



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, APRIL 9, 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.

Consent Agenda - *Items listed on the Consent Agenda are considered routine and non-controversial by the County Board. There will be no separate discussion of these items unless requested by a member of the County Board.*

4. Approve March 26, 2024 Board Minutes (pg. 4)
5. Approve March 26, 2024 Board Work Session Minutes (pg. 9)
6. Approve Bills (pg. 11)
7. Approve Personnel Report (pg. 43)

8. Approve early payment of the Minnesota Clean Water Partnership Project Loan in an amount of \$133,067.26, with an interest savings for the county of \$3,333.97 (pg. 44)
9. Approve Annual On-Sale Liquor License for the Monterey Ballroom (pg. 45)
10. Approve Renewal of Consumption & Display Permit for Blooming Prairie County Club (pg. 46)
11. Approve Out of State Travel for IT Director to Cyber Security Summit (pg. 47)
12. Approve Administration Building Lower Level/Mail Room Renovation/Final Payment in the amount of \$17,535.27 (pg. 48)

General Agenda

13. April Anniversary Report (pg. 54)
14. Renew CUP #250, Monterey Outdoor Venue with 5 conditions based on Findings of Fact (pg. 55)
15. CUP #436 Prime 45 LLC – Self Storage with 4 conditions based on Findings of Fact (pg. 65)
16. Renewal of IUP 2018-04, JJD - Motl Pit with 18 conditions based on Findings of Fact (pg. 78)
17. Renewal of IUP 2021-05, JJD – Bauer Pit with 19 conditions based on Findings of Fact (pg. 92)

Internal Central Services Committee – April 3, 2024

18. Community Health Worker Position (pg. 106)

County Board Work Session – April 9, 2024

19. Law Enforcement Center Purchase Agreement/Interim Lease (pg. 109)
20. 26th Street NW Lots – Memorandum of Understanding (pg. 114)

Information Items

21. Planning Commission Minutes – April 1, 2024 (pg. 116)
22. Internal Central Services Committee Minutes – April 3, 2024 (pg. 121)

Commissioner Reports:

Next Meeting Notices:

Public Safety & Health Committee – 8 a.m., Boardroom, 4/10/2024

Public Works Committee – 8 a.m., Public Works Facility, 4/11/2024

Land Use & Records – 8 a.m., Boardroom, Boardroom, 4/16/2024

County Board Work Session – 4 p.m., Boardroom, 4/23/2024

County Board Meeting – 5 p.m., Boardroom, 4/23/2024

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.

March 26, 2024

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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.

F. Adopt **Resolution** for Vacation of Excess Highway Easement (Right-of-Way) on CSAH 48 (Bixby Road)

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 4 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 ADDTION 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.

- G. 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.
- H. Adopt **Resolution** to approve MnDOT Contract No. 1055853 to upgrade and do maintenance to Hoffman Dr. and Bridge St. I-35 ramp signals and authorize the Chair and Administrator to execute the agreement.

MnDOT Contract No. 1055853

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.

General Agenda:

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

CSAH 28/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 FURTHER 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.

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

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

**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.

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

Motion by Commissioner Brady, seconded by Commissioner Glynn to approve the Out-of-State Travel request for two members of the Attorney's Office to attend the PBK Annual Training. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve Independent Contractor Agreement with Fransen HR Consulting, LLC to provide support services during the Administrator interim vacancy period. Ayes all.

Commissioner Reports:

Commissioner Brady reported on his attendance at Public Works Committee, Administrator interviews, Extension Educator Interviews, Human Relations Center mtg, and a Work Session

Commissioner Glynn reported on his attendance at Blooming Prairie Annual Township meeting, Somerset Township meeting, Administrator Interviews, Annual County/Township meeting and a Work Session.

Commissioner Gnemi reported on his attendance at Drug Court, SE EMS Joint Powers Board meeting, Administrator Interviews, SC History Center Board meeting, Drug Court Graduations, Human Relations meeting and a Work Session.

Commissioner Abbe reported on his attendance at Administrator Interviews, MNP JP Board meeting, Eastside Corridor meeting, Annual County Township Joint meeting and a Work Session.

Commissioner Krueger reported on his attendance at Owatonna Chamber Policy Committee, Administrator Interviews, MNP Finance and JP, SMART Bus meeting, Owatonna Chamber Affordable Housing meeting, Eastside Corridor meeting, Public Works Committee, SCHAH Finance meeting, and the Annual County Township.

LISTING OF BILLS
March 26, 2024

Alternative Business Furniture	2,497.58
Altra Federal Credit Union	3,469.57
Central Farm Services	21,831.91
Counties Providing Technology	4,596.00
CRK Properties LLC	6,932.95
Erickson Engineering Co LLC	24,192.00
FinnlyTech Inc	2,828.00
Four Seasons Centre	4,500.00
Four Seasons Electric	2,057.95
Hillyard-Hutchinson	2,417.03
Karpel Solutions	14,925.00
M-R Sign Company, Inc	8,907.55
Moore Md/Kellyanna J	3,864.24
Owatonna Filters	3,050.28
Soldo Consulting PC	4,693.65
Steele County Highway Dept	7,201.22
Summit Food Services LLC	7,678.86
Thompson Sanitation	74,254.73
UKG Kronos Systems LLC	3,419.17
WSB & Associates Inc	22,573.00
94 Payments less than 2000	<u>31,742.25</u>
Final Total:	257,632.94

Motion by Commissioner Gnemi seconded by Commissioner Brady , to adjourn to the Call of the Chair at 5:12 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

March 26, 2024

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on March 26, 2024, with Commissioner's Brady, Glynn, Gnemi, Abbe and Krueger present. Also present were County Engineer Greg Ilkka, Human Resources Director Julie Johnson, Finance Director Candi Lemarr, IT Director Dave Purscell, Assessor Thomas Reineke, Sheriff Lon Thiele, Public Health Ethan Rindfleisch, GIS Coordinator Nick Flatgard, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

Nick Flatgard brought forward the Public Land Survey System (PLSS) Grant Application Resolution requesting the adoption of the resolution and authorize the GIS Coordinator to execute the grant. This grant does not require a monetary match.

The Administrator brought forward the LEC Property Purchase draft and Interim Lease agreement for review. The Board requested payment terms and conditions be added and under 10e would like to add "improvements and planned upgrades" and update the chair to Commissioner Abbe. Discussion regarding item 10.c ? Once changes are made and a new contract is drafted the Board requested the county attorney review and the Administrator to bring the item back for consideration at the April 9th Work Session.

The Administrator discussed the need for an Interim Administrator as the Board starts their second round of searching to fill this position. Scott recommended Jan Fransen as the interim. He brought forward a contract for the Board to review with a start date of April 16th. The Board will move this item forward to the Board meeting.

Out-of-state travel for the Attorney's office allowing two employees, a paralegal and victim services coordinator to attend the Annual Prosecutor by Karpel User Group Meeting and Training in St. Louis. This item will move forward to the Board meeting.

Semcac representatives Jennifer Hengel, Executive Director & Jeff Wyant, Senior Services Director gave a County Impact report for 2024. Their mission: Empower & advocate for people to enhance their self-sufficiency by maximizing community resources. Some of Semcac's impacts in Steele County: 38 unduplicated seniors and caregivers in Steele County received individual assistance to identify needs, access resources, make informed decisions and reduce isolation. 686 households in Steele County received assistance with their utility payments during the winter season and 199 households received additional crisis assistance. 81 individuals (42 children and their families) were educated at the Head Start classrooms in Steele County during the program year. Outreach & Emergency Services staff provided information & referrals to other/outside organizations for 2,548 individuals from 980 households in Steele County. Staff also provided information & referrals within the agency to 4,215 people in Steele County.

Transitional Housing Director, Julie Anderson gave a presentation on Transitional Housing. Transitional Housing helps families and individuals who are homeless. They help families and individuals find long term affordable housing through rent assistance, deposit assistance, budgeting, and case management. The agency received 586 phone calls or personal visits from families or individuals who were homeless or were at risk of becoming homeless.

The meeting was adjourned at 4:45 p.m.

CHAIRMAN

ATTEST: _____
Administrator

SBENDORF

4/4/24

11:14AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

4/4/24 11:14AM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		Administration			
	22531 Erosion Control Inc					
10	10-301-000-0000-6512	300.00	Irrigation start up/winterize	Start Up	Bldg Repair & Maintenance	N
	22531 Erosion Control Inc	300.00	1 Transactions			
	61505 Gopher State One-Call					
12	10-301-000-0000-6260	22.95	March locates	4031478	Consultants/Admin Fee	N
	61505 Gopher State One-Call	22.95	1 Transactions			
	51300 Metro Sales Inc					
21	10-301-000-0000-6301	363.90	Contract & base usage charge	INV2493999	Equip/Software Maint	N
	51300 Metro Sales Inc	363.90	1 Transactions			
301	DEPT Total:	686.85	Administration	3 Vendors	3 Transactions	
302	DEPT		Road & Bridge Maintenance Expense			
	3690 Ramy Turf Products					
29	10-302-000-0000-6553	2,195.75	PPBlend tack,native grass, oat	103440	Weed Spray & Vegetation Supplies	Y
	3690 Ramy Turf Products	2,195.75	1 Transactions			
	77570 Short Elliott Hendrickson Inc					
31	10-302-000-0000-6321	799.60	Prof services 074-023-008	462692	Maintenance Agreements	N
	77570 Short Elliott Hendrickson Inc	799.60	1 Transactions			
302	DEPT Total:	2,995.35	Road & Bridge Maintenance Expense	2 Vendors	2 Transactions	
303	DEPT		Construction Expense			
	1308 Miners's Outdoor & Rec					
24	10-303-000-0000-6801	278.98	Aspire helmet & chaps	210974	General Expense	N
	1308 Miners's Outdoor & Rec	278.98	1 Transactions			
	52513 Mn Dept Of Transportation					
25	10-303-000-0000-6260	110.07	Structural metals ins-non DOT	P00018411	Consultants/Admin Fee	N
26	10-303-000-0000-6260	324.28	Equipment calibration-mat insp	P00018411	Consultants/Admin Fee	N
	52513 Mn Dept Of Transportation	434.35	2 Transactions			
303	DEPT Total:	713.33	Construction Expense	2 Vendors	3 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
304	DEPT		Equipment Maintenance & Shops			
	3275 Anhors Gas And Tire					
3	10-304-000-0000-6252	153.76	Custom labor, unit#2193	45235	Contracted Services	N
2	10-304-000-0000-6520	695.00	Tires, unit#2193	45235	Machinery/Vehicle Parts	N
	3275 Anhors Gas And Tire	848.76	2 Transactions			
	11215 Central Farm Services					
4	10-304-000-0000-6540	1,124.70	93.10 gallons of Qwiklift	94031	Fuel & Lubricants	N
	11215 Central Farm Services	1,124.70	1 Transactions			
	16480 Crysteel Truck Equipment Inc					
6	10-304-000-0000-6520	484.28	2.5" hitch, unit#2198	LP219384	Machinery/Vehicle Parts	N
7	10-304-000-0000-6520	484.28	2.5" hitch, unit#2230	LP219384	Machinery/Vehicle Parts	N
8	10-304-000-0000-6520	215.00	Mini light bar amber #2240	LP219623	Machinery/Vehicle Parts	N
	16480 Crysteel Truck Equipment Inc	1,183.56	3 Transactions			
	8882 D & M Construction LLC					
9	10-304-000-0000-6520	27.24	Forklift propane, unit#2186	14560	Machinery/Vehicle Parts	Y
	8882 D & M Construction LLC	27.24	1 Transactions			
	9896 Gleason/Sierra					
11	10-304-000-0000-6408	240.85	Steel toe shoes & safety vests	Clothes Reimb	Uniforms/Uniform Reimbursement	N
	9896 Gleason/Sierra	240.85	1 Transactions			
	35020 Huber Supply Co Inc					
13	10-304-000-0000-6520	34.41	Lithium battery,drivers gloves	3159410	Machinery/Vehicle Parts	N
	35020 Huber Supply Co Inc	34.41	1 Transactions			
	36550 IFACS					
14	10-304-000-0000-6520	232.07	Transport chain, bandsaw blade	5333446	Machinery/Vehicle Parts	N
15	10-304-000-0000-6520	144.29-	Return band saw blade	5333451	Machinery/Vehicle Parts	N
16	10-304-000-0000-6511	33.59	1/2 annular cutter	5333579	Maint Shop Supplies & Materials	N
17	10-304-000-0000-6515	105.48	Nuts & screws	5334156	Shop Equip Repair & Maintenance	N
18	10-304-000-0000-6512	21.47	1-8 HI-carbon hex die	5334441	Bldg Repair & Maintenance	N
	36550 IFACS	248.32	5 Transactions			
	524 Kecks Repair Inc					
19	10-304-000-0000-6520	241.90	Hyd hose fittings & hyd hose	304046	Machinery/Vehicle Parts	N

