



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, MARCH 26, 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. Land & Liberty Coalition – 2023 Production Tax Revenue Fact sheet (pg. 3)

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.

5. Approve March 12, 2024 Board Minutes (pg. 4)
6. Approve March 12, 2024 Board Work Session Minutes (pg. 6)
7. Approve Bills (pg. 7)
8. Approve Personnel Report (pg. 35)
9. Adopt Resolution for Vacation of Excess Highway Easement (Right-of-Way) on CSAH 45 (pg. 36)

10. Adopt Resolution for Vacation of Excess Highway Easement (Right-of-Way) on CSAH 48 (Bixby Road) (pg. 43)
11. Approve Professional Services Contract with WHKS for Feasibility Study for CSAH 2/CR 180, CSAH 43, and CR 171 Intersection Improvement in an amount not to exceed of \$127,375.00. (pg. 51)
12. Adopt Resolution to Approve MnDOT Contract No. 1055853 (upgrade/maintenance to Hoffman Dr. and Bridge St. I-35 ramp signals) and Authorize the Chair and Administrator to execute the Agreement. (pg. 107)

General Agenda

13. Adopt Resolution Authorizing Submittal of a Grant Application for the CSAH 28/Beaver Lake Park Trail Improvements (pg. 122)

County Board Work Session – Tuesday, March 26, 2024

14. Adopt the Public Land Survey System (PLSS) Monument Grant Resolution and Authorize the GIS Coordinator to Execute the grant. (pg. 147)
15. Approve the LEC Purchase Agreement and Interim Lease and Authorize the Administrator or Finance Director to execute the agreement. (pg. 149)
16. Approve Out of State Travel – PBK Annual Training (pg. 157)

Information Items

17. Public Works Committee Minutes – Thursday, March 14 (pg. 165)

Presentations:

Commissioner Reports:

Next Meeting Notices:

Internal Central Services – **Wednesday, April 3 at 8 a.m. in the Boardroom**

Property & Maintenance Committee – **Thursday, April 4 at 8 a.m. in the Boardroom**

County Board Work Session – **Tuesday, April 9 at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, April 9 at 5 p.m. in the Boardroom**

Adjourn

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



STEELE COUNTY

2023 PRODUCTION TAX REVENUE FACT SHEET



**Steele County Total
Production Tax:**

\$157,100

130,925

**Total MW
of Wind & Solar**

**Minnesota Total
Production Tax:**

\$18.75 million

MINNESOTA RANK

17/87



March 12, 2024

4 of 166

CEO Interview Process, testified at MN House Hearing, Canvassing Board, Steele County Housing Trust Fund meeting, and a Work Session.

LISTING OF BILLS
March 12, 2024

Advanced Correctional Healthcare Inc	8,924.01
Barr Engineering Company	3,667.00
Central Farm Services	5,479.85
Crysteel Truck Equipment Inc	12,628.00
Culligan Inc	7,217.40
Curts Truck & Diesel Svc	10,869.25
Election Systems & Software Inc	9,487.99
Equity Elephant Consulting LLC	2,000.00
Federal Home Loan Mortgage Corporatio1	25,369.19
Four Seasons Electric	3,650.00
From the Ground Up LLC	28,010.00
General Parts LLC	2,184.13
I & S Group Inc	4,326.25
Ihrke/Laura L	9,075.00
Information Systems Corp	5,485.00
J & J Cabinet Works Inc	4,798.79
Jones Haugh & Smith Inc	5,860.00
Metropolitan Mechanical Contractors Inc	2,856.38
Midstates Equipment & Supply Inc	17,114.24
Minnesota Valley Testing Labs	5,540.00
Mn Dept Of Transportation	14,507.40
Owatonna Motor Company	2,784.28
Owatonna Police Dept	9,115.83
Summit Food Services LLC	9,905.07
Tri-State Bobcat	2,663.53
WHKS & Co	13,943.09
Willies Painting LLC	2,850.00
Wold Architects and Engineers	2,567.37
76 Payments less than 2000	<u>35,534.11</u>
Final Total:	268,413.16

Motion by Commissioner Glynn, seconded by Commissioner Krueger to go into closed session at 4:16 p.m. for the purpose of labor negotiations strategy, per MN statute 179A.01, section 13D.03. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to come out of Closed Session at 4:25 p.m. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve making the shift differential pay retroactive to 1/1/2023 for the Correctional Sergeant Unit. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger , to adjourn to the Call of the Chair at 4:26 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

March 12, 2024

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 3:00 p.m. on March 12, 2024 with Commissioner's Krueger, Brady, Glynn, and Gnemi. Abbe absent. Also present were Human Resources Director Julie Johnson, Finance Director Candi Lemarr, IT Director Dave Purscell, Assessor Thomas Reineke, Sheriff Lon Thiele, Public Health Director Amber Aaseth, County Administrator Scott Golberg and Property Tax & Elections Director Jennifer Mueller.

Riley Jimenez, Abused Children's Program Coordinator spoke about Crisis Resource Center Mission and Purpose. To provide support and confidential services to individuals affected by domestic abuse and sexual violence. They are committed to reducing the incidences of domestic abuse and sexual violence by providing education to all members of the communities we serve by helping the individuals with immediate safety options and/or increased sense of safety through the services the Center provides. provide services to adults and children who are affected by domestic abuse and sexual violence. In 2023 they provided 2,426 services to 677 clients.

Dom Korbel, Executive Director of Community Pathways spoke about their recent expansion and how that impacted our community by providing 2,800 families with food in 2023 vs. 1,870 in 2022. Community Pathways distributed 1.7 MM pounds of food in 2023, with only 2% waste. Due to the larger space, they have been able to get more quantity of food at a lower cost. They are wanting to increase the budget to 2.2 MM pounds of food.

Edna Ringhofer, Executive Director spoke about Healthy Seniors of Steele County to help seniors in need who are 65 and older live healthy, safe, and independent in their own homes,. She added that they offer services such as caregiver support, medical escorts, and a Healthy Partners program. In 2023, they provided 11,748 services to 1,581 clients with the help of 239 volunteers.

Meeting was adjourned at 3:52 p.m.

CHAIRMAN

ATTEST: _____
Administrator

SBENDORF

3/21/24

12:46PM

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

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula 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			
	9173 Madden Galanter Hansen LLP						
27	01-003-000-0000-6194		202.50	Review email & FMLA issue	3/8/2024	Personnel Policy	Y
	9173 Madden Galanter Hansen LLP		202.50	1 Transactions			
	3786 Soldo Consulting PC						
41	01-003-000-0000-6194		4,693.65	Ee complaint investigation	03/08/2024	Personnel Policy	N
	3786 Soldo Consulting PC		4,693.65	1 Transactions			
3	DEPT Total:		4,896.15	County Wide	2 Vendors	2 Transactions	
5	DEPT			Board Of Commissioners			
	8241 Gnemi/Rick A						
16	01-005-000-0000-6331		82.27	Mileage reimb 1/3 - 3/7/24	20240308	Mileage Reimbursement	N
	8241 Gnemi/Rick A		82.27	1 Transactions			
	37025 Innovative Office Solutions LLC						
176	01-005-000-0000-6410		89.24	Copy paper	4491432	Office Supplies	N
	37025 Innovative Office Solutions LLC		89.24	1 Transactions			
5	DEPT Total:		171.51	Board Of Commissioners	2 Vendors	2 Transactions	
31	DEPT			County Administrator			
	37025 Innovative Office Solutions LLC						
177	01-031-000-0000-6410		10.08	Copy paper	4491432	Office Supplies	N
	37025 Innovative Office Solutions LLC		10.08	1 Transactions			
	4879 Shred Right						
39	01-031-000-0000-6801		21.26	Shred serv order 0033014-3/8	0020070	General Expense	Y
	4879 Shred Right		21.26	1 Transactions			
31	DEPT Total:		31.34	County Administrator	2 Vendors	2 Transactions	
32	DEPT			Human Resources			
	9783 Alternative Business Furniture						
173	01-032-000-0000-6801		2,497.58	Office desk for HR area	69618	General Expense	N
	9783 Alternative Business Furniture		2,497.58	1 Transactions			

SBENDORF

3/21/24 12:46PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 3

Vendor	Name	Rpt	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					
178	01-032-000-0000-6410		44.62	Copy paper	4491432	Office Supplies N
37025	Innovative Office Solutions LLC		44.62	1 Transactions		
4879	Shred Right					
40	01-032-000-0000-6801		21.27	Shred serv order 0033014-3/8	0020070	General Expense Y
4879	Shred Right		21.27	1 Transactions		
32	DEPT Total:		2,563.47	Human Resources	3 Vendors	3 Transactions
41	DEPT			Auditor		
37025	Innovative Office Solutions LLC					
149	01-041-000-0000-6410		60.79	Copy paper, calculator tape	4491413	Office Supplies N
37025	Innovative Office Solutions LLC		60.79	1 Transactions		
41	DEPT Total:		60.79	Auditor	1 Vendors	1 Transactions
42	DEPT			Treasurer		
37025	Innovative Office Solutions LLC					
150	01-042-000-0000-6410		47.98	Copy paper	4491413	Office Supplies N
37025	Innovative Office Solutions LLC		47.98	1 Transactions		
42	DEPT Total:		47.98	Treasurer	1 Vendors	1 Transactions
61	DEPT			Information Technology		
18450	Office of MN IT Services					
34	01-061-000-0000-6212		1,100.44	Monthly fees - February	DV24020396	M-Net Expenses N
18450	Office of MN IT Services		1,100.44	1 Transactions		
61	DEPT Total:		1,100.44	Information Technology	1 Vendors	1 Transactions
62	DEPT			Central Services		
8499	Counties Providing Technology					
7	01-062-000-0000-6301		4,596.00	Gen tech/assist/support-March	1989	Equip/Software Maint Y
8499	Counties Providing Technology		4,596.00	1 Transactions		
16282	Crosstown Cartage Inc					
174	01-062-000-0000-6801		324.00	Contracted mail services	03/15/2024	General Expense N

Steele County

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
175	01-062-000-0000-6802	70.00	Additional mail services	03/15/2024	Internal Chargeback	N
16282	Crosstown Cartage Inc	394.00	2 Transactions			
9767	UKG Kronos Systems LLC					
51	01-062-000-0000-6301	3,419.17	HRIS operating cost - Feb 2024	12213347	Equip/Software Maint	N
9767	UKG Kronos Systems LLC	3,419.17	1 Transactions			
62	DEPT Total:	8,409.17	Central Services	3 Vendors	4 Transactions	
63	DEPT		Auditor Elections			
6032	APG Media of Southern Minnesota LLC					
2	01-063-000-0000-6242	0.81	Notice of Public Accuracy test	Ad 142048	Publishing	N
3	01-063-000-0000-6242	26.25	PNP election notice	Ad 142209	Publishing	N
6032	APG Media of Southern Minnesota LLC	27.06	2 Transactions			
21920	Election Systems & Software Inc					
13	01-063-000-0000-6410	291.97	PNP election media	CD2079256	Office Supplies	N
138	01-063-000-0000-6410	835.46	Test deck ballots - PNP	CD2080396	Office Supplies	N
21920	Election Systems & Software Inc	1,127.43	2 Transactions			
63	DEPT Total:	1,154.49	Auditor Elections	2 Vendors	4 Transactions	
91	DEPT		County Attorney			
9018	Karpel Solutions					
21	01-091-000-0000-6241	14,925.00	Annual PBK mainten/storage	66146	Membership Dues	N
9018	Karpel Solutions	14,925.00	1 Transactions			
46606	Sheriff of Lesueur County					
24	01-091-000-0000-6343	70.00	Subpoena svc 74-CR231213	3171	Service Fees	N
46606	Sheriff of Lesueur County	70.00	1 Transactions			
70550	Thomson Reuters - West					
49	01-091-000-0000-6410	1,475.92	Westlaw usage - Feb 2024	849798314	Office Supplies	N
50	01-091-000-0000-6410	93.62	Library plan	849875735	Office Supplies	N
70550	Thomson Reuters - West	1,569.54	2 Transactions			
91	DEPT Total:	16,564.54	County Attorney	3 Vendors	4 Transactions	

SBENDORF

3/21/24 12:46PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 5

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	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
101	DEPT			County Recorder			
	69685 Fred Pryor Seminars						
14	01-101-000-9306-6480		1,350.00	Annual renewals - 6 count	316192	Non-Capitalized Inv - Compliance Fu	Y
	69685 Fred Pryor Seminars		1,350.00	1 Transactions			
	37025 Innovative Office Solutions LLC						
179	01-101-000-0000-6410		143.94	Copy paper	4492503	Office Supplies	N
	37025 Innovative Office Solutions LLC		143.94	1 Transactions			
101	DEPT Total:		1,493.94	County Recorder	2 Vendors	2 Transactions	
103	DEPT			Assessor			
	3693 Loffler Companies Inc						
26	01-103-000-0000-6301		23.48	Cannon copier contract	4628000	Equip/Software Maint	N
	3693 Loffler Companies Inc		23.48	1 Transactions			
	83500 Steele County Highway Dept						
42	01-103-000-0000-6540		12.66	Fuel	2286	Gas & Oil	N
	83500 Steele County Highway Dept		12.66	1 Transactions			
103	DEPT Total:		36.14	Assessor	2 Vendors	2 Transactions	
105	DEPT			Planning & Zoning			
	6032 APG Media of Southern Minnesota LLC						
4	01-105-000-0000-6242		1.56	Public Notice-BOA & PC mtg	16085-0224	Publishing	N
	6032 APG Media of Southern Minnesota LLC		1.56	1 Transactions			
	13000 City Of Blooming Prairie						
6	01-105-000-0000-6805		202.23	Bldg permit reimburs-Feb	February 2024	Bl Pr Reimb-Bldg Permit	N
	13000 City Of Blooming Prairie		202.23	1 Transactions			
	37025 Innovative Office Solutions LLC						
17	01-105-000-0000-6410		41.51	Notepads, post-its, binders	4483065	Office Supplies	N
	37025 Innovative Office Solutions LLC		41.51	1 Transactions			
	51300 Metro Sales Inc						
28	01-105-000-0000-6410		276.14	Copier contract	INV2480377	Office Supplies	N

SBENDORF

3/21/24 12:46PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
51300	Metro Sales Inc		276.14	1 Transactions		
83500	Steele County Highway Dept					
43	01-105-000-0000-6540		78.41	Fuel	2291	Gas & Oil N
83500	Steele County Highway Dept		78.41	1 Transactions		
105	DEPT Total:		599.85	Planning & Zoning	5 Vendors	5 Transactions
111	DEPT			Buildings & Grounds		
8288	Four Seasons Electric					
161	01-111-044-0000-6300		222.38	Install wiring for kiosk	13468	Bldg Repairs & Maintenance N
163	01-111-049-0000-6300		650.00	Supply 2 addl exterior lights	13480	Bldg Repairs & Maintenance N
162	01-111-049-0000-6300		575.00	Replace all exterior lights	13492	Bldg Repairs & Maintenance N
8288	Four Seasons Electric		1,447.38	3 Transactions		
4710	Interstate Power Systems Inc					
165	01-111-044-0000-6300		354.00	Repair generator leak	R001206660:02	Bldg Repairs & Maintenance N
166	01-111-044-0000-6300		561.00	Generator inspection	R001206663:01	Bldg Repairs & Maintenance N
4710	Interstate Power Systems Inc		915.00	2 Transactions		
9467	Miller/Nikola					
167	01-111-000-0000-6331	AP	13.10	20 miles @ .655 - Dec 2023	March 2023	Mileage Reimbursement N
168	01-111-000-0000-6331		24.12	36 miles @ .67 - Jan & Feb 24	March 2024	Mileage Reimbursement N
9467	Miller/Nikola		37.22	2 Transactions		
8253	Owatonna Filters					
169	01-111-044-0000-6300		2,674.20	Filters	4893	Bldg Repairs & Maintenance Y
170	01-111-042-0000-6300		376.08	Filters	4947	Bldg Repairs & Maintenance Y
8253	Owatonna Filters		3,050.28	2 Transactions		
62900	Owatonna Heating & Cooling Inc.					
171	01-111-044-0000-6300		23.60	Vent fast & pipe	9130	Bldg Repairs & Maintenance N
62900	Owatonna Heating & Cooling Inc.		23.60	1 Transactions		
65100	Paape Companies Inc					
36	01-111-042-0000-6300		55.00	Repair bind in weather station	112715	Bldg Repairs & Maintenance N
65100	Paape Companies Inc		55.00	1 Transactions		
83500	Steele County Highway Dept					

SBENDORF

3/21/24 12:46PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 7

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
172	01-111-000-0000-6562		Fuel	2288	Fuel And Gas	N
83500	Steele County Highway Dept		1 Transactions			
111	DEPT Total:	5,808.90	Buildings & Grounds	7 Vendors	12 Transactions	
121	DEPT		Veteran Service			
15550	Court Sports And More Inc					
137	01-121-751-0000-6820	356.00	Polo shirts with linkage line	1720	Grant Expense	N
15550	Court Sports And More Inc	356.00	1 Transactions			
2072	Gilormini/Rene					
15	01-121-000-0000-6261	400.00	Reimb 2024 NACVSO conf	03152024NACVSO	Conference & Training	N
2072	Gilormini/Rene	400.00	1 Transactions			
37025	Innovative Office Solutions LLC					
18	01-121-000-0000-6410	68.86	Tape, duster, wipes, etc	4481925	Office Supplies	N
37025	Innovative Office Solutions LLC	68.86	1 Transactions			
61527	Owatonna Peoples Press					
94	01-121-000-0000-6242	262.60	Annual subscription renewal	OPP-9010 042420	Publishing	N
61527	Owatonna Peoples Press	262.60	1 Transactions			
121	DEPT Total:	1,087.46	Veteran Service	4 Vendors	4 Transactions	
201	DEPT		Sheriff			
9890	Altra Federal Credit Union					
87	01-201-000-0000-5521	3,469.57	Wage levy - MHendrix	55-CV232058	Levy Income	Y
9890	Altra Federal Credit Union	3,469.57	1 Transactions			
18110	Dean's Westside Towing					
90	01-201-000-0000-6806	234.00	Towed vehicle - SC24-000242	142614	Vehicle Towing	Y
18110	Dean's Westside Towing	234.00	1 Transactions			
9888	DetectaChem Inc					
11	01-201-000-0000-6801	79.64	Drug testing - 2 pouches	INV 14089	Misc Expense	N
9888	DetectaChem Inc	79.64	1 Transactions			
37025	Innovative Office Solutions LLC					

SBENDORF

3/21/24 12:46PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 8

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
91	01-201-000-0000-6410	22.61	Pens, refills, duster	4483179	Office Supplies	N
37025	Innovative Office Solutions LLC	22.61	1 Transactions			
1064	Kappy's Collision Center					
20	01-201-000-0103-6320	289.30	Replaced pillar molding	4145	Squad 7410 Maintenance	Y
1064	Kappy's Collision Center	289.30	1 Transactions			
4877	L & L Street Rods & Sport Trucks					
22	01-201-000-0123-6320	340.00	Tint windshield & install bar	3939	Squad 7423 Maintenance	Y
93	01-201-000-0118-6320	1,000.00	Remove all equipment & wiring	3940	Squad 7412 Maintenance	Y
4877	L & L Street Rods & Sport Trucks	1,340.00	2 Transactions			
5487	LexisNexis Risk Data Management					
25	01-201-000-0000-6425	200.00	Searches/reports - Feb 2024	1035910-2024022	Investigation Expense	N
5487	LexisNexis Risk Data Management	200.00	1 Transactions			
56125	NAPA Auto Parts					
33	01-201-000-0113-6320	41.98	2 wiper blades - #7428	007792	Squad 7411 Maintenance	N
32	01-201-000-0000-6801	6.49	Battery - Courthouse alarm	008769	Misc Expense	N
56125	NAPA Auto Parts	48.47	2 Transactions			
78500	Sheriff Of Freeborn Co					
38	01-201-000-0000-6211	500.00	4 watchguard body cameras	02292024	Radio-Computers-Cameras	N
78500	Sheriff Of Freeborn Co	500.00	1 Transactions			
83500	Steele County Highway Dept					
97	01-201-000-0000-6562	4,878.10	Fuel	2287	Gas & Oil Squads	N
83500	Steele County Highway Dept	4,878.10	1 Transactions			
9778	Sweet Towing LLC					
46	01-201-000-0000-6806	80.00	Towing 7412 Kappy to Sheriff	74378	Vehicle Towing	Y
9778	Sweet Towing LLC	80.00	1 Transactions			
201	DEPT Total:	11,141.69	Sheriff	11 Vendors	13 Transactions	
208	DEPT		Coroner			
8048	Edwardsen/Danette Marie					
12	01-208-000-0000-6801	275.00	Death investigations - 1	2/22/24	General Expense	6

SBENDORF

3/21/24 12:46PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 9

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8048	Edwardsen/Danette Marie		275.00	1 Transactions		
4229	Moore Md/Kellyanna J					
31	01-208-000-0000-6801		3,864.24	Coroner services - March 2024	March 2024	General Expense 6
4229	Moore Md/Kellyanna J		3,864.24	1 Transactions		
208	DEPT Total:		4,139.24	Coroner	2 Vendors	2 Transactions
251	DEPT			Jail		
3134	Dash Medical Gloves					
89	01-251-000-0000-6451		455.39	Latex gloves	1305026	Operating Supplies N
3134	Dash Medical Gloves		455.39	1 Transactions		
37025	Innovative Office Solutions LLC					
92	01-251-000-0000-6410		329.06	Stamps, wipes, copy paper, etc	4489049	Office Supplies N
37025	Innovative Office Solutions LLC		329.06	1 Transactions		
9084	Metro FiberNet LLC					
153	01-251-000-0000-6304		325.00	Dark fiber lease-DC-April	1675291	Contract Serv./Bldg Maint Y
9084	Metro FiberNet LLC		325.00	1 Transactions		
18450	Office of MN IT Services					
35	01-251-000-0000-6211		42.50	Fiber mgmt fees - Feb 2024	DV24020396	Radio - Computers - Cameras N
18450	Office of MN IT Services		42.50	1 Transactions		
4879	Shred Right					
95	01-251-000-0000-6304		42.53	Document shredding	19352	Contract Serv./Bldg Maint Y
4879	Shred Right		42.53	1 Transactions		
83500	Steele County Highway Dept					
98	01-251-000-0000-6562		513.91	Fuel	2292	Gas & Oil N
83500	Steele County Highway Dept		513.91	1 Transactions		
85300	Streichers Inc					
99	01-251-000-0000-6192		378.94	Employee uniforms - MDroog	I1685894	Uniform Allowance N
100	01-251-000-0000-6192		23.98	Employee uniforms - MDroog	I1685992	Uniform Allowance N
101	01-251-000-0000-6192		489.90	Employee uniforms - MDroog	I1687295	Uniform Allowance N
85300	Streichers Inc		892.82	3 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8247	Summit Food Services LLC					
102	01-251-000-0000-6441		3,513.53	Inmate meals 2/24 - 3/1/24	INV2000201174	Prisoner Meals N
103	01-251-000-0000-6441		578.01	Rate change 2/1 - 2/23/24	INV2000201692	Prisoner Meals N
105	01-251-000-0000-6418		27.64	Paper products	INV2000201959	Lock-Up Supplies N
104	01-251-000-0000-6441		3,559.68	Inmate meals 3/2 - 3/8/24	INV2000201959	Prisoner Meals N
8247	Summit Food Services LLC		7,678.86	4 Transactions		
4035	Uline Inc					
106	01-251-000-0000-6560		412.36	Nozzles, mop handles, etc	175146898	Janitorial Supplies N
4035	Uline Inc		412.36	1 Transactions		
251	DEPT Total:		10,692.43	Jail	9 Vendors	14 Transactions
252	DEPT			Community Corrections		
4064	Alcohol Monitoring System Inc					
1	01-252-000-0000-6274		1,356.40	SCRAM monitoring fee	304687	Scram Monitoring N
4064	Alcohol Monitoring System Inc		1,356.40	1 Transactions		
8393	AMC - MACA					
5	01-252-775-0000-6261		1,125.00	MACCAC agent training conf '24	Conf 2/15-2/16/2	Conference & Training - CCA Subsidy N
8393	AMC - MACA		1,125.00	1 Transactions		
9891	Clennon/Shane					
88	01-252-000-0000-5538		50.00	SCRAM reimb - GPS removed	March 2024	Scram Revenue N
9891	Clennon/Shane		50.00	1 Transactions		
8263	CRK Properties LLC					
9	01-252-000-0000-6341		1,010.95	Utilities	1263	Office Rent Y
8	01-252-000-0000-6341		5,922.00	Rent - April	2/27/2024	Office Rent Y
8263	CRK Properties LLC		6,932.95	2 Transactions		
37025	Innovative Office Solutions LLC					
151	01-252-000-0000-6410		129.35	Paper, note pads, pens, flags	4490346	Office Supplies N
37025	Innovative Office Solutions LLC		129.35	1 Transactions		
6884	Language Line Services Inc					
23	01-252-000-0000-6284		153.16	Translator services	11235935	Interpreter Services Y
6884	Language Line Services Inc		153.16	1 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
154	9084 Metro FiberNet LLC		300.00	Dark fiber monthly fee-CCA-Apr	1677937	Telephone
	9084 Metro FiberNet LLC		300.00	1 Transactions		Y
29	51300 Metro Sales Inc		149.56	Copier	INV2480383	Office Supplies
	51300 Metro Sales Inc		149.56	1 Transactions		N
30	5830 Midwest Monitoring & Surveillance		139.75	Lab services - February 2024	DT0224156	Chemical Testing
	5830 Midwest Monitoring & Surveillance		139.75	1 Transactions		Y
37	77390 Schilling Supply Company		136.68	Gloves	953661-00	Chemical Testing
	77390 Schilling Supply Company		136.68	1 Transactions		N
96	4879 Shred Right		42.53	Paper shredding	0020069	Office Supplies
	4879 Shred Right		42.53	1 Transactions		Y
44	83500 Steele County Highway Dept		133.97	Fuel	2297	Gas & Oil
	83500 Steele County Highway Dept		133.97	1 Transactions		N
252	DEPT Total:		10,649.35	Community Corrections	12 Vendors	13 Transactions
253	DEPT			Law Enforcement Center		
164	3832 I & S Group Inc		741.25	LEC generator upgrade-Feb	102641	Capital Outlay
	3832 I & S Group Inc		741.25	1 Transactions		Y
19	37025 Innovative Office Solutions LLC		136.23	File jackets, envelopes, pens	4472079	Office Supplies
	37025 Innovative Office Solutions LLC		136.23	1 Transactions		N
45	85167 Stewart Sanitation		83.24	Garbage pickup	837472	Garbage Disposal
	85167 Stewart Sanitation		83.24	1 Transactions		N

SBENDORF

3/21/24 12:46PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 12

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
87305	Thompson Sanitation					
47	01-253-000-0000-6254		16.75	Recycling	62984	Garbage Disposal N
87305	Thompson Sanitation		16.75	1 Transactions		
253	DEPT Total:		977.47	Law Enforcement Center	4 Vendors	4 Transactions
391	DEPT			Environmental Services		
87305	Thompson Sanitation					
48	01-391-000-0000-6548		74,237.98	Recycling contract - Feb 2024	5589	Recycling N
87305	Thompson Sanitation		74,237.98	1 Transactions		
391	DEPT Total:		74,237.98	Environmental Services	1 Vendors	1 Transactions
481	DEPT			Public Health Nursing		
8204	Adams/Penny					
124	01-481-460-6009-6331		60.30	Mileage - February 2024	February 2024	Mileage Reimbursement N
8204	Adams/Penny		60.30	1 Transactions		
9630	Alvarado/Gabrielle					
125	01-481-461-6066-6331		33.50	Mileage - February 2024	February 2024	Mileage Reimbursement N
9630	Alvarado/Gabrielle		33.50	1 Transactions		
2574	Archambault/Kristi					
52	01-481-460-6009-6331		39.53	Mileage - February 2024	February 2024	Mileage Reimbursement N
2574	Archambault/Kristi		39.53	1 Transactions		
7	Bartsch/Christine					
126	01-481-460-6009-6331		176.21	Mileage - February 2024	February 2024	Mileage Reimbursement N
7	Bartsch/Christine		176.21	1 Transactions		
8486	Baumgartner/Ann					
127	01-481-460-6009-6331		16.08	Mileage - February 2024	February 2024	Mileage Reimbursement N
8486	Baumgartner/Ann		16.08	1 Transactions		
9413	Benson/Robert					
128	01-481-460-6009-6331		4.69	Mileage - February 2024	February 2024	Mileage Reimbursement N
9413	Benson/Robert		4.69	1 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
6267	Brinkman/Stacie Lynn					
55	01-481-461-6025-6331		43.75	Mileage - February 2024	February 2024	Mileage Reimbursement N
53	01-481-461-6030-6331		11.28	Mileage - February 2024	February 2024	Mileage Reimbursement N
56	01-481-461-6034-6331		1.63	Mileage - February 2024	February 2024	Mileage Reimbursement N
54	01-481-461-6059-6331		3.35	Mileage - February 2024	February 2024	Mileage Reimbursement N
6267	Brinkman/Stacie Lynn		60.01	4 Transactions		
12590	Christenson/Yukari					
129	01-481-460-6009-6331		89.78	Mileage - February 2024	February 2024	Mileage Reimbursement N
12590	Christenson/Yukari		89.78	1 Transactions		
9742	DeLaRosa/Aliyanna					
79	01-481-461-6066-6464		20.00	Tobacco grant student payment	February 2024	General Supplies & Outreach N
9742	DeLaRosa/Aliyanna		20.00	1 Transactions		
9741	DeLaRosa/Naomie					
80	01-481-461-6066-6464		20.00	Tobacco grant student payment	February 2024	General Supplies & Outreach N
9741	DeLaRosa/Naomie		20.00	1 Transactions		
9841	Farr/Whitney					
59	01-481-460-6012-6331		2.01	Mileage - February 2024	February 2024	Mileage Reimbursement N
9841	Farr/Whitney		2.01	1 Transactions		
9768	Geelle/Samia					
81	01-481-461-6066-6464		20.00	Tobacco grant student payment	February 2024	General Supplies & Outreach N
9768	Geelle/Samia		20.00	1 Transactions		
9889	Hall/Sarah					
130	01-481-460-6009-6331		4.02	Mileage - February 2024	February 2024	Mileage Reimbursement N
9889	Hall/Sarah		4.02	1 Transactions		
9539	Hanson/Carter					
82	01-481-461-6066-6464		20.00	Tobacco grant student payment	February 2024	General Supplies & Outreach N
9539	Hanson/Carter		20.00	1 Transactions		
9722	Hanson/Whitney					
60	01-481-460-6009-6331		111.27	Mileage - February 2024	February 2024	Mileage Reimbursement N
9722	Hanson/Whitney		111.27	1 Transactions		

SBENDORF

3/21/24 12:46PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 14

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8389	Healthcare First					
107	01-481-460-6009-6383	111.02	HHCAHPS fee - March 2024	INV5429146	Contract Services	N
8389	Healthcare First	111.02	1 Transactions			
9646	Heyne/Ella					
83	01-481-461-6066-6464	20.00	Tobacco grant student payment	February 2024	General Supplies & Outreach	N
9646	Heyne/Ella	20.00	1 Transactions			
9458	Jongbloedt/Beth					
61	01-481-460-6009-6331	12.13	Mileage - February 2024	February 2024	Mileage Reimbursement	N
9458	Jongbloedt/Beth	12.13	1 Transactions			
3256	Kofstad/Melissa					
108	01-481-464-6052-6330	11.71	ICS 400 training - lunch	2/22/24	Travel Expenses	N
62	01-481-464-6052-6331	56.28	Mileage - February 2024	February 2024	Mileage Reimbursement	N
3256	Kofstad/Melissa	67.99	2 Transactions			
9867	Lieske/Michelle					
131	01-481-460-6009-6331	83.08	Mileage - February 2024	February 2024	Mileage Reimbursement	N
9867	Lieske/Michelle	83.08	1 Transactions			
9769	Maas/Carlin Ray					
84	01-481-461-6066-6464	40.00	Tobacco grant student payment	February 2024	General Supplies & Outreach	N
9769	Maas/Carlin Ray	40.00	1 Transactions			
5754	McMann/Katy					
63	01-481-460-6009-6331	26.80	Mileage - February 2024	February 2024	Mileage Reimbursement	N
5754	McMann/Katy	26.80	1 Transactions			
51087	Medtox Laboratories Inc					
109	01-481-461-6025-6383	10.92	Lead blood test	0220241690896	Contract Services	N
51087	Medtox Laboratories Inc	10.92	1 Transactions			
9562	Packard/Anah					
85	01-481-461-6066-6464	20.00	Tobacco grant student payment	February 2024	General Supplies & Outreach	N
9562	Packard/Anah	20.00	1 Transactions			
9616	Parrott & Smith LLC					
110	01-481-461-6066-6341	265.00	Rent - April	March 2024	Office Rent	1

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9616	Parrott & Smith LLC		265.00	1 Transactions		
2587	Piepho/Nancy June					
64	01-481-461-6034-6331		2.08	Mileage - February 2024	February 2024	Mileage Reimbursement N
2587	Piepho/Nancy June		2.08	1 Transactions		
9885	Probst/Estate of Angie					
57	01-481-460-6009-6331		78.12	Re-issue mileage check 177671	March 2024	Mileage Reimbursement N
58	01-481-464-6061-6331		0.63	Re-issue mileage check 177671	March 2024	Mileage Reimbursement N
9885	Probst/Estate of Angie		78.75	2 Transactions		
77316	Schroeder/Greg					
112	01-481-460-6009-6331		48.24	Mileage - February 2024	February 2024	Mileage Reimbursement Y
111	01-481-460-6009-6383		1,415.93	Physical therapist - Feb 2024	February 2024	Contract Services Y
77316	Schroeder/Greg		1,464.17	2 Transactions		
83500	Steele County Highway Dept					
117	01-481-460-6009-6540		101.85	County car fuel - Feb 2024	2289	Gas & Oil N
116	01-481-460-6012-6540		40.39	County car fuel - Feb 2024	2289	LTC - Gas & Oil N
113	01-481-461-6025-6540		3.51	County car fuel - Feb 2024	2289	Gas & Oil N
118	01-481-461-6030-6540		1.76	County car fuel - Feb 2024	2289	Gas & Oil N
120	01-481-461-6034-6540		7.02	County car fuel - Feb 2024	2289	Gas & Oil N
115	01-481-461-6059-6540		15.80	County car fuel - Feb 2024	2289	Gas & Oil N
114	01-481-462-6047-6540		3.51	County car fuel - Feb 2024	2289	Gas & Oil N
119	01-481-465-6057-6540		1.76	County car fuel - Feb 2024	2289	Gas & Oil N
83500	Steele County Highway Dept		175.60	8 Transactions		
9354	Straight River Taxi					
122	01-481-460-6012-6465		60.00	Taxi service	168408	Patient Supplies & Services N
121	01-481-460-6012-6465		40.00	Taxi service	168414	Patient Supplies & Services N
9354	Straight River Taxi		100.00	2 Transactions		
84035	Tri-M Graphics					
123	01-481-461-6066-6464		115.13	TakeDownTobacco posters	103507	General Supplies & Outreach N
84035	Tri-M Graphics		115.13	1 Transactions		
9811	Vargas/Ruby					
132	01-481-460-6009-6331		6.03	Mileage - February 2024	February 2024	Mileage Reimbursement N

SBENDORF

3/21/24 12:46PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 16

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9811 Vargas/Ruby		6.03	1 Transactions		
9647 Werk/Aubrianna Jo					
86 01-481-461-6066-6464		20.00	Tobacco grant student payment February 2024	General Supplies & Outreach	N
9647 Werk/Aubrianna Jo		20.00	1 Transactions		
481 DEPT Total:		3,296.10	Public Health Nursing	33 Vendors	47 Transactions
521 DEPT			Park And Recreation		
26699 Four Seasons Centre					
140 01-521-000-0000-6831		3,240.00	Open Ice - February	4753-1	Ice Rental Pymts N
141 01-521-000-0000-6831		1,260.00	Open Ice - March	4792-1	Ice Rental Pymts N
26699 Four Seasons Centre		4,500.00	2 Transactions		
9084 Metro FiberNet LLC					
155 01-521-000-0000-6410		325.00	Dark fiber lease-FS-April	1847031	Operating Supplies/Truck Repairs Y
9084 Metro FiberNet LLC		325.00	1 Transactions		
521 DEPT Total:		4,825.00	Park And Recreation	2 Vendors	3 Transactions
550 DEPT			Four Seasons		
1960 Amerigas - Owatonna Mn					
135 01-550-000-0000-6258		340.68	Propane for old zamboni	805917482	LP Gas N
1960 Amerigas - Owatonna Mn		340.68	1 Transactions		
8424 Cintas					
136 01-550-000-0000-6420		139.38	Monthly linens	4185318105	Linen Service Y
8424 Cintas		139.38	1 Transactions		
9632 FinnlyTech Inc					
139 01-550-000-0000-6410		2,828.00	Annual ice scheduling software	1399	Operating Supplies - Contracts N
9632 FinnlyTech Inc		2,828.00	1 Transactions		
33550 Hillyard -Hutchinson					
144 01-550-000-0000-6410		396.91	Toilet paper, roll towels	605414459	Operating Supplies - Contracts N
145 01-550-000-0000-6410		69.53	Scrubber pads	605421420	Operating Supplies - Contracts N
143 01-550-000-0000-6410		301.91	Annual svc - Trident scrubber	700580025	Operating Supplies - Contracts N
142 01-550-000-0000-6410		258.00	Annual svc - advance scrubber	700580026	Operating Supplies - Contracts N

