reference and monitoring of the site activities.
 16. Applicant is responsible to initiate renewal proceeding on or before January 1, ~~2024~~ 2029 or this permit becomes invalid.
 17. Mining activities shall not impede the drainage of neighboring properties or direct additional water onto neighboring properties.
 18. The permittee or operator shall furnish bond or other financial surety as approved by the county site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for a total amount of \$115,00 and remain in place for 6 years from the from date of issuance of the permit or until the site is reclaimed and the reclamation is approved by Steele County.

Motion passed unanimously.

2024 Meeting Dates:

Motion by Pool, second by Dinse to approve the 2024 Planning Commission meeting schedule. Motion passed unanimously.

Adjournment:

Motion by Spatenka, second by Dinse to adjourn at 7:41pm.



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

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

Wednesday, January 3, 2024 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Abbe, Commissioner Brady, Interim Finance Director Cathy Piepho, PT&E Director Jennifer Mueller, and Administrator Scott Golberg.

Consent Agenda

1. Committee recommends adopting the PT & E / Finance Director Department Resolution authorizing their departments to remain responsible for the functions of their original departments unless otherwise directed by Administrator.

Discussion regarding the new Finance Department and the new Property Tax and Elections Department Structure. The new departments are still responsible for their previous departments responsibility unless otherwise directed. The new titles were to reflect the responsibilities that occur within those department making it easier for customers to know where to go for assistance. There will be some movement of responsibilities between departments. Discussion regarding the different options / changes took place. The loss of institutional knowledge requires a need to really access the efficiencies. Once they look at that, then they will understand their capacity. Discussion regarding election support.

Department Head Reports

Finance: Madison is out of the office. Candi will be starting 1/8. Gearing up for audits. Taking on Cash Drawer.

Administration: HR hire starts on the 16th of January and will be working from the office.

Property Tax & Elections: P-n-P absentee voting begins 1-19. Training election judges in February.

Information Technology: Received grant funding that we did not have to apply for. Carbon Black has been changed to CrowdStrike; we get the 6 months + additional 3 months free. Better security. Behind on last year refresh. Three-year warranty four-year refresh. Firewalls and Phishing attacks are still high. Position has been drafted, reviewed by Human Resource and now in the rating. Discussion regarding the AS400 and tax system.



STEELE COUNTY
PROPERTY & MAINTENANCE POLICY COMMITTEE MINUTES
Steele County Administration Center – 630 Florence Ave - Owatonna, MN 55060

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

Thursday, January 4, 2024 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Gnemi, Commissioner Abbe, Facilities and Fleet Director Jake Rysavy, Finance Specialist Jonathan Walstrom, IT Director Dave Purscell, and Administrator Scott Golberg.

Update on projects and upcoming plans:

1. **Administration Center:** Vestibule new floor with heat for the sprinkler system in this area. The Downstairs area is complete excluding a punch list. A storage area is being built in the Maintenance loading area. The center storage area will be for elections. Resigning the entrances for new departments.
2. **Courthouse HVAC:** Nearly complete, only punch list is left.
3. **Community Corrections Facility:** Going out for bid on Friday. Due January 30th.
4. **Building Maintenance Garage:** Do we demo the garage or put the garage up for sale to be moved. Cost to move has been estimated at \$15K. The hours for administrative work to sell the building and then have the building moved off the property in time for construction to start are reasons to demo. Find out what the cost of tearing it down to determine what we would be saving if we sold the building; Highway Dept. can perform the demo.
5. **Sheriff's Addition:** Preconstruction meeting is next week which will consist of developing the construction schedule and subcontractor list. JD Driver is hoping to start this winter on the remodel portion of the Detention Center, more information to follow.
6. **Alexander Building:** Cybex is still in the building. When they are out of the building the remodeling will begin. Fiber is in already. Anticipate start date is end of January.
7. **LEC Generator:** Still looking at installing in the spring. . Who will be responsible for the maintenance? Regarding the building, this will be part of the negotiation, the appraisal cost has been agreed to. Still working on the details of the settlement with the city.
8. **SCFF Electrical Safety Project:** Reached out to OPU on their transformer delivery. R & K will not be able to guarantee time until they know materials delivery schedule. Need to let the state know the delay in supply chain.
9. **Annex Building:** Around \$4M to remodel the building or do we take the money and add onto the administration center; future discussions and planning needed.
10. **Administration Main Level:** Discussion of what was done downstairs and the possibility of making some changes on the main level. This was just conversation.