SBENDORF

4/4/24 11:14AM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
524	Kecks Repair Inc		241.90	1 Transactions		
50510	McNeilus Steel Inc					
20	10-304-000-0000-6515		102.00	1/4 x 6 flat pipe	01082989	Shop Equip Repair & Maintenance N
50510	McNeilus Steel Inc		102.00	1 Transactions		
51630	Mike's Repair					
22	10-304-000-0000-6252		300.00	Custom labor, unit#2090	105203	Contracted Services Y
23	10-304-000-0000-6520		3,836.00	Tires, unit#2090	105203	Machinery/Vehicle Parts Y
51630	Mike's Repair		4,136.00	2 Transactions		
4097	Nuss Truck & Equipment					
27	10-304-000-0000-6520		1,736.28	Muffler & bellows, unit#2162	PSO0891451	Machinery/Vehicle Parts N
4097	Nuss Truck & Equipment		1,736.28	1 Transactions		
61520	Owatonna Motor Company					
28	10-304-000-0000-6520		56.83	Lamp assembly, unit#2198	166448	Machinery/Vehicle Parts N
61520	Owatonna Motor Company		56.83	1 Transactions		
3743	RDO Equipment Co, Inc.					
30	10-304-000-0000-6520		15.01	Grip, unit#9903	P4085402	Machinery/Vehicle Parts N
3743	RDO Equipment Co, Inc.		15.01	1 Transactions		
85167	Stewart Sanitation					
32	10-304-000-0000-6514		114.61	March Garbage services	0000843400	Utility Services N
85167	Stewart Sanitation		114.61	1 Transactions		
99500	Ziegler,Inc					
37	10-304-000-0000-6520		266.20	Elements & filters, unit#2223	N001416516	Machinery/Vehicle Parts N
99500	Ziegler,Inc		266.20	1 Transactions		
304	DEPT Total:		10,376.67	Equipment Maintenance & Shops	15 Vendors	23 Transactions
310	DEPT			Capital Construction		
8686	Anderson/James Hurd					
1	10-310-000-0000-6262		3,141.74	Prof services 074-649-001	240309	Sales Tax Consultants Y
8686	Anderson/James Hurd		3,141.74	1 Transactions		
1297	Commissioner Of Transportation					

SBENDORF

4/4/24 11:14AM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
5	10-310-000-0000-6262		Prof services 074-070-010	509	Sales Tax Consultants	N
1297	Commissioner Of Transportation		1 Transactions			
9895	Westwood Professional Services Inc					
33	10-310-000-0000-6262		Prof services 074-021-006	1231102466	Sales Tax Consultants	N
34	10-310-000-0000-6262		Prof services 074-021-006	1240100374	Sales Tax Consultants	N
35	10-310-000-0000-6262		Prof services 074-021-006	1240200466	Sales Tax Consultants	N
36	10-310-000-0000-6262		Prof services 074-021-006	1240300387	Sales Tax Consultants	N
9895	Westwood Professional Services Inc		4 Transactions			
310	DEPT Total:		Capital Construction	3 Vendors	6 Transactions	
10	Fund Total:		Road & Bridge Fund		37 Transactions	
	Final Total:		25 Vendors	37 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	52,522.36	Road & Bridge Fund	
	All Funds	52,522.36	Total	Approved by,
				
				

SBENDORF

4/4/24

11:42AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3	DEPT			County Wide			
	5458 Madison National Life Ins Co Inc						
157	01-003-000-0000-6354		202.16	STD payment for 941 filing	1st quarter 2024	Misc Insurance Acct	N
	5458 Madison National Life Ins Co Inc		202.16	1 Transactions			
3	DEPT Total:		202.16	County Wide	1 Vendors	1 Transactions	
5	DEPT			Board Of Commissioners			
	8238 Krueger/Gregory D						
14	01-005-000-0000-6331		19.72	Mileage reimb Jan-March 2024	20240320	Mileage Reimbursement	N
	8238 Krueger/Gregory D		19.72	1 Transactions			
5	DEPT Total:		19.72	Board Of Commissioners	1 Vendors	1 Transactions	
32	DEPT			Human Resources			
	37025 Innovative Office Solutions LLC						
142	01-032-000-0000-6410		52.89	Arm caps for HR Chair	CIN119878	Office Supplies	N
143	01-032-000-0000-6410		2.37	Late fee - 3 mo @ .79	CIN119878	Office Supplies	N
	37025 Innovative Office Solutions LLC		55.26	2 Transactions			
	3693 Loffler Companies Inc						
149	01-032-000-0000-6410		15.52	HR printers	4650276	Office Supplies	N
	3693 Loffler Companies Inc		15.52	1 Transactions			
32	DEPT Total:		70.78	Human Resources	2 Vendors	3 Transactions	
41	DEPT			Auditor			
	6032 APG Media of Southern Minnesota LLC						
140	01-041-000-0000-6242		26.67	Delinquent tax - pg 2	Ad 142849	Publishing	N
141	01-041-000-0000-6242		15.75	Delinquent tax - pg 3	Ad 142850	Publishing	N
139	01-041-000-0000-6242		26.67	Delinquent tax - pg 1	Ad142848	Publishing	N
	6032 APG Media of Southern Minnesota LLC		69.09	3 Transactions			
	37225 Ihrke/Laura L						
48	01-041-000-0000-6260		6,500.00	PT&E 3/1 - 3/31/2024	20240403	Consultants Fee	3
	37225 Ihrke/Laura L		6,500.00	1 Transactions			
	37025 Innovative Office Solutions LLC						

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
10	01-041-000-0000-6410		Legal paper, sharpies, pencils	4501026	Office Supplies	N
37025	Innovative Office Solutions LLC		1 Transactions			
3693	Loffler Companies Inc					
144	01-041-000-0000-6410		Auditor printers	4650276	Office Supplies	N
3693	Loffler Companies Inc		1 Transactions			
41	DEPT Total:	6,634.86	Auditor	4 Vendors	6 Transactions	
42	DEPT		Treasurer			
3693	Loffler Companies Inc					
152	01-042-000-0000-6410		Treasurer printers	4650276	Office Supplies	N
3693	Loffler Companies Inc		1 Transactions			
42	DEPT Total:	42.98	Treasurer	1 Vendors	1 Transactions	
61	DEPT		Information Technology			
3693	Loffler Companies Inc					
150	01-061-000-0000-6410		IT printers	4650276	Office Supplies	N
3693	Loffler Companies Inc		1 Transactions			
61	DEPT Total:	8.09	Information Technology	1 Vendors	1 Transactions	
62	DEPT		Central Services			
9089	Granicus					
86	01-062-000-0000-6301		GovDelivery Comm Cloud subscr	182157	Equip/Software Maint	N
9089	Granicus		1 Transactions			
5655	High Point Networks					
9	01-062-000-0000-6480		New wireless access points	245596	Non-Capitalized Inventory	N
5655	High Point Networks		1 Transactions			
62	DEPT Total:	21,093.26	Central Services	2 Vendors	2 Transactions	
63	DEPT		Auditor Elections			
8919	ArchKey Technologies					
4	01-063-530-0000-6801		HAVA grant election doors	S0004947663	Hava Expense	Y

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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>
	8919 ArchKey Technologies		5,485.00	1 Transactions		
63	DEPT Total:		5,485.00	Auditor Elections	1 Vendors	1 Transactions
92	DEPT			Attorney Contingent Exp		
	4883 Skala/Diane					
22	01-092-000-0000-6801		176.25	Transcripts-2/14 & 3/21/24	Rodgers, Gaffke	General Expense Y
	4883 Skala/Diane		176.25	1 Transactions		
92	DEPT Total:		176.25	Attorney Contingent Exp	1 Vendors	1 Transactions
101	DEPT			County Recorder		
	8919 ArchKey Technologies					
5	01-101-000-9305-6480		4,515.00	Recorder & Assessor doors	S0004947663	Non-Capitalized Inv-Technology Fun Y
	8919 ArchKey Technologies		4,515.00	1 Transactions		
	4393 Fidlal Technologies Inc					
8	01-101-000-9305-6480		262.13	Laredo license fee	0236042-IN	Non-Capitalized Inv-Technology Fun N
	4393 Fidlal Technologies Inc		262.13	1 Transactions		
	37025 Innovative Office Solutions LLC					
11	01-101-000-0000-6410		19.31	Roller, envelopes	4496251	Office Supplies N
	37025 Innovative Office Solutions LLC		19.31	1 Transactions		
	3693 Loffler Companies Inc					
151	01-101-000-0000-6410		90.66	Recorder printers	4650276	Office Supplies N
	3693 Loffler Companies Inc		90.66	1 Transactions		
101	DEPT Total:		4,887.10	County Recorder	4 Vendors	4 Transactions
105	DEPT			Planning & Zoning		
	13000 City Of Blooming Prairie					
33	01-105-000-0000-6805		69.00	Bldg permit reimb - March	April 2024	Bl Pr Reimb-Bldg Permit N
	13000 City Of Blooming Prairie		69.00	1 Transactions		
	13025 City Of Ellendale					
34	01-105-000-0000-6837		51.75	Bldg permit reimb - Q1	April 2024	Ellendale Reimb-Bldg Permit N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
13025	City Of Ellendale		51.75	1 Transactions		
35	669 City Of Medford					
	01-105-000-0000-6806	295.74	Bldg permit reimb - Q1	April 2024	Medford Reimb-Bldg Permit	N
	669 City Of Medford	295.74	1 Transactions			
105	DEPT Total:	416.49	Planning & Zoning	3 Vendors	3 Transactions	
111	DEPT		Buildings & Grounds			
	9571 Agile Fleet Inc					
31	01-111-050-0000-6410	990.12	KioWare kiosk software	2024032813	Office Supplies	N
	9571 Agile Fleet Inc	990.12	1 Transactions			
	8521 From the Ground Up LLC					
42	01-111-040-0000-6380	1,305.00	Ice control, snow removal	33329	Grounds Maintenance	Y
43	01-111-041-0000-6380	615.00	Ice control, snow removal	33333	Grounds Maintenance	Y
41	01-111-043-0000-6380	360.00	Ice control, snow removal	33334	Grounds Maintenance	Y
45	01-111-042-0000-6380	510.00	Ice control, snow removal	33340	Grounds Maintenance	Y
44	01-111-044-0000-6380	1,350.00	Ice control, snow removal	33344	Grounds Maintenance	Y
39	01-111-047-0000-6380	720.00	Ice control, snow removal	33358	Grounds Maintenance-Gymnastics	Y
	8521 From the Ground Up LLC	4,860.00	6 Transactions			
	9161 Kraft Mechanical LLC					
50	01-111-040-0000-6300	1,299.00	Replace valve on water coil	34026	Bldg Repairs & Maintenance	N
	9161 Kraft Mechanical LLC	1,299.00	1 Transactions			
	3693 Loffler Companies Inc					
145	01-111-000-0000-6410	13.63	Bldg & Grounds printers	4650276	Office Supplies	N
	3693 Loffler Companies Inc	13.63	1 Transactions			
	52550 MEI Total Elevator Solutions					
53	01-111-040-0000-6300	205.38	Monthly service - April	1067008	Bldg Repairs & Maintenance	N
52	01-111-042-0000-6300	191.76	Monthly service - April	1067009	Bldg Repairs & Maintenance	N
	52550 MEI Total Elevator Solutions	397.14	2 Transactions			
	9683 Northland Pest Control					
57	01-111-043-0000-6300	75.00	Pest control - March	14711	Bldg Repairs & Maintenance	Y
56	01-111-042-0000-6300	105.00	Pest control - March	14712	Bldg Repairs & Maintenance	Y
59	01-111-041-0000-6300	85.00	Pest control - March	14715	Bldg Repairs & Maintenance	Y