SBENDORF

3/21/24 12:46PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 17

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
148	01-550-000-0000-6410		Annual svc - vacuum #2	700580027	Operating Supplies - Contracts	N
147	01-550-000-0000-6410		Annual svc - vacuum #1	700580028	Operating Supplies - Contracts	N
146	01-550-000-0000-6410		Batteries for Trident scrubber	700581097	Operating Supplies - Contracts	N
33550	Hillyard - Hutchinson	2,417.03	7 Transactions			
4361	Legacy Signs Inc					
152	01-550-000-0000-6410	490.00	Spectator signs for bleachers	18846	Operating Supplies - Contracts	N
4361	Legacy Signs Inc	490.00	1 Transactions			
56125	NAPA Auto Parts					
157	01-550-000-0000-6314	13.98	Grease	8190	Zamboni Repairs	N
156	01-550-000-0000-6314	60.99	Oxygen sensor	8486	Zamboni Repairs	N
56125	NAPA Auto Parts	74.97	2 Transactions			
71075	R & R Specialties Of Wisconsin Inc					
158	01-550-000-0000-6314	24.80	Shipping for parts	81255	Zamboni Repairs	N
71075	R & R Specialties Of Wisconsin Inc	24.80	1 Transactions			
83500	Steele County Highway Dept					
159	01-550-000-0000-6410	48.05	Do Not Enter sign	2285	Operating Supplies - Contracts	N
83500	Steele County Highway Dept	48.05	1 Transactions			
85167	Stewart Sanitation					
160	01-550-000-0000-6254	183.61	Monthly garbage	837449	Garbage Disposal	N
85167	Stewart Sanitation	183.61	1 Transactions			
550	DEPT Total:	6,546.52	Four Seasons	9 Vendors	16 Transactions	
602	DEPT		Co-Op Extension			
14420	Culligan Inc					
10	01-602-000-0000-6410	21.42	Coller rent - March 2024	15396671-02292C	Office Supplies	N
14420	Culligan Inc	21.42	1 Transactions			
602	DEPT Total:	21.42	Co-Op Extension	1 Vendors	1 Transactions	
1	Fund Total:	170,553.37	General Revenue Fund		163 Transactions	

SBENDORF

3/21/24 12:46PM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 18

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				
	9084 Metro FiberNet LLC							
133	10-301-000-0000-6210		300.00	Dark fiber monthly-PW-April	1677937	Telephone		Y
134	10-301-000-0000-6210		30.04	Elevator phone-PW-April	1677937	Telephone		Y
	9084 Metro FiberNet LLC		330.04	2 Transactions				
301	DEPT Total:		330.04	Administration	1 Vendors		2 Transactions	
10	Fund Total:		330.04	Road & Bridge Fund			2 Transactions	

SBENDORF

3/21/24 12:46PM

38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 19

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
201	DEPT			Sheriff				
	8288 Four Seasons Electric							
65	38-201-000-0000-6600		610.57	Relocate outlets-Sheriff addn	13418	Capital Outlay - Sheriff		N
	8288 Four Seasons Electric		610.57	1 Transactions				
201	DEPT Total:		610.57	Sheriff	1 Vendors	1 Transactions		
38	Fund Total:		610.57	Capital Outlay Fund		1 Transactions		

SBENDORF

3/21/24 12:46PM

53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 20

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
398	DEPT		Landfill			
	8424 Cintas					
66	53-398-000-0000-6304		76.48	Rugs	4182433230	Contract Services Y
67	53-398-000-0000-6304		76.48	Rugs	4183168657	Contract Services Y
68	53-398-000-0000-6304		76.48	Rugs	4183893332	Contract Services Y
69	53-398-000-0000-6304		76.48	Rugs	4184606062	Contract Services Y
	8424 Cintas		305.92	4 Transactions		
	38160 J R's Advanced Recyclers Inc					
70	53-398-000-0000-6304		470.00	89 appliances	112555	Contract Services N
	38160 J R's Advanced Recyclers Inc		470.00	1 Transactions		
	56125 NAPA Auto Parts					
71	53-398-000-0000-6301		33.98	Battery charger clamp	805899	Equip Repairs N
	56125 NAPA Auto Parts		33.98	1 Transactions		
	435 OSI Environmental Inc					
72	53-398-000-0000-6304		50.00	Oil filters	20107667	Contract Services N
73	53-398-000-0000-6304		250.00	5 drums - oil filters	20107668	Contract Services N
	435 OSI Environmental Inc		300.00	2 Transactions		
	3314 Ronco Engineering Sales Co Inc					
74	53-398-000-0000-6301		40.96	Parts for hydroseeder	3352143	Equip Repairs N
	3314 Ronco Engineering Sales Co Inc		40.96	1 Transactions		
	83500 Steele County Highway Dept					
75	53-398-000-0000-6301		392.64	Cylinder removal & mack work	2294	Equip Repairs N
76	53-398-000-0000-6380		213.70	Signs	2294	Grounds Maintenance N
77	53-398-000-0000-6388		473.76	Labor costs - Jensen & Born	2294	Labor costs-Highway N
	83500 Steele County Highway Dept		1,080.10	3 Transactions		
	85167 Stewart Sanitation					
78	53-398-000-0000-6544		1,693.93	Waste treatment plant	840233	Leachate Treatment N
	85167 Stewart Sanitation		1,693.93	1 Transactions		
398	DEPT Total:		3,924.89	Landfill	7 Vendors	13 Transactions
53	Fund Total:		3,924.89	Landfill Fund		13 Transactions

SBENDORF
3/21/24 12:46PM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 21

<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:		175,418.87	133 Vendors	179 Transactions

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	170,553.37	General Revenue Fund	
	10	330.04	Road & Bridge Fund	
	38	610.57	Capital Outlay Fund	
	53	3,924.89	Landfill Fund	
	All Funds	175,418.87	Total	Approved by,
				
				

SBENDORF

3/21/24

12:47PM

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

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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			
14420 Culligan Inc					
5 10-301-000-0000-6512		640.00	Softner start up and salt	4271198	Bldg Repair & Maintenance N
14420 Culligan Inc		640.00	1 Transactions		
52300 Mn Counties Insurance Trust					
40 10-301-000-0000-6350		163.00	Mini excavtor insurance	10148	Property & Liability Insurance N
52300 Mn Counties Insurance Trust		163.00	1 Transactions		
61952 Overhead Door Co Of Albert Lea, Inc.					
43 10-301-000-0000-6512		890.70	Cable/seal replacement on door	74318-000	Bldg Repair & Maintenance N
61952 Overhead Door Co Of Albert Lea, Inc.		890.70	1 Transactions		
68420 Plunkett's Pest Control, Inc.					
44 10-301-000-0000-6512		109.62	March pest control	8454844	Bldg Repair & Maintenance N
68420 Plunkett's Pest Control, Inc.		109.62	1 Transactions		
301 DEPT Total:		1,803.32	Administration	4 Vendors	4 Transactions
302 DEPT			Road & Bridge Maintenance Expense		
48700 M-R Sign Company, Inc					
19 10-302-000-0000-6534		59.30	End sign	223295	Supplies - Signing N
20 10-302-000-0000-6534		122.60	Dr Arrow - Double sign	223295	Supplies - Signing N
21 10-302-000-0000-6534		214.55	Dir Arrow - single head sign	223295	Supplies - Signing N
22 10-302-000-0000-6534		350.00	Clear Marker - Rt sign	223295	Supplies - Signing N
23 10-302-000-0000-6534		557.10	Clearance Marker - Rt sign	223295	Supplies - Signing N
24 10-302-000-0000-6534		150.00	Railroad advance warning sign	223295	Supplies - Signing N
25 10-302-000-0000-6534		837.10	Clearance Marker - Lt sign	223295	Supplies - Signing N
26 10-302-000-0000-6534		93.00	Advisory Speed MPH sign	223295	Supplies - Signing N
27 10-302-000-0000-6534		57.00	Curve - Right sign	223295	Supplies - Signing N
28 10-302-000-0000-6534		81.30	Yield Ahead - Symbol sign	223295	Supplies - Signing N
29 10-302-000-0000-6534		43.30	Yield sign	223295	Supplies - Signing N
30 10-302-000-0000-6534		2,292.60	Ind County Route Mkr sign	223295	Supplies - Signing N
31 10-302-000-0000-6534		57.00	Curve - Left sign	223295	Supplies - Signing N
32 10-302-000-0000-6534		57.00	Turn - Left sign	223295	Supplies - Signing N
33 10-302-000-0000-6534		832.80	Stop Ahead - Symbol sign	223295	Supplies - Signing N
34 10-302-000-0000-6534		809.40	Stop sign	223295	Supplies - Signing N
35 10-302-000-0000-6534		56.00	RR adv - paralleltrks RT & LT	223295	Supplies - Signing N
36 10-302-000-0000-6534		1,195.50	No Passing Zone sign	223295	Supplies - Signing N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
37	10-302-000-0000-6534		Large Arrow - Double sign	223295	Supplies - Signing	N
38	10-302-000-0000-6534		Turn - Right sign	223295	Supplies - Signing	N
39	10-302-000-0000-6534		Junction sign	223295	Supplies - Signing	N
48700	M-R Sign Company, Inc		21 Transactions			
8665	Smith Mill Engineering					
46	10-302-000-0000-6537		Calibrate maintenance equipmt	10738	County Contracts	Y
8665	Smith Mill Engineering		1 Transactions			
8967	Steele Waseca Cooperative Electric					
47	10-302-000-0000-6534		Maintain street lights,CSAH 12	1094084	Supplies - Signing	N
48	10-302-000-0000-6534		Maintain street lights, CSAH 2	1117342	Supplies - Signing	N
49	10-302-000-0000-6534		Maintain street lights,CSAH 45	1117355	Supplies - Signing	N
50	10-302-000-0000-6534		Maintain street lights,CSAH 12	120426	Supplies - Signing	N
51	10-302-000-0000-6534		Maintain street lights,CSAH 14	25721	Supplies - Signing	N
52	10-302-000-0000-6534		Maintain street lights,CSAH 19	25722	Supplies - Signing	N
53	10-302-000-0000-6534		Maintain street lights, CSAH 6	26898	Supplies - Signing	N
8967	Steele Waseca Cooperative Electric		7 Transactions			
302	DEPT Total:	9,262.49	Road & Bridge Maintenance Expense	3 Vendors	29 Transactions	
304	DEPT		Equipment Maintenance & Shops			
150	Alexander Lumber Company					
1	10-304-000-0000-6512	70.99	Polyurethane for cabinets	216934/1	Bldg Repair & Maintenance	N
150	Alexander Lumber Company	70.99	1 Transactions			
10150	Carquest Auto Parts					
2	10-304-000-0000-6511	5.59	Coupler	479628	Maint Shop Supplies & Materials	N
10150	Carquest Auto Parts	5.59	1 Transactions			
11215	Central Farm Services					
3	10-304-000-0000-6521	8,876.91	3,002 dyed diesel	2956602	Supplies-Diesel Fuel	N
4	10-304-000-0000-6540	12,955.00	5,000 gallons of unleaded	2956900	Fuel & Lubricants	N
11215	Central Farm Services	21,831.91	2 Transactions			
5365	Fleet Pride					
11	10-304-000-0000-6520	1,220.12	Brake shoe kits & core kits	115130436	Machinery/Vehicle Parts	N
12	10-304-000-0000-6520	371.94-	Return brake shoe kits	115131442	Machinery/Vehicle Parts	N
13	10-304-000-0000-6520	407.94	Brake shoe kit	115131442	Machinery/Vehicle Parts	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
14	10-304-000-0000-6520		Core-kit (2) shoes	115131442	Machinery/Vehicle Parts	N
15	10-304-000-0000-6520		Return core kits	115131442	Machinery/Vehicle Parts	N
5365	Fleet Pride	1,256.12	5 Transactions			
36550	IFACS					
16	10-304-000-0000-6511	8.28	DD batteries	5333115	Maint Shop Supplies & Materials	N
17	10-304-000-0000-6511	164.43	BIM band saw blade	5333450	Maint Shop Supplies & Materials	N
36550	IFACS	172.71	2 Transactions			
4097	Nuss Truck & Equipment					
41	10-304-000-0000-6520	107.76	Coolant filter&coalescing cart	PSO0883411	Machinery/Vehicle Parts	N
42	10-304-000-0000-6520	313.39	Speed sensor kit, unit#2162	PSO0884831	Machinery/Vehicle Parts	N
4097	Nuss Truck & Equipment	421.15	2 Transactions			
3743	RDO Equipment Co, Inc.					
45	10-304-000-0000-6520	212.99	Tree rigging line	P4075402	Machinery/Vehicle Parts	N
3743	RDO Equipment Co, Inc.	212.99	1 Transactions			
304	DEPT Total:	23,971.46	Equipment Maintenance & Shops	7 Vendors	14 Transactions	
310	DEPT		Capital Construction			
22460	Erickson Engineering Co LLC					
6	10-310-000-0000-6262	21,417.00	Prof services 074-643-010	16398	Sales Tax Consultants	Y
7	10-310-000-0000-6535	1,255.00	Prof services 074-599-043	16399	Town Bridges	Y
8	10-310-000-0000-6535	985.00	Prof services 074-599-040	16400	Town Bridges	Y
9	10-310-000-0000-6535	490.00	Prof services 074-599-042	16401	Town Bridges	Y
10	10-310-000-0000-6535	45.00	Prof services 074-599-041	16402	Town Bridges	Y
22460	Erickson Engineering Co LLC	24,192.00	5 Transactions			
39600	Jones Haugh & Smith Inc					
18	10-310-000-0000-6262	411.80	Prof services 074-606-015	45191	Sales Tax Consultants	N
39600	Jones Haugh & Smith Inc	411.80	1 Transactions			
4364	WSB & Associates Inc					
54	10-310-000-0000-6262	2,394.50	Prof services 074-070-008	R0232670007	Sales Tax Consultants	Y
56	10-310-000-0000-6262	5,335.21	Prof services 074-021-006	R1985000024	Sales Tax Consultants	Y
55	10-310-000-0000-6567	14,843.29	Prof services 074-021-006	R1985000024	CRRSAA Construction Projects	Y
4364	WSB & Associates Inc	22,573.00	3 Transactions			

SBENDORF

3/21/24 12:47PM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
310	DEPT Total:		Capital Construction	3 Vendors	9 Transactions
47,176.80					
10	Fund Total:		Road & Bridge Fund		56 Transactions
82,214.07					
	Final Total:		17 Vendors	56 Transactions	
82,214.07					

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	82,214.07	Road & Bridge Fund	
	All Funds	82,214.07	Total	Approved by,
				
				

PERSONNEL REPORT
March 26, 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>
Michelle Bromley (promotion)	Corporal/Detention Center	B25/3	03/23/24

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Thomas Reineke (retire)	County Assessor	Assessor	07/12/24

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
County Assessor	Assessor	Backfill Reineke
Correctional Officer	Detention Center	Backfill Bromley

STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer (4)	Det. Center/Sheriff's Office	Recruiting
Road Deputy (1.5)	Sheriff's Office	Recruiting
Asst. County Attorney I/II/Sr.	County Attorney	Interviewing
Landfill Operator	Highway	Applicants Scored
County Administrator	Administration	Starting New Search
Technical Clerk II	Property Tax & Elections	Interviewing
GIS Technician	IT	Position Being Rated
IT Security Analyst	IT	Working on Job Description
Probation Officer I/II/III	Community Corrections	Gathering Addt'l Information

Open Positions - In Committee:

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



Steele County Agenda Item

Request for Board Action

**Subject: Consider Petition for Vacation of Excess Highway Easement (Right-of-Way) on
CSAH 45**

Department: Highway

Committee: Public Works

Committee Meeting Date: March 14, 2024

Work Session Date: N/A

Board Meeting Date: March 26, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Adopt Resolution Vacating Excess Highway Easement.

Recommendation:

Adopt Resolution Vacating Excess Highway Easement.

Background (*Including Budget Impact*):

CSAH 45 is old Trunk Highway (TH) 65. Before I-35 was constructed, the TH 65 alignment was considered for expansion and the State acquired additional rights-of-way along that alignment. When the alignment shifted and I-35 was built, old TH 65 was turned back to the County, including all the rights-of-way. The right-of-way width is highly variable along the corridor and in places is up to 150 feet in width.

The County was recently petitioned to vacate right-of-way on a parcel adjacent to CSAH 45 (see attached location map) on the west side of CSAH 45, just south of its intersection with CSAH 9 (west) at Clinton Falls. The petitioner wishes to maximize their development potential and seeks to have some of the right-of-way vacated. This parcel has a right-of-way (highway easement) of 105 feet from the centerline of the highway.

Highway Department staff reviewed the request. Given the current and projected traffic volumes it was determined 105 feet is excessive, but 75 feet would accommodate any foreseeable future needs.

Exhibit A shows the proposed 30-foot strip to be vacated.

Staff recommends vacating the 30-foot strip of highway easement.

Attachments:

Resolution

Location Map

Petition for Vacating Portion of Right of Way

Exhibit A – Proposed Vacation

RESOLUTION
Vacation of Excess Highway Easement

WHEREAS, Steele County maintains a system of public roadways, including Steele County State Aid Highway 45 (CSAH 45); and

WHEREAS, Steele County does not own the land upon which CSAH 45 is constructed, but has retained easements on which CSAH 45 is constructed and additional right-of-way easements adjacent to the roadway; and

WHEREAS, Prime 45, LLC has identified highway right-of-way easements on a property it owns in Steele County, identified as parcel number 120291105; and

WHEREAS Prime 45, LLC has submitted a petition to the Steele County Board of Commissioners requesting the County to vacate 30 feet of existing highway right-of-way easement along the westerly right-of-way line toward the centerline of CSAH 45 of parcel number 120291105 (see attached petition and supplemental materials); and

WHEREAS the Steele County Engineer has reviewed the petition, considered the current and future needs of Steele County, and determined that the 30 feet of existing highway right-of-way easement along the westerly right-of-way line toward the centerline of CSAH 45 of parcel number 120291105 as “excess right-of-way” and unnecessary to retain for the County’s current and foreseeable future needs; and

WHEREAS the legal description of the area proposed to be vacated is:

That part of the Northeast Quarter of the Northeast Quarter of Section 29, Township 108 North, Range 20 West, Steele County, Minnesota, described as follows:

Commencing at the northeast corner of the Northeast Quarter of said Section 29; thence on an assumed bearing of South 00 degrees 06 minutes 06 seconds West along the east line of said Northeast Quarter, a distance of 422.50 feet; thence North 89 degrees 51 minutes 11 seconds West parallel with the north line of said Northeast Quarter a distance of 75.00 feet to the point of beginning; thence continue North 89 degrees 51 minutes 11 seconds West parallel with the north line of said Northeast Quarter a distance of 30.00 feet to the west right-of-way line of North County Road 45; thence South 00 degrees 06 minutes 06 seconds West along said west right-of-way line a distance of 906.82 feet to the south line of the Northeast Quarter of said Northeast Quarter; thence South 89 degrees 51 minutes 54 seconds East along said south line a distance of 30.00 feet; thence North 00 degrees 06 minutes 06 seconds East parallel with the east line of said Northeast Quarter a distance of 906.81 feet to the point of beginning; and

WHEREAS no existing utilities would be affected by vacating the excess right-of-way; and

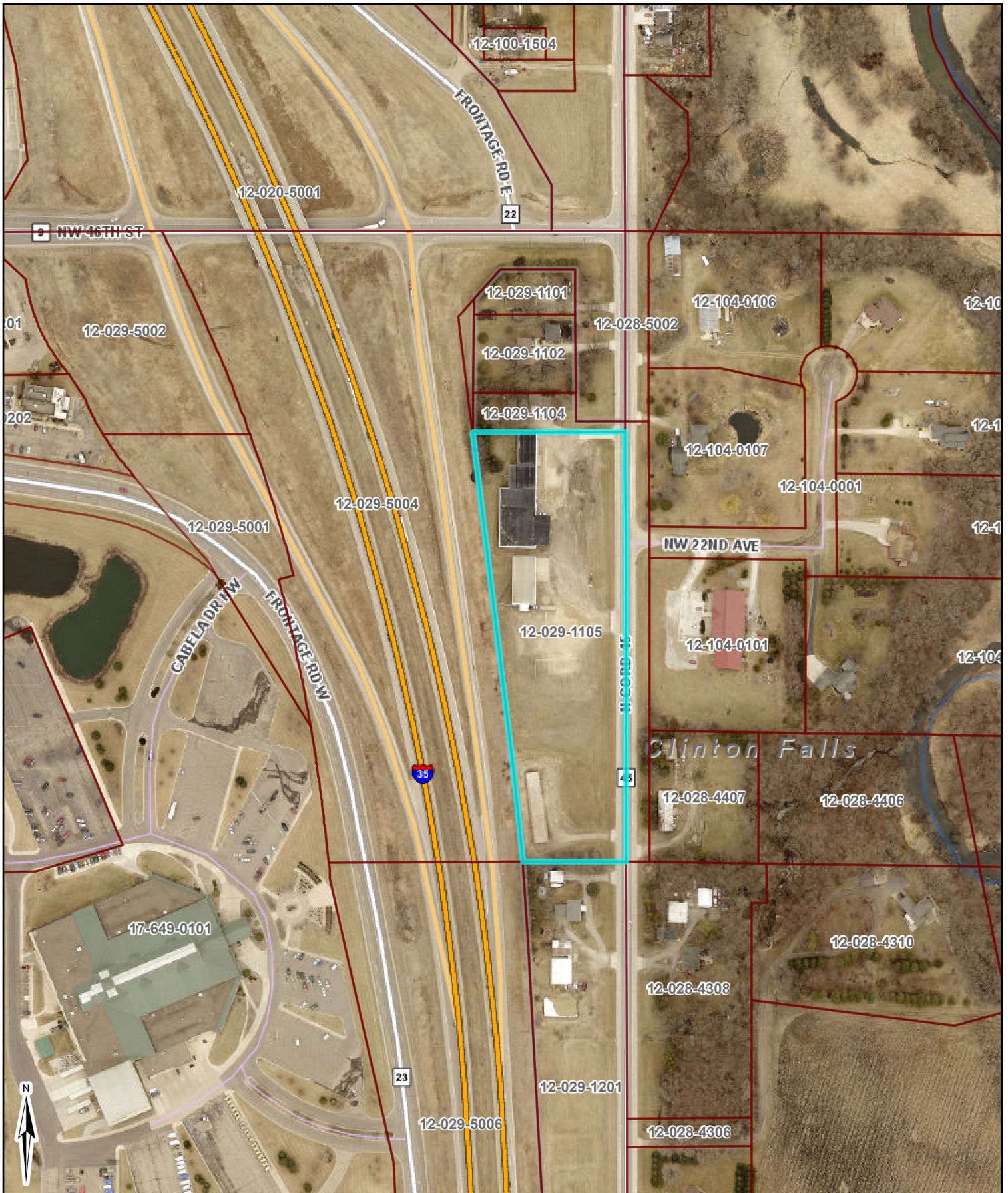
WHEREAS vacation of the excess right-of-way will promote economic activity and enhance the value of parcel number 120291105.

NOW, THEREFORE BE IT RESOLVED, that the Steele County Board of Commissioners hereby deems the 30 feet of existing highway right-of-way easement along the westerly right-of-way line toward the centerline of CSAH 45 of parcel number 120291105 as excess right-of-way and unnecessary to the County's current and foreseeable future needs and, pursuant to the authority in Minn. Stat. §163.11, subd. 1, hereby vacates its easement interest in the excess right-of-way identified in this Resolution in favor of the property owner, Prime 45, LLC.

Dated: March 26, 2024

Jim Abbe
Chairman

Attest: _____
County Administrator



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

CSAH 45 Vacation - Base Parcel Location Map

0 0.02 0.04 0.09
mi

March 08, 2024

Petition for Vacating Portion of Right of Way

To: The County Board of Steele County, Minnesota.

WHEREAS, Prime 45 LLC owns the following parcel in the County of Steele, State of Minnesota:

Refer to Attached Exhibit A – Legal Description

(the “Parcel”)

WHEREAS, Prime 45 LLC desires to vacate a portion of the right of way for Highway 45 in Steele County adjacent to its parcel described as follows:

Refer to Attached Exhibit B

WHEREAS, the reasons to said vacation include the following:

1. The portion of right of way sought to be vacated is excess right of way. Steele County Planning and Zoning, and Steele County Highway Department have confirmed that the County has no use for the excess right of way.
2. Vacation of the excess right of way will allow Prime 45 LLC to better utilize the parcel to its fullest extent. Prime 45 LLC would like to further develop the parcel. Vacation of the excess right of way will facilitate the full development of the parcel.
3. Existing utilities and drainageways will not be affected by the vacation of the excess right of way. Existing utilities and drainageways are located in the right of way to remain.

NOW, THEREFORE, Prime 45 LLC respectfully petitions the County Board of Steele County, Minnesota to vacate the excess right of way.

Dated: 3/6/2024

Prime 45 LLC

By: 

Christopher Behne
Its: Partner

VACATION EXHIBIT

PART OF THE NE 1/4 OF THE NE 1/4, SEC. 29, T108N, R20W

CLINTON FALLS TOWNSHIP, STEELE COUNTY, MINNESOTA

NW COR. NE 1/4 SEC. 29-108-20 1/2" IP

N. LINE NE 1/4, SEC. 29-108-20

N89°51'11"W

NE COR. NE 1/4 SEC. 29-108-20 1/2" IP PLS 15231



0 80 160

SCALE (IN FEET)

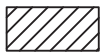
BEARINGS
BEARINGS ARE BASED ON THE STEELE
COUNTY COORDINATE SYSTEM (NAD83
- 2011 ADJUSTMENT)

- = DENOTES A FOUND IRON MONUMENT
- ⦿ = DENOTES A FOUND SECTION CORNER MONUMENT

VACATION DESCRIPTION

That part of the Northeast Quarter of the Northeast Quarter of Section 29, Township 108 North, Range 20 West, Steele County, Minnesota, described as follows:

Commencing at the northeast corner of the Northeast Quarter of said Section 29; thence on an assumed bearing of South 00 degrees 06 minutes 06 seconds West along the east line of said Northeast Quarter, a distance of 422.50 feet; thence North 89 degrees 51 minutes 11 seconds West parallel with the north line of said Northeast Quarter a distance of 75.00 feet to the point of beginning; thence continue North 89 degrees 51 minutes 11 seconds West parallel with the north line of said Northeast Quarter a distance of 30.00 feet to the west right-of-way line of North County Road 45; thence South 00 degrees 06 minutes 06 seconds West along said west right-of-way line a distance of 906.82 feet to the south line of the Northeast Quarter of said Northeast Quarter; thence South 89 degrees 51 minutes 54 seconds East along said south line a distance of 30.00 feet; thence North 00 degrees 06 minutes 06 seconds East parallel with the east line of said Northeast Quarter a distance of 906.81 feet to the point of beginning.



= RIGHT OF WAY TO BE VACATED

OWNER: PRIME 45, LLC
PID= 12-029-1105

TRUNK HIGHWAY NO. 35

Easterly Right of Way line
Interstate Highway No. 35
Per Right Of Way Plat No. 74-21

UNPLATTED

S00°06'06"W 906.82

N00°06'06"E 906.81

105.00'

30.00'

S. LINE NE 1/4 of the NE 1/4 SEC. 29-108-20

S89°51'54"E

105

SE COR. NE 1/4 SEC. 29-108-20 5/8" REBAR

© 2024 WIDSETH SMITH NOLTING & ASSOCIATES, INC.

DATE: FEBRUARY 21, 2024	DATE: 02/27/2024	AMENDMENTS: UPDATE ROAD NAME	BY: P.G.O.	PREPARED FOR: CAPITAL CONSTRUCTION CO.
SCALE: AS SHOWN				
DRAWN BY: M.P.C.				
CHECKED BY: P.G.O.	03/05/2024	CHANGE WIDTH OF VACATED AREA	M.P.C.	Peter G. Oetliker
FILE NUMBER: 2024-10316				PETER G. OETLIKER DATE: 03/07/2024 LIC. NO. 41887

WIDSETH
ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS

42 of 166



Steele County Agenda Item

Request for Board Action

**Subject: Consider Petition for Vacation of Excess Highway Easement (Right-of-Way) on
CSAH 48 (Bixby Road)**

Department: Highway

Committee: Public Works

Committee Meeting Date: March 14, 2024

Work Session Date: N/A

Board Meeting Date: March 26, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Adopt Resolution Vacating Excess Highway Easement.

Recommendation:

Adopt Resolution Vacating Excess Highway Easement.

Background (*Including Budget Impact*):

CSAH 48 is old Trunk Highway (TH) 14. Sometime long ago, MnDOT established an easement across the northeasterly portion of what is now parcel 171430901, in the southwest quadrant of the intersection of Bixby Road and School St E. It is not clear what this easement was established for however, the building on the lot to the west, immediately adjacent to the subject parcel, was built within the easement.

The County was petitioned recently to vacate the portion of this easement that is on parcel 171430904 (see attached location map). The petitioner wishes to maximize their development potential and seeks to have this the right-of-way vacated. This easement has no impact on the right-of-way width of CSAH 48 (Bixby Road).

Highway Department staff reviewed the request. Given the situation on the adjacent parcel with respect to the easement and the existing building, and there is sufficient right-of-way for CSAH 48, staff is recommending approval of the request.

Exhibit A shows the area proposed to be vacated.

Attachments:

Resolution

Location Map

Petition for Vacating Portion of Right of Way

Exhibit A – Proposed Vacation Survey

RESOLUTION
Vacation of Excess Highway Easement

WHEREAS, Steele County maintains a system of public roadways, including Steele County State Aid Highway 48 (CSAH 45) also known as Bixby Road; and

WHEREAS, Steele County does not own the land upon which CSAH 48 is constructed, but has retained easements on which CSAH 48 is constructed and additional right-of-way easements adjacent to the roadway; and

WHEREAS, Stadheim Properties of Owatonna, LLC has identified highway right-of-way easements on a property it owns in Steele County, identified as parcel number 171430901; and

WHEREAS, Stadheim Properties of Owatonna, LLC has submitted a petition to the Steele County Board of Commissioners requesting the County to vacate existing highway right-of-way easement on part of lots 1 and 2, Block 9, Kuether's Addition to the City of Owatonna, in the northeasterly part of parcel number 171430901 (see attached petition and supplemental materials); and

WHEREAS, the Steele County Engineer has reviewed the petition, considered the current and future needs of Steele County, and determined that the existing highway right-of-way easement on part of lots 1 and 2, Block 9, Kuether's Addition to the City of Owatonna, in the northeasterly part of parcel number 171430901 is "excess right-of-way" and unnecessary to retain for the County's current and foreseeable future needs; and

WHEREAS, the legal description of the area vacated is:

All that part of Lots 1 and 2, Block 9, KUETHER'S ADDITION TO THE CITY OF OWATONNA, as the same is platted and recorded in the office of the Steele County Recorder, Steele County, Minnesota; described as follows:

Beginning at the northeast corner of said Block 9; thence North 89°25'33" West a distance of 55.18 feet, on an assumed bearing on the north line of said Block 9 to the west line of the East 22.00 feet of said Lot 2;

thence South 00°37'11" West a distance of 47.18 feet, on said west line to a south line described in Parcel 253 per Document Number A000174766, as the same is recorded in said office;

thence South 62°59'21" East a distance of 199.54 feet, to the west line of County State Aid Highway No. 48;

thence northwesterly on the west line of said Highway on a curve nontangential to the last described line a distance of 150.00 feet, with a radius of 1835.08 feet, a central angle of

04°41'01", chord bearing of North 36°32'06" West and a chord distance of 149.97 feet, to the point of beginning; and

WHEREAS, no existing utilities would be affected by vacating the excess right-of-way; and

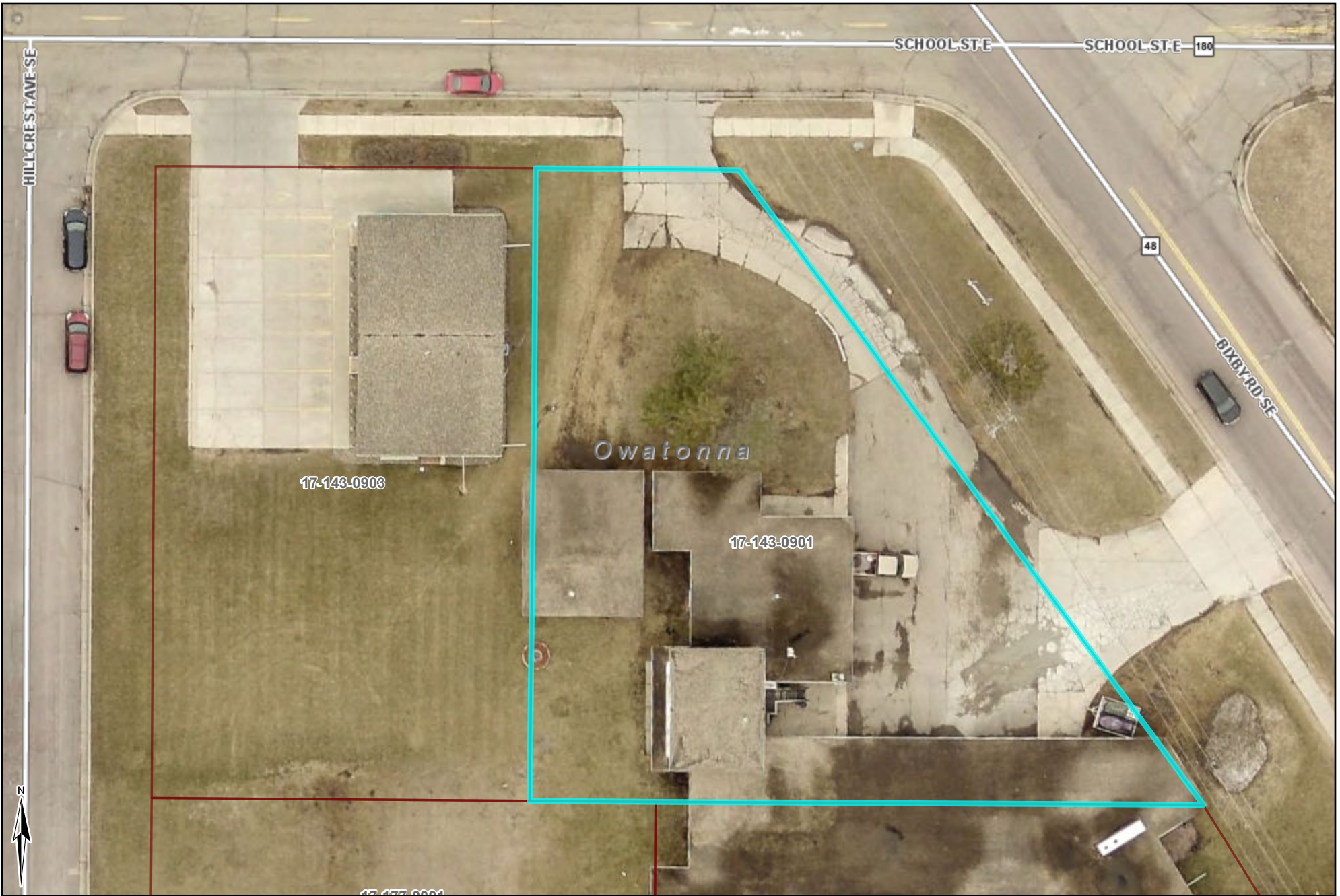
WHEREAS, vacation of the excess right-of-way will promote economic activity and enhance the value of parcel number 171430901.

NOW, THEREFORE BE IT RESOLVED, that the Steele County Board of Commissioners hereby deems the existing highway right-of-way easement on part of lots 1 and 2, Block 9, Kuether's Addition to the City of Owatonna, in the northeasterly part of parcel number 171430901 as excess right-of-way and unnecessary to the County's current and foreseeable future needs and, pursuant to the authority in Minn. Stat. §163.11, subd. 1, hereby vacates its easement interest in the excess right-of-way identified in this Resolution in favor of the property owner, Stadheim Properties of Owatonna, LLC.