Department Head Reports

Finance: Madison is on leave.

Administration: Finance director starts on Monday. Safe and Sick leave was reviewed with the department heads.



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, January 11, 2024, at 8:00 a.m. – Public Works Conference Room

Attendees: Commissioner Krueger, Commissioner Brady, County Engineer Greg Ilkka, Four Seasons Director Steve Schroht, Assistant County Engineer Paul Sponholz, Landfill Supervisor Josh Johnson and Administrator Scott Golberg.

Consent:

1. Committee recommends awarding contract SAP 074-598-016 – Bridge No. 74562 – CR 162 over Crane Creek to low bidder Structural Specialties, Inc. in the amount \$889,868.67.
2. Approve Resolution for Local Bridge Replacement Program Grant Agreement for S.A.P. 074-598-016, Construct Bridge 74562, authorizing the Chair and County Administrator to execute the Agreement.

Department Head Reports

Four Seasons: Everything is running great. Have hosted 5 tournaments. Increase in open skating. They are running out of rental skates in popular sizes. Community Center discussion regarding rental cost and insurance. Building is being rented out. Beave Lake construction. Going with base plan B. Steve will be meeting with the Finance director to discuss getting a portion of this into the 2025 budget. Continuing to look for grants to cover the cost of construction.

Landfill: Discussion regarding contracts that were signed late. How should they proceed with charging gate rate or not. Need to be equal with both companies. Looking at inviting Skjeveland to a work session.

Highway: Review, discussions and/or updates on the following items:

Continued discussion on the ordered Mack equipment that has no delivery date. Looking at switching to Western Star (WS). The team compared WS with Mack, it seems it might be easier to work on WS products. All the fitted parts for the unit ordered for the Mack will fit on the WS unit. Going ahead with Western Star. Blades will be from CAT.

Roundabout: Working with an outside attorney on the contract with the Railroad.

County 49: Is nearly done. Still working with the landowner on compensation (18 months). Possible mediation.

21st Ave – Turnback to the Township.

Eastside Corridor: still waiting for reports. The Eastside corridor group will check in with the Engineer if they want to meet again.

Speed Study in Medford: Waiting on information from state.

Medford: If the council would like parking lines on the main street, this is something they will need to proceed with.



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, January 16, 2024, at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Glynn, Commissioner Krueger, Planning & Zoning Director Dale Oolman, County Assessor Tom Reineke, County Recorder Rick Kvien, PT & E Director Jennifer Mueller, Finance Director Candi Lemarr, and Administrator Scott Golberg.

Consent:

1. Committee recommends approving Property Tax Abatement Fire for PID#17-274-0232.
Fire was January of 2023. Abatement is for 11 months.
2. Committee recommends approving the 2024 Delegation Agreement for Aquatic Invasive Species (AIS) Prevention Inspection of Water-related Equipment and Authorize the Chair to sign.
Checked 604 boats last year.

Department Head Reports

Assessor: Slow time of year.

Recorder: Busy with passports. Turn around is 6 to 8 weeks. Experiencing about 5 weeks.

PT & E: P-n-P absentee voting starts this week. Getting the 1099's and W-9's completed.

Planning & Zoning: Started working on the 32 reports that are required to be completed.

Administration: Seven people have applied for Administrator position. SCFG ESP – Per requirement, letters, plans, and bid information will be mailed to the state this week.