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
58	01-111-040-0000-6300		Pest control - March	14716	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control		4 Transactions			
8253	Owatonna Filters					
60	01-111-043-0000-6300		Filters	4950	Bldg Repairs & Maintenance	Y
8253	Owatonna Filters		1 Transactions			
111	DEPT Total:	7,970.89	Buildings & Grounds	7 Vendors	16 Transactions	
121	DEPT		Veteran Service			
276	Addictions & Stress Clinic					
72	01-121-751-0000-6820	3,400.00	Psychosocial evaluations - 4	14235	Grant Expense	6
276	Addictions & Stress Clinic	3,400.00	1 Transactions			
6032	APG Media of Southern Minnesota LLC					
2	01-121-000-0000-6242	85.50	Memorial flags - March 2024	13476-0324	Publishing	N
3	01-121-751-0000-6820	600.00	Digital campaign - March 2024	13476-0324	Grant Expense	N
6032	APG Media of Southern Minnesota LLC	685.50	2 Transactions			
37025	Innovative Office Solutions LLC					
12	01-121-000-0000-6410	440.00	Office chair - Director CVSO	CIN121700	Office Supplies	N
37025	Innovative Office Solutions LLC	440.00	1 Transactions			
3693	Loffler Companies Inc					
153	01-121-000-0000-6410	153.49	Veterans printers	4650276	Office Supplies	N
3693	Loffler Companies Inc	153.49	1 Transactions			
121	DEPT Total:	4,678.99	Veteran Service	4 Vendors	5 Transactions	
201	DEPT		Sheriff			
9075	Access Tonna Lock Service					
71	01-201-000-0000-6801	54.00	4 keys	3411	Misc Expense	Y
9075	Access Tonna Lock Service	54.00	1 Transactions			
8458	American Tower Corporation					
78	01-201-297-0000-6347	671.95	BP tower rent - April 2024	411747068	T-BI Pr Lease Payments	N
8458	American Tower Corporation	671.95	1 Transactions			

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1	3275 Anhors Gas And Tire					
	01-201-000-0104-6320		41.44	Tire repair	37738	Squad 7404 Maintenance N
	3275 Anhors Gas And Tire		41.44	1 Transactions		
6	8191 Dakota County Financial Services					
	01-201-000-0000-6304		3,566.50	2024 CJN training - 24 users	154007	Contracts N
	8191 Dakota County Financial Services		3,566.50	1 Transactions		
7	18110 Dean's Westside Towing					
	01-201-000-0000-6806		234.00	Vehicle tow - SC24-000242	142614	Vehicle Towing Y
89	01-201-000-0000-6806		150.00	Winch out rollover SC24-000263	142756	Vehicle Towing Y
90	01-201-000-0000-6806		350.00	Tow to Deans SC24-000263	142756	Vehicle Towing Y
	18110 Dean's Westside Towing		734.00	3 Transactions		
16	4877 L & L Street Rods & Sport Trucks					
	01-201-000-0116-6320		340.00	Tint windshield, lightbar	3953	Squad 116 Maintenance Y
15	01-201-000-0118-6320		1,567.35	Replacement parts - 7412	3954	Squad 7412 Maintenance Y
	4877 L & L Street Rods & Sport Trucks		1,907.35	2 Transactions		
155	3693 Loffler Companies Inc					
	01-201-000-0000-6381		173.06	Sheriff printers	4650276	Cpu Usage & Network Support N
	3693 Loffler Companies Inc		173.06	1 Transactions		
18	18450 Office of MN IT Services					
	01-201-000-0000-6210		208.19	Sheriff telecom - Feb 2024	W24020530	Telephone N
	18450 Office of MN IT Services		208.19	1 Transactions		
21	63510 Owatonna Police Dept					
	01-201-000-0000-6304		190.66	CJN ebrief - Babcock	3/19/2024	Contracts N
	63510 Owatonna Police Dept		190.66	1 Transactions		
113	85300 Streichers Inc					
	01-201-000-0000-6408	1	123.99-	Jacket-TDavid	CM288110	Uniforms/Uniform Reimbursement N
114	01-201-000-0000-6408	1	149.97-	3 undervest shirts-RGehrke	CM296464	Uniforms/Uniform Reimbursement N
115	01-201-000-0000-6408	1	59.99-	Trousers-RGehrke	CM296464	Uniforms/Uniform Reimbursement N
116	01-201-000-0000-6408	1	140.00-	2 pants-RGehrke	CM296464	Uniforms/Uniform Reimbursement N
117	01-201-000-0000-6408	1	31.00-	Irritant holder-JHorejsi	CM298129	Uniforms/Uniform Reimbursement N
118	01-201-000-0000-6408	1	55.00-	Handcuff case-JHorejsi	CM298129	Uniforms/Uniform Reimbursement N
100	01-201-000-0000-6408	1	189.98	2 duty shirts-RHeinrichs	I1660937	Uniforms/Uniform Reimbursement N

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
101	01-201-000-0000-6408	1	99.99	Duty shirt-RHeinrichs'	I1660937	Uniforms/Uniform Reimbursement	N
102	01-201-000-0000-6408	1	59.99	Trousers-RHeinrichs	I1660937	Uniforms/Uniform Reimbursement	N
103	01-201-000-0000-6408	1	124.99	Softshell jacket-RHeinrichs	I1660937	Uniforms/Uniform Reimbursement	N
104	01-201-000-0000-6408	1	219.99	Jacket shell-RHeinrichs	I1660937	Uniforms/Uniform Reimbursement	N
105	01-201-000-0000-6408	1	8.97	3 flags-RHeinrichs	I1660937	Uniforms/Uniform Reimbursement	N
106	01-201-000-0000-6408	1	5.98	2 flags-RHeinrichs	I1660937	Uniforms/Uniform Reimbursement	N
107	01-201-000-0000-6285		1,053.34	2 cases of ammo-TBrase	I1688510	Firearms/Ammo Training	N
85300	Streichers Inc		1,203.28	14 Transactions			
201	DEPT Total:		8,750.43	Sheriff	10 Vendors	26 Transactions	
207	DEPT			Sheriff Special Deputies			
85300	Streichers Inc						
108	01-207-000-0000-6192	1	219.98	2 duty shirts-JRatzloff	I1660593	Uniform Allowance	N
109	01-207-000-0000-6192	1	180.00	2 pants-JRatzloff	I1660593	Uniform Allowance	N
110	01-207-000-0000-6192	1	28.99	Belt keeper-JRatzloff	I1660593	Uniform Allowance	N
111	01-207-000-0000-6192	1	11.99	Nameplate-SWrede	I1660881	Uniform Allowance	N
112	01-207-000-0000-6192	1	11.99	Nameplate-JRatzloff	I1660881	Uniform Allowance	N
85300	Streichers Inc		452.95	5 Transactions			
207	DEPT Total:		452.95	Sheriff Special Deputies	1 Vendors	5 Transactions	
251	DEPT			Jail			
4346	Advanced Correctional Healthcare Inc						
77	01-251-000-0000-6270		386.40-	Credit reconciliation	139088	Medical Services	6
76	01-251-000-0000-6269		1,831.88-	Credit - MH hours	139146	Site Mental Health Services	6
74	01-251-000-0000-6269		1,726.15	Onsite mental health services	RINV-000478	Site Mental Health Services	6
73	01-251-000-0000-6270		6,827.86	Onsite medical services	RINV-000478	Medical Services	6
75	01-251-000-0000-6270		370.00	Pool management fees	RINV-000478	Medical Services	6
4346	Advanced Correctional Healthcare Inc		6,705.73	5 Transactions			
5750	Bob Barker Company Inc						
79	01-251-000-0000-6418		344.38	Panty, hygeine, deodorant	2003543	Lock-Up Supplies	N
5750	Bob Barker Company Inc		344.38	1 Transactions			
37025	Innovative Office Solutions LLC						
87	01-251-000-0000-6410		14.10	Folders	4499945	Office Supplies	N

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37025	Innovative Office Solutions LLC		14.10	1 Transactions			
147	3693 Loffler Companies Inc		383.78	Detention Center printers	4650276	Office Supplies	N
	3693 Loffler Companies Inc		383.78	1 Transactions			
94	5830 Midwest Monitoring & Surveillance	1	484.01	Test kits	DT1123114	Operating Supplies	Y
	5830 Midwest Monitoring & Surveillance		484.01	1 Transactions			
20	18450 Office of MN IT Services		91.07	Jail telecom - Feb 2024	W24020530	Office Supplies	N
	18450 Office of MN IT Services		91.07	1 Transactions			
98	4377 Skjeveland Enterprises		45.00	Recycling April - June	290420	Garbage Disposal	Y
	4377 Skjeveland Enterprises		45.00	1 Transactions			
99	85167 Stewart Sanitation		262.86	Waste pick up 4/1 - 4/30/24	843130	Garbage Disposal	N
	85167 Stewart Sanitation		262.86	1 Transactions			
23	8247 Summit Food Services LLC		3,572.88	Inmate meals 3/9 - 3/15/24	INV2000202524	Prisoner Meals	N
24	8247 Summit Food Services LLC		3,599.23	Inmate meals 3/16 - 3/22/24	INV2000203062	Prisoner Meals	N
	8247 Summit Food Services LLC		7,172.11	2 Transactions			
119	8070 U N X Inc		435.30	Laundry degergents	2024-06357-00	Janitorial Supplies	N
	8070 U N X Inc		435.30	1 Transactions			
251	DEPT Total:		15,938.34	Jail	10 Vendors	15 Transactions	
252	DEPT			Community Corrections			
83	8263 CRK Properties LLC		764.98	Utilities	1271	Office Rent	Y
82	8263 CRK Properties LLC		5,922.00	Rent - May	April 2024	Office Rent	Y
	8263 CRK Properties LLC		6,686.98	2 Transactions			

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1 General Revenue Fund

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
13	6821	KEYSTONE INTERPRETING SOLUTIONS IN					
		01-252-000-0000-6284	172.00	Translator services	48357-00007	Interpreter Services	N
	6821	KEYSTONE INTERPRETING SOLUTIONS IN	172.00	1 Transactions			
146	3693	Loffler Companies Inc					
		01-252-000-0000-6381	27.37	Comm Corrections printers	4650276	Cpu Usage	N
	3693	Loffler Companies Inc	27.37	1 Transactions			
17	8996	Nicole Ranae Consulting LLC					
		01-252-775-0000-6261	390.00	Neuroscience Aware training	3/26/2024	Conference & Training - CCA Subsidy	Y
	8996	Nicole Ranae Consulting LLC	390.00	1 Transactions			
95	9839	Sandy Anderson Consulting					
		01-252-775-0000-6261	1,200.00	Professional development trng	647	Conference & Training - CCA Subsidy	N
	9839	Sandy Anderson Consulting	1,200.00	1 Transactions			
252	DEPT Total:		8,476.35	Community Corrections	5 Vendors	6 Transactions	
253	DEPT			Law Enforcement Center			
46	8521	From the Ground Up LLC					
		01-253-000-0000-6300	2,790.00-	Credit for duplicate payment	32612	Bldg Repairs & Maintenance	Y
	8521	From the Ground Up LLC	2,790.00-	1 Transactions			
156	3693	Loffler Companies Inc					
		01-253-000-0000-6304	93.66	LEC records joint printers	4650276	Contract Services/Bldg Mtce	N
	3693	Loffler Companies Inc	93.66	1 Transactions			
19	18450	Office of MN IT Services					
		01-253-000-0000-6211	77.30	LEC telecom - Feb 2024	W24020530	Radio And Telephone	N
	18450	Office of MN IT Services	77.30	1 Transactions			
96	4879	Shred Right					
		01-253-000-0000-6254	44.75	Paper shredding	0020857	Garbage Disposal	Y
	4879	Shred Right	44.75	1 Transactions			
253	DEPT Total:		2,574.29-	Law Enforcement Center	4 Vendors	4 Transactions	
391	DEPT			Environmental Services			