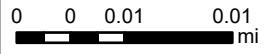
Dated: March 26, 2024

Jim Abbe
Chairman

Attest: _____
County Administrator



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



CSAH 48 Vacation - Base Parcel Location Map



Petition for Vacating Portion of Right of Way

TO: The County Board of Steele County, Minnesota.

WHEREAS, Stadheim Properties of Owatonna, LLC, a Minnesota limited liability company (“Stadheim Properties”), is the fee owner of the real property located in Steele County, Minnesota, with an address of 811 School St E, Owatonna, MN 55060, and legally described as:

Outlot 2, Block 3, Kuether's Third Addition, City of Owatonna, Steele County, Minnesota;
ALSO

Lot 1, Block 9 of Kuether's Addition to the City of Owatonna, Steele County, Minnesota;
ALSO

The East 33 feet of Lot 2, Block 9 of Kuether's Addition to the City of Owatonna, Steele County, Minnesota, together with a sewer easement at its present location together with the right to use, repair, maintain and replace the same over and across Lot 2, except the East 33 feet thereof, and Lot 3, all in Block 9 Kuether's Addition to the City of Owatonna, which easement is appurtenant to and a part of the East 33 feet of said Lot 3 in Block 9, Kuether's Addition to the City of Owatonna.

(the, “Parcel”).

WHEREAS, through this Petition, Stadheim Properties seeks to vacate a portion of the easement right of way for

WHEREAS, Stadheim Properties seeks to vacate a portion of the State Highway 218 Right of Way (School Street East and Bixby Road Southeast) running through the above-described Parcel for the following reasons:

- (1) Vacation of the Right of Way to permit full development and utilization of the Parcel.
- (2) Upon information and belief, Steele County has no use for the Right of Way.
- (3) There do not appear to be any main utilities located with the Right of Way the petition seeks vacation of; however, there are gas service lines and overheard electric service lines located therein. Existing utilities will not be affected by a vacation of the Right of Way.

NOW THEREFORE, Stadheim Properties of Owatonna, LLC respectfully Petitions the County Board of Steele County, Minnesota, to vacate the portion of the Right of Way described on the attached Exhibit A.

Dated: 3-6, 2024

Stadheim Properties of Owatonna, LLC

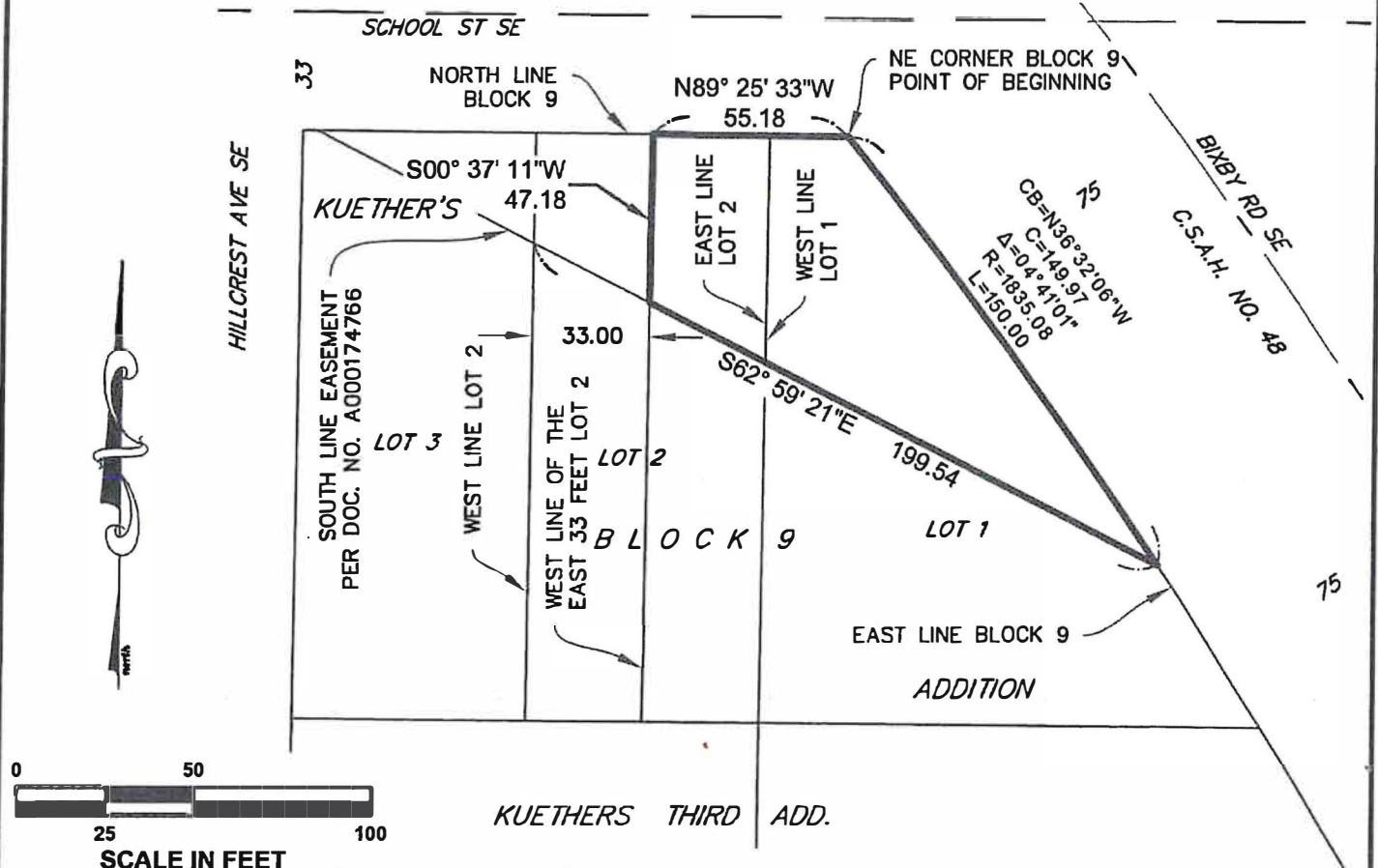
By: Darrin Stadheim

Darrin Stadheim

Its: President

PROPOSED EASEMENT VACATION

PART OF LOTS 1 AND 2, BLOCK 9, KUETHER'S ADDITION TO THE CITY OF OWATONNA
OWATONNA, STEELE COUNTY, MINNESOTA



PREPARED EASEMENT VACATION DESCRIPTION

All that part of Lots 1 and 2, Block 9, KUETHER'S ADDITION TO THE CITY OF OWATONNA, as the same is platted and recorded in the office of the Steele County Recorder, Steele County, Minnesota; described as follows:

Beginning at the northeast corner of said Block 9; thence North 89°25'33" West a distance of 55.18 feet, on an assumed bearing on the north line of said Block 9 to the west line of the East 22.00 feet of said Lot 2;

thence South 00°37'11" West a distance of 47.18 feet, on said west line to a south line described in Parcel 253 per Document Number A000174766, as the same is recorded in said office;

thence South 62°59'21" East a distance of 199.54 feet, to the west line of County State Aid Highway No. 48;

thence northwesterly on the west line of said Highway on a curve nontangent to the last described line a distance of 150.00 feet, with a radius of 1835.08 feet, a central angle of 04°41'01", chord bearing of North 36°32'06" West, and a chord distance of 149.97 feet, to the point of beginning.

FOR: HELEY, DUNCAN & MELANDER, PLLP

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Date: 03/05/2024 Revised date:-
Drawn by: SAT Survey: SAT
Field Book:- Page 1 of 1
Coord-System: MNDOT CO. NAD83 (11)
Job No: 24-1030 File: -

Scott A. Tuchtenhagen
Date: 3/6/24

L.S. No. 52646

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**JONES
HAUGH
SMITH**
Engineers + Surveyors

515 South Washington Ave.
Albert Lea, MN 56007
507-373-4878

415 West North Street
Owatonna, MN 55060
507-451-4598

EXHIBIT

A



Steele County Agenda Item

Request for Board Action

Subject: Approve Professional Services Contract with WHKS for Feasibility Study for CSAH 2/CR 180, CSAH 43, and CR 171 Intersection Improvement

Department: Highway

Committee: Public Works

Committee Meeting Date: March 14, 2024

Work Session Date: N/A

Board Meeting Date: March 26, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Approve Professional Services Contract with WHKS for Feasibility Study for CSAH 2/CR 180, CSAH 43, and CR 171 Intersection Improvement in an amount not to exceed of \$127,375.00.

Recommendation:

Approve Professional Services Contract with WHKS for Feasibility Study for CSAH 2/CR 180, CSAH 43, and CR 171 Intersection Improvement in an amount not to exceed of \$127,375.00.

Background (*Including Budget Impact*):

The 2024-2028 Highway Capital Improvement Program includes a project to improve the intersection of CSAH 2/CR 180, CSAH 43, and CR 171 in Havana Township. The skewed and closely spaced intersections of three county highways, along with poor intersection site lines and the close proximity to a railroad crossing, contributes to the intersection having the highest crash rates in the county.

Staff requested proposals from three engineering firms to provide professional engineering services to study options that would improve the intersection and make a recommendation for a preferred alternative. SEH, WHKS, and WSB were invited and submitted. Their proposals are attached.

A selection committee comprised County staff independently evaluated and rated each proposal. Selection of the consultant was based on the following criteria:

1. Project Understanding
2. Project team experience (especially their work on similar projects, qualifications, and availability).

3. Project approach. Completeness, quality, and overall technical competence and feasibility of the project work plan, tasks, and deliverables.
4. Schedule
5. Proposed cost of engineering services

Based on these criteria, WHKS's proposal scored the highest. WHKS was also the lowest cost proposal at \$127,375.

WHKS has previously completed the CSAH 28 Beaver Lake Park Feasibility Study for Steele County and are currently under contract for final design of that project.

This project is programmed for 2024 in the Highway CIP for \$150,000, funded with Sales Tax.

Attachments:

WHKS Proposal

SEH Proposal

WSB Proposal

Feasibility Study and Preliminary Design of CSAH 2/CR 180, CSAH 43, and CR 171 Intersection Improvement



STEELE COUNTY, MINNESOTA

February 27, 2024

Paul Sponholz, PE, Assistant County Engineer
paul.sponholz@steelecountymn.gov

Dear Mr. Sponholz and Members of the Selection Committee

The Steele County Highway Department, in partnership with Havana Township, is seeking proposals from qualified engineering firms to complete a feasibility study and preliminary design for the intersection of CSAH 43 with CSAH 2/CR 180, CR 171, and SE 18th Street located in the unincorporated village of Havana just east of Owatonna. The ultimate goal of the project is a reimagined intersection configuration that safely serves regional, industrial, and local township traffic into the future. The solution should minimize property acquisition while also taking into consideration the nearby railroad crossing, needed drainage improvements, and long-term roadway improvement plans. Improvements will eventually be a part of the East Beltline being planned to travel around the City of Owatonna.

The Short Elliott Hendrickson Inc. (SEH®) team is excited that you reached out to us to propose on this project! In response, we've reserved the availability of a qualified and experienced team with the expertise and capacity to deliver all project milestones within your desired timeframe. We understand the factors driving the need for improvements – including residential growth, changing traffic patterns, a high rate of crashes, and planned changes to the surrounding roadway network – and are eager to dive in and explore solutions that correct current safety issues while positioning this area and the County for the future.

Thank you for considering the SEH team for this important project. We're poised and ready to begin!

Sincerely,



CHAD JORGENSEN PE (MN), PTOE
PROJECT MANAGER



JIM HALL PE (MN)
PRINCIPAL/AUTHORIZED SIGNATORY

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

COMPANY NAME/ADDRESS

Short Elliott Hendrickson Inc. (SEH®)
3535 Vadnais Center Drive
St. Paul, MN 55110-3507

CONTACT

Chad Jorgenson PE, PTOE
Project Manager
651.256.0427
cjorgenson@sehinc.com

**This proposal will remain valid for
a period of not less than 60 days
from the date of submittal.**

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

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The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

SEH is a registered trademark of
Short Elliott Hendrickson Inc.

STEEL 177142

53 of 166



Project Understanding

Steele County has laid out a clear set of project goals and objectives that will guide your selected consultant's work in developing the feasibility study and producing a preliminary design for improvements at the CSAH 43 intersections with CSAH 2/CR 180, CR 171, and SE 18th Street in the village of Havana. The County seeks a practical, cost-effective solution that has the potential to secure additional funding and can garner public support while mitigating overall impacts and safeguarding community character for Havana residents.

The SEH team understands the County is currently balancing a number of planned improvement projects scheduled for the next several years. The results of this study will help inform and drive the overall scope of work for each improvement project. The County will come away with a clear course of action on both the short- and long-term needs of these intersecting roadways.

A successful feasibility study will culminate in a publicly accepted, well-vetted preliminary design that supports future traffic demands and minimizes effects to surrounding properties. This project will ultimately set the stage for CSAH

43 to serve as one of the primary north-south connections across the County, eventually to be known as the East Beltline. **We believe the following factors will be integral to achieving this outcome:**

THINKING OUTSIDE THE BOX

An approved layout and feasibility study must account for the needs of industrial and agricultural users, Havana residents, impacts to surrounding properties, and future long-range plans. We will collaborate with the County to develop creative solutions that strike a balance between these potentially competing priorities.

This approach will be key to addressing focus areas such as railroad crossing improvements/potential crossing location or access changes, impacts to the surrounding floodplain and drainage areas, and future traffic pattern changes with the potential construction of the Eastside Corridor and improvements to the height-restricted rail crossing just west of this project.

PROVIDING CLEAR COMMUNICATION

A significant part of this project's schedule is providing time for robust engagement with a wide range of stakeholders. Our team will provide

consistent support to the County in communicating about this project, fostering public support for design alternatives from the general public, and working with key agencies on potential impacts and trade-offs.

MAXIMIZING AVAILABLE BUDGET

To make best use of the available budget, it will be important to prioritize improvements. We will achieve this by supplying accurate information that helps the County make well-informed decisions regarding project "must haves." The decision-making process will require weighing trade-offs, considering long-term planning for expansions, and evaluating designs that can adapt to future roadway needs as well as address anticipated traffic volumes and changes in the short term.

BALANCING NEAR- AND LONGER-TERM SOLUTIONS

Our team understands the need to make improvements to safety and operations at these intersections in the near term. The current configuration of each of the intersecting roadways, along with the skewed alignment of the railroad and agricultural land use setting, provide opportunities for solutions that meet safety and



capacity goals in the near and longer term. While we recognize that near-term improvements are the goal, our approach will keep in mind the potential for future expansion and other geometric improvements.

Aligning these goals will help us evaluate designs that reduce right-of-way costs, minimize impacts to environmentally sensitive areas, and address concerns related to neighboring residential properties. This approach also considers the need for potential capacity improvements due to increased traffic volumes.

THE MAP ON THE FOLLOWING PAGE FURTHER ILLUSTRATES SOME OF THE KEY OPPORTUNITIES AND CHALLENGES THIS PROJECT REPRESENTS.

PROJECT CHALLENGES AND OPPORTUNITIES





Project Team, Qualifications, Experience, and Availability

KEY PERSONNEL

Steele County Highway Department

Chad Jorgenson PE, PTOE

Project Manager/Traffic Analysis Lead

FEASIBILITY STUDY TEAM

Scott Hotchkin PE

Alternatives Analysis and Preliminary Design Lead

Jason Lenneman

Alternatives Analysis and Preliminary Design Support

Sam Turrentine AICP

Environmental Documentation Support and Identification

PUBLIC INVOLVEMENT

Kristin Petersen

AICP, NCI, LEED AP®

Public Involvement Lead

Adrian Diaz

Public Involvement Support

Emily Jennings PE

Preliminary Hydraulics

Rebecca Beduhn

PWS, CMWP, MN PSS-IT

Wetland Delineations

Bryan Remer PE

Railroad Coordination

SURVEY

Chris Munn PLS

Surveys and Mapping

CHAD JORGENSEN PE, PTOE
PROJECT MANAGER/TRAFFIC ANALYSIS LEAD



EDUCATION

BS, Civil Engineering
University of Minnesota-Duluth



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in Minnesota, Iowa, and South Dakota

Professional Traffic Operations Engineer (PTOE)



AVAILABILITY

60%



11
YEARS OF
EXPERIENCE

Chad is a project manager and senior traffic engineer with wide ranging experience including traffic signal timing and optimization, traffic operations analysis, safety analysis, traffic impact studies, feasibility studies, preliminary design, construction staging and traffic control plans, and signing and pavement marking plans.

Chad's strength as a project manager comes from his attentiveness to clients' needs, his effective communication style, and his ability to anticipate potential needs and address them swiftly. These skills are rely on a foundation of technical knowledge in traffic operations and construction staging – qualities that can elevate a project from good, to great.

EXPERIENCE

- CSAH 48 (Main Street) Feasibility Study (Steele County) – Owatonna, MN
- Healthcare Hub Feasibility Study – City of Sartell, MN
- Cypress Drive Improvements – City of Baxter, MN
- Traffic Signal Evaluation Services – Steele County, MN
- Main Lincoln Signal Removal – Steele County, MN

KRISTIN PETERSEN AICP, NCI, LEED AP®
PUBLIC INVOLVEMENT LEAD



EDUCATION

Master of Architecture
Pratt Institute - Brooklyn

Bachelor of Arts
Philosophy
Creighton University -
Omaha, NE



18
YEARS OF
EXPERIENCE



**REGISTRATIONS/
CERTIFICATIONS**

Certified Planner

LEED
Accredited Professional

NCI Charrette
System Certified



AVAILABILITY

30%

Kristin's wide-ranging public involvement experience includes creating design workshop tools, facilitating public meetings, preparing online and community preference surveys, holding design charrettes, and conducting workshops for clients and project stakeholders. Kristin has a multitude of experiences to draw upon when developing effective engagement strategies, as she has led both small- and large-scale public involvement and engagement efforts in urban, suburban and rural areas.

EXPERIENCE

- CSAH 48 (Main Street) Feasibility Study (Steele County) – Owatonna, MN
- CSAH 27/68 Rural Roundabout (Scott County) – Credit River Township, MN
- TH 61 Feasibility Study and Design – City of Lake City, MN

ADRIAN DIAZ
PUBLIC INVOLVEMENT SUPPORT



EDUCATION

BS, Sociology
Northland College -
Ashland, WI

BS, Sustainable
Community Development
Northland College -
Ashland, WI



10
YEARS OF
EXPERIENCE



AVAILABILITY

40%

Adrian is a transportation planner and engagement specialist who brings experience designing innovative engagement materials, facilitating in-person and virtual workshops, and leading large-scale communication efforts. As a multilingual member of our team, he has led and facilitated dozens of engagement campaigns that focused on reaching diverse community groups and bringing historically excluded voices to the table. Using his transportation planning background, Adrian has worked on multimodal plans that analyze local transportation networks and provide long-term solutions to better serve all community members.

EXPERIENCE

- CSAH 48 (Main Street) Feasibility Study (Steele County) – Owatonna, MN
- Hwy 42 Visioning Study (Dakota County) – Apple Valley, Burnsville, and Rosemount, MN
- Moreland Avenue Street Improvements Feasibility Study and Design – City of West Saint Paul, MN

EMILY JENNINGS PE
PRELIMINARY HYDRAULICS



EDUCATION

BS, Civil Engineering
University of
Minnesota-Duluth



11
YEARS OF
EXPERIENCE



**REGISTRATIONS/
CERTIFICATIONS**

Professional Engineer
in Minnesota

Design and Construction
for Stormwater Pollution
Prevention (SWPPP)



AVAILABILITY

35%

Emily is a senior professional engineer specializing in municipal, industrial and construction stormwater permitting, hydraulic and hydrological analysis, permanent stormwater management facility design, and stormwater conveyance modeling and design, including roadways and ditches. Emily's project experience includes stormwater related feasibility studies, planning, analysis, final design, and construction. She has extensive experience assisting clients with maintaining compliance with stormwater regulation, policy, and infrastructure.

EXPERIENCE

- Cypress Drive Improvements – City of Baxter, MN
- CSAH 88 Alternative Analysis and Layout (Dakota County) – Randolph, MN
- US 14 and CSAH 3 Reduced Conflict Intersection (RCI) Design (MnDOT District 6) – Olmsted County, MN

REBECCA BEDUHN PWS, CMWP, MN PSS-IT
WETLAND DELINEATIONS



EDUCATION

MS, Soil Science
University of
Minnesota-St. Paul

BS, Environmental Science
University of
Minnesota-St. Paul



12
YEARS OF
EXPERIENCE



**REGISTRATIONS/
CERTIFICATIONS**

Professional Wetland Scientist
(PWS)

Certified Minnesota Wetland
Professional (CMWP)

Minnesota Professional Soil
Scientist (In Training)



AVAILABILITY

50%

Rebecca is a professional wetland scientist and Minnesota-certified wetland delineator with experience in wetland science, wetland regulatory administration, environmental review and policy. She primarily provides wetland services such as delineations, permitting, and quality assessments. Rebecca has completed delineations on hundreds of projects resulting in thousands of wetland basins delineated.

EXPERIENCE

- Flint Hills Alignment Feasibility Study – Dakota County, MN
- Steele County Bridges Design-Build (with Parsons Brinckerhoff) – Steele County, MN
- CSAH 15/Morningside Drive Roadway and Rail Crossing Improvements – McCleod County, MN

SAM TURRENTINE AICP
ENVIRONMENTAL
DOCUMENTATION SUPPORT
AND IDENTIFICATION



EDUCATION

MA, Urban Planning
Minnesota State
University-Mankato

BA, Environmental
Studies; Political Science:
Environmental Public
Policy; Philosophy: Applied
Ethics
University of
Minnesota-Duluth



19
YEARS OF
EXPERIENCE



**REGISTRATIONS/
CERTIFICATIONS**

Certified Planner



AVAILABILITY

60%

Sam is a senior planner with extensive experience in transportation planning and research support. Sam's experience includes overseeing the environmental documentation process on numerous transportation improvement projects while ensuring all applicable federal and state requirements are met.

EXPERIENCE

- Cypress Drive Improvements – City of Baxter, MN
- Steele County Bridges Design-Build (with Parsons Brinckerhoff) – Steele County, MN
- CSAH 9 Reconstruction and Rail Crossing Improvements (Olmsted County) – Rochester, MN

BRYAN REMER PE
RAILROAD COORDINATION



EDUCATION

BS, Civil Engineering
University of North
Dakota-Grand Forks



20
YEARS OF
EXPERIENCE



**REGISTRATIONS/
CERTIFICATIONS**

Professional Engineer
in Minnesota, Iowa,
Michigan, North Dakota,
Nebraska, Oklahoma



AVAILABILITY

20%

Bryan is a senior professional engineer with expansive commercial and industrial site design and construction experience including railroad track and yard design, commodity loading facilities (sand, grain, ethanol, oil, etc.), and storage tank transfer facility design. Bryan's responsibilities include preparation of preliminary design studies, railroad coordination, permitting, final plan and specification documents, and cost estimating. Bryan is actively involved in the American Railway Engineering and Maintenance of Way Association Subcommittee 14 and provided updates to the Manual for Railway Engineering Chapter 14 Section 4.8.

EXPERIENCE

- Cypress Drive Improvements – City of Baxter, MN
- Main Street/129th Avenue/Memorial Drive/BNSF Railroad Intersection – City of Rogers, MN
- Hwy 210 and Hwy 371 Intersection Improvement Study (Crow Wing County) – Baxter, MN

SCOTT HOTCHKIN PE
ALTERNATIVES ANALYSIS AND PRELIMINARY
DESIGN LEAD



EDUCATION

BS, Civil Engineering
University of Minnesota-
Twin Cities



**REGISTRATIONS/
CERTIFICATIONS**

Professional Engineer in
Minnesota, Colorado, Iowa,
Illinois, Indiana, North
Carolina, Nebraska, South
Dakota, Texas, Virginia,
Wisconsin

25
YEARS OF
EXPERIENCE



AVAILABILITY

55%

Scott is SEH's go-to designer for complex intersections and roundabouts. His experience includes the analysis and design of more than 270 roundabouts in Minnesota, Wisconsin, Colorado, Iowa, Indiana, Texas, and North Carolina. He is a creative problem solver who understands how roadway design principles can be safely enhanced to best fit the needs of any site. Scott is proficient in roundabout analysis software RODEL, HCS, and SIDRA. He also regularly uses AutoTURN Pro to verify designs and check that vehicles can navigate the roundabouts both horizontally and vertically.

EXPERIENCE

- CSAH 48 (Main Street) Feasibility Study (Steele County) – Owatonna, MN
- Healthcare Hub Feasibility Study – City of Sartell, MN
- Cypress Drive Improvements – City of Baxter, MN

JASON LENNEMAN
ALTERNATIVES ANALYSIS AND PRELIMINARY
DESIGN SUPPORT



EDUCATION

BS, Civil Engineering
North Dakota
State University



**REGISTRATIONS/
CERTIFICATIONS**

Engineer in Training



AVAILABILITY

45%

6
YEARS OF
EXPERIENCE

Jason is a graduate engineer with experience in setting roadway profiles, modeling roadway geometrics, and developing construction plans. His experience also includes designing and inspecting roads, surveying, bridge measurements, and providing municipal storm sewer inspections. He is proficient in AutoCAD Civil 3D and PTC Creo Parametric.

EXPERIENCE

- CSAH 48 Roundabout and Street Extension – City of Baxter, MN
- TH 371B (S. 6th Street) and Willow Street Roundabout – City of Brainerd, MN
- Edmonton Roundabout Preliminary Design – City of Hutchinson

CHRIS MUNN PLS
SURVEYS AND MAPPING



EDUCATION

BS, Civil Engineering
Michigan Technological
University - Houghton, MI



**REGISTRATIONS/
CERTIFICATIONS**

Professional Land
Surveyor in Minnesota



AVAILABILITY

20%

31
YEARS OF
EXPERIENCE

Chris is a lead project surveyor and survey crew coordinator who offers extensive experience in surveying as well as experience as an assistant project engineer. He has worked on multiple types of survey projects including all aspects of topographic surveys and boundary surveys – both residential and rural. Chris has experience with ALTA/NSPS land title surveys, FEMA elevation certificates, right-of-way platting, commercial platting and construction preparation and staking of building/commercial sites, transportation projects, bridges, municipal projects, and land development projects.

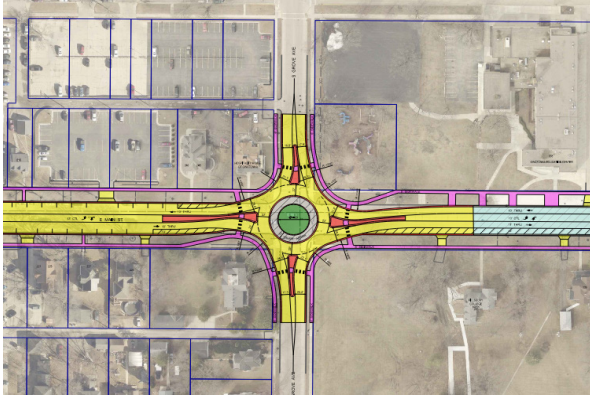
EXPERIENCE

- CSAH 48 (Main Street) Feasibility Study (Steele County) – Owatonna, MN
- Steele County Bridges Design-Build (with Parsons Brinckerhoff) – Steele County, MN
- TH 246 and Jefferson Parkway Roundabout – City of Northfield, MN

SIMILAR PROJECTS

CSAH 48 (MAIN STREET) FEASIBILITY STUDY

OWATONNA, MN



SEH partnered with Steele County and the City of Owatonna on a feasibility study for a segment of CSAH 48 that reviewed pavement conditions and identified non-motorized improvements along the corridor.

The study included detailed traffic analysis of the entire segment, including lane configurations, crash history, and safety improvements. As part of the study recommendations, a single-lane roundabout is being proposed at the intersection of CSAH 48 and Grove Avenue.



CLIENT

Steele County



YEAR COMPLETED

2023

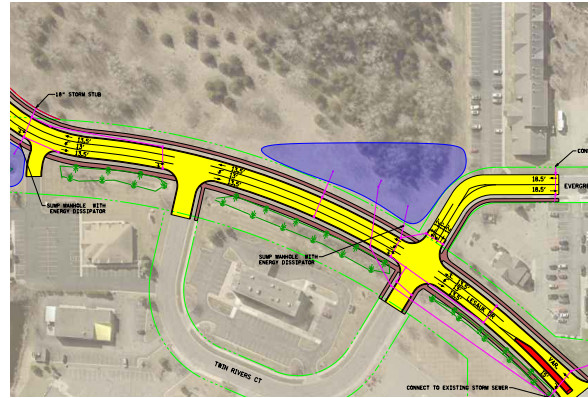


KEY PERSONNEL

Chad Jorgenson
Kristin Petersen
Adrian Diaz
Scott Hotchkin
Chris Munn

HEALTHCARE HUB FEASIBILITY STUDY

SARTELL, MN



SEH assisted the City of Sartell in development of alignments, cross sections, intersection geometrics, public utilities, stormwater treatment, and designs for several new roadways to serve central Minnesota's emerging "healthcare hub" area. The study evaluated upgrading existing rural sections of roadway, creating new roadways, and reconstructing existing roadways. Roadways were evaluated based on existing and future traffic demands, wetlands, stormwater treatment locations, public and private utilities, right-of-way acquisition, and drainage and utility easement needs. At the conclusion of the study, SEH delivered 30% project plans and outlined next steps for the City to take the project through the final design stages into construction.



CLIENT

City of Sartell



YEAR COMPLETED

2022



KEY PERSONNEL

Chad Jorgenson
Scott Hotchkin

CYPRESS DRIVE IMPROVEMENTS

BAXTER, MN



2020 ACEC-MN
GRAND AWARD AND
CEAM PROJECT OF
THE YEAR AWARD



SEH worked with the City of Baxter to implement improvements including stormwater facilities, municipal utilities, street lighting, on-road bike lanes, and separated multi-use paved trails. The team offered creative solutions to meet the challenges of the roadway by incorporating roundabouts at two major intersections and a queue cutter traffic signal at the new at-grade railroad crossing.

The biggest challenge was the at-grade railroad crossing, which required dedicated personnel who understood the railroad's requirements and ultimately equipped the railroad crossing with signals and preemption. The resulting improvements met the City's goal of improved safety for all modes of travel.



CLIENT

City of Baxter



YEAR COMPLETED

2020



KEY PERSONNEL

Chad Jorgenson
Scott Hotchkin
Emily Jennings
Bryan Remer
Sam Turrentine



Work Plan — Project Approach

SEH's approach to the CSAH 2/CR 180, CSAH 43, and CR 171 feasibility study and preliminary design project aligns with the County's objective to identify alternatives that improve safety and capacity while balancing cost, impacts to surrounding property, environmental concerns, and the railroad.

Our design team will work closely with our traffic engineers and public involvement staff, engaging in an iterative process to analyze potential solutions. We will make real-time adjustments to maximize the value of every dollar, ensuring optimal solutions and efficiencies. By analyzing both current and future design year conditions, we will be able to right-size potential short-term improvements. This approach will yield high-benefit, lower-cost solutions that can then be leveraged should larger geometric changes be pursued in the future.

Involving both local agency and community stakeholders in a meaningful process will be crucial for obtaining valuable insights, securing early support for core design parameters, and enabling the team to proactively address potential concerns.

SEH's comprehensive approach will result in solutions that provide immediate safety and efficiency benefits for all intersecting roadways to help support the County's safety and capacity goals.

TASK 1: PROJECT MANAGEMENT

Effective project management is integral to the success of a project. As project manager, Chad Jorgenson will direct all project activities with a focus on easing Steele County's workload in project delivery.

Project success will require proactive and timely communication with Steele County's project manager. SEH has developed a proven approach built on the following project management tools and techniques:

- **Weekly check-in calls with the County's project manager** discussing updates and needs/issues as the project progresses, including review of an issue resolution tracking spreadsheet.
- **Weekly internal project team coordination meetings**, coupled with daily team interaction.
- **Monthly invoices and progress reports** along with updates to the project schedule.
- **Coordination with project stakeholders** to facilitate completion of several tasks throughout the duration of the project.
- **Quality Management Plan (QMP)** tailored to the project with quality assurance/quality control (QA/QC) processes built into the schedule.

At the onset of the project, a kick-off meeting will be facilitated to confirm scope, schedule, roles, and communication protocols. In addition, monthly Project Management Team (PMT) meetings will be held to review overall project progress and to discuss issues and challenges associated with the project as the traffic operations and design work progresses.

Deliverables: Meeting facilitation, agendas and minutes, schedule and budget updates, invoices, QA/QC

Key Staff: Chad Jorgenson

TASK 2: PUBLIC INVOLVEMENT

SEH understands Steele County's desire to implement an effective and accessible public involvement effort for this project and has selected Kristin Petersen to lead this task in close coordination with Chad Jorgenson.

Kristin will design a process that provides opportunities for all interested stakeholders to engage in the process, be listened to, and be provided some level of response. The following subtasks outline the different components of the public and agency involvement process.

TASK 2.1 PROPERTY OWNER MEETINGS

Critical to project success will be concurrence and acceptance of the chosen alternative design. Our team understands that maintaining a sense of community with the chosen alternative is important to village of Havana residents. Identified improvements must not act as a barrier separating village residents or make access and mobility difficult for the people who live right next to the project area.

SEH's approach, illustrated in the table below, will begin with meeting property owners to establish priorities and concerns with the existing conditions before developing and vetting geometric alternatives. People's interest in potential relocation and willingness to give up right-of-way will be critical to gauge early. These

conversations will help further refine the design alternative development process. Additional property owner meetings will take place once the preferred alternative has been selected. Outreach to affected property owners will occur around the same time that each of the project open houses are taking place.

TASK 2.2 PUBLIC AND AGENCY INVOLVEMENT

SEH will conduct three in-person public open houses. The purpose of the first open house will be to collect feedback on the existing configuration of intersecting roadways, identify current challenges, and gauge the level of support for the project.

A second open house will be held to communicate the design alternatives under consideration.

Online engagement will also be leveraged during this time to receive feedback on alternatives from the general public and surrounding landowners. Depending on input received at the first open house, this second in-person open house may be converted into an online-only engagement effort.

A third open house will be held to unveil the preferred project alternative, provide information on construction timelines, potential impacts, and detour routes, and communicate the overall benefits of the project. Stakeholders will have the opportunity to offer feedback during this session.

Deliverables: ADA-accessible notices, handouts, exhibits, maps, brochure, webpage, web updates

Key Staff: Kristin Petersen, Adrian Diaz, Chad Jorgenson

TOOLS	Introduction and Collaboration	Conceptual Design and Experiential Engagement	Final Recommendation	Stakeholders
	Duration: 2 months (Apr 2024 – May 2024)	Duration: 5 months (May 2024 – Sep 2024)	Duration: 3 months (Sep 2024 – Nov 2024)	
	Main Engagement Level: INFORM Introduce the project's existing conditions. Conduct meetings with key project stakeholders, including Minnesota DNR, CPKC, and Havana residents.	Main Engagement Level: INVOLVE Provide opportunities for comment on 20 generated alternatives via online engagement activities and a second project open house. Gather feedback on alternatives generated.	Main Engagement Level: CONSULT Present final recommended concept with project benefits and supporting documentation.	
	INFORM: Website and social media, fact sheets, engagement summary CONSULT: Virtual and in-person open house, stakeholder engagement meeting, property owner meetings INVOLVE: Online and in-person engagement activities to collect information on existing issues	INFORM: Website and social media, fact sheets, engagement summary CONSULT: Virtual and in-person open house, stakeholder engagement meeting, property owner meetings INVOLVE: Request feedback from the general public and project stakeholders on design alternatives	INFORM: Website and social media, fact sheets, engagement summary CONSULT: Virtual and in-person open house, stakeholder engagement meeting	

TASK 3: SURVEYS AND MAPPING

The SEH team will collect all necessary design survey from the project area. Led by Chris Munn, the team will perform all drainage, utility, and topographic surveys needed to furnish base data necessary to complete the project deliverables. A review of any available Digital Terrain Mapping (DTM) files, survey control point information, existing right-of-way information, alignment, and other previously completed mapping files will be completed and coordinated between SEH and Steele County's project manager.

A non-excavation utility markings request will be sent to Gopher State One Call (GSOC), and all marked and visible utilities will be field located.

Deliverables: GSOC Utility Locate Request, topographic survey information

Key Staff: Chris Munn

TASK 4: PUBLIC AND PRIVATE UTILITY IDENTIFICATION AND COORDINATION

All utilities identified and marked as part of Task 3 will be mapped and displayed on all generated intersection alternatives. Impacts to existing utilities will be identified for each generated alternative and will be documented as part of the alternative evaluation process. Once a preferred alternative is selected, an initial utility coordination meeting will be held to discuss potential mitigation and potential relocation needs.