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1 General Revenue Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
87305	Thompson Sanitation					
69	01-391-000-0000-6548		74,272.98	Recycling contract - March	5612	Recycling N
87305	Thompson Sanitation		74,272.98	1 Transactions		
391	DEPT Total:		74,272.98	Environmental Services	1 Vendors	1 Transactions
481	DEPT			Public Health Nursing		
327	CLIA Laboratory Program					
81	01-481-460-6009-6240		124.00	CLIA waiver fees	24D065117624	License & Permits N
80	01-481-461-6040-6240		124.00	CLIA waiver fees	24D065117624	License & Permits N
327	CLIA Laboratory Program		248.00	2 Transactions		
8789	Dahle/Teya F					
84	01-481-461-6034-6261		75.00	Reflective consult	1555	Conference & Training Y
85	01-481-461-6059-6261		75.00	Reflective consult	1555	Conference & Training Y
8789	Dahle/Teya F		150.00	2 Transactions		
37025	Innovative Office Solutions LLC					
88	01-481-000-0000-6410		5.98	Void stamp	4496452	Office Supplies N
37025	Innovative Office Solutions LLC		5.98	1 Transactions		
3693	Loffler Companies Inc					
154	01-481-000-0000-6322		122.12	Public Health printers	4650276	Service Agreements N
3693	Loffler Companies Inc		122.12	1 Transactions		
9444	McIntee/Kelly					
91	01-481-461-6066-6331		77.72	Mileage - March 2024	49	Mileage Reimbursement Y
9444	McIntee/Kelly		77.72	1 Transactions		
51300	Metro Sales Inc					
92	01-481-000-0000-6322		111.00	Copier meter contract	2493998	Service Agreements N
93	01-481-000-0000-6410		824.50	Contract usage/overage	2493998	Office Supplies N
51300	Metro Sales Inc		935.50	2 Transactions		
4879	Shred Right					
97	01-481-000-0000-6322		42.53	Shredding service	20858	Service Agreements Y
4879	Shred Right		42.53	1 Transactions		

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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	
481 DEPT Total:		Public Health Nursing	7 Vendors	10 Transactions	
502 DEPT		Steele Co Community Ctr			
8521 From the Ground Up LLC					
40 01-502-000-0000-6380	630.00	Ice control, snow removal	33338	Grounds Maintenance	Y
8521 From the Ground Up LLC	630.00	1 Transactions			
502 DEPT Total:	630.00	Steele Co Community Ctr	1 Vendors	1 Transactions	
521 DEPT		Park And Recreation			
37025 Innovative Office Solutions LLC					
49 01-521-000-0000-6410	67.88	Clips, bookends, staples, etc	4499718	Operating Supplies/Truck Repairs	N
37025 Innovative Office Solutions LLC	67.88	1 Transactions			
8805 Kropp/Jeff					
51 01-521-000-0000-6265	140.00	Per diems - Feb - April 2024	April 2024	Per Diems-Committee Mtgs	N
8805 Kropp/Jeff	140.00	1 Transactions			
58850 Northland Farm Systems					
55 01-521-000-0000-6410	2,100.00	First half skid loader use	67618	Operating Supplies/Truck Repairs	N
58850 Northland Farm Systems	2,100.00	1 Transactions			
81852 Spurgeon/Mark					
65 01-521-000-0000-6265	169.48	Per diems Feb - April 2024	April 2024	Per Diems-Committee Mtgs	N
81852 Spurgeon/Mark	169.48	1 Transactions			
8731 Stanton/Eric					
66 01-521-000-0000-6265	140.00	Per diems Feb - April 2024	April 2024	Per Diems-Committee Mtgs	N
8731 Stanton/Eric	140.00	1 Transactions			
75500 Steele County Treasurer					
67 01-521-000-0000-6410	17.00	Ditch assessments	April 2024	Operating Supplies/Truck Repairs	N
75500 Steele County Treasurer	17.00	1 Transactions			
8287 Wayne/Jennifer					
70 01-521-000-0000-6265	188.24	Per diems Feb - April 2024	April 2024	Per Diems-Committee Mtgs	N
8287 Wayne/Jennifer	188.24	1 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
521 DEPT Total:		2,822.60	Park And Recreation	7 Vendors	7 Transactions
550 DEPT			Four Seasons		
8424 Cintas					
32 01-550-000-0000-6420		139.38	Monthly linens	4188208015	Linen Service Y
8424 Cintas		139.38		1 Transactions	
14584 Continental Research Corp					
36 01-550-000-0000-6410		328.43	Drain opener	52594	Operating Supplies - Contracts N
14584 Continental Research Corp		328.43		1 Transactions	
33550 Hillyard -Hutchinson					
47 01-550-000-0000-6410		1,144.68	Batteries for old scubber	700582983	Operating Supplies - Contracts N
33550 Hillyard -Hutchinson		1,144.68		1 Transactions	
3693 Loffler Companies Inc					
148 01-550-000-0000-6410		146.84	Four Seasons printers	4650276	Operating Supplies - Contracts N
3693 Loffler Companies Inc		146.84		1 Transactions	
52550 MEI Total Elevator Solutions					
54 01-550-000-0000-6410		225.50	Elevator service April - June	1067521	Operating Supplies - Contracts N
52550 MEI Total Elevator Solutions		225.50		1 Transactions	
71075 R & R Specialties Of Wisconsin Inc					
61 01-550-000-0000-6314		225.00	Blade sharpening	81731	Zamboni Repairs N
62 01-550-000-0000-6314		723.05	Repairs to old zamboni	81761	Zamboni Repairs N
71075 R & R Specialties Of Wisconsin Inc		948.05		2 Transactions	
77390 Schilling Supply Company					
63 01-550-000-0000-6410		205.29	Stands for hand sanitizer	955945	Operating Supplies - Contracts N
64 01-550-000-0000-6410		155.19	Air fresheners, urinal screens	957083	Operating Supplies - Contracts N
77390 Schilling Supply Company		360.48		2 Transactions	
4599 Stoyks Plumbing LLC					
68 01-550-000-0000-6410		203.23	Repair toilet & urinal	5180	Operating Supplies - Contracts Y
4599 Stoyks Plumbing LLC		203.23		1 Transactions	

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1 General Revenue Fund

Steele County

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<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
550	DEPT Total:		3,496.59	Four Seasons	8 Vendors	10 Transactions
601	DEPT					
	8521 From the Ground Up LLC			County Ag Society		
37	01-601-000-0000-6386		3,975.00	Ice control, snow removal	33351	Parking Lot Maintenance Y
38	01-601-000-0000-6386		1,370.00	Ice control, snow removal	33375	Parking Lot Maintenance Y
	8521 From the Ground Up LLC		5,345.00		2 Transactions	
601	DEPT Total:		5,345.00	County Ag Society	1 Vendors	2 Transactions
1	Fund Total:		170,879.37	General Revenue Fund		132 Transactions

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10 Road & Bridge Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula 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>
301	DEPT			Administration		
	3693 Loffler Companies Inc					
158	10-301-000-0000-6410		3.02	Public Works printers	4650276	Office Supplies N
	3693 Loffler Companies Inc		3.02	1 Transactions		
301	DEPT Total:		3.02	Administration	1 Vendors	1 Transactions
302	DEPT			Road & Bridge Maintenance Expense		
	9830 Skyline Salt Solutions					
159	10-302-000-0000-6523		53,191.39	White salt	103698	Supplies - Road Salt & Sand N
	9830 Skyline Salt Solutions		53,191.39	1 Transactions		
302	DEPT Total:		53,191.39	Road & Bridge Maintenance Expense	1 Vendors	1 Transactions
10	Fund Total:		53,194.41	Road & Bridge Fund		2 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
631	DEPT		Judicial Ditch 1			
73300	Rinke-Noonan Attorney at Law					
25	21-631-000-0000-6273	6.68	Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
631	DEPT Total:	6.68	Judicial Ditch 1	1 Vendors	1 Transactions	
633	DEPT		Judicial Ditch 10			
73300	Rinke-Noonan Attorney at Law					
25	21-633-000-0000-6273	6.68	Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
633	DEPT Total:	6.68	Judicial Ditch 10	1 Vendors	1 Transactions	
634	DEPT		Judicial Ditch 5			
73300	Rinke-Noonan Attorney at Law					
25	21-634-000-0000-6273	6.68	Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
634	DEPT Total:	6.68	Judicial Ditch 5	1 Vendors	1 Transactions	
635	DEPT		Judicial Ditch 6 & Imp			
73300	Rinke-Noonan Attorney at Law					
25	21-635-000-0000-6273	6.68	Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
635	DEPT Total:	6.68	Judicial Ditch 6 & Imp	1 Vendors	1 Transactions	
636	DEPT		Judicial Ditch 7			
73300	Rinke-Noonan Attorney at Law					
25	21-636-000-0000-6273	6.68	Ditch atty monthly retainer	369090	Attorney Fees	Y
26	21-636-000-0000-6273	443.50	JD6 professional services	369151	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	450.18	2 Transactions			
636	DEPT Total:	450.18	Judicial Ditch 7	1 Vendors	2 Transactions	
637	DEPT		JD 11 (Ripley Ditch)			

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21 County Ditch Fund

Steele County

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law					
25	21-637-000-0000-6273	6.68	Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
637	DEPT Total:	6.68	JD 11 (Ripley Ditch)	1 Vendors	1 Transactions	
638	DEPT		Judicial Ditch 12			
73300	Rinke-Noonan Attorney at Law					
25	21-638-000-0000-6273	6.68	Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
638	DEPT Total:	6.68	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT		Judicial Ditch 23			
73300	Rinke-Noonan Attorney at Law					
25	21-639-000-0000-6273	6.68	Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
639	DEPT Total:	6.68	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT		Judicial Ditch 24			
73300	Rinke-Noonan Attorney at Law					
25	21-640-000-0000-6273	6.68	Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
640	DEPT Total:	6.68	Judicial Ditch 24	1 Vendors	1 Transactions	
641	DEPT		County Ditch 1 - Orig			
73300	Rinke-Noonan Attorney at Law					
25	21-641-000-0000-6273	6.68	Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
641	DEPT Total:	6.68	County Ditch 1 - Orig	1 Vendors	1 Transactions	
642	DEPT		County Ditch 1 - Church Branch			
73300	Rinke-Noonan Attorney at Law					
25	21-642-000-0000-6273	6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y

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21 County Ditch Fund

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
642	DEPT Total:		6.66	County Ditch 1 - Church Branch	1 Vendors	1 Transactions	
643	DEPT			County Ditch 2			
73300	Rinke-Noonan Attorney at Law						
25	21-643-000-0000-6273		6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
643	DEPT Total:		6.66	County Ditch 2	1 Vendors	1 Transactions	
644	DEPT			County Ditch 4			
73300	Rinke-Noonan Attorney at Law						
25	21-644-000-0000-6273		6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
644	DEPT Total:		6.66	County Ditch 4	1 Vendors	1 Transactions	
645	DEPT			County Ditch 5			
73300	Rinke-Noonan Attorney at Law						
25	21-645-000-0000-6273		6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
645	DEPT Total:		6.66	County Ditch 5	1 Vendors	1 Transactions	
646	DEPT			County Ditch 19			
73300	Rinke-Noonan Attorney at Law						
25	21-646-000-0000-6273		6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
646	DEPT Total:		6.66	County Ditch 19	1 Vendors	1 Transactions	
647	DEPT			County Ditch 20			
73300	Rinke-Noonan Attorney at Law						
25	21-647-000-0000-6273		6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			

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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>	
647	DEPT Total:		6.66	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT			County Ditch 21			
	73300 Rinke-Noonan Attorney at Law						
25	21-648-000-0000-6273		6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
648	DEPT Total:		6.66	County Ditch 21	1 Vendors	1 Transactions	
649	DEPT			County Ditch 22			
	73300 Rinke-Noonan Attorney at Law						
25	21-649-000-0000-6273		6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
649	DEPT Total:		6.66	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT			County Ditch 23			
	73300 Rinke-Noonan Attorney at Law						
25	21-650-000-0000-6273		6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
650	DEPT Total:		6.66	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT			County Ditch 24			
	73300 Rinke-Noonan Attorney at Law						
25	21-651-000-0000-6273		6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
651	DEPT Total:		6.66	County Ditch 24	1 Vendors	1 Transactions	
652	DEPT			County Ditch 25			
	73300 Rinke-Noonan Attorney at Law						
25	21-652-000-0000-6273		6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
652	DEPT Total:		6.66	County Ditch 25	1 Vendors	1 Transactions	

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21 County Ditch Fund

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
653	DEPT			County Ditch 27			
	73300	Rinke-Noonan Attorney at Law					
25		21-653-000-0000-6273	6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
653	DEPT Total:		6.66	County Ditch 27	1 Vendors	1 Transactions	
654	DEPT			Public Tile Ditch 7			
	73300	Rinke-Noonan Attorney at Law					
25		21-654-000-0000-6273	6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
654	DEPT Total:		6.66	Public Tile Ditch 7	1 Vendors	1 Transactions	
655	DEPT			Public Tile Ditch 8			
	73300	Rinke-Noonan Attorney at Law					
25		21-655-000-0000-6273	6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
655	DEPT Total:		6.66	Public Tile Ditch 8	1 Vendors	1 Transactions	
656	DEPT			Public Tile Ditch 9			
	73300	Rinke-Noonan Attorney at Law					
25		21-656-000-0000-6273	6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
656	DEPT Total:		6.66	Public Tile Ditch 9	1 Vendors	1 Transactions	
657	DEPT			Public Tile Ditch 10			
	73300	Rinke-Noonan Attorney at Law					
25		21-657-000-0000-6273	6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
657	DEPT Total:		6.66	Public Tile Ditch 10	1 Vendors	1 Transactions	
658	DEPT			Public Tile Ditch 11			
	73300	Rinke-Noonan Attorney at Law					

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21 County Ditch Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
25	21-658-000-0000-6273		Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		1 Transactions			
658	DEPT Total:	6.66	Public Tile Ditch 11	1 Vendors	1 Transactions	
659	DEPT		Public Tile Ditch 17			
73300	Rinke-Noonan Attorney at Law					
25	21-659-000-0000-6273	6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
659	DEPT Total:	6.66	Public Tile Ditch 17	1 Vendors	1 Transactions	
660	DEPT		Public Tile Ditch 18			
73300	Rinke-Noonan Attorney at Law					
25	21-660-000-0000-6273	6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
660	DEPT Total:	6.66	Public Tile Ditch 18	1 Vendors	1 Transactions	
665	DEPT		JD 2 Redetermination			
73300	Rinke-Noonan Attorney at Law					
25	21-665-000-0000-6273	6.66	Ditch atty monthly retainer	369090	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
665	DEPT Total:	6.66	JD 2 Redetermination	1 Vendors	1 Transactions	
21	Fund Total:	643.50	County Ditch Fund		31 Transactions	

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38 Capital Outlay Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
111	DEPT		Buildings & Grounds			
	9902 Capstick Companies LLC					
120	38-111-049-0000-6600	3,328.00	Security cage & labor	3574	Capital Outlay - B&G Shop	N
	9902 Capstick Companies LLC	3,328.00		1 Transactions		
	8681 Mohs Contracting Inc					
121	38-111-040-0000-6600	12,596.01	Admin reno 1-LL-Jan 2024	8	Capital Outlay - SCAC	N
122	38-111-040-0000-6600	29,266.05	Admin reno 1-LL-Feb 2024	9	Capital Outlay - SCAC	N
	8681 Mohs Contracting Inc	41,862.06		2 Transactions		
	5889 Wold Architects and Engineers					
125	38-111-045-0000-6600	701.82	New Comm Ctr bill thru Mar	92327	Capital Outlay - CCA Bldg	Y
123	38-111-049-0000-6600	4,455.94	Maintenance facility quote	92556	Capital Outlay - B&G Shop	Y
	5889 Wold Architects and Engineers	5,157.76		2 Transactions		
111	DEPT Total:	50,347.82	Buildings & Grounds	3 Vendors	5 Transactions	
201	DEPT		Sheriff			
	8919 ArchKey Technologies					
27	38-201-000-0000-6600	2,320.00	S2 network node for SCSO	S0004947663	Capital Outlay - Sheriff	Y
	8919 ArchKey Technologies	2,320.00		1 Transactions		
	5889 Wold Architects and Engineers					
124	38-201-000-0000-6600	1,197.01	DC/Sheriff reno bill thru Mar	92434	Capital Outlay - Sheriff	Y
	5889 Wold Architects and Engineers	1,197.01		1 Transactions		
201	DEPT Total:	3,517.01	Sheriff	2 Vendors	2 Transactions	
38	Fund Total:	53,864.83	Capital Outlay Fund		7 Transactions	

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53 Landfill Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
9087	7 Rivers Recycling LLC					
134	53-398-000-0000-6304	3,578.18	135 mattresses & box springs	8955	Contract Services	Y
135	53-398-000-0000-6304	3,678.33	141 mattresses & box springs	8969	Contract Services	Y
9087	7 Rivers Recycling LLC	7,256.51	2 Transactions			
11215	Central Farm Services					
127	53-398-000-0000-6541	401.03	250 gals LP	186639	Heating Fuel	N
130	53-398-000-0000-6541	396.87	248 gals LP	186750	Heating Fuel	N
126	53-398-000-0000-6540	770.40	225 gals diesel	26829	Machine Fuel	N
128	53-398-000-0000-6540	1,299.56	200 gal diesel, 200 gal unlead	26855	Machine Fuel	N
129	53-398-000-0000-6540	691.74	210 gals diesel	26883	Machine Fuel	N
11215	Central Farm Services	3,559.60	5 Transactions			
27350	Frontier Communications					
131	53-398-000-0000-6210	274.02	Phone & fax 3/25 - 4/24/24	507583776610184	Telephone	N
27350	Frontier Communications	274.02	1 Transactions			
36550	IFACS					
28	53-398-000-0000-6301	6.10	Hex bolts	5333260	Equip Repairs	N
36550	IFACS	6.10	1 Transactions			
38160	J R's Advanced Recyclers Inc					
132	53-398-000-0000-6304	270.00	49 appliances	112683	Contract Services	N
38160	J R's Advanced Recyclers Inc	270.00	1 Transactions			
9161	Kraft Mechanical LLC					
133	53-398-000-0000-6300	1,299.00	Boiler repair	34204	Bldg Repairs & Maintenance	N
9161	Kraft Mechanical LLC	1,299.00	1 Transactions			
3693	Loffler Companies Inc					
160	53-398-000-0000-6410	108.93	Landfill printers	4650276	Office Supplies	N
3693	Loffler Companies Inc	108.93	1 Transactions			
77570	Short Elliott Hendrickson Inc					
29	53-398-000-0000-6542	8,978.67	Landfill services	463613	Testing & Monitoring	N
77570	Short Elliott Hendrickson Inc	8,978.67	1 Transactions			
4035	Uline Inc					

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53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 24

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
30	53-398-000-0000-6301		660.05	Polystrap tool kit	175562269	Equip Repairs	N
4035	Uline Inc		660.05	1 Transactions			
398	DEPT Total:		22,412.88	Landfill	9 Vendors	14 Transactions	
53	Fund Total:		22,412.88	Landfill Fund		14 Transactions	

SBENDORF

4/4/24 11:42AM

72 State Collections Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 25

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
865	DEPT			Planning & Zoning Surcharge			
	7771 MN Dept of Labor & Industry						
136	72-865-000-0320-2100		432.25	Quarter 1 surcharge	April 2024	Steele County Surcharge	N
138	72-865-000-0321-2100		37.50	Quarter 1 surcharge	April 2024	Bl Pr Surcharge	N
137	72-865-000-0332-2100		3.80	Quarter 1 surcharge	April 2024	Medford Surcharge	N
	7771 MN Dept of Labor & Industry		473.55	3 Transactions			
865	DEPT Total:		473.55	Planning & Zoning Surcharge	1 Vendors	3 Transactions	
72	Fund Total:		473.55	State Collections Fund		3 Transactions	
	Final Total:		301,468.54	134 Vendors	189 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	170,879.37	General Revenue Fund	
	10	53,194.41	Road & Bridge Fund	
	21	643.50	County Ditch Fund	
	38	53,864.83	Capital Outlay Fund	
	53	22,412.88	Landfill Fund	
	72	473.55	State Collections Fund	
	All Funds	301,468.54	Total	Approved by,
				
				

PERSONNEL REPORT
April 9, 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>
Sharon Kasper	Technical Clerk II/PT & E	B23/1	04/15/24

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
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Open Positions-Pending Board Approval:

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

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer (5)	Det. Center/Sheriff's Office	Backgrounding 2 & Recruiting
Road Deputy (1.5)	Sheriff's Office	Recruiting
Asst. County Attorney I/II/Sr.	County Attorney	Offer Pending
Landfill Operator	Highway	Backgrounding Candidate
County Administrator	Administration	Recruiting
County Assessor	Assessor	Recruiting
GIS Technician	IT	Recruiting
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: Final Payment of Clean Water Partnership

Department: Finance Department

Committee: Public Works

Committee Meeting Date: March 12, 2024

Work Session Date: Enter a date.

Board Meeting Date: April 9, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends early payment.

Recommendation:

To approve the 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.

Background *(Including Budget Impact):*

Payment from the Clean Water Fund will be \$16,327.00 leaving a remaining balance of \$116,740 from the General fund; however we will have future collections in the amount of \$8,039 that will be collected as \$5,347 in 2024, \$1,832 in 2025 and \$860 in 2026.

There were prepayments of loans by taxpayers which reduced the expected total interest collection, which caused an under-funded balance. The loan was originated in 2017. The best position for the county is to pay the balance and stop the interest from accruing on the outstanding balance, saving the county \$3,333.97.

Attachments:

Steele County				
Clean Water Partnership Loans Receivable				
12/31/2023				
	74041	74043	74048	Total
2023 Ending Balance	\$3,515	\$1,944	\$2,580	\$8,039
Scheduled Payoff				
2024	3,515	972	860	5,347
2025	-	972	860	1,832
2026	-	-	860	860
Total	\$3,515	\$1,944	\$2,580	\$8,039



Steele County Agenda Item

Request for Board Action

Subject: Hard Liquor License

Department: Property Tax & Elections

Committee: Internal Central Services

Committee Meeting Date: April 3, 2024

Work Session Date:

Board Meeting Date: April 9, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving Annual On-Sale Liquor License for the Monterey Ballroom

Recommendation:

Approve the annual On-Sale Liquor License for the Monterey Ballroom

Background (*Including Budget Impact*):

This is an annual renewal request for an On-Sale Liquor License. All state required documents have been received.

Once approved by the County Board, the license is then sent to the State for their approval. The cost of the On-Sale License is \$2,500.00.

Attachments:



Steele County Agenda Item

Request for Board Action

Subject: Renewal of Consumption & Display Permit

Department: Property Tax & Elections

Committee: Internal Central Services

Committee Meeting Date: April 3, 2024

Work Session Date:

Board Meeting Date: April 9, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving Renewal of Consumption & Display Permit for Blooming Prairie County Club

Recommendation:

Approve the Renewal of Consumption & Display Permit for Blooming Prairie County Club

Background (*Including Budget Impact*):

This is an annual request for the Renewal of Consumption & Display Permit for the Blooming Prairie County Club. The State requires the County to approve before they will issue the permit.

Attachments:



Steele County Agenda Item

Request for Board Action

Subject: Approve Out of State Travel – CyberSecurity Summit Denver

Department: Information Technology

Committee: ICS

Committee Meeting Date: April 3, 2024

Work Session Date: Enter a date.

Board Meeting Date: April 9, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving Out of State Travel – Cyber Security Summit Denver

Requested a brief update on summit upon return to the office.

Recommendation:

Approve Out of State Travel for IT Director to attend the regional CyberSecurity Summit meeting in Denver, CO in May.