Deliverables: Accurate mapping of existing utilities in the project area and identification of potential impacts

Key Staff: Chad Jorgenson, Scott Hotchkin, Jason Lenneman

TASK 5: PRELIMINARY HYDRAULICS

Stormwater impacts will be evaluated by first assessing the existing hydraulics, including drainage patterns, ditch capacities, and discharge points. This information, coupled with the preliminary roadway design, will guide the SEH team in developing an efficient and functional preliminary stormwater layout to serve the reconstructed intersection and surrounding area. The preliminary stormwater layout, which will be summarized in a preliminary hydraulic report, will include two primary elements: stormwater conveyance and stormwater management.

Preliminary stormwater conveyance may include ditch hydraulics, inlet placement, and/or storm sewer conveyance systems depending on the

roadway and intersection design. Any potential design alternatives will be presented to drainage stakeholders for review and consideration.

The project area discharges to an impaired tributary of Maple Creek. The impairment, benthic macroinvertebrates bioassessments, is considered construction-related and may require additional temporary best management practices (BMP) during construction as well as additional considerations to permanent stormwater management systems.

We assume the project will add one acre or greater of impervious surfaces and stormwater management will be required per the MPCA Construction Stormwater Permit. Identifying preliminary stormwater management – including but not limited to existing BMPs in the project area, swales within boulevard/ditch space, or facilities within other open spaces – will be critical to the project layout. Stormwater management will be integrated into the intersection layout and function as an overall stormwater system with the existing area. We will include sustainable and feasible landscaping in the preliminary design and short- and long-term operations and maintenance will be considered.

The preliminary drainage analysis will be documented with a preliminary hydraulic report. The report will include milestone appropriate calculations, data, and figures such as regulatory requirements for treatment volume, information on water quality and rate control, drainage maps, location, type, sizing, and plan and profile view of stormwater conveyance and/or infrastructure.

A permitting matrix will be included in the preliminary hydraulic report, which will summarize goals and requirements that need to be incorporated into final design. Permitting timelines and fees will be estimated within the matrix.

Deliverables: Preliminary Stormwater Management Report

Key Staff: Emily Jennings

TASK 6: ENVIRONMENTAL IMPACTS AND WETLAND DELINEATION

Sam Turrentine will lead the environmental screening of the alternatives being considered. The screening will utilize existing GIS data sets and information from Steele County, City of Owatonna, village of Havana, Steele County Watershed District, the Minnesota Department of Natural Resources

(DNR) and other resource agencies. For each alternative being analyzed, Sam will work to identify potential environmental impacts to be leveraged as part of the overall decision matrix comparing each generated alternative.

Proactively involving the review and approval agencies early in the project will help streamline future environmental documentation by focusing the analysis on key project issues, and later, by reducing the extent of agency commentary during the formal review, approval, and comment process. At the conclusion of the environmental screening, recommendations for environmental documentation consistent with federal and state aid requirements will be provided.

In addition, SEH scientists will conduct a wetland delineation following the guidelines of the 1987 U.S. Army Corps of Engineers (USACE) Manual and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region. All areas meeting wetland criteria within the project limits will be mapped in the field by a Minnesota Certified Professional Wetland Delineator. Findings will be reviewed by SEH Wetlands Lead, Rebecca Beduhn.

Following completion of the field work, the team will prepare a wetland delineation report following the submittal guidelines of the Board of Water and Soil Resources and USACE. SEH will also engage with USACE for early coordination on stream impacts and potential mitigation that are likely to occur from the proposed road realignment.

Deliverables: Environmental documentation identification and review, Wetland Delineation Report

Key Staff: Sam Turrentine, Rebecca Beduhn

TASK 7: TRAFFIC ANALYSIS

Chad Jorgenson will lead the existing and future conditions analysis task. The SEH team will collect new traffic counts, including heavy trucks and non-motorized traffic, at the intersection of CSAH 43 with CR 171, CR 180/CSAH 2, SE 18th Street, and US 14. Traffic counts should be obtained while school is in session. Discussion with the PMT should also be had to determine if additional counts should be taken during peak harvesting season to confirm heavy vehicle and farm implement numbers and travel patterns.

We will work with the County to obtain recent crash data for the project area via Minnesota Crash Mapping Analysis Tool (MnCMAT). Traffic counts should be obtained while school is in session. We will discuss with the PMT whether

additional counts should be taken during peak harvesting season to confirm heavy vehicle and farm implement numbers and travel patterns.

Forecasts for year 2045 will be developed starting with collecting and reviewing the historical growth trends of each intersecting roadway with CSAH 43 in the project area. Consideration will also be given to the following factors that will ultimately drive traffic pattern changes within the project area both in the near and long term:

- CR 180 railroad bridge improvements, including improving vertical clearance which would potentially allow more truck traffic to use the CR 180/CSAH 2 corridor
- City of Owatonna's in-progress, 2050 Comprehensive Plan updates, the City's 2040 Transportation Plan, and Steele County's Long Range Transportation Plan identifying land use goals and changes to the surrounding transportation network
- Planned roadway improvements, including the future Eastside Corridor and trail
- Review of previously completed traffic forecasting work
- Potential conversion of US 14 and CSAH 43 to a grade-separated interchange

SEH will work with the County and to derive an updated forecast average daily traffic (ADT) that considers area-wide growth, including any expected residential or commercial developments planned or anticipated on the east side of Owatonna.



We assume that a railroad diagnostic team review will be needed to coordinate improvements at this crossing. Bryan will assist the project team in determining strategy and coordination of improvements and, leveraging his experience working with railroads, will provide technical advice navigating this often critical path item.

Deliverables: Coordination with CPKC, MnDOT Rail Office, railroad diagnostic site review

Key Staff: Bryan Remer

TASK 10: PRELIMINARY DESIGN/CONCEPT LAYOUTS

As our concept development lead, Scott Hotchkin will collaborate closely with our multidisciplinary team to advance and develop concept alternatives to be used and refined through the public engagement process. Once a preferred alternative is chosen, Scott will lead the finalization of a preliminary geometric layout. The final geometric layout will include alignments, profiles, roadway and potential trail geometry, typical sections, preliminary construction limits, and utility and right-of-way impacts for the area. Information obtained from the hydraulic memorandum will be used for determining initial drainage structure sizing, identifying any impacts to the surrounding floodplain, and evaluating the overall drainage area.

This layout will be a tool for sharing information with residents, project partners, and other stakeholders.

Deliverables: Final geometric layout, finalized preliminary hydraulic memorandum/drainage report

Key Staff: Scott Hotchkin, Jason Lenneman

TASK 11: PRELIMINARY COST ESTIMATE AND FUNDING OPTIONS

A preliminary cost estimate will be developed based on the preferred layout. The cost estimate will be broken out by the County's cost participation policy and will include recommendations for potential funding sources.

Items in the cost estimate will be broken out and identified if they are eligible for federal funding. This breakdown will help when preparing funding applications should additional funding be pursued.

Deliverables: Preliminary cost estimates

Key Staff: Scott Hotchkin

TASK 12: RIGHT-OF-WAY

As part of the alternatives evaluation process, needed right-of-way will be quantified and documented for each concept alternative. Costs will include potential building removal and property acquisition needed for each alternative. Results from the right-of-way impact analysis will be used to evaluate each concept alternative.

Deliverables: Identification and quantification of right-of-way impacts

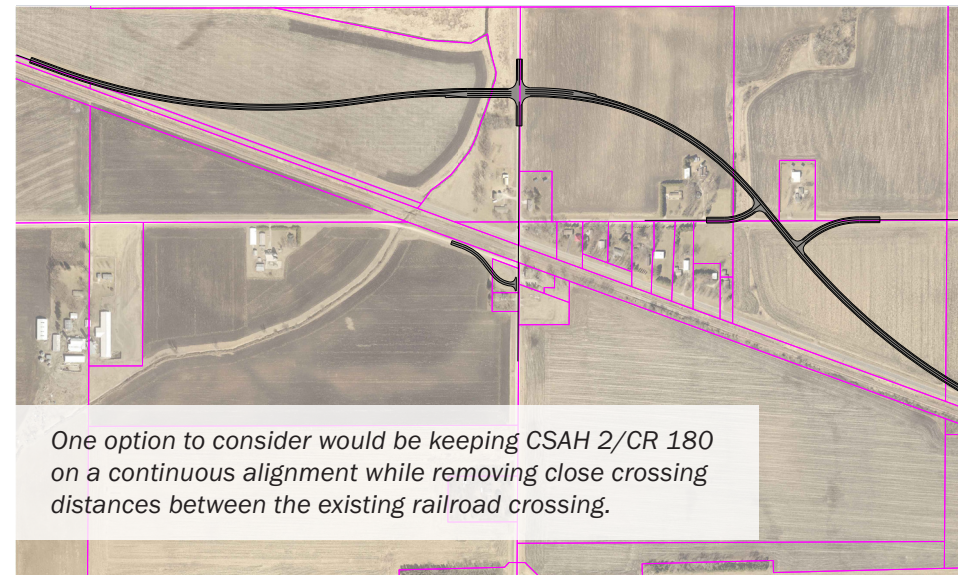
Key Staff: Scott Hotchkin, Jason Lenneman

TASK 13: FEASIBILITY STUDY REPORT

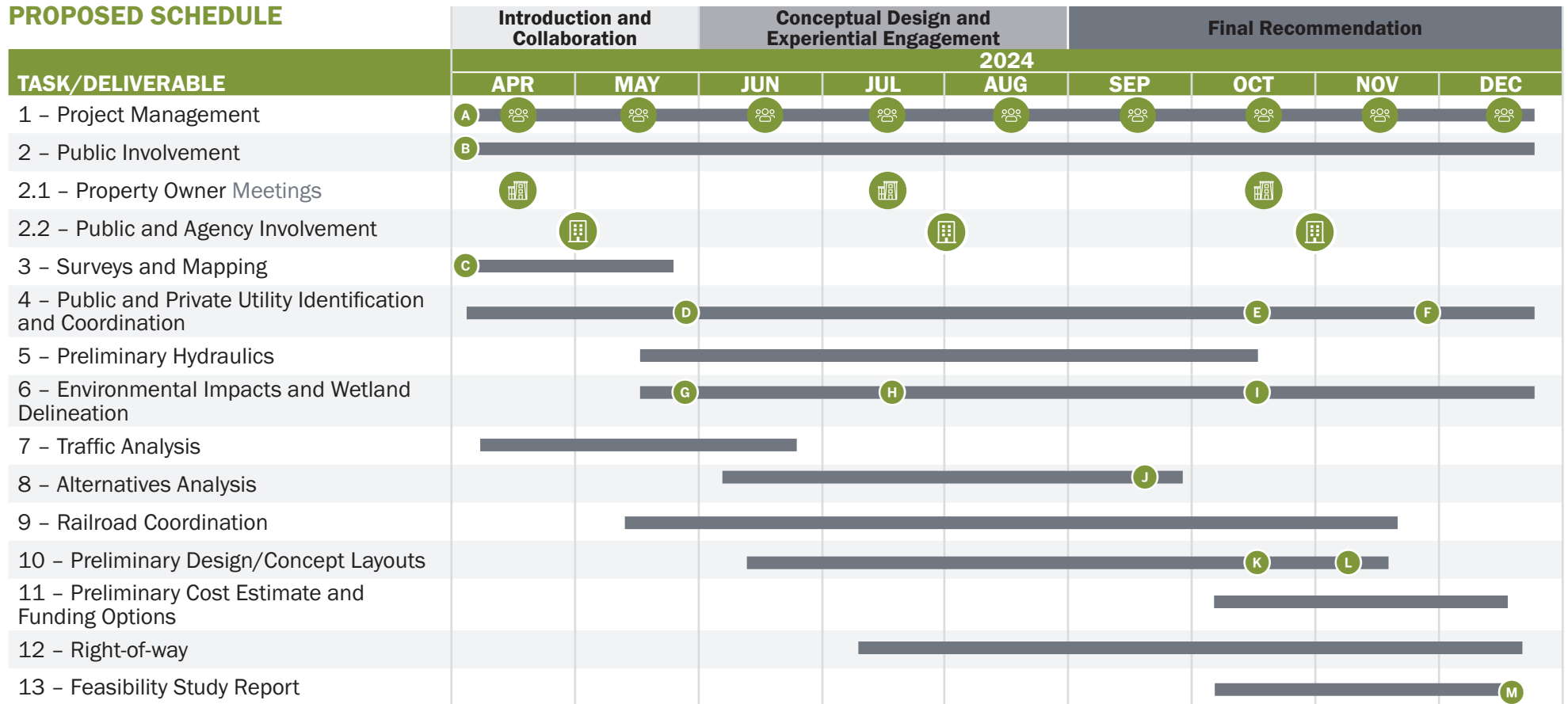
At the culmination of the preliminary design effort, all work completed as part of the above tasks will be documented and summarized into a formal Feasibility Study Report. This report will set the stage for the project to transition into the final design phase with minimal unknowns. This will allow for a smooth transition and clear direction on right-of-way acquisition needs and a further refined project delivery timeline.

Deliverables: Feasibility Study Report

Key Staff: Chad Jorgenson



PROPOSED SCHEDULE



MILESTONES

- | | | | |
|--|---|---|--|
| A Notice to Proceed | F Initial Utility Coordination Meeting | J Selection of Preferred Alternative |  Public Open House |
| B Stakeholder and Public Involvement Plan | G Wetland Delineation | K Final Layout |  Individual Property Owner Meetings |
| C Topographic Survey Information Obtained | H Wetland Delineation Report | L Final Construction Limits |  PMT Meetings |
| D Existing Utility Mapping | I Environmental Documentation Needs Review | M Feasibility Report | |
| E Utility Impacts Identified | | | |

SEH Base Proposal Task / Deliverables	PM	Sr. Traffic Engineer	Sr. Professional Engineer	Prof. Traffic Engineer	Professional Engineer	Planner	Graduate Engineer	Design Tech	Surveyor	Crew Chief	Admin Tech	Total Hours	Task Expenses	Task Cost
Task 1 - Project Management												114	\$ 335.00	\$ 23,022.00
Task 1.1 - Project Administration	8										12	20	\$ -	\$ 3,160.00
Task 1.2 - Project Coordination	40		9	5	5	5						64	\$ 335.00	\$ 12,926.00
Task 1.3 - Quality Assurance/Quality Control		24	6									30	\$ -	\$ 6,936.00
Task 2 - Public Involvement												224	\$ 2,263.04	\$ 37,175.04
Task 2.1 - Property Owners	12					10		10				32	\$ -	\$ 5,430.00
Task 2.2 - Public and Agency Involvement Plan	20					50		64				134	\$ 500.00	\$ 21,386.00
Task 2.3 - Prepare Open House Materials, Draft Brochure, Project Website	4					20		34				58	\$ 1,763.04	\$ 10,359.04
Task 3 - Surveys and Mapping												90	\$ 3,884.40	\$ 16,779.40
Task 3.1 - Supplementary Topographic Survey									20	40		60	\$ 3,884.40	\$ 12,664.40
Task 3.2 - Basefile Creation								5	5	20		30	\$ -	\$ 4,115.00
Task 4 - Public and Private Utility Identification and Coordination												12	\$ -	\$ 1,880.00
Task 4.1 - Identification and Mapping of Existing Utilities	2		2				8					12	\$ -	\$ 1,880.00
Task 5 - Preliminary Hydraulics												98	\$ -	\$ 14,740.00
Task 5.1 - Hydraulic Analysis	2				28		64	4				98	\$ -	\$ 14,740.00
Task 6 - Environmental Impacts and Wetland Delineations												62	\$ 113.90	\$ 7,953.90
Task 6.1 - Determine Impacts	1						52					53	\$ 113.90	\$ 6,761.90
Task 6.2 - Recommend Mitigation Measures	1						8					9	\$ -	\$ 1,192.00
Task 7 - Traffic Analysis												138	\$ 1,068.00	\$ 20,412.00
Task 7.1 - Data Collection & Traffic Forecasts							18					18	\$ 1,068.00	\$ 3,300.00
Task 7.2 - Traffic Analysis	10	8		20			80	2				120	\$ -	\$ 17,112.00
Task 8 - Alternatives Analysis												122	\$ -	\$ 18,136.00
Task 8.1 - Develop Alternative Concepts	4		10				40	2				56	\$ -	\$ 8,448.00
Task 8.2 - Evaluate Concepts	4		10				50	2				66	\$ -	\$ 9,688.00
Task 9 - Railroad Coordination												13	\$ 198.66	\$ 2,886.66
Task 9.1 - Coordinate Railway Crossing Improvements	5				8							13	\$ 198.66	\$ 2,886.66
Task 10 - Preliminary Design / Concept Layouts												236	\$ -	\$ 37,020.00
Task 10.1 - Identify Alternatives	8		10		20							38	\$ -	\$ 8,260.00
Task 10.2 - Develop Preliminary Layouts	8		30				80	80				198	\$ -	\$ 28,760.00
Task 11 - Preliminary Cost Estimate and Funding Options												16		\$ 3,468
Task 11.1 - Develop Preliminary Cost Estimates	2		8									10	\$ -	\$ 2,352.00
Task 11.2 - Determine Funding Options	2					4						6	\$ -	\$ 1,116.00
Task 12 - Right of Way												24		\$ 4,240
Task 12.1 - Estimate ROW Acquisition Required	2		4				6					12	\$ -	\$ 2,120.00
Task 12.2 - Estimate ROW Costs	2		4				6					12	\$ -	\$ 2,120.00
Task 13 - Additional Tasks												60	\$ -	\$ 11,952.00
Task 13.1 - Feasibility Report	50	2	4								4	60	\$ -	\$ 11,952.00
Total SEH Hours	187	34	97	25	61	89	412	203	25	60	16	1,209		
SEH Average Hourly Rates:	\$ 200.00	\$ 228.00	\$ 244.00	\$ 156.00	\$ 211.00	\$ 179.00	\$ 124.00	\$ 124.00	\$ 179.00	\$ 130.00	\$ 130.00	158.92		
Subtotal Labor Costs	\$ 37,400.00	\$ 7,752.00	\$ 23,668.00	\$ 3,900.00	\$ 12,871.00	\$ 15,931.00	\$ 51,088.00	\$ 25,172.00	\$ 4,475.00	\$ 7,800.00	\$ 2,080.00			\$ 192,137.00
Reimbursable Expenses														
(Mileage, Equipment Costs)													\$ 7,863.00	
TOTAL PROJECT COST														\$ 200,000.00

Summary

The ultimate goal of the CSAH 2/CR 180, CSAH 43, and CR 171 Intersection Improvement project is to arrive at a cost-effective preferred alternative that addresses current safety and mobility issues at this location, gains stakeholder approval, and sets the County on the path towards a preliminary design that can attract funding for next steps.

A successful outcome will depend on robust stakeholder engagement, a clear understanding of current and future transportation needs, and the ability to develop potentially unconventional solutions that address the project need and satisfy all parties.

To achieve this outcome, Steele County requires a consultant team with the experience and sensitivity to create **a proposed layout that respects community values, minimizes impacts to the surrounding environment, and offers flexibility for future growth.**

SEH is that team!

We're excited to capitalize on the momentum of our partnership with Steele County on the Main Street Feasibility Study and leverage what we've learned about County processes and preferences to provide a consistent and smooth experience for you on this next project.

Project success will stem from having a strong understanding of the key goals of each project task and assigning personnel with the expertise and capacity to complete task deliverables within the County's timeframe.

The project's objectives can be summarized into four main categories: *Alternatives Analysis, Stakeholder Engagement, Preliminary Design, and Ready the Project for Future Funding.* **Here's how we believe the SEH team provides best fit and value to meet the project goals:**

ALTERNATIVES ANALYSIS

Scott Hotchkin is a deeply creative and efficient designer with an unmatched portfolio developing geometric layout alternatives that suit each unique project environment and meet the project goals. Chad Jorgenson will make sure alternatives take into account current and anticipated traffic volumes in the area. Emily Jennings will study and report on stormwater implications so that all drafted alternatives are feasible. Bryan Remer will advise on railroad crossing control options and provide coordination with CPKC.

STAKEHOLDER ENGAGEMENT

Kristin Petersen and Adrian Diaz were instrumental in delivering an inclusive engagement process for your Main Street project and will leverage many of the same tools to gather meaningful input for this one. A key goal will be to demonstrate in the preferred alternative that we listened to people's feedback and incorporated what we heard into the design solution.

PRELIMINARY DESIGN

Once the preferred alternative has been fully vetted and decided upon using SEH's four-step process, Scott Hotchkin and Jason Lenneman will move forward with developing a constructible preliminary design accompanied by accurate cost estimates.

FUTURE FUNDING

Spearheaded by Sam Turrentine and Rebecca Beduhn, environmental impacts will be carefully documented. Sam will use his extensive knowledge of the federal process to recommend the level of environmental documentation that will be needed should federal funding be secured.

We're ready to begin!



An effective design will resolve current safety issues while keeping future plans front of mind.



engineers + planners + land surveyors

Feasibility Study and Preliminary Design of CSAH 2/CR 180, CSAH 43 & CR 171 Intersection Improvement

Request for Proposals

» **SUBMITTED TO:**

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

February 27, 2024

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



February 27, 2024

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

RE: Steele County, MN
Feasibility Study and Preliminary Design of CSAH 2/CR 180, CSAH 43, and CR 171
Intersection Improvements
Response to Request for Proposals

Dear Mr. Sponholz and Members of the Selection Committee:

Like many of you, we don't have an off switch when it comes to being an engineer.

When we drive along the project limits, we can visualize the possibilities as well as the challenges to resolve the issues at these intersections. Please refer to our understanding of the project's key issues and our proposed solutions on Pages 1-2.

This intersection improvement project is the exact type of project we excel at performing. We believe that WHKS provides the best value to Steele County for the following reasons:

- **Looking at Conditions for Today and Tomorrow.** Changing traffic patterns of Highway 14, the construction of the interchange, planned County improvements, and Owatonna's growth needs are major factors of this study.
- **Communication and Coordination Experts.** This project will be as much about communicating project objectives as it is proposing the solutions. WHKS staff will coordinate with the County, residents of Havana, stakeholders, and other interested parties throughout the project.
- **Getting the Job Done.** We have the in-house resources to complete the transportation, traffic, and environmental analysis required for the study. We have the staff capacity to complete the study by December 2024.

We've worked with the Steele County Highway Department long enough to know that excellence does not have a sleep mode. We know you have thought about solutions as well and we can't wait to discuss our ideas together.

Our enthusiasm cannot be snoozed – we're ready to get started.

The WHKS Team will be led by Brandon Theobald, a familiar face around the communities of Steele County. If you have any questions or require additional information about the information in our proposal, please contact Brandon at 507.288.3923 or by email at btheobald@whks.com.

Sincerely,

WHKS & co.



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

Table of Contents			
Section/Evaluation Criteria	Page	Section/Evaluation Criteria	Page
Letter of Transmittal	-	Project Team, Qualifications, Experience, Availability	3-6
General Requirements	1	Approach, Detailed Work Plan and Schedule	7-13
Project Understanding	1	Summary	14
Project Understanding - Key Issues	2	Cost Proposal / Cost Summary Matrix	-

General Requirements

WHKS Team Contact Information

Brandon Theobald, P.E., Project Manager

WHKS & Co., 2905 South Broadway, Rochester, MN 55904, (507) 288-3923, btheobald@whks.com

Proposal Statement and Authorized Signature

This proposal is valid for 60 days from February 27, 2024. This is signed by a person authorized to bind WHKS to the terms of this proposal.



Project Understanding

After visiting the site, the success of this project hinges on addressing these key issues:



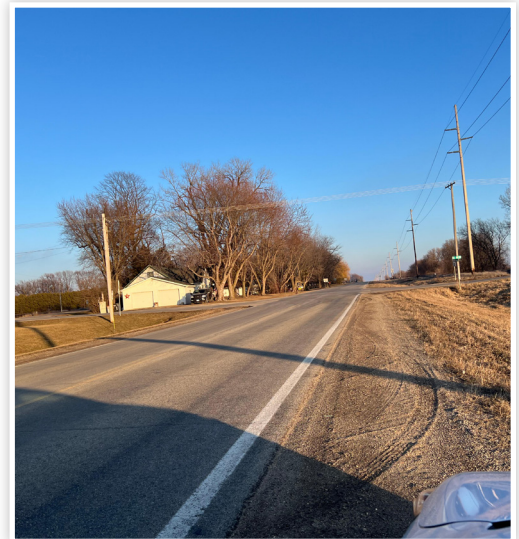
Key Issue: "Right Size Fix" to Current Configuration



Key Issue: Addressing the Needs of Havana



Key Issue: Schedule



WHKS has provided proposed solutions which are detailed on the following page.

The following section outlines the WHKS Team approach to obtaining necessary data, evaluating existing conditions, identifying challenges, and developing solutions.

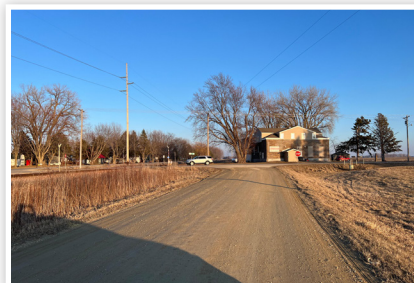
Key Issue: "Right Size Fix" to Current Configuration

WHKS Solution: Analyze solutions that address current issues, look into the future, and anticipate the timeline for the construction of the interchange. The changing traffic patterns of Highway 14 will require new traffic counts.



Key Issue: Addressing the Needs of Havana

WHKS Solution: Implement a robust public outreach campaign with residents of Havana to discuss access and community impacts.



Key Issue: Schedule

WHKS Solution: Work to develop alternatives on an accelerated timeline of December 2024.

Project Team, Qualifications, Experience, and Availability

Availability

The WHKS Team can begin work upon Notice to Proceed.

Project Team

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

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

	<table><tr><th colspan="2">Brandon Theobald, P.E. - Project Manager</th></tr><tr><td colspan="2">Work Tasks: Alternative Analysis, Design Oversight, Public Outreach</td></tr><tr><td>Education: B.S. Degree, Civil Engineering</td><td rowspan="3">Qualifications: Brandon's design and project management experience includes urban and rural street design and maintenance, State Aid projects, utility design, trails, drainage, erosion control, and construction engineering. He is experienced with grant and loan funding assistance and public outreach activities.</td></tr><tr><td>Registration: Professional Engineer: Minnesota</td></tr><tr><td>Number of Years of Experience: 19</td></tr></table>	Brandon Theobald, P.E. - Project Manager		Work Tasks: Alternative Analysis, Design Oversight, Public Outreach		Education: B.S. Degree, Civil Engineering	Qualifications: Brandon's design and project management experience includes urban and rural street design and maintenance, State Aid projects, utility design, trails, drainage, erosion control, and construction engineering. He is experienced with grant and loan funding assistance and public outreach activities.	Registration: Professional Engineer: Minnesota	Number of Years of Experience: 19
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Registration: Professional Engineer: Minnesota									
Number of Years of Experience: 19									
	<table><tr><th colspan="2">Timothy Hruska, P.E., L.S. - Project Principal, QA/QC, Surveyor</th></tr><tr><td colspan="2">Work Tasks: Survey, Right-of-Way Determination, Public Outreach, Report QA/QC</td></tr><tr><td>Education: B.S. Degree, Civil Engineering</td><td rowspan="3">Qualifications: Tim has an extensive project record with managing MnDOT State Aid projects and is the Project Manager for WHKS' ongoing projects with the Minnesota Department of Transportation (MnDOT), including roadway, survey, and ADA compliance and staff augmentation projects.</td></tr><tr><td>Registration: Professional Engineer/Surveyor: Minnesota</td></tr><tr><td>Number of Years of Experience: 24</td></tr></table>	Timothy Hruska, P.E., L.S. - Project Principal, QA/QC, Surveyor		Work Tasks: Survey, Right-of-Way Determination, Public Outreach, Report QA/QC		Education: B.S. Degree, Civil Engineering	Qualifications: Tim has an extensive project record with managing MnDOT State Aid projects and is the Project Manager for WHKS' ongoing projects with the Minnesota Department of Transportation (MnDOT), including roadway, survey, and ADA compliance and staff augmentation projects.	Registration: Professional Engineer/Surveyor: Minnesota	Number of Years of Experience: 24
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Number of Years of Experience: 24									
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Eric Tott, P.E., PTOE - Traffic Engineering Task Manager									
Work Tasks: Traffic Study, Safety Review									
Education: B.S. Degree, Civil Engineering	Qualifications: Eric has completed numerous ICE evaluations, traffic impact studies, roundabout designs, and traffic signal improvements. He prepared traffic studies and designed projects with geometric constraints in urban and rural areas, including recent projects in Austin, Byron, and Kasson, MN.								
Registration: Professional Engineer: Minnesota									
Number of Years of Experience: 20									
	<table><tr><th colspan="2">Brandyn Chezick, P.E. - Roadway and Alignment Analysis Task Manager</th></tr><tr><td colspan="2">Work Tasks: Alternative Analysis, Corridor Study, Preliminary Layouts</td></tr><tr><td>Education: B.S. Degree, Civil Engineering</td><td rowspan="3">Qualifications: Brandyn has designed street, roadway, ADA and utility improvements, including projects completed to MnDOT Standards. He has participated in feasibility and planning-level studies for municipal infrastructure improvements, providing local coordination and public outreach services.</td></tr><tr><td>Registration: Professional Engineer: Minnesota</td></tr><tr><td>Number of Years of Experience: 10</td></tr></table>	Brandyn Chezick, P.E. - Roadway and Alignment Analysis Task Manager		Work Tasks: Alternative Analysis, Corridor Study, Preliminary Layouts		Education: B.S. Degree, Civil Engineering	Qualifications: Brandyn has designed street, roadway, ADA and utility improvements, including projects completed to MnDOT Standards. He has participated in feasibility and planning-level studies for municipal infrastructure improvements, providing local coordination and public outreach services.	Registration: Professional Engineer: Minnesota	Number of Years of Experience: 10
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Registration: Professional Engineer: Minnesota									
Number of Years of Experience: 10									

Project Experience

Following are three examples of similar feasibility studies/design projects.



US 65 Pavement Preservation - Albert Lea, Minnesota

WHKS led the design team to improve 2.7 miles of US 65 in the City of Albert Lea. The corridor extended from Newton Avenue to the Shell Rock River Bridge and had a history of right angle crashes at some intersections and drainage issues during flood events.

During preliminary design, WHKS evaluated the proposed conceptual median closures and access configurations, with recommendations provided in a traffic report. A Minnesota Department of Transportation (MnDOT) Level 1 geometric layout was prepared, as well as a Drainage Design Report and preliminary ADA design.

Based on the information presented in the preliminary phase, the City decided it was feasible and cost effective to improve the local roadways adjoining US 65 within the project limits. A Traffic Management Plan was shared with MnDOT and stakeholders to discuss staging and access needs.

A new traffic signal was installed at the intersection of US 65/Garfield Avenue. The low point of the roadway was raised two feet in areas to alleviate flooding. Intersection modifications were implemented from Garfield Avenue to Prospect Avenue, including limiting cross street traffic by increasing distance between access points, and installing turn lanes and Reduced Conflict Intersections. ADA and safety improvements include new sidewalks, median refuges, and lighting upgrades.

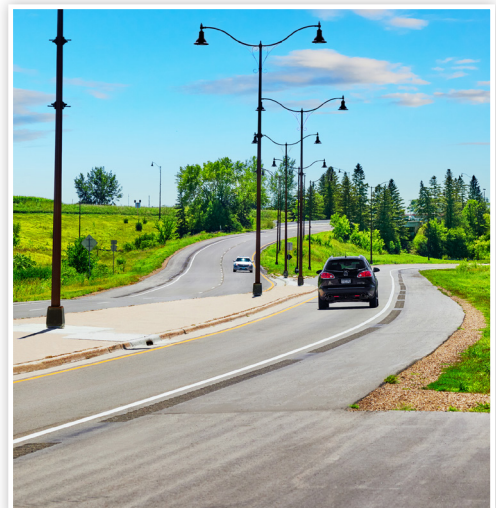
US 65 is a major thoroughfare in the City which required an extensive public outreach program to gather input and notify stakeholders and the traveling public of project developments. Public informational and open house meetings were implemented both virtually and in-person to share layout exhibits, displays, and project presentations.

WHKS Team Members:

- » Brandyn Chezick, P.E.
- » Tim Hruska, P.E., L.S.
- » Eric Tott, P.E., PTOE

Services:

- » Traffic Study
- » Geometric layout
- » Drainage Report
- » Roadway design
- » Utility design
- » Traffic signal design
- » Traffic Management Plan
- » ADA and safety improvements
- » Public outreach





10th Avenue Roundabout - Byron, Minnesota

WHKS conducted a feasibility study and prepared an Intersection Control Evaluation (ICE) report for the construction of a roundabout at 10th Avenue NE and 7th Street NE intersection.

The ICE report provided a detailed traffic analysis of the intersection and evaluated multiple scenarios to gather traffic volumes at various times throughout the day. With that information, WHKS was able to forecast projected traffic flow and volumes and provide recommendations for improvements to the roadways and intersections within the study area.

Based on the information gathered from both studies, WHKS developed conceptual level alternatives to address existing and future deficiencies. A final feasibility study summarized the methodologies, results, and recommendations of the study.

The City elected to pursue the roundabout at the intersection. WHKS developed plans and specifications for the roundabout, relocation of existing storm sewer and subdrain, and modified pedestrian facilities. Additional right-of-way was acquired to construct the project.

The project was a MnDOT State Aid project and was designed and constructed to MnDOT Standards.

WHKS Team Members:

- » Tim Hruska, P.E., L.S.
- » Eric Tott, P.E., PTOE

Services:

- » Feasibility study
- » ICE Report
- » Roundabout, street, and utility design
- » Survey
- » Traffic analysis
- » Construction observation/administration





Mantorville Avenue (TH 57) and Main Street Intersection Improvements - Kasson, Minnesota

The Mantorville Avenue (TH 57) corridor serves as a gateway to Kasson's downtown and school campus. The corridor was aging and not pedestrian friendly. The City's Comprehensive Plan indicated that residents wanted to see improvements along the corridor.

Along the roadway, the aging sanitary sewer and water mains were in need of replacement. The storm sewer was undersized during heavy rainfall, flooding local business as well as the Emergency Service Buildings for police and fire units.

WHKS prepared an Intersection Control Evaluation (ICE) for the intersection of TH 57 and Main Street. Prior to construction, the intersection was a four-leg intersection operating under signalized control. The report indicated that side-street and all-way stop control did not provide an acceptable Level of Service.

WHKS assisted the City to secure funding to complete three separate projects:

- 1. TH 57 Reconstruction (In Conjunction with MnDOT):**
Reconstructed aging utilities, increased the capacity of the storm sewer system, constructed two roundabouts, and reconfigured the roadway for improved safety.
- 2. TH 57 and 16th Street Roundabout:** Constructed a roundabout to provide safer access to the school campus and providing access to an area ready for development.
- 3. Safe Routes to School Infrastructure Improvement:**
Constructed trail improvements to connect Mantorville Avenue to the City, County, and School.

WHKS Team Members:

- » Brandon Theobald, P.E.
- » Tim Hruska, P.E., L.S.
- » Brandyn Chezick, P.E.
- » Eric Tott, P.E., PTOE

Services:

- » Intersection design and reports
- » Traffic signal improvements
- » Hydraulic design
- » ADA improvements
- » Utility design
- » Project coordination
- » Public outreach



The Many Moving Parts of this Feasibility Study

The WHKS Team will provide alternatives to accomplish the following objectives:



Meet Current and Future Traffic Needs



Evaluate Safety and Traffic Alternatives



Produce a Preliminary Design Layout

Overall Project Approach

The WHKS Team is ready to apply our unique knowledge, understanding, and experience to provide alternatives to improve the safety of the intersection of CSAH 2/CR 180, CSAH 43, and CR 171. Our team's efforts with transportation planning and conceptual layout will provide a great foundation for the project design.

Breakdown of Project Tasks

Project Management, Coordination and Meetings

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

The Team will also review and discuss recommendations contained in previous studies and discuss other issues/opportunities with representatives of Steele County and residents of the Village of Havana. The public engagement plan will also be discussed and refined.

In addition to coordination with the County, WHKS will coordinate with property owners, Village of Havana, and stakeholders from private utilities.

Monthly project updates will be provided via video conference, personal contact, e-mail, written memos, and telephone conversations. Progress meetings are anticipated to occur monthly, but during certain points of the study, may occur on an as-needed basis.

All conversations/meetings will be documented with County staff, MnDOT, other agencies, and property owners.

QA/QC services will be performed throughout the study.