Background (*Including Budget Impact*):

I am requesting approval for Out of State Travel to attend one of the 2024 CyberSecurity Summit meetings in Denver, CO (May 21). CRA (CyberRisk Alliance) hosts more than 40 of these one-day regional meetings in various parts of the US and Canada for senior IT Leaders in both government and private sector companies. There is a blend of briefings by highly qualified speakers (US Secret Service, FBI, CISA, DHS) as well as panel discussions.

I attended one in Minneapolis several years back and found it very beneficial. This year the most convenient is Denver. Total cost for this one-day event (travel, lodging, and event) is approximately \$800 and fits within our conference and training budget.

We are asking for the travel authorization now to secure discounted transportation and lodging.

Attachments:

N/A



Steele County Agenda Item

Subject: Admin Building Lower Level/Mail Room Renovation/Final Payment

Department: Building & Grounds

Committee Meeting Date: April 4, 2024

Board Meeting Date: April 9, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving Admin Building Lower Level/Mail Room Renovation/Final Payment

Recommendation:

To approve the Final Payment to Mohs Contracting, Inc for the Admin Building Lower Level/Mail Room Renovation project in the amount of \$17,535.27.

Background (*Including Budget Impact*):

Mohs Contracting, Inc was awarded the contract for the Admin Building Lower Level/Mail Room Renovation project in the amount of \$384,096.00. The project is completed with all punchlist items and closeout documents completed. The final contract amount after change orders was \$350,704.52.

Attachments:

Final Pay Application

TO OWNER/CLIENT:

Steele County Administration
630 Florence Ave.
Owatonna, Minnesota 55060

PROJECT:

Admin Building Phase 1 Lower Level Reno
630 Florence Ave.
Owatonna, Minnesota 55060

APPLICATION NO: 10 *Retention*

INVOICE NO: 10

PERIOD: 02/01/24 - 02/29/24

PROJECT NO: 23-004

CONTRACT DATE:

FROM CONTRACTOR:

Mohs Contracting, Inc.
1330 State Ave. NW
Owatonna, Minnesota 55060

VIA ARCHITECT/ENGINEER:

Jake Wollensak (Wold Architects and Engineers)

CONTRACT FOR: Steele County Admin Building Phase 1 Lower Level Renovation

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1.	Original Contract Sum	\$384,096.00
2.	Net change by change orders	\$(33,391.48)
3.	Contract Sum to date (Line 1 ± 2)	\$350,704.52
4.	Total completed and stored to date (Column G on detail sheet)	\$350,704.52
5.	Retainage:	
	a. 0.00% of completed work	\$0.00
	b. 0.00% of stored material	\$0.00
	Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$0.00
6.	Total earned less retainage (Line 4 less Line 5 Total)	\$350,704.52
7.	Less previous certificates for payment (Line 6 from prior certificate)	\$333,169.25
8.	Current payment due:	\$17,535.27
9.	Balance to finish, including retainage (Line 3 less Line 6)	\$0.00

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:		\$48,883.57	\$(82,275.05)
Total approved this month:		\$0.00	\$0.00
Totals:		\$48,883.57	\$(82,275.05)
Net change by change orders:		\$(33,391.48)	

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

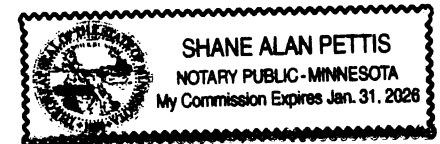
CONTRACTOR: Mohs Contracting, Inc.

By: *Shane P. Pettis*Date: *2/26/24*State of: *mn*County of: *Steele*

Subscribed and sworn to before

me this *26* day of *February*

Notary Public:

My commission expires *2/28/26*

ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED:

\$17,535.27

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER: **Wold Architects and Engineers**By: *Jake Wollensak*Date: **3/25/2024**

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 10

APPLICATION DATE: 2/29/2024

PERIOD: 02/01/24 - 02/29/24

Contract Lines

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	01 00 00-01 52 00-01 52 22NR.O Field Small Tools & Equipment.Other	General Conditions	\$47,061.00	\$47,061.00	\$0.00	\$0.00	\$47,061.00	100.00%	\$0.00	\$0.00
2	01 00 00-01 31 00-01 31 13NR.O Project Coordination-Site Supervision.Other	Supervision	\$49,800.00	\$49,800.00	\$0.00	\$0.00	\$49,800.00	100.00%	\$0.00	\$0.00
3	01 00 00-01 41 00-01 41 35NR.O Building Permit.Other	Building Permit	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	\$0.00	\$0.00
4	02 00 00-02 85 00-02 85 00R.O Moisture Mitigation	Moisture Mitigation	\$47,915.00	\$47,915.00	\$0.00	\$0.00	\$47,915.00	100.00%	\$0.00	\$0.00
5	02 00 00-02 41 00-02 41 00R.O Demolition.Other	Demolition	\$32,216.00	\$32,216.00	\$0.00	\$0.00	\$32,216.00	100.00%	\$0.00	\$0.00
6	06 00 00-06 11 00-06 11 00R.O Wood Framing Labor (Retention Applied).Other	Rough Carpentry	\$1,250.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	100.00%	\$0.00	\$0.00
7	06 00 00-06 22 00-06 22 00R.O Finish Carpentry Labor	Finish Carpentry	\$980.00	\$980.00	\$0.00	\$0.00	\$980.00	100.00%	\$0.00	\$0.00
8	07 00 00-07 21 00-07 21 00R.O Thermal Insulation.Other	Thermal Insulation	\$1,530.00	\$1,530.00	\$0.00	\$0.00	\$1,530.00	100.00%	\$0.00	\$0.00
9	07 00 00-07 92 00-07 92 00R.O Joint Sealants.Other	Joint Sealants	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	\$0.00	\$0.00
10	08 00 00-08 11 00-08 11 00NR.O Metal Doors And Frames.Other	Frames, Doors and Hardware	\$23,625.00	\$23,625.00	\$0.00	\$0.00	\$23,625.00	100.00%	\$0.00	\$0.00
11	08 00 00-08 81 00-08 81 00R.O Glass Glazing.Other	Glass Glazing	\$18,280.00	\$18,280.00	\$0.00	\$0.00	\$18,280.00	100.00%	\$0.00	\$0.00
12	09 00 00-09 00 03-09 00 03NR.O Floor Prep	Minor Floor Prep	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%	\$0.00	\$0.00
13	09 00 00-09 29 00-09 29 00R.O Gypsum Board.Other	Drywall	\$17,259.00	\$17,259.00	\$0.00	\$0.00	\$17,259.00	100.00%	\$0.00	\$0.00
14	09 00 00-09 51 00-09 51 00R.O Acoustical Ceilings.Other	Acoustical Ceilings	\$2,675.00	\$2,675.00	\$0.00	\$0.00	\$2,675.00	100.00%	\$0.00	\$0.00

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
15	09 00 00-09 65 00-09 65 00R.O Resilient Flooring.Other	Flooring	\$58,300.00	\$58,300.00	\$0.00	\$0.00	\$58,300.00	100.00%	\$0.00	\$0.00
16	09 00 00-09 72 00-09 72 00R.O Wall Coverings.Other	Wall Coverings	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	\$0.00	\$0.00
17	09 00 00-09 91 00-09 91 00R.O Painting.Other	Painting	\$6,600.00	\$6,600.00	\$0.00	\$0.00	\$6,600.00	100.00%	\$0.00	\$0.00
18	07 00 00-07 42 00-07 42 00R.O Wall Panels.Other	Pref. Interior Panels	\$28,866.00	\$28,866.00	\$0.00	\$0.00	\$28,866.00	100.00%	\$0.00	\$0.00
19	12 00 00-12 42 00-12 42 00NR.O Solid Surface Fabrications.Other	Solid Surface Countertops	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	\$0.00	\$0.00
20	09 00 00-09 30 00-09 30 00R.O Tiling.Other	Tile	\$170.00	\$170.00	\$0.00	\$0.00	\$170.00	100.00%	\$0.00	\$0.00
21	10 00 00-10 05 00-10 05 00NR.O Common Work Results For Specialties.Other	Tackboard	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	\$0.00	\$0.00
22	10 00 00-10 05 00-10 05 00NR.O Common Work Results For Specialties.Other	Dim Letters	\$1,436.00	\$1,436.00	\$0.00	\$0.00	\$1,436.00	100.00%	\$0.00	\$0.00
23	10 00 00-10 05 00-10 05 00NR.O Common Work Results For Specialties.Other	Corner Protection	\$450.00	\$450.00	\$0.00	\$0.00	\$450.00	100.00%	\$0.00	\$0.00
24	10 00 00-10 05 00-10 05 00NR.O Common Work Results For Specialties.Other	Robe Hooks	\$11.00	\$11.00	\$0.00	\$0.00	\$11.00	100.00%	\$0.00	\$0.00
25	23 00 00-23 05 00-23 05 00R.O Common Work Results For HVAC.Other	HVAC	\$7,730.00	\$7,730.00	\$0.00	\$0.00	\$7,730.00	100.00%	\$0.00	\$0.00
26	26 00 00-26 05 00-26 05 00R.O Common Work Results For Electrical.Other	Electrical	\$5,485.00	\$5,485.00	\$0.00	\$0.00	\$5,485.00	100.00%	\$0.00	\$0.00
27	01 00 00-01 78 00-01 78 33NR.O Bonds.Other	Bonds	\$8,957.00	\$8,957.00	\$0.00	\$0.00	\$8,957.00	100.00%	\$0.00	\$0.00
TOTALS:			\$384,096.00	\$384,096.00	\$0.00	\$0.00	\$384,096.00	100.00%	\$0.00	\$0.00

Change Orders

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
28	PCCO#001								
28.1	08 00 00-08 11 00-08 11 00NR.O Metal Doors And Frames.Other Salvage Doors	\$(1,655.00)	\$(1,655.00)	\$0.00	\$0.00	\$(1,655.00)	100.00%	\$0.00	\$0.00
28.2		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	\$0.00
28.3	07 00 00-07 42 00-07 42 00R.O Wall Panels.Other Prefinished Interior Panels Credit	\$(28,866.00)	\$(28,866.00)	\$0.00	\$0.00	\$(28,866.00)	100.00%	\$0.00	\$0.00
28.4	02 00 00-02 85 00-02 85 00R.O Moisture Mitigation Moisture Mitigation Eliminated from Contract	\$(47,915.00)	\$(47,915.00)	\$0.00	\$0.00	\$(47,915.00)	100.00%	\$0.00	\$0.00
28.5	01 00 00-01 31 00-01 31 28NR.O Construction Fee.Other fee	\$(3,839.05)	\$(3,839.05)	\$0.00	\$0.00	\$(3,839.05)	100.00%	\$0.00	\$0.00
28.6	09 00 00-09 72 00-09 72 00R.O Wall Coverings.Other Arbor Wood Covering Maple White Option	\$4,800.00	\$4,800.00	\$0.00	\$0.00	\$4,800.00	100.00%	\$0.00	\$0.00
28.7	01 00 00-01 31 00-01 31 28NR.O Construction Fee.Other arbor wood fee	\$240.00	\$240.00	\$0.00	\$0.00	\$240.00	100.00%	\$0.00	\$0.00
29	PCCO#002								
29.1	26 00 00-26 05 00-26 05 00R.O Common Work Results For Electrical.Other Add 6 Card Reader Locations	\$1,650.00	\$1,650.00	\$0.00	\$0.00	\$1,650.00	100.00%	\$0.00	\$0.00
29.2	26 00 00-26 05 00-26 05 00R.O Common Work Results For Electrical.Other Switch & Quad Outlet Changes	\$1,360.00	\$1,360.00	\$0.00	\$0.00	\$1,360.00	100.00%	\$0.00	\$0.00
29.3	01 00 00-01 31 00-01 31 28NR.O Construction Fee.Other fee	\$150.50	\$150.50	\$0.00	\$0.00	\$150.50	100.00%	\$0.00	\$0.00
29.4	12 00 00-12 32 00-12 32 00NR.O Manufactured Casework.Other Mailroom Casework Changes	\$6,354.21	\$6,354.21	\$0.00	\$0.00	\$6,354.21	100.00%	\$0.00	\$0.00
29.5	01 00 00-01 31 00-01 31 28NR.O Construction Fee.Other fee	\$317.71	\$317.71	\$0.00	\$0.00	\$317.71	100.00%	\$0.00	\$0.00
29.6	23 00 00-23 05 00-23 05 00R.O Common Work Results For HVAC.Other PR#3 HVAC	\$3,415.00	\$3,415.00	\$0.00	\$0.00	\$3,415.00	100.00%	\$0.00	\$0.00
29.7	26 00 00-26 05 00-26 05 00R.O Common Work Results For Electrical.Other PR#3 Electrical	\$785.00	\$785.00	\$0.00	\$0.00	\$785.00	100.00%	\$0.00	\$0.00
29.8	01 00 00-01 31 00-01 31 28NR.O Construction Fee.Other PR#3 Fee	\$210.00	\$210.00	\$0.00	\$0.00	\$210.00	100.00%	\$0.00	\$0.00
29.9	09 00 00-09 65 00-09 65 00R.O Resilient Flooring.Other Vestibule Flooring	\$5,125.00	\$5,125.00	\$0.00	\$0.00	\$5,125.00	100.00%	\$0.00	\$0.00
29.10	01 00 00-01 31 00-01 31 28NR.O Construction Fee.Other fee	\$256.25	\$256.25	\$0.00	\$0.00	\$256.25	100.00%	\$0.00	\$0.00
29.11	02 00 00-02 41 00-02 41 00R.O Demolition.Other REmove Exisitng Mats	\$425.00	\$425.00	\$0.00	\$0.00	\$425.00	100.00%	\$0.00	\$0.00
29.12	01 00 00-01 31 00-01 31 28NR.O Construction Fee.Other fee	\$42.50	\$42.50	\$0.00	\$0.00	\$42.50	100.00%	\$0.00	\$0.00
29.13	23 00 00-23 05 00-23 05 00R.O Common Work Results For HVAC.Other PR5 HVAC	\$1,755.00	\$1,755.00	\$0.00	\$0.00	\$1,755.00	100.00%	\$0.00	\$0.00
29.14	08 00 00-08 11 00-08 11 00NR.O Metal Doors And Frames.Other	\$525.00	\$525.00	\$0.00	\$0.00	\$525.00	100.00%	\$0.00	\$0.00