Site Visit/Review Existing Conditions

WHKS will conduct a field review of the roadway corridor to familiarize the design team with the project.

A video of the route and photographs of site-specific features will be taken for reference. County staff will be invited to attend the site visit.

This Project Starts and Ends with Communication!

Public informational meetings function best as open forums where the project team presents information and attendees provide feedback.



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



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

Public Involvement

Public informational meetings have been—and continue to be—a mainstay of the public input process. These meetings are intended to be open forums where the project team presents information and attendees provide feedback. The valuable input received during the public process phase will drive the preliminary engineering tasks.

WHKS will work with the County to finalize plans for up to three public open houses to obtain public and stakeholder input. The deliverables for this task will include the production of:

- Brochure (or other informational piece) to be sent before the second Public Meeting
- Project website (maps, schedule, presentation materials)
- Press releases and media relations (optional)

WHKS will develop materials for the open house public meetings and meet one-on-one with property owners with safety, right-of-way, and access impacts.

Regular communication throughout the project will promote greater understanding and expectations. In addition to public outreach activities with stakeholders and property owners, the WHKS team will attend a meeting with the Steele County Board of Supervisors to discuss the project.

Survey

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

Utility Coordination

All existing utilities will be located and included in all surveys and/or resultant concepts. Copies of topographic survey base sheets will be provided to all utility companies for review.

Utility coordination will be performed in accordance with the MnDOT *Utility Accommodation and Coordination Manual*. WHKS will conduct Utility Coordination Meetings, as needed.

We Know a Thing or Two About Items Important to YOU

“Right Size Fix” to Current Configuration



Addressing the Needs of Havana



Schedule



Traffic Analysis

WHKS will obtain traffic count and turning movement data and review crash data, past studies, and corridor planning documents.

The team will conduct a traffic analysis of the project corridor. If required, traffic counts will be obtained using a traffic counting service to collect turning moving counts at subject intersections.

WHKS will conduct a warrant analysis and coordinate with the County as needed to determine intersection control. If the warrant analysis determines that multi-way stops are feasible options, a full Intersection Control Evaluation (ICE) Report will be completed to analyze safety, capacity, costs, and other factors.

In addition to conducting the traffic analysis, WHKS has the in-house ability to conduct modeling and design tasks for traffic operations improvements including lane configurations, stop control, intersection and roundabout design, safety improvements, and signalization.

Roadway Preliminary Design

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

Sustainable and resilient elements identified in the Alternatives Analysis will be continued in the preliminary design of the roadway. A preliminary construction cost estimate will be developed. The concepts will be based on estimated costs, right-of-way impacts, traffic operations and safety, public involvement and comments, desirable and minimum design criteria, and maintenance of traffic issues.

Boots on the Ground

WHKS has the in-house resources to conduct wetland investigations and desktop environmental reviews.



WHKS field staff will use a variety of data collection methods, which includes survey-grade GPS equipment, total station survey equipment, and other similar field collection tools.



WHKS will coordinate with all project agencies to keep everyone informed every step of the way.

Preliminary Hydraulics

An effective and efficient conveyance system will make sure that any existing drainage issues are not exacerbated, and no new issues are created downstream.

Stormwater will be considered during preliminary alignment configurations, providing for a robust roadway design. Floodplain modeling may be required for the unnamed ditch that is a tributary to Maple Creek. Preliminary hydraulic analysis will determine the initial drainage structure type, size, and location.

Environmental Review and Wetland Delineations

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

WHKS has in-house certified wetland delineation staff that will conduct field services, prepare and submit reports, and prepare permitting applications for regulatory approval.

Right-of-Way

Right-of-Way acquisition needs will be identified. WHKS will determine property lines, existing ROW, existing ownership information, building removal and occupant relocation. Acquisition costs will be provided for each concept outlined in the Feasibility Study.

Alternatives Analysis

WHKS will evaluate up to 5 proposed alternatives for intersection improvements to CSAH 2/CR 180, CR 171, CSAH 43, SE 18th Street, and the CPRR crossing (expected to be an at-grade reconstruction).

The evaluation will consider:

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

The CSS Process at a Glance

01

Effective Solutions

- Working with stakeholders, WHKS will obtain input and begin the process to develop cost-effective transportation solutions.

02

Creative Designs

- Utilizing the CSS process, WHKS will provide designs that fit into the project's surroundings while preserving and enhancing the area.

03

Communication

- The key to a successful project is communication. WHKS will work with all parties to keep everyone informed every step of the way. Constant communication leads to less surprises and less public opposition.

04

Project Alternatives

- WHKS will develop project alternatives to meet the needs and objectives of the project scope. Alternatives will help preserve and enhance the natural surroundings while also looking at the functionality and safety of the area.

Alternatives Analysis (Continued)

The objective of the alternatives analysis is to provide layouts considering current and future conditions as well as planned improvements by MnDOT and Steele County.

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

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

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

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

Alternatives will be considered for:

- Safety
- Intersection control
- Lane configurations including turning lanes
- Impacts to Havana
- Impacts to the environment, utilities, and CPKC Railway

Railroad Coordination

Early and frequent coordination with the CPKC Railway will keep them informed of the project's schedule and impacts. Our team members are familiar with CPKC's engineering requirements and guidelines. We have worked with CPKC and other Class I railroads on numerous projects throughout the United States and understand their needs, design criteria, and protocol.

The proposed structure and track design will be reviewed to minimize railroad impacts and construction costs. Concepts will be submitted to the CPKC representative for review and meeting minutes will document project discussions.

A Picture is Worth a Thousand Words and Visualizing It Can Save You Thousands of Dollars

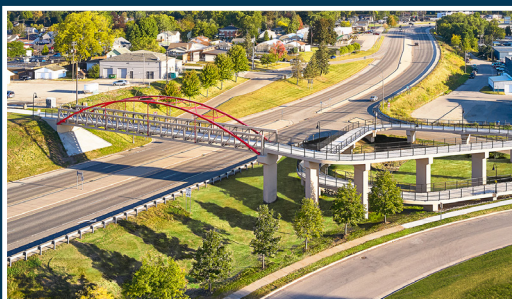
WHKS created several 3D site models and renderings for the Wagon Wheel Trail and Pedestrian Bridge in La Crescent, Minnesota.



Creating a 3D site model and renderings of the proposed project concept for the City helped with public buy-in and support for the project.



3D site models and renderings allow Clients to visualize the proposed project before making final design decisions, saving them time and money!



Constructed Bridge 2022

Preliminary Roadway Design/Concept Layouts

Layouts of each alternate will be developed and presented. The selected alternative will be refined into a staff-approved layout. A preliminary hydraulic memorandum and preliminary culvert design will be prepared.

Cost Estimates and Funding Options

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

Feasibility Report

The team will develop a draft Feasibility Report that includes:

- Process overview
- Summary of concepts
- Summary of engagement and input
- Preferred concept
- Implementation and Phasing Plan
- Cost estimate organized according to the Phasing Plan
- Priority projects aligned with funding and grant potential

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

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

Additional Services

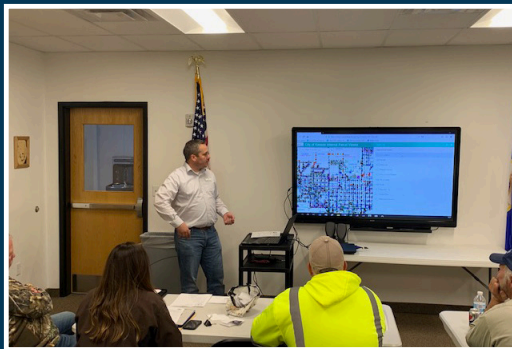
Additional expertise that we believe is beneficial for this project:

- **3D Modeling and Design Visualization.** Particularly during the public outreach phase, the power of imagery can convey a lot of meaning to interested parties and regulators.

Brandon Theobald Our "Git R Done" Guy - And Yours!



Brandon is a well rounded project manager - and that's not just a roundabout pun.



He has been the project manager for recent corridor improvement studies in Kasson and Steele County.



Brandon has extensive experience designing projects to MnDOT State Aid Standards, including geometric layouts.

Detailed Description and Format of Deliverables

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

Overall Project Schedule

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

The following project schedule provides an estimated timeline of the major work tasks for the intersection improvements:

Work Task	Estimated Completion
Notice to Proceed	April 2024
Kick Off Monthly Meeting	April 2024
Data Collection/Survey	April 2024
Begin Traffic Study/Conceptual Design	May 2024
Public Information Meeting 1	July 2024
Finalize Traffic Study/Conceptual Design	August 2024
Preliminary Design/Investigations	October 2024
Public Information Meeting 2	October 2024
Finalize Preliminary Design	November 2024
Prepare Feasibility Study	November 2024
Finalize Feasibility Report	December 2024

List of Personnel Working on Project

The key members of the WHKS team and their primary project responsibilities are shown on Page 3.

Why should the WHKS Team be selected for this project?



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



Cost Proposal / Cost Summary Matrix

Detailed Work Plan

		WHKS & CO.										
DESCRIPTION OF PROFESSIONAL SERVICES OR TASKS		Project Principal	Project Manager	Asst. Project Manager	Design Engineer	Senior Water Resources Engineer	Water Resources Engineer	Environmental Scientist	Survey Crew Chief	Survey Technician	Traffic Engineer	Subtotals
		Staff Assignment by Hours										
Task 1	Project Management and Meetings											
1.1	Administration	2.0	12.0									14.0
1.2	Preparing Monthly Reports and Invoices		8.0									8.0
1.3	General Coordination		12.0									12.0
1.4	Quality Assurance and Quality Control Functions (QC/QA)		8.0									8.0
SUBTOTAL HOURS		2.0	40.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	42.0
SUBTOTAL FEE		\$ 390.00	\$ 6,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,990.00
Task 2	Public Involvement											
2.1	Property Owners - One-on-One Meetings with Affected Property Owners	2.0	16.0									18.0
2.2	Public and Agency Involvement Plan		8.0									8.0
2.3	Conduct up to Three Open House Meetings		22.0	18.0								40.0
2.4	Project Webpage			8.0								8.0
SUBTOTAL HOURS		2.0	46.0	26.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	74.0
SUBTOTAL FEE		\$ 390.00	\$ 7,590.00	\$ 3,510.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,490.00
Task 3	Survey and Mapping											
3.1	Field Survey								32.0	32.0		64.0
3.2	Office Computations, Parcel Information and LiDAR Quality Control	1.0	2.0						8.0			11.0
SUBTOTAL HOURS		1.0	2.0	0.0	0.0	0.0	0.0	0.0	40.0	32.0	0.0	75.0
SUBTOTAL FEE		\$ 195.00	\$ 330.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,800.00	\$ 3,200.00	\$ -	\$ 8,525.00
Task 4	Public and Private Utility Identification and Coordination											
4.1	Conduct Utility Meet for Location Determination			4.0					4.0			8.0
4.2	Coordination with Utility Owner for Mitigation or Relocation		2.0	8.0								10.0
SUBTOTAL HOURS		0.0	2.0	12.0	0.0	0.0	0.0	0.0	4.0	0.0	0.0	18.0
SUBTOTAL FEE		\$ -	\$ 330.00	\$ 1,620.00	\$ -	\$ -	\$ -	\$ -	\$ 480.00	\$ -	\$ -	\$ 2,430.00
Task 5	Preliminary Hydraulics											
5.1	Preliminary Hydraulics			8.0			32.0					40.0
5.2	Hydraulics Report						8.0					8.0
SUBTOTAL HOURS		0.0	0.0	8.0	0.0	0.0	40.0	0.0	0.0	0.0	0.0	48.0
SUBTOTAL FEE		\$ -	\$ -	\$ 1,080.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 6,080.00
Task 6	Environmental Impacts and Wetland Delineations											
6.1	Wetland Delineation - Office Investigation							16.0				16.0
6.2	Wetland Delineation - Field							16.0				16.0
6.3	Wetland Delineation - TEP Coordination							8.0				8.0
SUBTOTAL HOURS		0.0	0.0	0.0	0.0	0.0	0.0	40.0	0.0	0.0	0.0	40.0
SUBTOTAL FEE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,200.00	\$ -	\$ -	\$ -	\$ 4,200.00
Task 7	Traffic Analysis											
7.1	ICE Report										64.0	64.0
												0.0
SUBTOTAL HOURS		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	64.0	64.0
SUBTOTAL FEE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,920.00	\$ 9,920.00
Task 8	Alternatives Analysis											
8.1	Evaluation of 5 Alternatives	4.0	16.0	40.0	40.0	8.0	16.0					124.0
8.2	Coordinate Concept Development		24.0									24.0
8.3	Life Cycle Cost Analysis			20.0	20.0							40.0
SUBTOTAL HOURS		4.0	40.0	60.0	60.0	8.0	16.0	0.0	0.0	0.0	0.0	188.0
SUBTOTAL FEE		\$ 780.00	\$ 6,600.00	\$ 8,100.00	\$ 6,300.00	\$ 1,320.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ 25,100.00
Task 9	Railroad Coordination											
9.1	Coordination with CPKC	2.0	8.0	8.0						8.0		26.0
9.2	Coordination with MnDOT Rail Office		8.0	8.0								16.0
9.3	Coordination with Steele County		8.0									8.0
SUBTOTAL HOURS		2.0	24.0	16.0	0.0	0.0	0.0	0.0	0.0	8.0	0.0	50.0
SUBTOTAL FEE		\$ 390.00	\$ 3,960.00	\$ 2,160.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800.00	\$ -	\$ 7,310.00



Cost Proposal / Cost Summary Matrix

Detailed Work Plan

Cost of Services		PROJECT TITLE: Feasibility Study CSAH 2/CR180, CSAH 43 & CR 171 Intersection										
		WHKS & CO.										
DESCRIPTION OF PROFESSIONAL SERVICES OR TASKS		Project Principal	Project Manager	Asst. Project Manager	Design Engineer	Senior Water Resources Engineer	Water Resources Engineer	Environmental Scientist	Survey Crew Chief	Survey Technician	Traffic Engineer	Subtotals
Task 10 Preliminary Design/Concept Layouts												
10.1 Preparing Concept Layouts			8.0	16.0	24.0							48.0
10.2 Alternative Concept Layouts			8.0	16.0	24.0							48.0
10.3 Culvert Analysis for Concepts			4.0	2.0			16.0					22.0
10.4 Approved Layout for Determining ROW Needs and Construction Limits				20.0	20.0							40.0
10.5 Hydraulic Memo for Preferred Alternative							24.0					24.0
SUBTOTAL HOURS		0.0	20.0	54.0	68.0	0.0	40.0	0.0	0.0	0.0	0.0	182.0
SUBTOTAL FEE		\$ -	\$ 3,300.00	\$ 7,290.00	\$ 7,140.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 22,730.00
Task 11 Preliminary Cost Estimate and Funding Options												
11.1 Cost Estimate for Preferred Alternative		2.0	16.0	16.0	24.0							58.0
11.2 Identification of Funding Sources			8.0									8.0
11.3 Assist in Preparation of Applications for Funding Sources			8.0									8.0
SUBTOTAL HOURS		2.0	32.0	16.0	24.0	0.0	0.0	0.0	0.0	0.0	0.0	74.0
SUBTOTAL FEE		\$ 390.00	\$ 5,280.00	\$ 2,160.00	\$ 2,520.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,350.00
Task 12 Right of Way												
12.1 Estimate ROW Acquisition and Impact to Private Property		2.0	8.0	16.0								26.0
12.2 Develop ROW, Acquisition, Demolition, Relocation Expenses for 5 Concepts			8.0	16.0								24.0
SUBTOTAL HOURS		2.0	16.0	32.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0
SUBTOTAL FEE		\$ 390.00	\$ 2,640.00	\$ 4,320.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,350.00
Task 13 Additional Tasks												
												0.0
												0.0
SUBTOTAL HOURS		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL FEE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Total Hours		15.0	222.0	224.0	152.0	8.0	96.0	40.0	44.0	40.0	64.0	905.0
Project Rates		\$195.00	\$165.00	\$135.00	\$105.00	\$165.00	\$125.00	\$105.00	\$120.00	\$100.00	\$155.00	
Project Total Fee		\$ 2,925.00	\$ 36,630.00	\$ 30,240.00	\$ 15,960.00	\$ 1,320.00	\$ 12,000.00	\$ 4,200.00	\$ 5,280.00	\$ 4,000.00	\$ 9,920.00	\$ 122,475.00
TASK SUMMARY		Total										
Task 1	Project Management and Meetings	\$6,990.00										
Task 2	Public Involvement	\$11,490.00										
Task 3	Survey and Mapping	\$8,525.00										
Task 4	Public and Private Utility Identification and Coordination	\$2,430.00										
Task 5	Preliminary Hydraulics	\$6,080.00										
Task 6	Environmental Impacts and Wetland Delineations	\$4,200.00										
Task 7	Traffic Analysis	\$9,920.00										
Task 8	Alternatives Analysis	\$25,100.00										
Task 9	Railroad Coordination	\$7,310.00										
Task 10	Preliminary Design/Concept Layouts	\$22,730.00										
Task 11	Preliminary Cost Estimate and Funding Options	\$10,350.00										
Task 12	Right of Way	\$7,350.00										
		\$122,475.00										
Miovision Traffic Counting		\$3,900.00										
Expenses		\$1,000.00 Mileage, Printing, etc.										
TOTAL PROJECT COST		\$127,375.00										



A PROPOSAL FOR

Professional Engineering Services for Feasibility Study and Preliminary Design

OF CSAH 2/CR 180, CSAH 43 & CR 171 INTERSECTION IMPROVEMENT FOR STEELE COUNTY

February 27, 2024



Paul Sponholz, PE
Assistant County Engineer
Steele County Highway Department
paul.sponholz@steelecountymn.gov

Re: Proposal for Professional Engineering Services for Feasibility Study and Preliminary Design of CSAH 2 /CR 180, CSAH 43 & CR 171 Intersection Improvement

Mr. Paul Sponholz and Members of the Selection Committee:

WSB and Steele County have worked well together on extremely challenging projects the last few years. These projects have been located close to the CSAH 43/CSAH 2/CR 180 intersection and have included coordination with CPKC Railroad. Many of the lessons learned from the past projects have resulted in WSB teaming with Houston Engineering to assist with the railroad coordination.

The WSB team prides itself on innovative intersection design, including the implementation of roundabouts. Much of the staff that worked on the previous CSAH 43 study, do not work at WSB, but the work completed will be extended to develop the preferred alternative for the multiple intersections.

Andrew Plowman is the proposed project manager. He has worked well with Steele County staff over the last several years. The project team will include Ryan Earp, who is also leading the public engagement for the East Side Corridor project in Owatonna. Andrew and Ryan understand how the East Side Corridor and Beltline tie together and how the improvements and this intersection are crucial to the safety of the area until the Beltline project is complete.

WSB appreciates this opportunity to present our proposal for the CSAH 43/CSAH 2/CR 180 Project. We understand the importance of improving the intersection safety at this location. Should you have any questions or require further information, please do not hesitate to contact me at 612-360-1311 or email at aplowman@wsbeng.com.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Plowman", written over a light blue horizontal line.

Andrew Plowman, PE
Project Manager

A handwritten signature in black ink, appearing to read "Travis Wieber", written over a light blue horizontal line.

Travis Wieber, PE
VP of Transportation Design



TABLE OF CONTENTS

Project Understanding	1
Project Team, Qualifications, and Experience.....	4
Work Plan – Project Approach	9
Cost Proposal.....	(page not counted)
Summary	15



Project Understanding

GOAL

The ultimate objective of this project is to identify a safe, cost-effective option that attempts to limit impact to the adjacent properties (as much as possible) and provide an efficient intersection for the traveling public. Below is a list of the goals that will help the team meet the intended objective.

■ **Identify alternatives for the intersection –**
A number of alternatives have been identified from previous studies. WSB will approach the intersection with these in mind, but will brainstorm additional options such as a dual roundabout configuration on CSAH 43.

■ **Evaluate and compare alternatives –** WSB will develop a comparison matrix for the alternatives that clearly shows the benefits and challenges of each option.

■ **Develop a MnDOT-style Level 1 Layout for the preferred alternative**

■ **Coordinate early and often with the railroad**
– as has been learned, some alternatives may not be popular with the railroad. It will be key to contact the railroad representatives early in the process and understand the process and/or impossibilities of certain options.

■ **Develop a comprehensive and thoughtful public engagement process**
– WSB understands that citizens in this area of Steele County are passionate about infrastructure. The key is to lead a transparent, involved community feedback process. Utilizing visualizations may be a way to help the public understand the improvements.

■ **Maintain the character of Havana -**
The village of Havana is small but has a strong sense of community. Realigning roads needs to be a thoughtful process to maintain the nature of the community.

■ **Traffic analysis of options**

■ **Identify which environmental documents may be needed.**

UNDERSTANDING

WSB is well aware of the need for north-south connections, east of Owatonna, and the history of the significant analysis of the CSAH 43 Beltline and the similar East Side Corridor that they are currently working through. This understanding will be a special advantage for Steele County and the WSB team, as both parties understand the pitfalls, challenges and public perceptions of the projects.

To say the existing intersection is confusing and challenging is an understatement. CR 180/CSAH 2 (Claremont Road) parallels the Canadian Pacific/Kansas City Railroad (CPKC). CSAH 43 is the future beltline alignment and traverses north-south, eventually connecting to US 14. County Road 171 tees into CSAH 43 just north of the CR 180/CSAH 2 intersection. The final portion of the intersection area is SE 18th Street which is a gravel, township roadway that connects to CSAH 43 south of the CPKC railroad crossing.



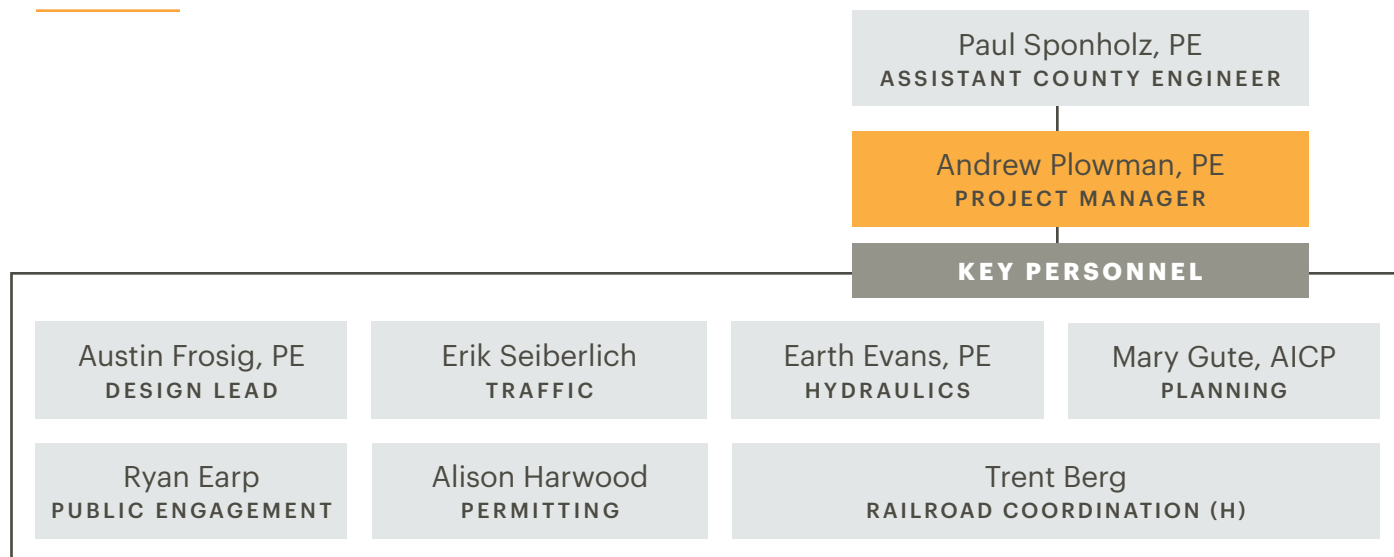
ISSUES MAP



The intersection has the highest ranked crash concern in the County. The geometrics, including the numerous access points and skew lead to the issues. The problem is expected to become worse for a no-build condition due to an expected increase in traffic. When MnDOT reconstructed US 14, many of the connections to US 14 were cut-off, bringing more traffic towards CSAH 43. CSAH 2 was part of the old US 14 alignment, and has been classified as a major collector and provides a direct connection to Claremont and the Al-Corn Clean Fuel ethanol plant, which generates much of the truck traffic in the area. It is expected the City of Owatonna is going to grow to the east, which is correlated with the East Side Corridor which is expected to be placed as a parallel route to CSAH 43. As the growth begins, it is anticipated CSAH 43 may be expanded to a four-lane divided roadway. In the interim, this intersection needs the interim improvement.

There are numerous options for this project to decrease and attempt to eliminate safety concerns, but each option will have a different impact on nearby residents, the traveling public, the railroad, the environment and cost. The key to determining the appropriate solution is teaming with a consultant that understands the needs of the area, uses an innovative approach to solving complex geometric challenges and will use a thorough process to convey options and provide an appropriate recommendation. WSB checks all of those boxes. They have worked well with Steele County over the last few years and have learned a lot about how to navigate through complex issues such as the railroad coordination, which is part of the reason why Houston Engineering has been added to the team to solidify the team's understanding of railroad coordination.

Project Team, Qualifications, and Experience



(H) HOUSTON ENGINEERING



Andrew Plowman, PE | Project Manager

CERTIFICATIONS | AVAILABILITY: 75%

Andrew has over 20 years of experience on many roadway projects, particularly roundabout projects. Andrew has been the project manager and/or lead design engineer on over 100 roundabout designs over the last 15 years. He is considered one of the foremost roundabout experts in the state and was recently featured in “The rise of roundabouts in Minnesota” video on KARE 11. His clients appreciate his innovative approach to roundabout design, especially when there are tight constraints. Andrew has worked with a consistent team over the last several years, and this familiarity has led to efficiency and a high-quality design.

He is a firm believer in constant and effective communication with the client project manager and is very prompt at providing answers and special requests. Andrew, and the WSB team, recently successfully delivered the CSAH 34 (Birch Street) project for Anoka County in the City of Lino Lakes. The project included outside-the-box thinking to eliminate the need for a total take near the roundabout at West Shadow Drive, completed through an elliptical roundabout. This was a prime example of success due to Andrew’s abilities as a project manager and roundabout expert to develop an alternative that was safe, efficient, and limited impact.

KEY PERSONNEL BIOS



Austin Frosig, PE
Design Lead

CERTIFICATIONS |
AVAILABILITY: 80%

Austin is a Project Engineer with 5 years of experience in transportation design and construction observation. Austin has been design lead on over 20 roundabouts on County highways and City streets in the last 4 years. He successfully balances the needs of stakeholders and property owners ensuring that the final product is beneficial for all. Austin is known for his ability to balance the needs of multiple design disciplines, his attention to detail, and has extensive experience in preliminary design, State-Aid design, Federal-Aid design and final design. He is proficient in MicroStation, GeoPak, and OpenRoads Designer. Austin was recently the design lead for Anoka County's CSAH 116 and TH 47 Intersection Improvements and CSAH 83 and Alpine Drive Roundabout.



Ryan Earp
Public Engagement

CERTIFICATIONS |
AVAILABILITY: 60%

Ryan is a creative and collaborative strategist with 20 years of experience working in stakeholder engagement and strategic communications. He has worked with a variety of private and public sector clients to develop impactful strategic communications plans and execute stakeholder and community engagement initiatives. Ryan is passionate about integrating emerging tools and technologies to meet stakeholder outreach objectives for our WSB clients.



Erik Seiberlich
Traffic

CERTIFICATIONS |
AVAILABILITY: 60%

Erik is an experienced traffic engineer with experience on traffic and transportation engineering projects. Erik's experience ranges from traffic signal and lighting design (interchange, corridor, pedestrian level and site and aesthetic lighting), signing & striping and ITS design to traffic forecasting, modeling and operations.



Mary Gute, AICP
Planning

CERTIFICATIONS |
AVAILABILITY: 60%

Mary has over 20 years of progressively complex transportation planning and project management experience, gained from working on a variety of transportation projects for modes including roads/bridge, transit, and trails. Mary is adept at communicating with a wide range of technical experts and stakeholders in order to access the information needed to prepare successful funding applications. This skill set, along with strong writing skills yield applications that are easy to understand while providing compelling cases for funding.



Earth Evans, PE

Hydraulics

CERTIFICATIONS |
AVAILABILITY: 60%

As a project engineer and project manager for technically diverse projects in water resources for over 20 years, Earth takes projects from planning and preliminary engineering through design and construction. She is a technical resource in hydrologic and hydraulic modeling, flood damage reduction and floodplain modeling, water quality modeling and evaluation of best management practices, permitting, and hydraulic design.



Alison Harwood

Permitting

CERTIFICATIONS |
AVAILABILITY: 60%

Alison has over 15 years of experience with environmental documentation including aquatic resource delineation and permitting, Federal and State environmental documents, and SWPPP preparation. Alison's recent permitting experience leading the aquatic resource permitting for CSAH 10 Alignment in Grant County and TH 169/TH 41 (TIGER) project for Scott County. Alison and Andy will coordinate early and throughout design to identify the locations of aquatic resources and potential impact minimization strategies.

SUBCONSULTANT

Trent Berg, PE

Railroad Coordination

(Houston Engineering)

PROFESSIONAL ENGINEER NORTH
DAKOTA: PE-9458 | AVAILABILITY:
60%

Trent has 19 years of experience performing design, project management, and construction management for railroad, highway, and other transportation projects. He also has experience with site design, utility design, and structural design. Prior to joining HEI in 2013, Trent worked for a design-build railroad contractor, where he was responsible for the design of multi-million-dollar industrial rail facilities that met American Railway Engineering and Maintenance-of-Way Association (AREMA) and host railroad requirements. He is a member of AREMA, the National Society of Professional Engineers (NSPE), and the Minnesota Regional Railroads Association (MRRRA). His previous experience includes working alongside WSB for Fletcher Bypass project.

PROJECT EXPERIENCE

CSAH 48 and 18th Street | Steele County

LOCATION: OWATONNA, MINNESOTA | CONTACT: X

WSB led the preliminary and final design of a roundabout skewed intersection surrounded by new development and a railroad crossing. CSAH 48 is a high-speed, rural highway connecting Owatonna to US-14 and US-218 with a significant county ditch and BNSF railway paralleling the corridor. Recent development and the future of Owatonna High School have led to better intersection control at 18th Street. WSB worked with county and city staff to develop roundabout geometry that reduces speeds, realigns intersection skew, and accommodates heavy vehicles bound for nearby state highways while protecting nearby land uses including residential development, churches, schools, and a major railway. WSB also led public engagement and traffic studies to provide justification and build consensus for the preferred concept

Purpose of the Project

HIGHWAY 48
(BIXBY ROAD) AND 18TH
STREET SE ROUNDABOUT



Highway 48 (Bixby Road) provides north-south mobility and connectivity along the east side of Owatonna. 18th Street SE is a city collector street that provides access to residential neighborhoods. It is anticipated growth in the area will increase near the Highway 48 and 18th Street SE intersection. Owatonna Public Schools is opening a new high school to the west of the intersection which will also generate additional traffic especially during peak hours.

Analysis was performed on the existing and anticipated traffic and it was determined a roundabout was the preferred option due to its ability to handle low and peak volumes efficiently, safety for motorists and pedestrians and creating traffic calming near the school.

It is anticipated construction on the project will begin in the summer of 2022, and be completed in August.



Roundabouts and Pedestrians

HIGHWAY 48
(BIXBY ROAD) AND 18TH
STREET SE ROUNDABOUT



Roundabout



pedestrians only look one way at a time
refuge island - creates safe haven
shorter crossing - 16' versus >24'
motorist multi-stage recognition



Standard Intersections

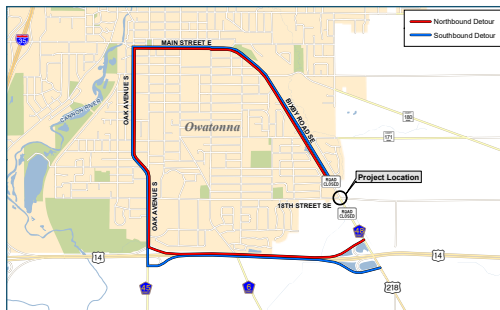


- Crossing two lanes at a time
- False sense of security
- Pedestrians look four directions, including behind them, for crossing



Detour

HIGHWAY 48
(BIXBY ROAD) AND 18TH
STREET SE ROUNDABOUT



Fletcher Bypass | City of Rogers

LOCATION: ROGERS, MINNESOTA | CONTACT: DORAN COTE, PUBLIC WORKS DIRECTOR,
763.569.3340, DCOTE@CI.ROGERS.MN.US

WSB provided a wide range of planning and engineering services for the Fletcher Bypass, Fletcher Overpass and Fletcher/Rogers Drive design adjacent to the FedEx facility. Based on potential development along the corridor, WSB refined concepts to ensure compatibility with the future Fletcher alignment. The project also included multi-agency coordination and pedestrian/ADA improvements.

Heart of the Lakes Trail | Otter Tail County Highway Department (Houston Engineering)

LOCATION: OTTER TAIL COUNTY, MINNESOTA | CONTACT: CHUCK GROTE, COUNTY
HIGHWAY ENGINEER, 218.998.8475

Houston Engineering, Inc. (HEI) was retained by the Otter Tail County Highway Department to complete preliminary and final design, surveying, environmental permitting, aquatic resources (wetland) delineation, culvert sizing, construction observation, rail coordination, and public engagement. Additionally, HEI's team designed the maps displayed along the trail. The trail crossed the CPKC mainline on the Otter Tail Subdivision and, because the existing crossing wasn't wide enough to accommodate the new trail, it was extended by about 32 feet to enhance safety and accessibility for trail users. Existing signal wires were relocated to accommodate the extended crossing and to ensure the proper functioning of railroad crossing signals. New signage was installed to enhance visibility and communication between trail users and railroad traffic. Finally, pavement markings were installed to guide trail users and improve overall safety at the crossing. HEI coordinated closely with CPKC's Director of Public Works and Rail Crossing Coordinator throughout the design and construction phases to ensure the crossing extension was done according to CPKC's standards and safety requirements. HEI also coordinated agreements between Otter Tail County and CPKC which facilitated a collaborative approach and ensured smooth construction and maintenance of the crossing extension. Lastly, HEI included the CPKC Right-of-Entry documents in the bid package to streamline the construction process and ensure compliance with CPKC regulations.

Work Plan – Project Approach



APPROACH

WSB's team for this project will be led by Andrew Plowman, a seasoned project manager specializing in alternative intersections. He is working on the East Side Corridor and has successfully constructed roundabouts in the project area including CSAH 48/Bixby Road & 18th Street. In addition to Andrew's knowledge of and experience working in the project area, the WSB team also includes experienced staff to deliver the feasibility study and preliminary design of these intersections. Steele County and MnDOT have completed extensive study of this area in the past, developing several alternatives. This project will take the next step to evaluate alternatives and produce a preliminary design of the preferred alternative.

WSB's team will follow a clear process that will keep the big picture in mind; identify and bring key issues to resolution; foster effective communication between partners, stakeholders, and agencies; adhere to all standards and quality management guidelines and deliver high quality deliverables. Our approach highlights opportunities to achieve cost and efficiency benefits; avoid, minimize and mitigate potential environmental impacts through close coordination of the design team and resource agencies; identify funding opportunities; and craft a stakeholder engagement process that will result in a path to consent.

WORK PLAN

■ Task 1: Project Management

Project Management is an essential task to ensure the project remains on schedule and on budget. Andrew Plowman will be the project manager on the project, and it will be his duty to perform most of the tasks. Andrew has started to use a project management plan (PMP) to identify key decisions, milestones and overall budget and schedule. This will be a living document that will be shared with the County project manager.

Andrew will provide monthly progress reports with the monthly invoices. The progress reports will include cost and schedule updates, as well as forecasting the budget as it relates to the schedule. Any additional work and/or schedule revisions will be shared with the County to ensure all parties are on the same page.

A variety of meetings will be held throughout the project duration. Andrew and the rest of the WSB team will be responsible for setting up the meetings and locations, creating the agendas and distributing meeting minutes.

WSB implements a comprehensive, independent Quality Assurance/Quality Control (QA/QC) process on all projects. This method closely resembles the MnDOT quality process. WSB's QA/QC process includes independent technical reviews (ITR), constructability reviews and plan review. This ensures limited comments by review agencies and less complications during construction. WSB will also implement a design forum meeting that will be a presentation of the project to other project managers and designers at WSB. This will be an opportunity

for the project team to describe the project and identify any possible suggestions from an independent party.

■ Task 2. Public Involvement

We recognize the importance of delivering a strategic and coordinated public involvement program that utilizes a comprehensive agency and public engagement process and is attentive to community needs. In doing so, we will ensure that the study and preliminary designs are well supported by project stakeholders and that the project is well-positioned for future success.