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	PR5 Doors, Frames and Hardware								
29.15	08 00 00-08 11 00-08 11 00R.O Metal Doors And Frames.Other PR5 Drywall	\$2,055.80	\$2,055.80	\$0.00	\$0.00	\$2,055.80	100.00%	\$0.00	\$0.00
29.16	09 00 00-09 51 00-09 51 00R.O Acoustical Ceilings.Other PR5 ACT	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	\$0.00	\$0.00
29.17	26 00 00-26 05 00-26 05 00R.O Common Work Results For Electrical.Other PR5 Electrical	\$2,360.00	\$2,360.00	\$0.00	\$0.00	\$2,360.00	100.00%	\$0.00	\$0.00
29.18	09 00 00-09 91 00-09 91 00R.O Painting.Other PR5 Painting	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	\$0.00	\$0.00
29.19	06 00 00-06 11 00-06 11 00NR.O Wood Framing Materials (No Retention Applied).Other PR5 Finish and Rough Carpentry Install	\$4,717.00	\$4,717.00	\$0.00	\$0.00	\$4,717.00	100.00%	\$0.00	\$0.00
29.20	01 00 00-01 31 00-01 31 28NR.O Construction Fee.Other fee 10%	\$471.70	\$471.70	\$0.00	\$0.00	\$471.70	100.00%	\$0.00	\$0.00
29.21	01 00 00-01 31 00-01 31 28NR.O Construction Fee.Other fee 5%	\$434.79	\$434.79	\$0.00	\$0.00	\$434.79	100.00%	\$0.00	\$0.00
29.22	12 00 00-12 32 00-12 32 00NR.O Manufactured Casework.Other	\$8,983.91	\$8,983.91	\$0.00	\$0.00	\$8,983.91	100.00%	\$0.00	\$0.00
29.23	01 00 00-01 31 00-01 31 28NR.O Construction Fee.Other	\$449.20	\$449.20	\$0.00	\$0.00	\$449.20	100.00%	\$0.00	\$0.00
TOTALS:		\$(33,391.48)	\$(33,391.48)	\$0.00	\$0.00	\$(33,391.48)	100.00%	\$0.00	\$0.00

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$350,704.52	\$350,704.52	\$0.00	\$0.00	\$350,704.52	100.00%	\$0.00	\$0.00

STEELE COUNTY PERSONNEL AGENDA ITEM

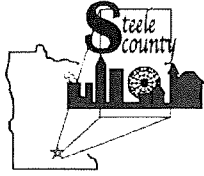
April 9, 2024 at 5:00 pm

APRIL EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Sean Grivette	Correctional Officer – Detention Center	04/01/24	8
Matthew Gwin	Correctional Officer – Detention Center	04/03/24	18
Anthony Cassen	Highway Maintenance Technician – Hwy	04/08/24	5
Sean Benz	Asst. Director – Parks & Recreation	04/09/24	19
Travis Ernste	Probation Officer III – Community Corr.	04/10/24	7
Chad Forystek	Licensed Sergeant – Sheriff's Office	04/13/24	26
Joyce Prusha	Correctional Sergeant – Detention Center	04/15/24	22
Jocelyn Brooks	Custodian – Facilities	04/15/24	2
Leah Kent	Health Services Assistant – Detention Ctr.	04/15/24	16
Samantha Ahrens	Probation Officer II – Community Corr.	04/16/24	17
Melissa Bos	Accounting Support Asst. – Highway	04/16/24	6
Nancy Gjerald	Accounting Technician – Detention Center	04/19/24	20
Paul Sponholz	Assistant County Engineer - Highway	04/23/24	6
Marta Grieman	Project Engineer - Highway	04/25/24	8
June Piepho	Family Support Specialist – Public Health	04/26/24	18
Michael Kath	Maintenance Worker – Facilities	04/26/24	3
Jane Christenson	Tech Clerk II/Evidence Tech – Sheriff's	04/30/24	10



Steele County Agenda Item

Subject: Review of CUP #250 (Monterey - Outdoor Venue)

Department: Planning & Zoning

Committee Meeting Date: April 1, 2024

Board Meeting Date: April 9, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 5 conditions based on the Findings of Fact.

Background (*Including Budget Impact*):

This request is from Mike Remick to renew CUP #250 for the Monterey Ballroom to host outdoor weddings and other events at their location at 4712 S. County Road 45, Owatonna.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
REVIEW of CONDITIONAL USE PERMIT #250

Applicant:

Mike Remick

Land Owner(s):

Mike Remick

Zoning District(s):

Agricultural

Property Address:

4712 South County Road 45
Owatonna, MN 55060

Project Site Legal Description:

Commencing at the Southeast corner of Section 33, T-107-N, R-20-W; running thence North along the East line of said Section, a distance of 790 feet, thence West a distance of 255 feet, thence South and parallel with the East line of said Section a distance of 790 feet, thence East on the South line of said section 255 feet to the place of beginning.

Ordinance Section:

Section 704.9 of the Steele County Zoning Ordinance allows outdoor recreation areas.

Project Description:

Review of permit #250 allowing the hosting of outdoor events such as wedding, luau's, grooms dinners, staff parties, private receptions, corporate events, auctions, reunions, galas, and other types of events.

Permit History:

- 1999 - CUP issued for outdoor ball diamonds and volleyball courts to "The Jungle"
- 2010 – Amended to allow outdoor events such as weddings to "The Monterey"
- 2011 – Permit Reviewed
- 2017 – Permit Reviewed

Conditions:

1. This permit allows the hosting of outdoor private receptions and events including weddings, luaus, groom's suppers, staff parties, family parties, corporate events, reunions, or other similar events.
2. No amplified sound outside before 10:00 am or after 11:00 pm on Sunday thru Thursday and before 10:00 am or after 1:00 am on weekends.
3. The maximum capacity of all indoor and outdoor activities combined shall not exceed the maximum capacity of the building.
4. Outdoor lighting shall not be directed at or illuminate adjacent properties.
5. If alcohol is to be served outdoors its sales must adhere to the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division requirements.
6. This permit expires on December 31, 2022.

General Criteria for considering a Conditional Use Permit:

- 1) **The use will not create a burden on parks, schools, streets, public facilities or utilities:**
The planning commission finds the proposal has not affected parks or schools. Electrical service is already provided to the site. Water is provided by a private well and sewage is treated by a private septic system.
- 2) **The use is compatible, separated, or screening from adjacent agricultural or residential land so as not to depreciate their values or deter the development of vacant land:**
The planning commission finds the proposal has no effect on agricultural land. The nearest residences are screened from the area and conditions have been added to limit the hours of amplified sound.
- 3) **The appearance will not have an adverse effect on adjacent properties:**
The planning commission finds the appearance is screened from adjoining properties and has not had an adverse effect on those properties.
- 4) **The use is reasonable and is related to the existing land use and the needs of the county:**
The planning commission finds the site has been an entertainment venue for decades and the outdoor use is consistent with the entertainment venue.
- 5) **The use is consistence with the purpose of the zoning ordinance and zoning district:**
Zoning Ordinance:
The planning commission finds the use has been allowed as a conditional use in the agricultural district.
- 6) **The use will not creation a traffic hazards or congestion:**
The planning commission finds the traffic to the site has not caused traffic hazards or congestions.
- 7) **Existing businesses will not be adversely affected because of curtailment of customers trade brought about by intrusion of noise, glare, vibration or other nuisances:**
The planning commission finds the use has not negatively affected nearby businesses.
- 8) **Adequate utilities, access roads, drainage and other facilities will be provided:**
The planning commission finds:
 - **Access:** The current accesses will not change.
 - **Drainage:** The drainage will not change.
 - **Water:** Water is provided by a private well.
 - **Sewage:** Sewage is treated by a private septic system.

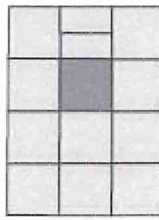
Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends to approve the renewal of Conditional Use Permit request #250 with the following conditions.

(underlined is added, ~~strikethrough~~ is deleted)

1. This permit allows the hosting of outdoor private receptions and events including weddings, luaus, groom's suppers, staff parties, family parties, corporate events, reunions, or other similar events.
2. No amplified sound outside before 10:00 am or after 11:00 pm on Sunday thru Thursday and before 10:00 am or after 1:00 am on weekends.
3. The maximum capacity of all indoor and outdoor activities combined shall not exceed the maximum capacity of the building.
4. Outdoor lighting shall not be directed at or illuminate adjacent properties.
5. If alcohol is to be served outdoors its sales must adhere to the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division requirements.
6. ~~This permit expires on December 31, 2021.~~