Our public involvement and communications team is led by Ryan Earp. Ryan brings 20 years of experience in developing impactful strategic communications plans and executing stakeholder engagement and communications initiatives across a variety of sectors and projects. Ryan and the WSB team are skilled in issues and stakeholder management – something they will bring forward as a resource when communicating and coordinating with community members and stakeholders throughout the project.

2.1. PROPERTY OWNERS

In close coordination with with Steele County and other appropriate agencies, WSB will conduct and facilitate property owner meetings. These meetings will be used to present the preliminary designs and reach agreements with property owners regarding impacts or modifications. With a deep understanding of the community and stakeholders in the project area, Ryan and the team will assist Steele County with outreach, communications strategy, and risk management. WSB will attend meetings and prepare all meeting materials including

notification letters or postcards, meeting agendas and summaries, design drawings and layouts for exhibits, and collect valuable feedback and input from community and agency stakeholders.

2.2. PUBLIC & AGENCY INVOLVEMENT PLAN

We will prepare a holistic, coordinated, and strategic public involvement and communications plan that is nimble and responsive to project needs, to the community, and to the agencies involved. The plan will be prepared following a project kick-off and will detail the public involvement tools and techniques that will be utilized and when they will occur. The plan will include an inventory of community stakeholders and will outline how, in coordination with Steele County and project leaders, we intend to reach each audience. Across all proposed public involvement activities, we will seek opportunities to build project awareness and share project information with the public, landowners, local agencies, and other key stakeholders. Through accessible and proactive engagement, we will collect community input and coordinate with Steele County to incorporate viable comments into the project design.

THREE OPEN HOUSES

Ryan and the team will deliver three open house meetings. The initial open house will build project awareness amongst community members and stakeholders and will serve as an opportunity for the community to provide input on current conditions and share ideas for improvement. A second open house will be held to present the preferred alternatives and will demonstrate the ways that public and stakeholder feedback was incorporated into the design process. We recognize and assume

a third open house may be desired and will be situational based on process, design, and community/stakeholder sentiment. For each open house, we will provide design and communications support for meeting notices/invitations, produce event displays and accompanying presentations, facilitate engagement activities, and collect feedback. To help promote the open houses, Ryan and the team will also assist in preparing written content, graphics and materials to be included in County and partner newsletters, social media channels, and local newspaper advertising if desired. All drafted materials will be prepared at least three weeks before use for County review and approval.

PROJECT WEBSITE

Finally, a project-specific website will be created to host project information and open house informational materials including use and design, project timeline, maps, and more. Online engagement tools such as comment maps, surveys, and contact forms will be used to facilitate public comments and feedback. This project-specific website will be linked to the Steele County project webpage for continuity. Throughout the project timeline, WSB will assist with providing regular online updates and will ensure that project maps and other technical data are posted in a publicly accessible format.

■ Task 3. Surveys and Mapping

WSB will use a combination of drone survey data and lidar data to develop topographic base mapping and a digital terrain model. WSB will coordinate closely with the County to ensure the data gathered is enough to understand the impacts but not too comprehensive to create extensive cost.

■ Task 4. Public and Private Utility Identification and Coordination

Garrett Deick, PE will apply the MnDOT utility coordination process and utility coordination best practices to identify the owners, verify location, size, and material of facilities and mitigate utility conflicts. Utility identification will include an initial GSOC ticket, field survey, and development of a utility contact list. Garrett will document correspondence, distribute layouts, facilitate utility coordination meetings, and complete meeting minutes. Utility information, including utility easements, will be displayed in the project deliverables. Overhead power transition is likely to be present and in easement within the project area. Garrett will work with the roadway design team to mitigate these and other utility impacts to the extent possible. Preliminary utility coordination will set a path for necessary relocations to be timed within the overall project schedule. Garrett's overall approach to utility coordination includes early identification of decision makers and clear and consistent communication.

■ Task 5. Preliminary Hydraulics

Earth Evans, PE will lead the preliminary hydraulic evaluation. The proposed alternatives potentially impact the existing bridge 96797 that conveys unnamed creek, a tributary of Maple Creek. The creek is identified as a DNR public water and is unmapped by FEMA. Earth will develop a hydraulic model to evaluate the proposed bridge replacement if needed due to the project impacts. There are several bridges in a series in this location. The proposed analysis will include each bridge to adequately design

the proposed replacement. She will also prepare the risk assessment, hydraulic flood analysis and associated forms. If proposed BMPs are required due to the new impervious, she will determine the required footprint and viable options within the proposed right-of-way. Soils are generally not conducive to infiltration in this area, therefore wet ponds or filtration would likely be needed. The close proximity to the railroad will require careful evaluation of stormwater management to not change conditions within the railroad ROW.

■ Task 6. Environmental Impacts and Wetland Delineations

Alison Harwood will lead the wetland delineation and analysis for the project. Delineation of wetland and other aquatic resources in the project area will be completed using the US Army Corps of Engineers Wetland Delineation Manual and regional supplement guidance. All aquatic resources, including wetlands, watercourses, stormwater ponds, and wet ditches will be identified and delineated in the field. Data related to soils, hydrology, and vegetation will be collected at each resource. The boundaries will be surveyed using sub-foot accuracy GPS equipment. Following field delineation, data will be compiled into a delineation report and provided to the county for review. Upon county approval, the report will be submitted to the Local Government Unit (LGU) for the Wetland Conservation Act (WCA) and US Army Corps of Engineers (USACE).

This task will include one return visit to the site for field verification with the Technical Evaluation Panel. Following approval, WSB will provide the County with the Notice of Decision and an electronic file (.shp, .dwg, or .kmz) of the approved boundaries.

The boundary data will then be used to evaluate the potential impacts to wetlands or other aquatic resources, including floodplains, for each alternative. Opportunities to avoid or minimize impacts will be outlined and future permitting needs will be summarized for inclusion in the alternatives analysis (Task 8). This task does not include applying for or obtaining permits for construction.

Mary Gute, AICP, will conduct an environmental scan of potential social, economic and environmental issues within the project area to help the design team understand potential constraints and any “red flags” that would suggest an alternative should not impact a particular resource. She will conduct a scan of resources typically identified in federal and/or state documentation. Maps and a memo summarizing resources will be shared with the project team and designers to help avoid impacts and minimize ones that cannot be avoided. Information gathered from the scan and the wetland work completed by Alison will also be used in the alternatives analysis to document the extent of impacts by resource and alternative.

Based upon likely funding sources, Mary will outline the likely federal and/or state documents that will be needed.

■ Task 7. Traffic Analysis

WSB will complete turning movement counts at the intersections and complete forecasting for the 10 year and 20 year movements. These counts will be modeled for the five options and compared as part of the alternatives matrix. A summary traffic report will be provided to the County.

■ Task 8. Alternatives Analysis

Developing appropriate alternatives is one of the primary tasks of this contract. It is assumed 5 concepts will be evaluated, which is why WSB will start by quick sketches of several alternatives to narrow down to the 5 concepts that will be evaluated. WSB will conduct an internal alternatives brainstorming session to develop alternatives and take these to a PMT to conduct an additional session with County staff.

Refined concepts will be developed for each of the five alternatives. These alternatives will show enough detail to determine; cost, environmental impact, utility impact, railroad impact and coordination, right of way needs, ability to be incorporated into future CSAH 43 improvements and utility impact.

WSB will develop a comparison matrix and alternatives report. The matrix and report will evolve throughout the process, especially throughout the public engagement and agency coordination process. As an alternate task, WSB will provide visualizations of up to five of the alternatives.

■ Task 9. Railroad Coordination

HEI will provide railroad coordination on this project. Coordination items include establishing direct communication with CPKC's Manager of Public Works, Grade Crossing Coordinator, and engineering department to facilitate effective coordination throughout the preliminary design phase. HEI has recently worked with these groups on a new trail crossing near Perham, MN, and are currently coordinating with the engineering team on a large flood control project in Minot, ND.

HEI will regularly communicate with CPKC and the design team throughout the process to keep all parties informed as the preliminary design develops. Much of the coordination will be handled via email or virtual, but in-person meetings can be scheduled as more detailed discussion is needed.

HEI will work with CPKC to understand their operational requirements through the project area and to ensure the preliminary design meets requirements for Steele County, MnDOT, and for CPKC. We will also identify potential impacts or constraints to road or rail operations and work with the design team to propose solutions and modifications as needed. The crossing location likely will not change, but the timber crossing will likely be replaced with concrete crossing panels and lengthened. The RFP mentions a possible diagnostic meeting to determine if gates or signals may be needed. We have included that time in this proposal.

■ Task 10. Preliminary Design/Concept Layouts

Andrew Plowman, PE, with the support of Austin Frosig, PE, will lead the development of the preliminary design drawings of concepts being considered, convey those concepts to the public and detail the design engineering for technical review. The design concepts developed will be completed to the level of detail necessary to identify right of way needs and construction limits, required culvert sizing, required bridge design (if applicable), hydraulic recommendations, preliminary project cost estimate and other constraints in the corridor.

■ Task 11. Preliminary Cost Estimate and Funding Options

The WSB team will provide Steele County with preliminary cost estimates for total project costs associated with the preferred layout.

Mary Gute, AICP, will compare the preferred concept/alternative to available funding programs and grant opportunities at the state and federal level. She will prepare a matrix identifying potential funding sources and the compatibility of the preferred alternative with the various programs. She will prepare a short memo indicating the top potential programs and/or grants from which funding should be sought.

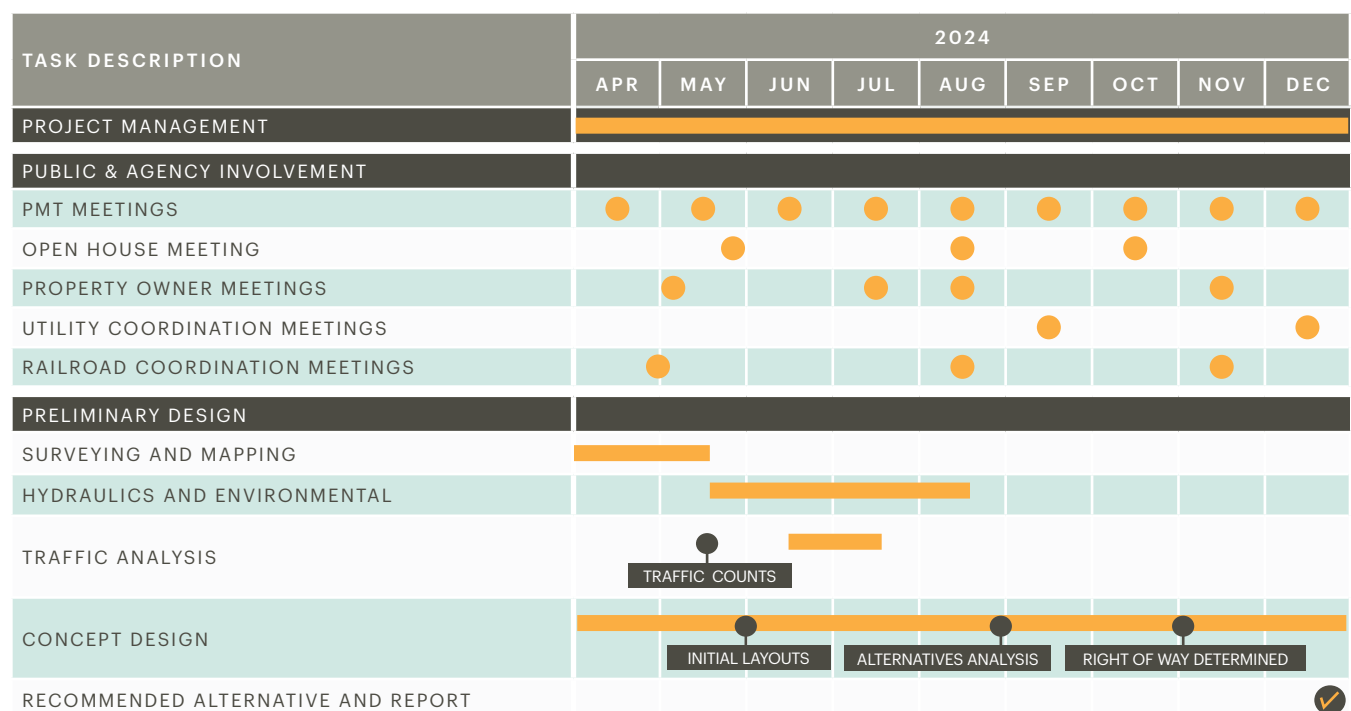
Mary and the WSB grant team have prepared several successful grant applications at state and federal levels for similar projects, including applications for cities, counties, and state departments of transportation. She and

the WSB grant writers will provide support to the county in preparing identified grants. Because it is unknown at this time what grants are most appropriate, what grants study partners want to pursue, how many grants they want to pursue, or what tasks the study partners would like assistance with, pricing for this activity has not been included as part of our proposal. We will work with the county and its partners to determine appropriate grants and level of consultant assistance needed and modify the scope based upon those discussions.

■ Task 12. Right of Way

WSB will develop construction limits for each alternative and estimate the right of way needs including any building removal and occupant relocation needed and estimated costs to acquire for each concept.

Schedule



Cost Proposal



TASK DESCRIPTION		PROJECT MANAGER	QUALITY MANAGER	ROADWAY DESIGN LEAD	ROADWAY SUPPORT	CAD TECH.	RAILROAD COORD.	PUBLIC ENGMT. LEAD	PUBLIC ENGMT. SUPPORT	SENIOR PLANNER	PLANNER	ENVIRON. SCIENTIST	TRAFFIC ENGINEER	TRAFFIC SUPPORT	UTILITY COORD.	2-PERSON SURVEY CREW	HYDR. ENGINEER	CLERICAL	TOTAL	
																			HRS.	COST
1	PROJECT MANAGEMENT																		108	\$22,500
	ADMINISTRATION	28																8	36	\$7,500
	GENERAL COORDINATION	24																8	32	\$6,560
	QUALITY ASSURANCE AND QUALITY CONTROL	12	24															4	40	\$8,440
2	PUBLIC INVOLVEMENT																		204	\$35,104
	PROPERTY OWNER MEETINGS (ASSUME 8 MEETINGS)	16		12				8	4										40	\$7,756
	PUBLIC AND AGENCY INVOLVEMENT PLAN	4		8				16	4										32	\$5,748
	PUBLIC OPEN HOUSES (ASSUME 3 MEETINGS)	12		12	8	4		24	24										84	\$14,272
	WEBSITE CONTENT	2		2	8	4		8	24										48	\$7,328
3	SURVEYS AND BASE MAPPING																		32	\$7,472
	TOPOGRAPHIC SURVEY AND BASE MAPPING					8										24			32	\$7,472
4	PUBLIC AND PRIVATE UTILITY COORDINATION																		58	\$9,400
	GOPHER STATE ONE CALL				2										4				6	\$924
	GENERAL BASE MAPPING				4	8									8				20	\$3,320
	UTILITY MEETING (ASSUME 2 MEETINGS)	2		4	4										8				18	\$2,978
	UTILITY MITIGATION SUMMARY			2	4										8				14	\$2,178
5	PRELIMINARY HYDRAULICS																		72	\$13,692
	PRELIMINARY HYDRAULIC ANALYSIS					4											16		20	\$3,872
	DITCH DESIGN											8					24		32	\$6,024
	HYDRAULIC SUMMARY REPORT											4					16		20	\$3,796
6	ENVIRONMENTAL DOCUMENTS AND WETLAND DELINEATION																		80	\$13,624
	ENVIRONMENTAL IMPACT IDENTIFICATION									8	16								24	\$4,472
	WETLAND DELINEATION & REPORT											16							16	\$2,640
	ENVIIRONMENTAL MITIGATION/SUMMARY									4	16	12						8	40	\$6,512
7	TRAFFIC ANALYSIS																		88	\$15,440
	TRAFFIC COUNTS													16					16	\$2,640
	TRAFFIC FORECASTING												4	8					12	\$2,260
	TRAFFIC MODELING												4	20					24	\$4,240
	TRAFFIC ANALYSIS AND SUMMARY AND REPORT												8	24				4	36	\$6,300
8	ALTERNATIVES ANALYSIS																		220	\$37,380
	ROADWAY GEOMETRICS (ASSUME 5 OPTIONS)	16		32	48	24													120	\$19,792
	OPTION COMPARISON MATRIX	8	4	20	12														44	\$7,624
	CONCEPT ANALYSIS/SUMMARY/RECOMMENDATION	16	4	20	12													4	56	\$9,964
9	RAILROAD COORDINATION																		126	\$26,330
	RAILROAD COORDINATION	4		8			54												66	\$13,870
	RAILROAD MEETINGS	8		12			40												60	\$12,460
10	PRELIMINARY DESIGN/CONCEPT LAYOUTS																		244	\$41,080
	CONCEPT DEVELOPMENT	4		16	32	24											12		88	\$14,572
	CONSTRUCTION LIMITS	12		8	40	48													108	\$18,252
	STAFF APPROVED LAYOUT	8		8	16	16													48	\$8,256
11	COST ESTIMATE AND FUNDING SOURCES																		48	\$8,700
	COST ESTIMATES	4		12	8														24	\$3,976
	IDENTIFY FUNDING SOURCES	4								8	12								24	\$4,724
12	RIGHT OF WAY																		18	\$3,110
	IDENTIFY RIGHT OF WAY NEEDS	2		16						20	44	40	16	68	28	24	68	36	18	\$3,110
SUBTOTAL		186	32	192	198	140	94	56	56	20	44	40	16	68	28	24	68	36	1298	\$233,832
LABOR RATES		\$235	\$215	\$165	\$132	\$184	\$215	\$184	\$136	\$215	\$172	\$165	\$235	\$165	\$165	\$250	\$196	\$115		
LABOR SUBTOTAL		\$43,710	\$6,880	\$31,680	\$26,136	\$25,760	\$20,210	\$10,304	\$7,616	\$4,300	\$7,568	\$6,600	\$3,760	\$11,220	\$4,620	\$6,000	\$13,328	\$4,140		
TOTAL ESTIMATED COST OF SERVICES																				\$233,832



Summary

WSB has worked closely with Steele County over the last few years and have compiled a list of lessons learned, such as the coordination process with the railroad. We feel this close partnership will serve the County well going into future projects. WSB is known to adapt and learn from previous work, which is one of the reasons why we have added Houston Engineering to assist with items like railroad coordination. Houston has a strong record of understanding the railroad process and working through options.

WSB is second to none in using an innovative approach to solving complex intersection problems. Not only are we the preeminent roundabout designers in the state, we also have a track record of creating new solutions to unique intersections.



CSAH 34 & CSAH 1 ROUNDABOUT

Highway 48 (Bixby Road) and 18th Street SE Roundabout

OPEN HOUSE #1

You are invited to an open house to learn about and provide community feedback on the design of a roundabout at the intersection of Highway 48 (Bixby Road) and 18th Street SE. The roundabout is scheduled to be built in 2022, and will accommodate the anticipated increased traffic at the intersection. Staff will be available at the open house to answer questions and to hear feedback.

If you are unable to attend or have specific questions about the project, contact:
Paul Sponholz of Steele County at 507-444-7672 or paul.sponholz@co.steele.mn.us



DATE:

Wednesday,
September 15, 2021
5:30 - 7:30 pm



LOCATION:

Community Center
Steele County Fairgrounds
1380 S Elm Avenue
Owatonna, MN 55060

CSAH 48 (BIXBY ROAD) & 18TH STREET PUBLIC ENGAGEMENT MATERIALS



Steele County Agenda Item

Request for Board Action

Subject: Resolution – Approve MnDOT Contract No. 1055853 and Authorize the Chair and Administrator to Execute the Contract.

Department: Highway

Committee: Public Works

Committee Meeting Date: March 14, 2024

Work Session Date: N/A

Board Meeting Date: March 26, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Adopt Resolution to Approve MnDOT Contract No. 1055853 and authorize the Chair and Administrator to execute the agreement.

Recommendation:

Adopt Resolution - Approve MnDOT Contract No. 1055853 and authorize the Chair and Administrator to execute the agreement.

Background (*Including Budget Impact*):

Steele County applied for and received \$54,350 in Local Partnership Program funds from MnDOT to upgrade and do maintenance to the Hoffman Drive and Bridge St. I-35 ramp signals. The major work includes installation of camera detection systems and battery backup systems. The signals will both also be painted, and signs will be replaced.

The total estimated cost of the project is approximately \$175,000 split between MnDOT, Steele County, and the City of Owatonna. Each parties' estimated cost is \$54,350, \$63,325, and \$57,325, respectively. This project is programmed and budgeted as part of the 2024 Highway CIP.

The lump sum agreement amounts to \$6,835.02 but also includes MnDOT furnished equipment worth \$47,514.98.

Attachments:

Resolution
MnDOT Contract No. 1055853

STEELE COUNTY

RESOLUTION

IT IS RESOLVED that the Steele County enter into MnDOT Agreement No. 1055853 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County of the State's share of the costs of the revise traffic signal construction and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 35 at the intersection with Hoffman Drive and at the intersection with West Bridge Street within the corporate limits of the City of Owatonna under State Project No. 7480-138.

IT IS FURTHER RESOLVED that the Board Chair and Administrator are authorized to execute the Agreement and any amendments to the Agreement.

Jim Abbe
Board Chair

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Board of Commissioners of Steele County at an authorized meeting held on the 26th day of March, 2024 as shown by the minutes of the meeting in my possession.

Scott Golberg
County Administrator

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
AND
CITY OF OWATONNA
AND
STEELE COUNTY
COOPERATIVE CONSTRUCTION
AGREEMENT**

State Project Number (SP):	<u>7480-138</u>	Original Amount Encumbered
Trunk Highway Number (TH):	<u>35=390</u>	<u>\$6,835.02</u>
State Aid Project Number (SAP):	<u>074-602-007</u>	
State Aid Project Number:	<u>153-109-015</u>	
Signal System "A" ID:	<u>38607</u>	
Signal System "B" ID:	<u>38608</u>	

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation (State), the City of Owatonna, acting through its City Council (City), and Steele County, acting through its Board of Commissioners (County).

Recitals

1. The County will perform revise signal system construction and other associated construction upon, along, and adjacent to Trunk Highway No. 35 at the intersection with Hoffman Drive (County State Aid Highway [CSAH] No. 2/northbound ramp) and at the intersection with West Bridge Street (southbound ramp) according to County-prepared plans, specifications, and special provisions designated by the County as State Aid Project No. 074-602-007 and No. 153-109-015 and by the State as State Project No. 7480-138 (TH 35=390) (Project); and
2. The County requests the State participate in the costs of the revise signal system construction and the State is willing to participate in the costs of said construction and associated construction engineering; and
3. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration Date.** This Agreement will expire when all obligations have been satisfactorily fulfilled.
- 1.3. **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 2.4. State Ownership of Improvements; 5. Maintenance by the City; 11. Liability; Worker Compensation Claims; Insurance; 14. State Audits; 15. Government Data Practices; 16. Governing Law; Jurisdiction; Venue; and 18. Force Majeure. The terms and conditions set forth in Article 6. Signal Systems and EVP Systems Operation and Maintenance will

survive the expiration of this Agreement, but may be terminated by another Agreement between the parties.

1.4. *Plans, Specifications, and Special Provisions.* State-approved County plans, specifications, and special provisions designated by the County as State Aid Project No. 074-602-007 and No. 153-109-015 and by the State as State Project No. 7480-138 (TH 35) are on file in the office of the County's Engineer and incorporated into this Agreement by reference (Project Plans).

1.5. *Exhibits.* Preliminary Schedule "I" is attached and incorporated into this Agreement.

2. Right-of-Way Use

2.1. *Limited Right to Occupy.* The State grants to the County (and its contractors and consultants) the right to occupy Trunk Highway Right-of-Way as necessary to perform the work described in the Project Plans. This right is limited to the purpose of constructing the Project, and administering such construction, and may be revoked by the State at any time, with or without cause. Cause for revoking this right of occupancy includes, but is not limited to, breaching the terms of this or any other agreement (relevant to this Project) with the State, failing to provide adequate traffic control or other safety measures, failing to perform the construction properly and in a timely manner, and failing to observe applicable environmental laws or terms of applicable permits. The State will have no liability to the County (or its contractors or consultants) for revoking this right of occupancy.

2.2. *State Access; Suspension of Work; Remedial Measures.* The State's District Engineer or assigned representative retains the right to enter and inspect the Trunk Highway Right-of-Way (including the construction being performed on such right-of-way) at any time and without notice to the County or their contractor. If the State determines (in its sole discretion) that the construction is not being performed in a proper or timely manner, or that environmental laws (or the terms of permits) are not being complied with, or that traffic control or other necessary safety measures are not being properly implemented, then the State may notify and require the County (and its contractors and consultants) to suspend their operations until the County (and its contractors and consultants) take all necessary actions to rectify the situation to the satisfaction of the State. The State will have no liability to the County (or its contractors or consultants) for exercising or failing to exercise its rights under this provision.

2.3. *Traffic Control; Worker Safety.* While the County (and its contractors and consultants) are occupying the State's Right-of-Way, they must comply with the approved traffic control plan, and with applicable provisions of the Work Zone Field Handbook (<http://www.dot.state.mn.us/trafficeng/workzone/index.html>). All County, contractor, and consultant personnel occupying the State's Right-of-Way must be provided with required reflective clothing and hats.

2.4. *State Ownership of Improvements.* The State will retain ownership of its Trunk Highway Right-of-Way, including any improvements made to such right-of-way under this Agreement, unless otherwise noted. The warranties and guarantees made by the County's contractor with respect to such improvements (if any) will flow to the State. The County will assist the State, as necessary, to enforce such warranties and guarantees, and to obtain recovery from the County's consultants, and contractor (including its sureties) for non-performance of contract work, for design errors and omissions, and for defects in materials and workmanship. Upon request of the State, the County will undertake such actions as are reasonably necessary to transfer or assign contract rights to the State and to permit subrogation by the State with respect to claims against the County's consultants and contractors.

2.5. *Utility Relocation.* The State authorizes the County to issue Notices and Orders for utility relocation in accordance with Minnesota Statutes §161.45 and Minnesota Rules Part 8810.3100 through 8810.3600.

3. Contract Award and Construction

- 3.1. *Bids and Award.*** The County will receive bids and award a construction contract to the lowest responsible bidder (or best value proposer), subject to concurrence by the State in that award, according to the Project Plans. The contract construction will be performed according to the Project Plans.
- 3.2. *Bid Documents Furnished by the County.*** The County will, within seven days of opening bids for the construction contract, submit to the State's District Engineer a copy of the low bid and an abstract of all bids together with the County's request for concurrence by the State in the award of the construction contract. The County will not award the construction contract until the State advises the County in writing of its concurrence.
- 3.3. *Rejection of Bids.*** The County may reject and the State may require the County to reject any or all bids for the construction contract. The party rejecting or requiring the rejection of bids must provide the other party written notice of that rejection or requirement for rejection no later than 30 days after opening bids. Upon the rejection of all bids, a party may request, in writing, that the bidding process be repeated. Upon the other party's written approval of such request, the County will repeat the bidding process in a reasonable period of time, without cost or expense to the State.
- 3.4. *Direction, Supervision, and Inspection of Construction***
- A. The contract construction will be under the direction of the County and under the supervision of a registered professional engineer; however, the State participation construction covered under this Agreement will be open to inspection by the State District Engineer's authorized representatives. The County will give the District Engineer at Rochester five days' notice of its intention to start the contract construction.
 - B. Responsibility for the control of materials for the contract construction will be on the County and its contractor and will be carried out according to Specifications No. 1601 through and including No. 1609 in the State's current *Standard Specifications for Construction*.
- 3.5. *Completion of Construction.*** The County will cause the contract construction to be started and completed according to the time schedule in the construction contract special provisions. The completion date for the contract construction may be extended, by an exchange of letters between the appropriate County official and the State District Engineer's authorized representative, for unavoidable delays encountered in the performance of the contract construction.
- 3.6. *Plan Changes.*** All changes in the Project Plans and all addenda, change orders, supplemental agreements, and work orders entered into by the County and its contractor for contract construction must be approved in writing by the State District Engineer's authorized representative.
- 3.7. *Compliance with Laws, Ordinances, and Regulations.*** The County will comply and cause its contractor to comply with all Federal, State, and Local laws, and all applicable ordinances and regulations. With respect only to that portion of work performed on the State's Trunk Highway Right-of-Way, the County will not require the contractor to follow local ordinances or to obtain local permits.
- 3.8. *Construction Documents Furnished by the County.*** The County will keep records and accounts that enable it to provide the State, when requested, with the following:
- A. Copies of the County contractor's invoice(s) covering all contract construction.
 - B. Copies of the endorsed and canceled County warrant(s) or check(s) paying for final contract construction, or computer documentation of the warrant(s) issued, certified by an appropriate County official that final construction contract payment has been made.

- C. Copies of all construction contract change orders, supplemental agreements, and work orders.
- D. A certification form, provided by the State, signed by the County's Engineer in charge of the contract construction attesting to the following:
 - i. Satisfactory performance and completion of all contract construction according to the Project Plans.
 - ii. Acceptance and approval of all materials furnished for the contract construction relative to compliance of those materials to the State's current *Standard Specifications for Construction*.
 - iii. Full payment by the County to its contractor for all contract construction.
- E. Copies, certified by the County's Engineer, of material sampling reports and of material testing results for the materials furnished for the contract construction.
- F. A copy of the "as built" plan sent to the District Engineer.

4. Right-of-Way; Easements; Permits

- 4.1. The County will obtain all rights-of-way, easements, construction permits, and any other permits and sanctions that may be required in connection with the local and trunk highway portions of the contract construction. Before payment by the State, the County will furnish the State with certified copies of the documents for rights-of-way and easements, construction permits, and other permits and sanctions required for State participation construction covered under this Agreement.
- 4.2. The County will convey to the State by quit claim deed, all newly acquired rights needed for the continuing operation and maintenance of the Trunk Highway, if any, upon completion of the Project, at no cost or expense to the State.
- 4.3. The County will comply with Minnesota Statutes § 216D.04, subdivision 1(a), for identification, notification, design meetings, and depiction of utilities affected by the contract construction.
- 4.4. The City will submit, and the County will require the City of Owatonna to submit to the State's Utility Engineer an original permit application for all utilities owned by the City to be constructed upon and within the Trunk Highway Right-of-Way. Applications for permits will be made on State form Application for Utility Permit on Trunk Highway Right-of-Way (Form 2525).

5. Maintenance by the City

Upon completion of the Project, the City will provide the following without cost or expense to the State:

- 5.1. **Municipal Utilities.** Maintenance of any municipal-owned utilities construction, without cost or expense to the State.
- 5.2. **Sidewalks.** Maintenance of any sidewalk construction, including stamped and colored concrete sidewalk (if any) and pedestrian ramps. Maintenance includes, but is not limited to, snow, ice and debris removal, patching, crack repair, panel replacement, cross-street pedestrian crosswalk markings, vegetation control of boulevards (if any), and any other maintenance activities necessary to perpetuate the sidewalks in a safe, useable, and aesthetically acceptable condition.

The State will maintain crosswalk markings on the Trunk Highway at ramps which intersect with City and County roads.

- 5.3. **Additional Drainage.** No party to this Agreement will drain any additional drainage volume into the storm sewer facilities constructed under the construction contract that was not included in the drainage for

which the storm sewer facilities were designed, without first obtaining written permission to do so from the other party.

6. Signal Systems and EVP Systems Operation and Maintenance

Operation and maintenance responsibilities will be as follows for the Signal Systems and EVP Systems on TH 35 at Hoffman Drive (CSAH 2/northbound ramp) (Signal System "A") and at Bridge Street (Signal System "B") and for the Interconnect on TH 35 from Hoffman Drive to Bridge Street and from Bridge Street to Hoffman Drive.

6.1. County Responsibilities

- A. Minor Signal System Maintenance.** The County will provide for the following for Signal System "A" without cost to the State.
- i. Maintain the signal pole mounted LED luminaires, including replacing the luminaires when necessary. The LED luminaire must be replaced when it fails or when light levels drop below recommended AASHTO levels for the installation.
 - ii. Replace the Signal System LED indications. Replacing LED indications consists of replacing each LED indication when it reaches end of life per the MnDOT Traffic Engineering Manual or fails or no longer meets Institute of Traffic Engineers (ITE) standards for light output.
 - iii. Clean the Signal System controller cabinet and service cabinet exteriors.
 - iv. Clean the Signal System, and luminaire mast arm extensions
 - v. Paint and maintain the cross-street pedestrian crosswalk markings.
 - vi. Reimburse the State for the costs associated with battery replacement for the battery back-up system, which includes battery purchase, installation, and disposal.

6.2. City Responsibilities

- A. Power.** For Signal Systems "A" and "B," the City will be responsible for the hook-up cost and application to secure an adequate power supply to the service pads or poles and will pay all monthly electrical service expenses necessary to operate the Signal Systems, EVP Systems, and Interconnect.
- B. Minor Signal System Maintenance.** The City will provide for the following for Signal System "B" without cost to the State.
- i. Maintain the signal pole mounted LED luminaires, including replacing the luminaires when necessary. The LED luminaire must be replaced when it fails or when light levels drop below recommended AASHTO levels for the installation.
 - ii. Replace the Signal System LED indications. Replacing LED indications consists of replacing each LED indication when it reaches end of life per the MnDOT Traffic Engineering Manual or fails or no longer meets Institute of Traffic Engineers (ITE) standards for light output.
 - iii. Clean the Signal System controller cabinet and service cabinet exteriors.
 - iv. Clean the Signal System, and luminaire mast arm extensions.
 - v. Paint and maintain the cross-street pedestrian crosswalk markings.
 - vi. Reimburse the State for the costs associated with battery replacement for the battery back-up system which includes battery purchase, installation, and disposal.

6.3. *State Responsibilities*

- A. *Interconnect; Timing; Other Maintenance.*** For Signal Systems "A" and "B," the State will maintain the Interconnect and signing, and perform all other Signal Systems, APS, and signal pole luminaire circuit maintenance without cost to the County. All Signal System timing will be determined by the State, and no changes will be made without the State's approval.
- B. *Battery Backup and Replacement Batteries.*** For Signal Systems "A" and "B," the State will perform all tasks associated with battery replacement for the battery backup system, which includes battery purchase, installation, and disposal, and maintain the remainder of the battery backup system, and invoice the County 100 percent of the costs associated with this work for Signal System "A" and invoice the City 100 percent of the costs associated with this work for Signal System "B."
- C. *EVP System Operation.*** The EVP Systems will be installed, operated, maintained, and removed according to the following conditions and requirements:
 - i. All maintenance of the EVP Systems must be done by State forces.
 - ii. Emitter units may be installed only on authorized emergency vehicles, as defined in Minnesota Statutes § 169.011, Subdivision 3. Authorized emergency vehicles may use emitter units only when responding to an emergency. The County and the City will provide the State's District Engineer or their designated representative a list of all vehicles with emitter units, if requested by the State.
 - iii. Malfunction of the EVP Systems must be reported to the State immediately.
 - iv. In the event the EVP Systems or their components are, in the opinion of the State, being misused or the conditions set forth in Paragraph ii above are violated, and such misuse or violation continues after the County and the City receives written notice from the State, the State may remove the EVP Systems. Upon removal of the EVP Systems pursuant to this Paragraph, all of their parts and components become the property of the State.
 - v. All timing of the EVP Systems will be determined by the State.

6.4. *Right-of-Way Access.* Each party authorizes the other party to enter upon their respective public right-of-way to perform the maintenance activities described in this Agreement.

6.5. *Related Agreements.* This Agreement will supersede and terminate the operation and maintenance terms of Agreement No. 90418R, dated December 21, 2006, between the parties for the intersections of TH 35 at Hoffman Drive and at West Bridge Street.

7. *Basis of State Cost*

- 7.1. *Schedule "I".*** The Preliminary Schedule "I" includes anticipated State participation construction items and the construction engineering cost share covered under this Agreement.
- 7.2. *State Participation Construction.*** The State will participate in the following at the percentages indicated. The construction includes the State's proportionate share of item costs for as built, mobilization, and traffic control.
 - A.** 50 Percent will be the State's rate of cost participation in revise signal system construction as shown in the Preliminary Schedule "I". The construction includes, but is not limited to, those construction items tabulated on Sheet No. 2 of the Preliminary Schedule "I." The State's cost participation is capped at **\$54,350.00.**
- 7.3. *State Furnished Materials.*** The State will furnish a Gridsmart video detection system (State Furnished Materials), according to the Project Plans, to operate the traffic control signal systems covered under this

Agreement. The County's lump sum share for State Furnished Materials is **\$11,878.75**. The City's lump sum share for State Furnished Materials is **\$11,878.75**. The State's lump sum share for State Furnished Materials is **\$23,757.49** and is considered a part of the State's total lump sum cost. The County, the City, and the State's cost shares for State Furnished Materials will be deducted from the State's total lump sum construction cost share as shown in the Preliminary Schedule "I."

8. State Cost and Payment by the State

- 8.1. State Cost.** **\$6,835.02** is the State's estimated share of the costs of the contract construction less State Furnished Materials cost, as shown in the Preliminary Schedule "I." The Preliminary Schedule "I" was prepared using anticipated construction items, estimated quantities and unit prices and may include any credits or lump sum costs. Upon review of the construction contract bid documents described in Article 3.2., the State will decide whether to concur in the County's award of the construction contract and, if so, prepare a Revised Schedule "I" based on construction contract construction items, quantities, and unit prices, which will replace and supersede the Preliminary Schedule "I" as part of this Agreement. The contingency amount is provided to cover overruns of the Project Plans' estimated quantities of State participation construction and State approved additional construction, including construction engineering costs.
- 8.2. Conditions of Payment.** The State will pay the County the full and complete lump sum amount as shown in the Revised Schedule "I" after the following conditions have been met:
- A.** Encumbrance by the State of the State's full and complete State funded lump sum cost share as shown in the Revised Schedule "I."
 - B.** Execution of this Agreement and transmittal to the County, including a letter advising of the State's concurrence in the award of the construction contract.
 - C.** The State's receipt of a written request from the County for the advancement of funds. The request will include certification by the County that all necessary parties have executed the construction contract.
- 8.3. Limitations of State Payment; No State Payment to Contractor.** The State's participation in the contract construction is limited to the lump sum amount shown in Article 8.1, and the State's participation will not change except by a mutually agreed written amendment to this Agreement. The State's payment obligation extends only to the County. The County's contractor is not intended to be and will not be deemed to be a third-party beneficiary of this Agreement. The County's contractor will have no right to receive payment from the State. The State will have no responsibility for claims asserted against the County by the County's contractor.

9. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

9.1. The State's Authorized Representative will be:

Name, Title:	Malaki Ruranika, Cooperative Agreements Engineer (or successor)
Address:	395 John Ireland Boulevard, Mailstop 682, Saint Paul, MN 55155
Telephone:	(651) 366-4634
Email:	malaki.ruranika@state.mn.us

9.2. The County's Authorized Representative will be:

Name, Title: Greg Ilkka, County Engineer (or successor)
 Address: 3000 Hoffman Dr NW, PO Box 890, Owatonna MN 55060
 Telephone: gregory.ilkka@SteeleCountyMN.gov
 Email: (507) 444-7670

9.3. The City's Authorized Representative will be:

Name, Title: Sean Murphy, City Engineer (or successor)
 Address: 540 West Hills Circle, Owatonna, MN 55060
 Telephone: (507) 774-7306
 Email: Sean.Murphy@ci.owatonna.mn.us

10. Assignment; Amendments; Waiver; Contract Complete

10.1. Assignment. No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office. The foregoing does not prohibit the City or the County from contracting with a third-party to perform City or County maintenance responsibilities covered under this Agreement.

10.2. Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement or their successors in office.

10.3. Waiver. If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.

10.4. Contract Complete. This Agreement contains all prior negotiations and agreements between the State, the City, and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind any party.

11. Liability; Worker Compensation Claims; Insurance

11.1. Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the County and the City. Notwithstanding the foregoing, the County and the City will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs (including reasonable attorney's fees), and expenses arising in connection with the Project covered by this Agreement, regardless of whether such claims are asserted by the County's contractor(s) or consultant(s) or by a third party because of an act or omission by the County or its contractor(s) or consultant(s).

11.2. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

11.3. The County may require its contractor to carry insurance to cover claims for damages asserted against the County's contractor.

12. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

13. Title VI/Non-discrimination Assurances

The County agrees to comply with all applicable USDOT Standard Title VI/Non-Discrimination Assurances contained in USDOT 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 this Agreement, the County will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. The State may conduct a review of the County's compliance with this provision. The County must cooperate with the State throughout the review process by supplying all requested information and documentation to the State, making County staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by the State.

14. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the County's books, records, documents, accounting procedures, and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

15. Government Data Practices

The County, the City, and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County and the City under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the County, the City, or the State.

16. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

17. Termination; Suspension

17.1. *By Mutual Agreement.* This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.

17.2. *Termination for Insufficient Funding.* The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the County and the City. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the County and/or the City will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

17.3. *Suspension.* In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance, and payments authorized through this Agreement. Any work performed during a period of suspension will be considered unauthorized work and will be undertaken at the risk of non-payment.

18. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance) if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a

party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

(The remainder of this page has been intentionally left blank.)

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT Purchase Order: 3000747537

STEELE COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: Board Chair

Date: _____

By: _____

Title: County Administrator

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(District Engineer)

Date: _____

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

PRELIMINARY SCHEDULE "I"**Agreement No. 1055853****Steele County**

SP 7480-138

Preliminary: February 29, 2024

State Funds

Revised signal system construction performed under County contract with _____
 located on intersection ramps on TH 35 and Hoffman Drive and West Bridge Street

STATE COST PARTICIPATION

(1) Revised Signal System From Sheet No. 2	52,500.00
(1) State Furnished Materials From Sheet No. 2	1,850.00
State Furnished Materials Credit to State	(47,514.98)
Total	\$6,835.02
(2) Encumbered Amount	\$6,835.02

(1) The total State participation is capped at \$54,350.00.

(2) Amount of advance payment as described in Article 8 of the Agreement (estimated amount)

Data is considered Non-public prior to project award under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.



Steele County Agenda Item

Request for Board Action

Subject: Resolution for Authorizing Submittal of a Grant Application for the CSAH 28/Beaver Lake Park Trail Improvements

Department: Highway

Committee: Public Works

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: March 26, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

NA

Recommendation:

Approve a resolution for authorizing submittal of a Grant Application for the CSAH 28/Beaver Lake Trail Improvements

Background (*Including Budget Impact*):

Steele County is applying for a grant from the Minnesota Department of Natural Resources from the Local Trail Connection Program to help with the construction of a trail along CSAH 28 and through Beaver Lake Park from South Beaver Lake Road to North Beaver Lake Road. This work is proposed to be completed during the CSAH 28 reconstruction project that is programmed in the 2024-2028 Highway Capital Improvement Plan.

The application requires a resolution for support of the project, a commitment to match grant funding with 25% local matching funds, and a commitment to maintain the improvement for no less than 20 years.

The Local Trail Connection Program, established in Minnesota Statutes 85.019, provides grants to local units of government to promote relatively short trail connections between where people live and desirable locations.

The county is requesting the maximum grant award amount of \$250,000.

Grant awards will be announced in the summer of 2024.

Attachments:

Resolution

Map of Proposed Trail

MnDNR Local Trail Connection Program 2024 Program Manual

STEELE COUNTY

RESOLUTION AUTHORIZING SUBMITTAL OF A GRANT APPLICATION FOR CSAH 28 AND BEAVER LAKE PARK TRAIL IMPROVEMENTS

WHEREAS, Steele County has programmed a project in its Highway Capital Improvement Program to reconstruct CSAH 28 around Beaver Lake; and

WHEREAS, the project proposes constructing a trail from South Beaver Lake Road to North Beaver Lake Road along CSAH 28 and through Beaver Lake Park, and

WHEREAS, the proposed trail expands on the existing trail system in Beaver Lake Park, and

WHEREAS, Steele County supports the grant application made to the Minnesota Department of Natural Resources for the Local Trail Connection Program to construct paved trails, and

WHEREAS, Steele County is committed to matching grant funding with 25% local matching funds for this project.

NOW, THEREFORE BE IT RESOLVED, if Steele County is awarded a grant by the Minnesota Department of Natural Resources, the Steele County agrees to accept the grant award and may enter into an agreement with the State of Minnesota for the above referenced project. Steele County will comply with all applicable park laws, environmental requirements, and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Local Trail Connections Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the State related to the application or grant award.

BE IT FURTHER RESOLVED, the Steel County Board names the fiscal agent for Steele County for this project as:

Candi Lemarr, Finance Director
Steele County
PO Box 890
630 Florence Avenue
Owatonna, MN 55060-0890

BE IT FURTHER RESOLVED, the Steele County Board hereby assures the Beaver Lake Park Trail Improvements will be maintained for a period of no less than 20 years.

STEELE COUNTY
BOARD OF COMMISSIONERS

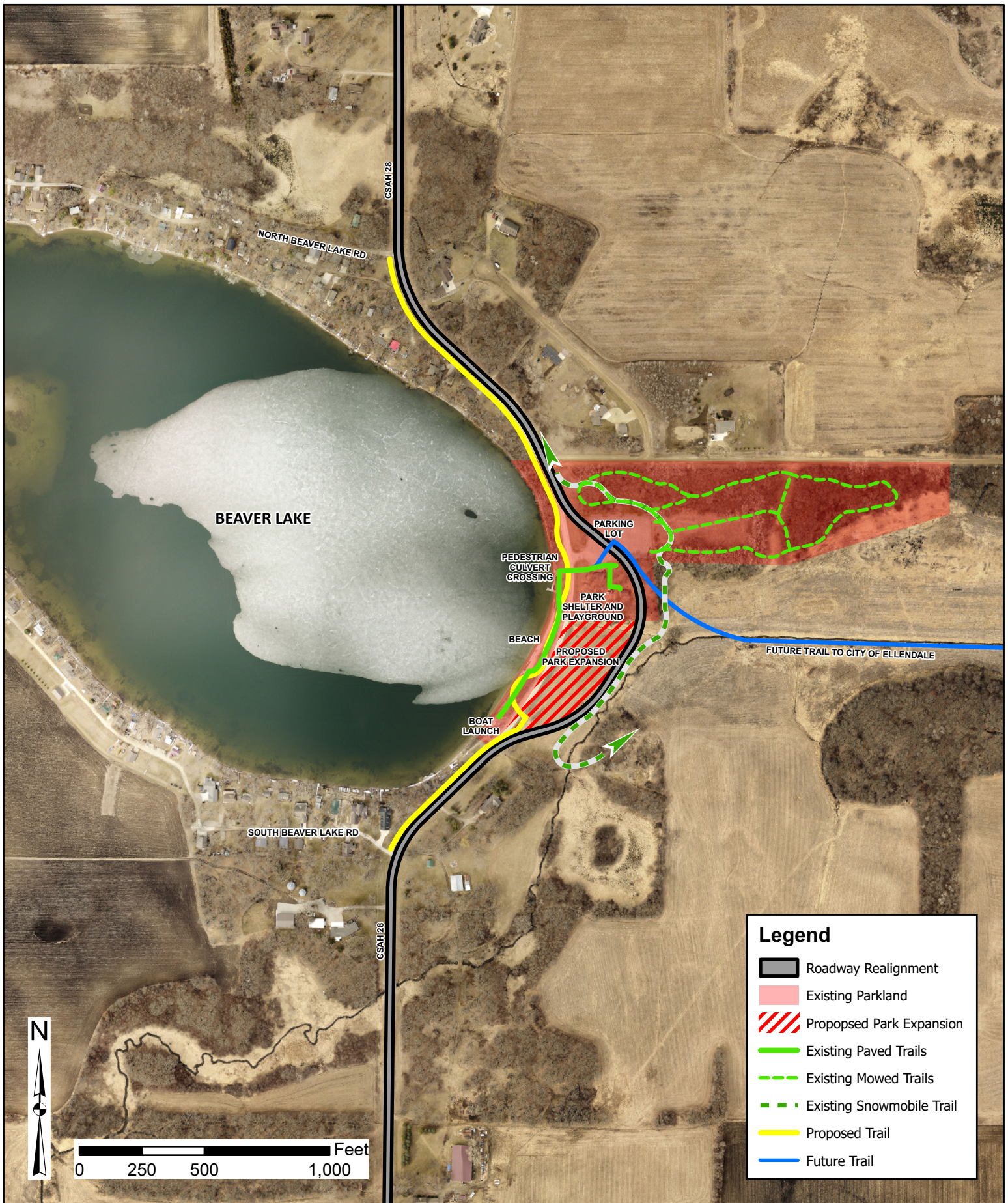
James Abbe, Chair

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 County of Steele at a duly authorized meeting thereof held on the 26th day of March 2024, as shown by the minutes of said meeting.

Steele County Administrator



Beaver Lake Park
Steele County, MN

Project Site Level Map



LOCAL TRAIL CONNECTIONS PROGRAM



2024 Program Manual

Revised 11/2023

TABLE OF CONTENTS

- I. PROGRAM INTRODUCTION
- II. IMPORTANT ITEMS YOU NEED TO KNOW
 - A. How to Apply
 - B. Grant Timeline
- III. PROJECT ELIGIBILITY
 - A. Eligible Projects
 - B. Eligible Reimbursement
 - C. Non-Eligible Projects
 - D. Non-Eligible Reimbursement
- IV. APPLICATION PROCESS
- V. COMPETATIVE REVIEW AND SELECTION PROCESS
- VI. HOW THIS PROGRAM WORKS WITH TRANSPORTATION ENHANCEMENTS
- VII. TRAIL DESIGN REQUIREMENTS
- VIII. LAND ACQUISITION REQUIREMENTS
- IX. MINNESOTA STATUTE 85.019
- X. OTHER PROGRAM REQUIREMENTS
 - A. Grants and Public Information
 - B. Site Evaluation Requirements
 - C. Reporting Requirements
 - D. Monitoring Requirements
 - E. Conflict of Interest
 - F. Closeout Procedures
 - G. Acknowledgement Sign
 - H. Availability of Users

I. PROGRAM INTRODUCTION

This program is intended to accelerate local trail connections to planned and existing state trails and other public facilities, not to create significant new recreation trails. Its primary purpose is to complete connections between where people live (e.g., residential areas within cities, entire communities) and significant public resources (e.g., historical areas, open space, parks and/or other trails).

Grants are awarded for the acquisition and development of connecting trails and for removal of barriers that impede full access to these facilities. Historically, priority has been given to projects that seek to develop residential connections to state and regional facilities and to link existing trail systems.

The Local Trail Connections Program depends on local communities and their local government representatives to provide inspiration, planning and commitment, as well as the local matching financial requirement, to make these trail projects a reality. Local governments complete the acquisition and/or projects and are reimbursed for a portion of the acquisition and/or project actually completed.

The program was first funded in 1993 and has funded 280 trail projects statewide to date.

Contact Information:

Minnesota Department of Natural Resources
Division of Parks and Trails
500 Lafayette Road, Box 39
Saint Paul, MN 55155

Daniel Golner, Grant Coordinator
Daniel.Golner@state.mn.us or (651) 259-5599

II. IMPORTANT ITEMS YOU NEED TO KNOW

A. How to Apply

- Anticipated funding available for FY 2025 is approximately \$1.1 million from “In Lieu Of” lottery proceeds. This funding is divided between three Park and Trail grant programs. This funding is subject to appropriation from the MN Legislature and signature of the Governor.
- **All applications must be received electronically by March 29, 2024**
- Applications are to be submitted electronically in a “.pdf” format by the due date above. Paper submission of applications are not accepted. To submit the application, email a pdf version of the application and attachments to Trailgrants.DNR@state.mn.us. This is the official submittal email box. Submitting to any other email will not be accepted. Format the entire application, including all attachments, as one pdf document with all pages 8 ½” by 11” in dimension. After submission, make sure you have received a confirmation email that your application has arrived in a useable format by the due date. **A confirmation email should arrive within one or two business days after you have submitted your application and after it is reviewed for readability.** Each email is opened to insure files are readable and then followed with a confirmation email. Applications submitted in an unusable format will NOT be considered for funding. If there are any questions about submitting the application, please contact program staff.
- Grant awards will be announced by June 2024.
- **Funds will first be available no earlier than July 1, 2024 to start the contracting process.** This means projects funded in this grant round will not have a contract in place before July 1st and thus cannot begin the project prior to this date (see B. Grant Timeline section).
- All local units of government (typically cities, counties, and townships) are eligible to apply. Also, user groups and/or trail organizations may apply, but only in coordination with a local unit of government per legislation. Funding is only available to a local unit of government.
- The maximum permissible request is \$250,000. The minimum is \$5,000.
- These grants are 75/25 “cash match” reimbursement grants. That means the grantee must complete the project and fully pay for it, produce documentation that shows actual expenditures and proper procurement process has been followed. Then they will receive 75% of what was spent up to their grant award.
 - **Neither this funding source, nor the match can be used for in-house labor services and/or to meet existing payroll (see Section III, D. Non-eligible Reimbursement Costs for additional ineligible costs).**
 - Only contract services, materials, and supplies are reimbursable.

All projects awarded through this grant round must be completed by **June 30, 2026** and immediately available for use to the general public for no less than 20 years.

- If land is purchased with these funds, it is required that a “Twenty-Year Easement for Recreational Trail Purposes” is attached to the deed. Also, the property must be appraised by a state certified appraiser and in accordance with DNR and Federal requirements. Please see land acquisition and appropriate land appraisal requirements in this manual.
- Trails must be at least 10’ wide.
- Applicants are required to design and construct their trail to meet ADA standards, unless it meets an ADA exemption. The applicant must site the exemption from ADA in the application for it to be considered, otherwise provide details and list design specifics in the ADA question of the application in how the project will meet ADA requirements. **Do not just state the trail project will be ADA compliant; this is an insufficient answer.**
- If your project is selected, the project will need to be evaluated for applicability of environmental review under [Minnesota Rules, Chapter 4410](#). The local unit of government listed in the application is considered the Responsible Governmental Unit (RGU). Mandatory EAW categories are described at Minnesota Rules, 4410.4300. Exemptions from environmental review are described at Minnesota Rules, 4410.4600. Verify if your project is or is not exempt.
- If your project is selected, the grantee will need to be evaluated for applicability of pre-award risk assessment under Minn. Stat. §16B.981 [Chapter 62-MN Laws - Article 7, Section 11](#).
- All facilities that are funded through this program also require a commitment from the applicant that the trail will be open and available for use, as well as maintained, for no less than twenty years and should be stated in their resolution.
- Each proposal must specifically and directly address each requirement and criterion to qualify and receive consideration. If one section of the application is not addressed, the application will not be reviewed for consideration.
- All pages and attached maps must be **8 1/2 X 11 inches ONLY** and in color.
- Read each question thoroughly to make sure each part of a question is answered. Do not answer a question inside the same box as the question. Use the blank box associated with each question for the response.
- When identifying recreation use for your project, make sure to only mark those uses that will actually use the trail.
- [Local Trail Connections](#) application.

B. Grant Timeline

Grant Application Timeline

December, 2023	→	Grant application materials available on the DNR website
March 8, 2024	→	Draft applications due if grant applicant seeks comments by Grant Coordinator (not required)
March 29, 2024	→	Grant application due date: Applications will NOT be accepted after this date.
March 29, 2024 - July 2024	→	Application review and selection process.
July 2024	→	Grant applicants are notified of the results. All grant applicants will be sent a letter if they are awarded a grant or not. Copy of the notification letter will also be sent to the applicant partner, if applicable. Awarded grantees then will follow the timeline below.

Awarded Grant Timeline

July 2024	→	Award letter received! Congratulations! Required documentation checklist also included with notification letter.
July 2024	→	Grantee must begin work on the required documentation checklist items. All items must be completed in order to receive a grant contract. Such items include: • Natural Heritage determination letter • SHPO Archeological Review determination letter • Water Wetland review • Land Certification • Environmental Quality Board determination letter • Environmental Assessment Statement completed
June 30, 2026	→	The project must be completed by 6/30/2026. Grant extensions past 6/30/2026 are not available because the funds expire 6/30/2026 per the legislation . The Grantee must plan accordingly to complete the project no later than 6/30/2026.

III. PROJECT ELIGIBILITY

A. Eligible Projects

Eligible projects may include, but are not necessarily limited to the following examples:

- Land acquisition from willing sellers, where value is established by a licensed and certified appraiser, whose conclusions of value are certified by the State, and only if perpetual easement for recreation trail purposes is conveyed to the state. See the land acquisition requirements section of this manual for more information.
- Construction of trails on public or private lands where a twenty-year easement for the purpose of the project can be obtained.
- Development of trail linkages near homes and workplaces.
- Development of permanent trailside improvements and trailhead facilities (e.g., drainage, crossings, stabilization, parking, signage, controls, open-sided shelters, water, and sanitary facilities).
- Provision of features that facilitate access and use of trails by persons with disabilities.
- Restoration of existing trail facilities, such as resurfacing, repair, or rehabilitation of trails or trailhead facilities.
- Contracted maintenance of existing recreational trails.
- Construction or restoration of trail bridges.

B. Eligible Reimbursement Costs

- Advertising costs solely for (1) Recruitment of personnel; (2) Solicitation of bids; and (3) Disposal of scrap materials.
- Capital and labor expenditures for facilities, equipment, and other capital assets
- Materials and/or supplies.
- Freight transportation expenses.
- Professional services and Project administration costs provided that they do not exceed 20 percent of the total cost of the project.
- Land acquisitions (including permanent easements) whose value a licensed appraiser establishes and whose conclusions of value are certified by the state. See land acquisition requirements section of this manual.

Any cost not defined as an eligible cost or not included in the approved Application shall not be paid from state funds committed to the project unless the Department has provided written authorization.

C. Non-eligible Projects

Non-eligible projects include but are not limited to the following:

- Projects within state park boundaries, state recreational areas, on state trails, and elements of the Metropolitan Open Space System.
- Construction of trails within federally designated wilderness areas (with some exceptions).
- Construction of ordinary sidewalks.
- Planning projects that are preliminary to construction of any trail projects.
- Improvements on highways or other roadways, including but not limited to, lighting, striping, on-street routing, and shoulder work.
- All paved multi-use bicycle/pedestrian trails **less than 10 feet in width**; Short distance exceptions may be allowed on a case-by-case basis.

D. Non-eligible Reimbursement Costs

Including all costs not defined as eligible costs, but not limited to the following:

- Any expenditure that occurs before the effective date of this agreement
- Fund raising
- Taxes, except sales tax on goods and services
- Insurance, except title insurance
- Attorney fees
- Loans, grants, or subsidies to persons or entities for development
- Bad debts, late payment fees, finance charges or contingency funds
- Interest, investment management fees
- Lobbyists
- Political contributions
- Wages and expenses of Sub grantee's employees
- Fringe benefit costs of Sub grantee's employees
- Land appraisals
- Entertainment, gifts and prizes, food, and refreshments
- Purchase of phones, computers, tablets, or audiovisual equipment
- Memberships (including subscriptions and dues), publications, periodicals, and other subscription fees
- Agency advertising and marketing expenses
- Office Rental Fees, and Overhead and Indirect Expenses (including, but not limited to office or storage space rental, utility expenses, copier rental, phone bills, office materials and supplies)

IV. APPLICATION PROCESS

[Local Trail Connections](#) application.

Applicants are urged to begin the application process early in order to allow time to complete application requirements, such as getting a local unit of government resolution. Completed applications must be received electronically by **March 29, 2024**.

Applications are to be submitted electronically in a “.pdf” format by the due date above. Paper submission of applications will not be accepted. To submit the application, email a pdf version of the application and attachments to Trailgrants.DNR@state.mn.us. This is the official submittal email box. Submitting to any other email will not be accepted. Format the entire application, including all attachments, as one pdf document with all pages 8 ½” by 11” in dimension. After submission, make sure you have received a confirmation email that your application has arrived in a useable format by the due date. **A confirmation email should arrive within one or two business days after you have submitted your application.** Each email is opened to insure files are readable and then followed with a confirmation email. Applications submitted in an unusable format will NOT be considered for funding. If there are any questions about submitting the application, please contact program staff.

This is a competitive program. Staff members are available to discuss your project or review application materials prior to submittal. You are encouraged to submit any draft application or materials by March 8, 2024 if you would like staff to provide comments.

V. COMPETATIVE REVIEW AND SELECTION PROCESS

The program is competitive and requires a review and selection process to make funding determinations and awards. The review and selection process will take place after the application due date, and funding announcements will be made in summer. Completed applications received after the deadline will not be eligible for funding consideration.

Priority for trail project funding will be given to projects that provide significant connectivity. Considerations also include ability to connect people to the outdoors, trail length, expected amount and type of use, and quality and attractiveness of natural and cultural resources.

Selection Priorities:

- Projects that provide connectivity, such as trails connecting where people live (e.g., residential areas within cities, entire communities) and significant public resources (e.g., historical areas, open space, parks and/or other trails).
- Projects that can be expected to have relatively high usage and/or will meet the needs and interests of future generations and diverse communities.
- Projects that provide for a unique and interesting connection to the outdoors, such as trails with scenic views, unique natural and cultural features, and wildlife/nature viewing.
- Projects that provide an opportunity to connect underserved communities to significant public resources (e.g., enhancing accessibility to historical areas, open spaces, parks and/or other trails).
- Projects that are designed for use by people of all abilities (new projects that provide an opportunity for people with disabilities or renovations that significantly improves a current facility that is not accessible).
- Projects that take into consideration the construction impacts to the surrounding landscape (e.g., surface erosion, fish and wildlife populations, damage to wetlands or other ecologically sensitive natural resources and/or historical or archeological sites).

VI. HOW THIS PROGRAM WORKS WITH TRANSPORTATION ENHANCEMENTS OR TRANSPORTATION ALTERNATIVES PROGRAM

This program can provide a portion of the local match for Transportation Enhancement Projects that are awarded by MnDOT with Federal Highway Administration funding. However, this program provides reimbursement up to 75 percent, while Enhancements provide up to 80 percent. The grantee must ensure that there is never more than 100 percent reimbursed.

This program can reimburse engineering and design costs associated with these projects, which cannot be reimbursed under the Enhancement program. Engineering and design costs can only be reimbursed up to 75 percent and can only account for up to 20 percent of the total cost of the project (i.e., for a \$100,000 project, the maximum a grantee may request reimbursement for engineering and design costs would be fifty percent of \$20,000).

Typically, only projects that are programmed for funding in the current or upcoming federal fiscal year are eligible to receive funding through the current years' solicitation.

VII. TRAIL DESIGN REQUIREMENTS

All paved multi-use bicycle/pedestrian trails must be 10 feet in width to be considered for funding through this program. Very short distance exceptions might be allowed on a case-by-case basis and limited in distance (i.e., 20-30 feet for example). Do not submit a trail project with the intention that there will be an exception. Make sure your whole paved trail can be 10 feet wide before applying.

With regards to bicycle trails, applicants will be required to conform to recommendations contained within the 2019 [“Federal Highway Administration Bicycle and Pedestrian Planning, Program, and Project Development”](#) developed by the Minnesota Department of Transportation, with the exception that all paved bicycle trails must be 10 feet wide versus the minimum 8 feet wide mentioned in this manual.

For other uses, applicants must follow the **“Trail Planning, Design, and Development Guidelines”** developed by the Minnesota Department of Natural Resources – Parks and Trails Division. The guidelines are available at the [Minnesota’s Bookstore](#) or 1-800-657-3757.

Applicants are also encouraged to follow recommendations made in *“Designing Sidewalks and Trails for Access, [Part II of II: Best Practices Design Guide](#)”* produced by the Federal Highway Administration.

When developing natural surface trails, applicants are encouraged to follow principles outlined in [“Guidelines for a Quality Trail Experience”](#).

Applicants are required to address the American with Disabilities Act under the Evaluation Criteria Section of the application. The *ADA Accessibility Guidelines for Outdoor Developed Areas*, and the *ADA and ABA Accessibility Guidelines for Buildings and Facilities* can be found on the Federal Access Board website. Successful applicants are required to design and construct their trail to meet ADA standards.

- The following guidelines will help you design your facilities. Copies can be ordered from the [U.S. Access Board](#) at (800) 872-2253 or downloaded from their website. Below are links directly to specific guidelines:
- [ADA Standards](#) and [ABA Guidelines and Standards](#) (For buildings and certain recreation facilities including playgrounds, recreational boating facilities, and fishing piers).
- The Access Board’s [Final Guidelines for Outdoor Developed Areas](#) and the [Forest Service Trails Accessibility Guidelines \(FSTAG\)](#) and [Accessibility Guidebook on Outdoor Recreation and Trails](#) are practices that State and local governments and private entities may use.

VIII. LAND ACQUISITION REQUIREMENTS

When applying for a grant for land acquisition or easement, the application requires a reasonable market estimate. A full appraisal is not required to apply for a grant. If your **application is approved for funding** to purchase land or an easement, a full appraisal will then be required and must meet USPAP, DNR and UASFLA standards and pre-approved prior to purchase in order for the purchase to be eligible for reimbursement. Easements must include a term of no less than 20 years in the purchase agreement. This length of time is not negotiable. Any time length less than 20 years will not be reimbursable.

The following is done only if your trail project is awarded a grant and is approved for acquisition or easement purchase:

Prior to contacting and hiring a licensed appraiser to conduct an appraisal of the property, you must contact the DNR Appraisal Management Unit https://www.dnr.state.mn.us/lands_minerals/appraisal_mgmt.html to provide assistance. The appraisal will need to be completed to meet USPAP, DNR and UASFLA appraisal standards and the DNR must be named as an intended user of the report. If you are acquiring an easement, the appraiser will also need to be provided a final copy of the easement language you plan to acquire. A State Certified General Real Property Appraiser competent to appraise property to Federal Standards must conduct the appraisal. There are a limited number of appraisers that are certified to conduct appraisals to meet the federal standards. The DNR Appraisal Management Unit can provide you a list of appraisers that have indicated that they are competent to complete these appraisals. The requirements are also located on the [DNR Appraisal Management](#) website.

Once you have received a completed a land appraisal, it must be submitted to the DNR for appraisal review and approval before the land can be purchased with grant funds. The costs associated with a land appraisal are not eligible for reimbursement through the grant program. Therefore, it is important that the land appraisal be done correctly and with a qualified appraiser, to avoid the additional charges that would result if the appraisal were rejected by the DNR. The DNR review of land appraisals are done at no cost to the grantee. Once the DNR has approved the appraisal, grant funds can be reimbursed towards the cost of the land purchased.

Upon the purchase of land, it is required to have a “Twenty-Year Easement for Recreational Trail Purposes” at a minimum that must be attached to the deed (this easement must be the same as the easement provided to the appraiser) for the land and submitted deed documentation to be approved for reimbursement.

IX. MINNESOTA STATUTE 85.019

85.019 LOCAL RECREATION GRANTS.

Subdivision 1. **Definition.** For purposes of this section, "unit of government" means a county, statutory or home rule charter city, or town.

Subd. 2. **Parks and outdoor recreation areas.** (a) The commissioner shall administer a program to provide grants to units of government for up to 50 percent of the costs of acquisition and betterment of public land and improvements needed for parks and other outdoor recreation areas and facilities, including costs to create veterans memorial gardens and parks.

(b) For units of government outside the metropolitan area as defined in section 473.121, subdivision 2, the local match required for a grant to acquire or better a regional park or regional outdoor recreation area is \$2 of nonstate money for each \$3 of state money.

Subd. 3. [Repealed by amendment, 1995 c 220 s 68]

Subd. 4. [Repealed by amendment, 1995 c 220 s 68]

Subd. 4a. **Natural and scenic areas.** The commissioner shall administer a program to provide grants to units of government and school districts for the acquisition and betterment of natural and scenic areas such as blufflands, prairies, shorelands, wetlands, and wooded areas. A grant may not exceed 50 percent or \$500,000, whichever is less, of the costs of acquisition and betterment of land acquired under this subdivision. The commissioner shall make payment to a unit of government upon receiving documentation of reimbursable expenditures.

Subd. 4b. **Regional trails.** The commissioner shall administer a program to provide grants to units of government for acquisition and betterment of public land and improvements needed for trails outside the metropolitan area deemed to be of regional significance according to criteria published by the commissioner. Recipients must provide a nonstate cash match of at least 25 percent of total eligible project costs. If land used for the trails is not in full public ownership, then the recipients must prove it is dedicated to the purposes of the grants for at least 20 years. The commissioner shall make payment to a unit of government upon receiving documentation of reimbursable expenditures. A unit of government may enter into a lease or management agreement for the trail, subject to section 16A.695.

Subd. 4c. **Trail connections.** The commissioner shall administer a program to provide grants to units of government for acquisition and betterment of public land and improvements needed for trails that connect communities, trails, and parks and thereby increase the effective length of trail experiences. Recipients must provide a nonstate cash match of at least 25 percent of total eligible project costs. If land used for the trails is not in full public ownership, then the recipients must prove it is dedicated to the purposes of the grants for at least 20 years. The commissioner shall make payment to a unit of government upon receiving documentation of reimbursable expenditures. A unit of government may enter into a lease or management agreement for the trail, subject to section 16A.695.

Subd. 5. **Powers; rules.** The commissioner has all powers necessary and convenient to implement this section, including the authority to adopt rules for the program under chapter 14.

X. OTHER PROGRAM REQUIREMENTS

A. Grants and Public Information

Under [MN Statute 13.599](#), responses to a request for proposal are nonpublic until the application deadline is reached. At that time, the name and address of the grantee, and the amount requested becomes public.

After the application evaluation process is completed, data (except trade secret data) becomes public. Data created during the evaluation process is nonpublic until the negotiation of the grant agreement with the selected grantee(s) is completed.

[MN Statute 13.44](#) categorizes estimated or appraised value of real property prior to purchase and sale as confidential data on individuals or protected nonpublic data. See also [Minnesota Government Data Privacy Act](#) for more information. This information, along with corresponding budget information, will be redacted from the applications before making them public.

B. Site Evaluation Requirements

This program requires all applicants to prepare the Project Site Evaluation. This evaluation will be necessary prior to completing an agreement/contract for the project and provide information necessary to determine the impacts of the project, if any, on the environmental and cultural resources of the project area. It is very important, therefore, that the project site evaluation identify all possible impacts of the proposed project. This will help determine whether any changes in project scope or design may be required or whether mitigation measures must be undertaken. Project site evaluation include:

MINNESOTA HISTORICAL SITES ACT AND MINNESOTA FIELD ARCHAEOLOGY ACT REVIEW

The State Historic Preservation Office (SHPO) and the Office of the State Archaeologist (OSA) must be contacted to review your project to determine if the site is a potential location for historical or archeological findings. If there is a determination that a survey is required, the survey would need to be completed prior to any site disturbance for development projects and prior to the final reimbursement of the grant funds for acquisition projects.

STATE NATURAL HERITAGE INFORMATION SYSTEM REQUEST (Mn ENDANGERED AND THREATENED SPECIES)

Review of your project by the DNR's Endangered Species Environmental Review Coordinator is required to determine if there are any state-listed endangered, threatened, or special concern species; rare plant communities, or other rare or sensitive ecological resources that may be affected by the project.

FEDERAL ENDANGERED SPECIES AND CRITICAL HABITAT RESOURCES US Fish and Wildlife Service (USFWS)

Review of your project by the USFWS required. Information for Planning and Consultation (IPaC) Report provides a list of species and other resources such as critical habitat (collectively

referred to as trust resources) under the USFWS' jurisdiction that are known or expected to be in or near the project area. The list may also include trust resources that occur outside of the project area, but that could potentially be directly or indirectly affected by activities in the project area. However, determining the likelihood and extent of effects a project may have on trust resources typically requires gathering additional site-specific (e.g., vegetation/species surveys) and project-specific (e.g., magnitude and timing of proposed activities) information

WATER AND WETLANDS PERMITS

Minnesota has adopted a "no-net-loss" wetlands policy. Each state agency must ensure that its activities, including state sponsored, financed, or assisted projects, do not contribute to the loss or diminishment of the many important values of wetlands. Unavoidable impacts must be minimized, and compensatory mitigation must be provided for all values that have been lost or diminished. Development or alteration of shoreline adjacent to rivers, streams, lakes, and other public water bodies and wetlands may require written permits. Evidence of compliance with water and wetland regulations must be submitted including a determination whether a permit is required for your project.

ENVIRONMENTAL ASSESSMENT STATEMENT (EAS) CHECKLIST

Completion of an Environmental Assessment Statement (EAS) is required for every project. The EAS will provide information necessary to determine the impacts of the project, if any, on the environmental and cultural resources of the area.

MN ENVIRONMENTAL QUALITY BOARD (EQB) REVIEW RULES.

Projects need to be evaluated for applicability of environmental review under Minnesota Rules, Chapter 4410. Mandatory EAW categories are described at Minnesota Rules, [4410.4300](#). Exemptions from environmental review are described at Minnesota Rules, [4410.4600](#). In addition, an EAW is warranted when a project is not exempt under part 4410.4600, and when a governmental unit with approval authority over the proposed project determines that, because of the nature or location of a proposed project, the project may have the potential for significant environmental effects, either in response to a petition or otherwise (MN Rules [4410.1000](#), Sub. 3A).

LAND APPROVAL CERTIFICATION

A [Certification Form](#) must be signed by all administrators of public land crossed or utilized by the trail project providing approval of the trail proposal and agreeing to provide assistance to seek formal authorization. If a leased, permit or easement is required, it must be for a minimum of 20 years.

NATIVE RESTORATION REQUIREMENTS

All restoration activities will require a restoration and management plan to be submitted prior to contract approval and must follow the Board of Soil and Water Resources "Native Vegetation Establishment and Enhancement Guidelines" in order to ensure ecological integrity and pollinator enhancement. When restoration activities are completed using grant funds, the Grantee must conduct evaluations on parcels where activities were implemented both 1) initially after activity completion and 2) three years later as a follow-up. Evaluations should analyze improvements to the parcel and whether goals have been met, identify any problems with the

implementation, and identify any findings that can be used to improve implementation of future restoration efforts at the site or elsewhere. Evaluation reports must be submitted to the DNR.

Forms and documents available at [DNR website](#) under Local Trail Connections and Regional Trail grant programs.

C. Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant agreement have been met. A progress report form will be provided by program staff. Grant payments shall not be made on grants with past due progress reports unless program staff have given the grantee a written extension.

D. Monitoring Requirements

It is the policy of the State of Minnesota to conduct at least one monitoring visit per grant period on all state grants of over \$50,000 and to conduct at least annual monitoring visits on grants of over \$250,000.

E. Conflict of Interest

It is the policy of the State of Minnesota to work to deliberately avoid actual, potential, and perceived conflict of interests related to grant making at both the individual and organizational levels.

A conflict of interest (actual, potential) occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it.

Actual Conflict of Interest:

An actual conflict of interest occurs when a decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict. Examples include, but are not limited to:

- One party uses his or her position to obtain special advantage, benefit, or access to the other party's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.
- One party receives or accepts money (or anything else of value) from another party or has equity or a financial interest in or partial or whole ownership of the other party's organization.
- One party is an employee, board member or family member of the other party.

Potential Conflict of Interest:

A potential conflict of interest may exist if one party has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests. For example, when one party serves in a volunteer capacity for another party, it has the potential to, but does not necessarily, create a conflict of interest, depending on the nature of the relationship between the two parties. A disclosed potential conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflicts.

Organizational Conflict of Interest:

A conflict of interest can also occur with an organization that is a grant applicant or grantee of a state agency. Organizational conflicts of interest occur when:

- A grantee is unable or potentially unable to render impartial assistance or advice to the State due to competing duties or loyalties
- A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties
- A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

The Grantee, by signing a grant contract with the State, must certify it has read and understands the Office of Grants Management [Conflict of Interest Policy 08-01](#), will maintain an adequate Conflict of Interest Policy and, throughout the term of the contract, monitor and report any actual, potential, or perceived conflicts of interest to the State.

F. Closeout Procedures

Upon completion of your project, a final billing must be submitted to our office. Program staff may complete a final inspection. The inspection will focus on ensuring that the project was completed in accordance with the grant agreement, that facilities developed are accessible and a funding acknowledgment sign is installed. Prior to final reimbursement of your grant and official closeout notification of your project, any problems that are revealed during the inspection must be corrected and/or all final documentation has been received and approved including a copy of the recorded deed restriction, if applicable.

All expenditures are subject to verification by an independent state audit and, therefore, you must retain all project records for a period of at least six years after you receive the official closeout notification letter.

Periodic post-completion inspections may be conducted to ensure that the site is being properly operated and maintained and that no conversion of use has occurred.

G. Acknowledgement Sign

All projects acquired or developed with assistance from this program must display a state-approved funding acknowledgment sign to be posted at the entrance of the project site, or at an alternative obvious location on the site.

H. Availability of Users

Public property, facilities & programs that receive state assistance and future development of a site that has received state assistance shall be open to entry by all persons regardless of race, color, national origin, religion, or sex. No person shall, on the basis of disability, be excluded from participation in any program or activity receiving state assistance. Finally, discrimination on the basis of residence, including preferential reservation, membership or annual permit systems is prohibited except to the extent that reasonable differences in admission and other fees may be maintained on the basis of residence.



Steele County Agenda Item

Request for Board Action

Subject: Public Land Survey System (PLSS) Monument Grant - Spring 2024

Department: GIS/County Surveyor

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: March 26, 2024

Board Meeting Date: March 26, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Enter the recommendation from the Committee to the Board of Commissioners. This must be filled out for all Board Meeting agenda items. If the item did not go to a committee list as "N/A" or a reason why.

Recommendation:

Adopt the Public Land Survey System Grant Resolution and authorize the GIS Coordinator to Execute the grant

Background (*Including Budget Impact*):

The Minnesota Geospatial information office has approximately 9 million dollars in grant funding (2024-2026) for counties within the state to re-monument/recertify PLSS corners. Grant application deadline is April 5, 2024.

Steele County is approximately 85% monumented, however, a majority of the corner certificates (recorded corner documents) that were prepared between 1980-2000 are lacking the proper number of ties, have been obliterated, or do not contain geodetic coordinates.

The Steele County Surveyor and GIS Coordinator would like to apply for spring 2024 Type I (corner certification) grant funds for Clinton Falls Township in the amount of \$50,000. This is a no match reimbursement grant and would not have any annual budgetary impact.

Attachments:

PLSS Grant Resolution



RESOLUTION

#2024 - _____.

Public Land Survey System Grant Program to Restore, Maintain, and Update Monuments

WHEREAS; In 2023 the Minnesota Legislature, through MN Statute §381.125, directed the Minnesota Geospatial Information Office (Mn Geo) to develop a grant program for the perpetuation of Public Land Survey System (PLSS) monuments; and

WHEREAS; Steele County is responsible for maintaining the PLSS; and

WHEREAS; Steele County has identified Clinton Falls Township; and

WHEREAS; the total cost and request will be \$50,00.00 for monument preservation and certification.

NOW THEREFORE BE IT RESOLVED; That the Steele County Board authorizes the Geographic Information Systems Coordinator to submit a proposal to MnGeo for the Minnesota PLSS Monument Grant Program and if awarded, authorize the Geographic Information Systems Coordinator to accept the grant and enter into the necessary agreements beginning in February 2024 and running through March 31, 2026.

BE IT RESOLVED FURTHER; That State Funds received for this project will be receipted into the Steele County Surveyor account 01-102-6801.

Adopted by the Steele County Board of Commissioners this 26 day of March 2024.

Steele County
Board of Commissioners

Chair

Attest:

Clerk

PURCHASE AGREEMENT AND INTERIM LEASE

THIS PURCHASE AGREEMENT AND INTERIM LEASE is made this _____ day of _____, 2024 by and between the County of Steele (“County”) and the City of Owatonna (“City”).

RECITALS

1. County and City jointly own the Law Enforcement Center facility (“LEC”) located at 204 East Pearl Street, Owatonna, Minnesota, the legal description of which is attached hereto as Exhibit A and incorporated herein by reference.
2. The LEC serve as the headquarters for both the Steele County Sheriff’s Office and the Owatonna Police Department.
3. The County desires to relocate the Sheriff’s Offices to the Steele County Detention Center located at 2500 Alexander Street, Owatonna, Minnesota.
4. The City desires to purchase the County’s one-half interest in the LEC for the sum of Seven Hundred Thousand Dollars (\$700,000) based on a total appraised price of \$1,400,000.00, pursuant to the terms and conditions below.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises below, the County and City agree as follows:

AGREEMENTS

1. Purchase Price. County agrees to sell and City agrees to pay the sum of Seven Hundred Thousand (\$700,000) Dollars for the County's interest in the LEC building.
2. Date of Closing. The date of closing shall be on or before April 12, 2024.
3. Deed and Marketable Title. Upon performance by City the County shall deliver a Warranty Deed conveying marketable title to the property to the City subject to (a) building and zoning laws, ordinances, state, and federal regulations; (b) rights of tenants lawfully in possession.
4. Possession. County shall deliver possession of the property to City effective the date of closing subject to the County's interim lease described below.
5. Proration. As of the date of closing County and City will calculate and prorate all charges for utilities and other monthly services provided to the LEC.

6. Mechanic Liens or Other Charges. The County warrants that prior to closing payment in full has been made for any labor and materials, machinery, fixtures, or tools furnished within 120 days to its portion of the facilities preceding the closing. No reimbursement to the County shall be made by City for the County's share of recent capital investments at the LEC.
7. Access. Prior to closing, County will allow City reasonable access to the property for purposes of conducting any inspections of the property upon 3 days notice by email to County. The City will be responsible for any damage to the premises caused by the inspection, for example, removing ceiling tiles or drywall to check for leaks.
8. Walk-Through Review. City has the right to a walk-through review of the property prior to closing.
9. Risk of Loss. If there is any loss or damage to the property between the date of this Agreement and the closing due to fire, vandalism, flood, tornado, or any other natural cause the risk of loss shall be borne equally by the parties as co-owners. If the property is destroyed or substantially damaged before the closing the City may cancel this Agreement by written notice to the County, in which event, the County

and City shall immediately sign a cancellation of this Purchase Agreement confirming the cancellation.

10. Interim Lease.

- a. Pending the County's relocation to the Steele County Detention Center, the County may continue to occupy that portion of the LEC it currently occupies with no rental obligation or other additional consideration for one (1) year after the date of this Agreement.
- b. After the first anniversary of this Agreement the County may continue to occupy the portion of the LEC it currently occupies at the rental rate of \$19.00 per square foot.
- c. The County and City agree that the Interim Lease will terminate no later than _____.
- d. During the duration of the Interim Lease the County shall continue to share in the operating expenses including telephone, telecom, garbage, shredding, pest control, copier and supplies.
- e. The City will share the cost of the Records Personnel and Janitorial Services on a 50-50 basis. The City will pay for any necessary repairs.

11. Insurance. County shall at all times during the term of this lease and any extensions thereof, carry public liability insurance covering the leased premises, which insurance shall insure against liability for personal injury or death and property damage with insurance limits of not less than \$500,000 for all damages arising out of bodily injuries to or death of one (1) person and \$1.5 Million for all damages arising out of bodily injury to or death of two (2) or more persons in any one accident and shall provide any increases in such limits so as to always be equal to the maximum amount as provided in Minn. Stat. § 466.04. All such insurance policies shall be with a company and in a form acceptable to the City and County agrees to provide and keep filed on record with the City a certificate of insurance naming the City as an additional insured and certifying to the existence of such policies.

12. Indemnification. County agrees to defend and indemnify City, its officers, employees, and volunteers from and against all claims, damages, losses and expenses including attorney's fees arising out of or under this Agreement but only to the extent caused in whole or in part by the negligent acts, errors, or omissions of County, its contractors or sub-contractors or anyone directly or indirectly employed by County or anyone for whose acts County may be liable. County agrees that this indemnify obligation shall survive the termination of this lease.

City agrees to defend and indemnify County, its officers, employees, and volunteers from and against all claims, damages, losses and expenses including attorney's fees arising out of or under this Agreement but only to the extent caused in whole or in part by the negligent acts, errors, or omissions of City, its contractors or sub-contractors or anyone directly or indirectly employed by City or anyone for whose acts City may be liable. City agrees that this indemnify obligation shall survive the termination of this lease.

13. Joint or Mutual Waiver of Subrogation. It is hereby understood and agreed by and between the undersigned parties that they do jointly and separately waive any and all right of recovery against the other or insured loss occurring at the property described herein.
14. Resolutions. The County and the City shall each adopt appropriate resolutions authorizing the execution of this Agreement, the Warranty Deed from the County to the City and to execute all such other documents and pay associated closing costs and to take such other actions as may be necessary to fulfill this Agreement.
15. Entire Agreement. This Agreement and any Exhibits and any addenda, if any, shall constitute the entire Agreement between County and City and supersedes any written or oral agreements between County and City. This Agreement may only

be modified or cancelled in writing signed by both County and City or by operation of law.

The County and City have each executed this Agreement on the date opposite their respective signatures.

COUNTY OF STEELE

By: _____ Date: _____
James Brady, Chairperson of the Board of Commissioners

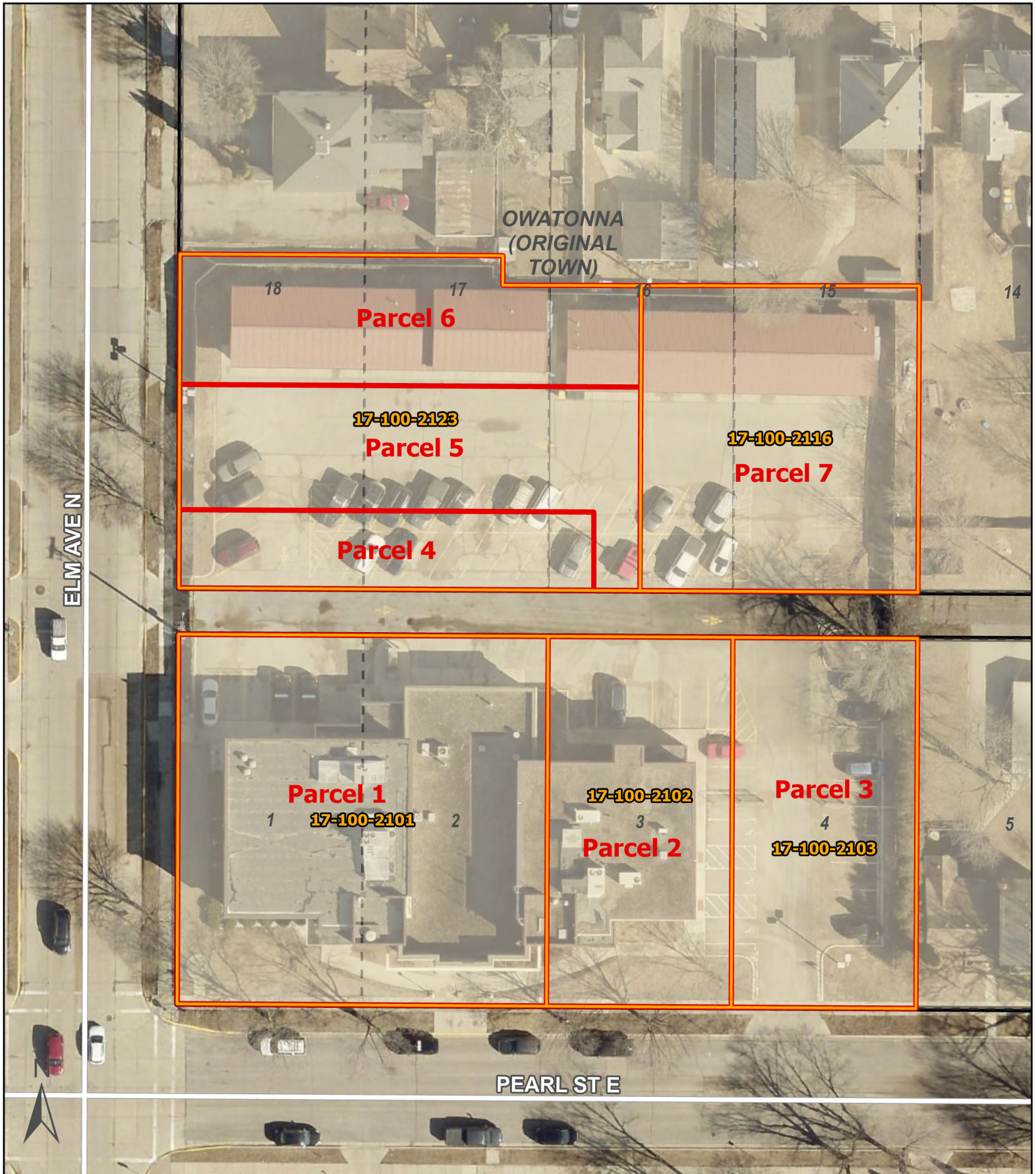
ATTEST:

_____ Date: _____
County Administrator

CITY OF OWATONNA

By: _____ Date: _____
Thoms J. Kuntz, its Mayor

By: _____ Date: _____
Kris M. Busse, its City Administrator



Parcels Plats
Plat Lots Deed Desc

Law Enforcement Center

Deed Descriptions from
A000250462





Steele County Agenda Item

Request for Board Action

Subject: Approve Out of State Travel – PBK Annual Training

Department: Attorney's Office

Committee: Choose an item.

Committee Meeting Date

Work Session Date: March 26, 2024

Board Meeting Date: March 26, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

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Recommendation:

Approve Out of State Travel for the paralegal and victim services coordinator to attend the Annual Prosecutor by Karpel User Group Meeting and Training.

Background *(Including Budget Impact)*:

The County Attorney's Office is requesting approval for Out of State Travel to attend the Annual Prosecutor by Karpel User Group Meeting and Training. Prosecutor by Karpel (PBK) is our case management software. It plays an essential role in our daily operations. The office's paralegal serves as the contact point between our office and PBK. The victim services coordinator uses PBK to interface with victims, generate disclosures when talking to victims, and provide victims notices we are statutorily obligated to send. Attending the annual meeting and training will allow both employees to keep up with the latest updates and offer feedback of how PBK can improve based on our needs.

The cost of the training is \$325 per person. Travel, meals, and lodging will be \$1356 per person. This item is covered under our training budget.

Attachments:

Annual Prosecutor by Karpel User Group Meeting and Training Agenda

Karpel Solutions National User Group Agenda April 2 – 4, 2024

Tue. AM	Versailles 1&2 General Sessions	Matterhorn- Templates Track	Versailles 2- Attorney Track	St. Moritz/Bern- Report Track
8:00-9:00	Registration- Versailles Foyer			
9:00 – 9:30	Welcome – With Jeff Karpel <i>Meet the trainers and learn more about their skill sets along with an update on the Karpel Foundation and the projects that have been awarded.</i>			
9:30-10:30	Introduction to 7.3 With LeeAnn Karpel			
10:30-10:45	Break			
10:45 -Noon	What Do You Want to Learn This Week? Moderator Jeff Karpel <i>Interactive session for you to share your challenges and what you hope to learn this week.</i>			
Tue. PM	Lunch on your own			
1:30 – 2:25	How PbK Should Work for You-PbK Audit -With Laurie Duke, Betty Learn <i>What is a PbK audit and does your office need one? We will review certain areas of PbK to help you implement new features and to ensure you are using PbK to its fullest.</i>	Templates 101 With Heather Blank *Laptop Required <i>Learn approaches to create basic templates and data source utilization. You will learn to design a simple victim letter and a motion.</i>	Best Courtroom Practices for Paperless Prosecution and Defense (CLE 1.2 hrs.) With Kelly Camilleri, Randy Knopf <i>Learn how to effectively use setting control and the court face sheet in the court room to promote excellent courtroom advocacy and criminal justice data retention.</i>	Improving Data Integrity With Tyler Ingham, Ezekiel Kaufman <i>Do you have duplicate, misspelled or unused codes? Or maybe bad data? This session we'll review a new data-integrity report available to you to conduct continuous quality improvement in PbK and DbK.</i>

Karpel Solutions National User Group Agenda April 2 – 4, 2024

	Versailles 1- General Sessions	Matterhorn- Templates Track	Versailles 2- Attorney Track	St. Moritz/Bain- Report Track
2:30-3:30	Everything You Need to Know About Codefendant Cases With Scott Crause <i>Struggling with managing codefendants cases? Join Scott to learn all you need to know about creating and tracking codefendant cases.</i>	Templates 102 With Heather Blank *Laptop Required. Must attend Templates 101 before attending this session. <i>Learn how to construct a charging document, subpoena, and a witness list.</i>	Ethical Data Computing- Best Practices (CLE 1.1 hrs. Ethics) With Christian Bahn <i>This session will address ethical questions regarding data in PbK/DbK, including storing and protecting confidential information and documents.</i>	What Reports Can Do For You With Tyler Ingham, Ezekiel Kaufman, Pippa Barrett <i>This presentation will explain the extent to which PbK/DbK reporting can help users answer legislative inquiries, meet grant reporting requirements, provide agency-wide oversight, and display agencywide statistics.</i>
3:30 – 3:45	Break			
3:45- 4:45	Open Door Policy- Transparency and Communication with Law Enforcement With Joe Wright <i>In this session you will learn how to use features in PbK and the Law Enforcement Portal to keep your lines of communication clear and open with your local police departments.</i>	Templates Lab With Heather Blank *Laptop Required <i>Get some one-on-one assistance with an issue, or "how to" instructions.</i>	DbK Roundtable Moderator Randy Knopf <i>Join Randy for a discussion focusing on how your office leverages DbK that might benefit others, expanding DbK centric reporting and better use of automated notifications to clients and witnesses.</i>	Reports Lab With Tyler Ingham, Ezekiel Kaufman <i>Open lab with Tyler and Ezekiel to assist with custom and canned reports.</i>
6:00 -8:00	Welcome Reception- Patio/Zurich Ballroom (lower level)			

Alpine 1 & 2 (lobby level) Open Lab 1:30 – 4:45 PM. Take advantage of our lab option throughout the entire conference. Meet with Scott Crause and members from our help desk for some one-on-one assistance with an issue, or "how to" instructions on any subject.

Karpel Solutions National User Group Agenda April 2 – 4, 2024

Wed. AM	Versailles 1- General Session	Matterhorn- Templates Track	Versailles 2- Attorney Track	St. Moritz/Bern- Report Track
7:30-9:00	Breakfast- Zurich (lower level)			
9:00 – 9:55	Training and Support – Where to go When You Need Help With Benji Varner <i>Learn more about the different avenues available to receive help and training.</i>	Templates 101 With Heather Blank *Laptop Required <i>Learn approaches to create basic templates and data source utilization. You will learn to design a simple victim letter and a motion.</i>	Takin' Care of Business- How to Manage your Case Effectively Outside the Courtroom (CLE 1.2 hrs.) With Joe Wright, Erin Crouch <i>In this session you will learn how to use PbK/Dbk to manage your case as an attorney outside of court. This includes tasking investigators or staff, creating a plea offer, electronically selecting witnesses for trial, and other ways to prepare for court.</i>	What Reports Can Do For You With Tyler Ingham, Ezekiel Kaufman, Pippa Barrett <i>This presentation will explain the extent to which PbK/Dbk reporting can help users answer legislative inquiries, meet grant reporting requirements, provide agency-wide oversight, and display agencywide statistics.</i>
10:00-11:00	Large Media Management in PbK/Dbk With LeAnn Karpel <i>Learn how to play different media types, use automatic transcription, redact faces, and more with PbK and Dbk built-in audio and video streaming and editing tools.</i>	Templates 102 With Heather Blank * Laptop Required. Must attended Templates 101 before attending this session. <i>Learn how to construct a charging document, subpoena, and a witness list.</i>	Jury Instructions "how to" and Making Westlaw and LexisNexus Work for You-With Krista Boston <i>Take the chore out of creating jury instructions and learn how to setup, configure, and automate the creation of jury instructions, verdict directors and instruction packets.</i>	Improving Data Integrity With Tyler Ingham, Ezekiel Kaufman <i>Do you have duplicate, misspelled or unused codes? Or maybe bad data? This session we'll review a new data-integrity report available to you to conduct continuous quality improvement in PbK and Dbk.</i>
11:00-11:15	Break			
11:15 -12:10	My View-How to Use and Customize With Pippa Barrett, Megan Vincent <i>Learn how to use My View to manage cases from referral to disposition, and learn how to customize My View to suit your particular needs.</i>	Templates Lab With Heather Blank *Laptop Required <i>Get some one-on-one assistance with an issue, or "how to" instructions.</i>	Configuring Charge Language and Prompts With Christian Bahn <i>This session will address the creation and amendment of your charge language, including creating prompts and drafting/attaching language files to charge codes.</i>	Reports Lab With Tyler Ingham, Ezekiel Kaufman <i>Open lab with Tyler and Ezekiel to assist with custom and canned reports.</i>

Karpel Solutions National User Group Agenda April 2 – 4, 2024

Wed. PM	Lunch on your own			
	Versailles 1- General Sessions			
1:30 – 2:25	Obscure Features of PbK/Dbk With Krista Boston, Kelly Camilleri <i>This session will introduce obscure features that you may not know about such as the Search Warrant Module, Grand Jury Scheduling, Person Record Quality Control and more!</i>	Matthorn- Templates Track Templates 103 Advanced With Heather Blank, *Laptop Required <i>Review and understand how civil templates work, and how to effectively design and produce various civil templates.</i>	Versailles 2 Let's Explore Diversion Settings With Laurie Duke, Betty Learn <i>Learn how to setup diversion programs for pre-trial intervention or treatment courts along with tracking your requirements and the reports you can run to get statistics and detail information on those programs.</i>	St. Moritz/Bern- Report Track Reports Lab With Tyler Ingham, Ezekiel Kaufman <i>Open lab with Tyler and Ezekiel to assist with custom and canned reports.</i>
2:30-3:30	New Victim Portal- Take a Look! With LeeAnn Karpel <i>LeeAnn will demo the new Victim Portal which enables victims to upload electronic documents, see upcoming court dates, invoke victim rights, and easily communicate with their victim advocate.</i>	Templates Lab With Heather Blank *Laptop Required <i>Get some one-on-one assistance with an issue, or "how to" instructions.</i>	iSubpoena Demonstration by Legal Notification Services With Jos Van Hout <i>Did you know PbK provides no cost integration with iSubpoena? Learn more about iSubpoena and how it is used by law enforcement for fast and efficient subpoena notifications.</i>	Reports Lab With Tyler Ingham, Ezekiel Kaufman <i>Open lab with Tyler and Ezekiel to assist with custom and canned reports.</i>
3:30 – 3:45	Break			
3:45- 4:45	Case Page Templates- How to Make PbK & Dbk Pages Work for You With Joe Wright, Pippa Barrett <i>How to customize case pages in PbK and Dbk to work for your office needs.</i>	Templates Lab With Heather Blank *Laptop Required <i>Get some one-on-one assistance with an issue, or "how to" instructions.</i>	Victim Services-Tracking Different Grants With Laurie Duke and Betty Learn <i>During this session we will show how to setup your Victim Services grants and review tracking your information on your cases and how that information affects your reports.</i>	Reports Lab With Tyler Ingham, Ezekiel Kaufman <i>Open lab with Tyler and Ezekiel to assist with custom and canned reports.</i>
6:00 -9:00	Westport Social			

Alpine 1 & 2 (lobby level)- Open Lab from 9:00 AM to 4:45 PM- Take advantage of our lab option throughout the entire conference. Meet with Scott Crause and members from our help desk for some one-on-one assistance with an issue, or "how to" instructions on any subject.

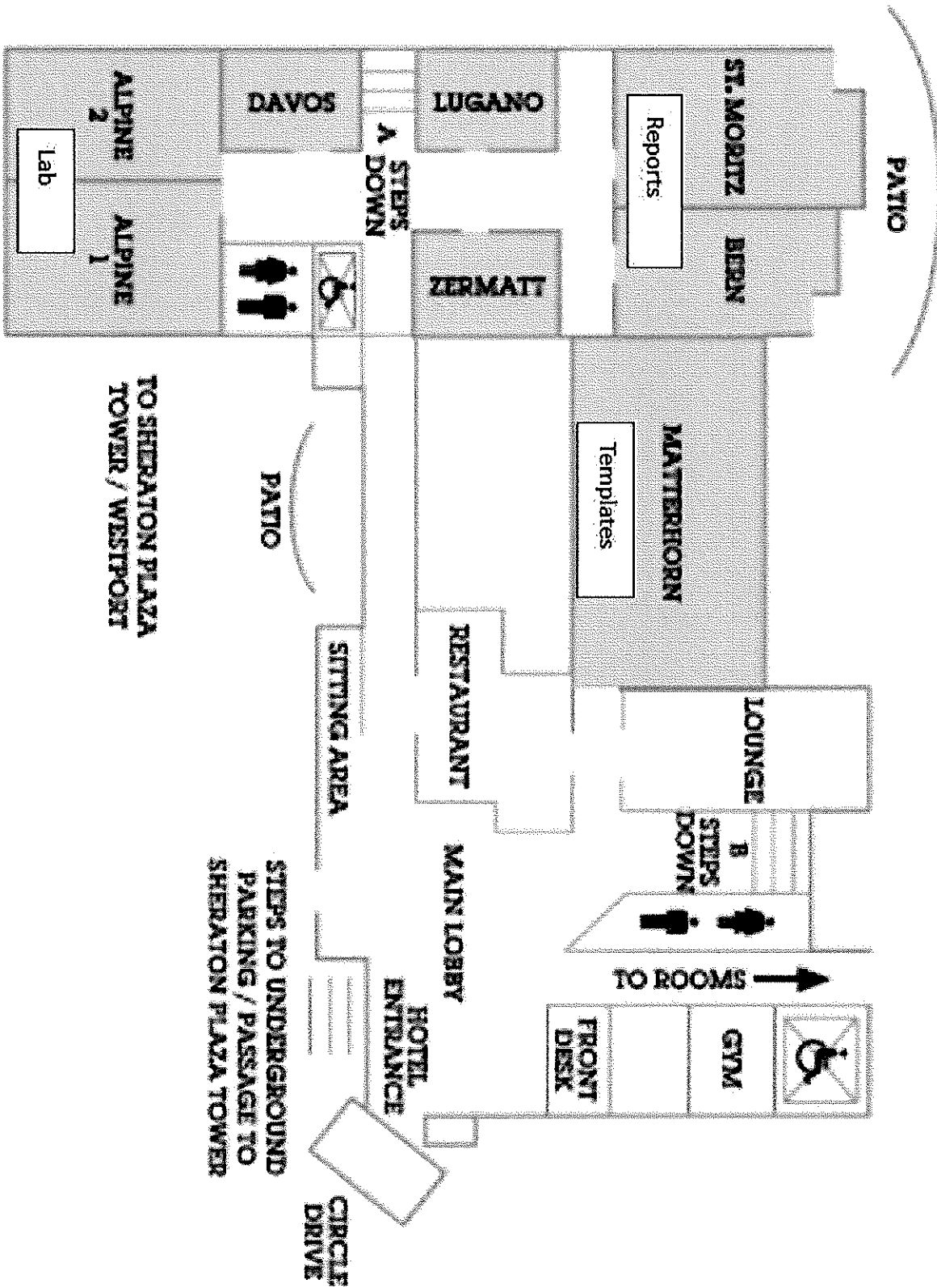
Karpel Solutions National User Group Agenda April 2 – 4, 2024

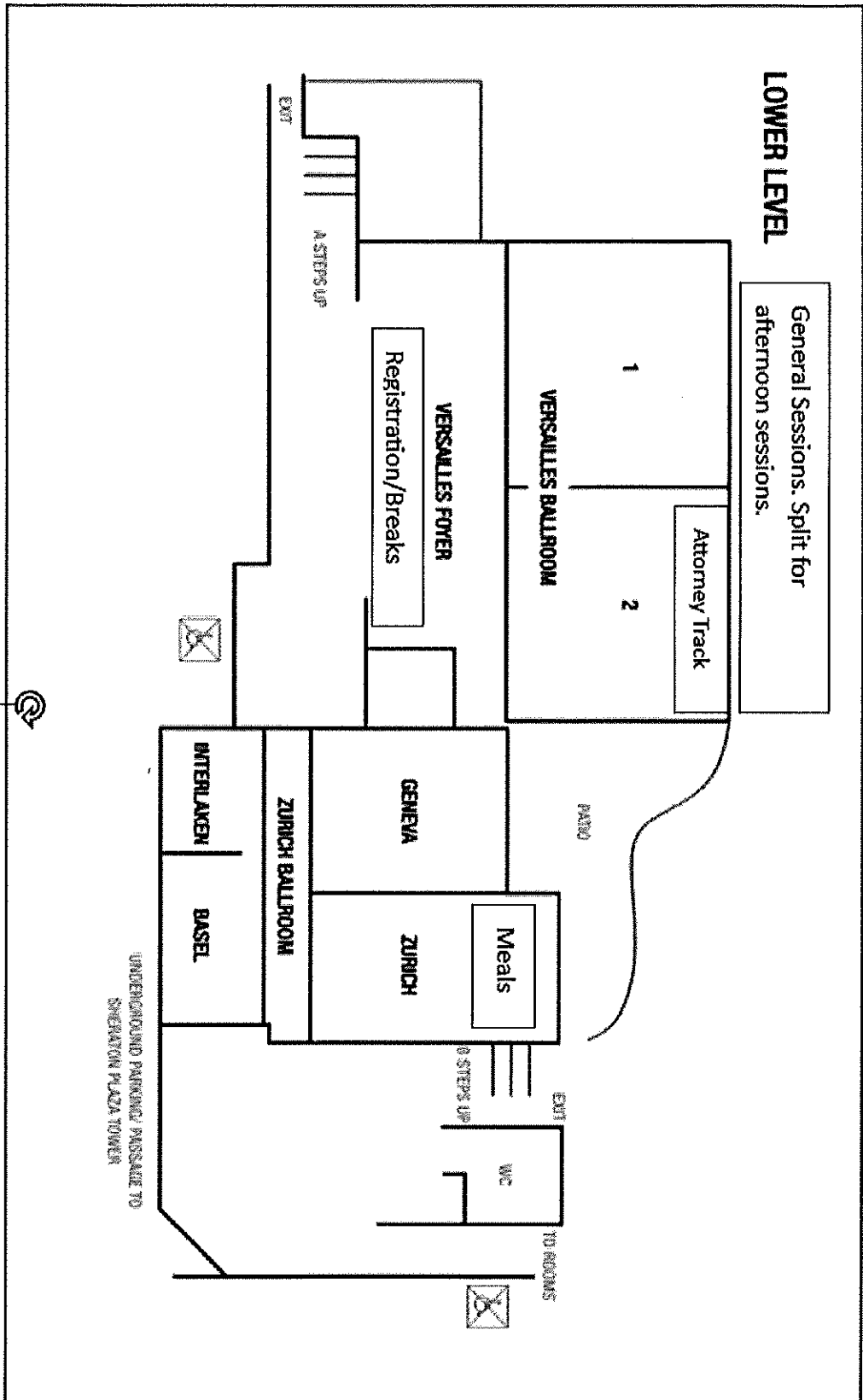
Thur. AM		Versailles 1&2- General Sessions				
7:30-9:00	Breakfast- Zurich (lower level)					
9:00 – 10:30	Tips and Tricks – Options and Features That Can Save Users Time and Effort With Pippa Barrett, LeeAnn Karpel <i>Facts and Features in PbK and DbK that can save you Time and Effort.</i>					
10:30-10:45	Break					
10:45 -Noon	What Did You Learn and What Are You Going to Do About It? Moderator Jeff Karpel <i>Tell us what you learned and how you plan to utilize it in your office.</i>					
End						

Alpine 1 & 2 (lobby level)- Open Lab from 9:00 AM – 2:00PM.

Don't forget to turn in your completed evaluation forms!

LOBBY LEVEL







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, March 14, 2024 at 8:00 a.m. – Public Works Conference Room

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

Consent:

1. Committee recommends approving early payment for the loan for the Minnesota Clean Water Partnership project in the amount of \$133,067.26, with an interest savings for the county of \$3,333.97.
2. Committee recommends approving MnDOT Contract No. 1055853 and Authorize the Chair and Administrator to Execute the Contract.
3. Committee recommends approving petition of for Vacation of Excess Right-of-Way Resolution on CSAH 45.
4. Committee recommends approving petition of for Vacation of Excess Right-of-Way Resolution on CSAH 48 (Bixby Rd).
5. Committee recommends approving Professional Services Contract with WHKS for Feasibility Study for CSAH 2/CR 180, CSAH 43, and CR 171 Intersection Improvement.

Information:

26th St memorandum of understanding from the city of Owatonna was provided. The memorandum requested the County turn over the property without cost. The commissioners requested the Administrator to go back to the city to discuss some type of exchange for the lots in the form of in-kind services.

Department Head Reports

Four Seasons: Ice season has come to an end, Transitioning to Dry Floor Season, Dry Floor events on next 4 weekends in a row, Farm and Power Show beings on Thursday March 14th , Summer ice booking up really nicely and continuing to explore options to extend the spring ice season due to potential demand / requests.

Landfill: Backfilling one position, had a nice turnout of applicants. Discussion regarding replacing the leachate truck with either a leachate truck or a semi with a leachate trailer.

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

Eastside Corridor meeting has been set up for March 20th at 4:00 p.m. Commissioner Krueger and Abbe will be present along with the Administrator and the County Engineers. The top 5 to 10 questions will be sent before the meeting.

Bixby Roundabout is still being discussed with the Railroad with our outside attorney. Hoping to have this resolved before the start of the construction season.

Working on grants for the trails through beaver lake. Going through DNR Grant Program and the Regional Trail Grant.

Bridge Construction on 162 will be starting soon.

Contract amendments will be coming With WS for the consulting work for Eastside corridor and the 48 roundabouts.

Medford speed study coming soon. Has been 15 months and Steele County will paint the crosswalk on the new county road.