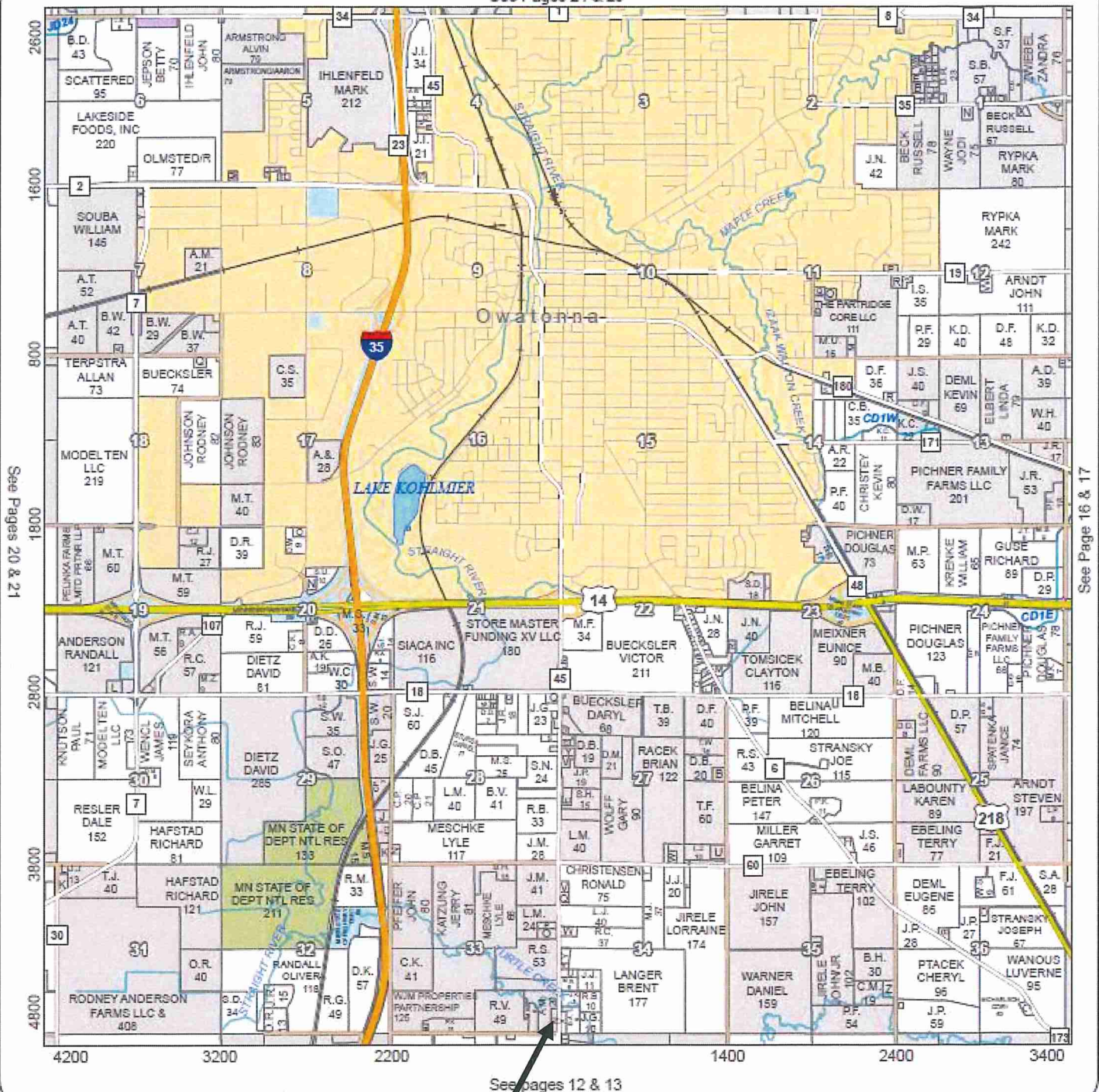
Owatonna



T.107N. - R.20W.



See Pages 24 & 25



Monterey Ballroom Location

4712 South County Road 45



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.

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mi

Monterey

March 23, 2024

Staff Report
for
Renewal of Conditional Use Permit Application #250
Monterey Ballroom – Outdoor Venue

Applicant:

Mike Remick

Property Owner(s):

Mike Remick

Property Address:

4712 South County Road 45
Owatonna, MN 55060

Project Legal Description:

Commencing at the Southeast corner of Section 33, T-107-N, R-20-W; running thence North along the East line of said Section, a distance of 790 feet, thence West a distance of 255 feet, thence South and parallel with the East line of said Section a distance of 790 feet, thence East on the South line of said section 255 feet to the place of beginning.

Zoning District:

Agricultural

Permitted Uses:

Hosting of outdoor events such as wedding, luau's, grooms dinners, staff parties, private receptions, corporate events, auctions, reunions, galas, and other types of events.

Permit History:

- 1999 - CUP issued for outdoor ball diamonds and volleyball courts to "The Jungle"
- 2010 – Amended to allow outdoor events such as weddings to "The Monterey"
- 2011 – Permit Reviewed
- 2017 – Permit Reviewed

Conditions:

1. This permit allows the hosting of outdoor private receptions and events including weddings, luaus, groom's suppers, staff parties, family parties, corporate events, reunions, or other similar events.
2. No amplified sound outside before 10:00 am or after 11:00 pm on Sunday thru Thursday and before 10:00 am or after 1:00 am on weekends.
3. The maximum capacity of all indoor and outdoor activities combined shall not exceed the maximum capacity of the building.
4. Outdoor lighting shall not be directed at or illuminate adjacent properties.
5. If alcohol is to be served outdoors its sales must adhere to the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division requirements.
6. This permit expires on December 31, 2022.

Reason and Background for Conditional Use Permit Application:

The Monterey Ballroom has been an entertainment venue for decades, In May of 1999, they applied for and received Conditional Use Permit #250 to construct outdoor ball diamonds and volleyball courts. The facility

was called the Jungle at that time and was promoted as an entertainment facility hosting weekly bands and other types of entertainment. The CUP issued in 1999 prohibited alcoholic beverages on the fields or outside amplified music. By 2010 the facilities name was changed back to the Monterey Ballroom and catered to wedding receptions and private receptions rather than a Dance Hall / Night Club. The CUP was amended in 2010 to allowing outdoor events such as weddings, luau's, grooms dinners, staff parties, private receptions, corporate events, auctions, reunions, galas, and other types of events. Given the recent history of the venue at that time, the board was concern with the potential of nuisances to neighbors, so a condition of the permit was the requirement to renew in 2011. In 2011 the permit was again renewed with the same conditions including Condition #6 requiring the permit be again renewed. With this renewal, they are also requesting that condition #6 be removed as they feel they have shown they are not a nuisance and other similar facilities in the county do not have a similar renewal condition.

General Criteria for Issuing Conditional Use Permit:

- 1) The use will not create a burden on parks, schools, streets, public facilities or utilities:**
Public utilities to be used by this facility would predominately be electricity which is already provided to the site.
- 2) The use is compatible, separated, or screening from adjacent agricultural or residential land so as not to depreciate their values or der development:**
The property is surrounded by agricultural land and several rural residents. The nearest residences are located approximately 550 feet to the west of the outdoor space and 250 feet east of the building. Most outdoor activity takes place west of the building in a screened in area.
- 3) The appearance will not have an adverse effect on adjacent properties:**
The appearance of the property will remain the same as it is today. There is an outdoor gathering area for events. A deck has been constructed, and a grassed area has been established for people to congregate. Temporary structures such as tents or canopies, may also be erected for these events. The area is surrounded by a row of arborvitae and a privacy fence to provide a windbreak and screen views either in or out of the area.
- 4) The use is related to the existing land use and the county needs of the county:**
The existing land use is a ballroom / dance hall and parking lot situated on 4.6 acres. Their main cliental since 2010 has been events such as weddings and business events.
- 5) The use is consistence with the zoning ordinance and zoning district:**
The dance hall has been in existence for many decades. The outdoor activities have been permitted through Conditional Use Permit #250.
- 6) The use will not creation a traffic hazards or congestion:**
Traffic to the site is dependent upon the event. The capacity of the ball room is several hundred people. The outdoor events are not allowed to exceed the maximum capacity of the ballroom.
- 7) Existing businesses will not be adversely affected because of curtailment of customers trade brought about by intrusion of noise, glare, vibration or other nuisances:**
There are no permitted business located near the facility.
- 8) Adequate utilities, access roads, drainage and other facilities will be provided:**
 - Utilities: Will not change from present.
 - Access: Will not change from present.

- Drainage: Will not change from present.
- Septic: The septic system for the site was installed in 1999 and was sized for the capacity of the buildings.

Staff Comments:

The applicant has requested to remove conditions #6 as he feels he has shown that the outdoor venue can operate without being a nuisance to neighboring properties. In addition, other similar facilities do not have a condition requiring them to renew periodically. The closest type of facility we have permitted in Steele County is the Oak View Event Center which does not have to renew. It also has the same limits on hours.

If the Planning Commission recommends renewal of this application, here are the conditions that are currently on the permit including #6. If # 6 is not removed, a new date should be stated.

1. This permit allows the hosting of outdoor private receptions and events including weddings, luaus, groom's suppers, staff parties, family parties, corporate events, reunions, or other similar events.
2. No amplified sound outside before 10:00 am or after 11:00 pm on Sunday thru Thursday and before 10:00 am or after 1:00 am on weekends.
3. The maximum capacity of all indoor and outdoor activities combined shall not exceed the maximum capacity of the building.
4. Outdoor lighting shall not be directed at or illuminate adjacent properties.
5. If alcohol is to be served outdoors its sales must adhere to the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division requirements.
6. This permit expires on December 31, 2021.

CONDITIONAL USE PERMIT**PERMIT# 250**

PARCEL #:	08-033-2202	HEARING DATE:	04/01/24
DISTRICT:	Agriculture	DECISION DATE:	04/08/24

APPLICANT:	Mike Remick	LANDOWNER:	Same
ADDRESS:	4712 South County Road 45	ADDRESS:	
	Owatonna, MN 55060		

PROPERTY ADDRESS:

4712 South County Road 45
Owatonna, MN 55060

LEGAL DESCRIPTION OF PROPERTY:

Commencing at the Southeast corner of Section 33, T-107-N, R-20-W; running thence North along the East line of said Section a distance of 790 feet, thence West a distance of 255 feet, thence South and parallel with the East line of said Section a distance of 790 feet, thence East on the South line of said Section 255 feet to the place of beginning.

REFERENCE ORDINANCE FOR CUP:

Review of CUP #250 as required by condition #6

PROPOSED USE(S):

Hosting of outdoor events such as wedding, luau's, grooms dinners, staff parties, private receptions, corporated events, auctions, reunions, galas, and other types of events.

DECISION OF BOARD OF COMMISSIONERSDeny ☐Approve ☒ with 5 conditions.

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

Chair, Steele County Board of Commissioners

Date

CONDITIONAL USE PERMIT

PERMIT#

250

Conditions

- 1 This permit allows the hosting of outdoor private receptions and events including weddings, luaus, groom's suppers, staff parties, family parties, corporate events, reunions, or other similar events.
- 2 No amplified sound outside before 10:00 am or after 11:00 pm on Sunday thru Thursday and before 10:00 am or after 1:00 am on weekends.
- 3 The maximum capacity of all indoor and outdoor activities combined shall not exceed the maximum capacity of the building.
- 4 Outdoor lighting shall not be directed at or illuminate adjacent properties.
- 5 If alcohol is to be served outdoors its sales must adhere to the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division requirements.

CERTIFICATION

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

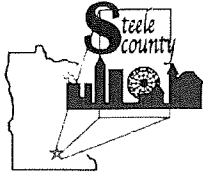
Steele County Administrator

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date



Steele County Agenda Item

Subject: CUP #436 (Prime 45 LLC – Self Storage)

Department: Planning & Zoning

Committee Meeting Date: April 1, 2024

Board Meeting Date: April 9, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 4 conditions based on the Findings of Fact.

Background (*Including Budget Impact*):

This request is from Prime 45 LLC to construct three self-storage buildings on their property located East of I-35 in the NE ¼, NE ¼, Section 29, Clinton Falls Township. The property address is 4500 North County Road 45.

Attachments:

Findings of Fact

Location Map

Site Map

Project Info

Staff Report

Draft Permit

**COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #456**

Applicant:

Prime 45, LLC

Land Owner(s):

Prime 45, LLC

Zoning District(s):

General Business

Property Address:

4500 North County Road 45
Owatonna, MN 55060

Project Site Legal Description:

All that part of the NE1/4 of the NE1/4 of Section 29, Township 108 North, Range 20 West, Steele County, Minnesota, described by:

Commencing at the northeast corner of said NE1/4; thence South 00°05'51" West assumed bearing, 422.50 feet along the east line of said NE 1/4 to the True Point of Beginning; thence North 89°51'26" West 322.61 feet along a line parallel with the north line of said NE1/4 to the easterly right of way line of Interstate Highway No. 35; thence South 00°53'25" West 5.06 feet along said right of way line; thence South 06°38'43" East 724.57 feet along said right of way line; thence southerly along said right of way line and along a tangential curve concave to the west, central angle 2°38'45", radius 3968.41 feet, arc length 183.26 feet to the south line of said NE1/4 of the NE1/4; thence South 89°52'09" East 219.03 feet to the southeast corner of said NE1/4 of the NE1/4; thence North 00°05'51" East 906.78 feet to said True Point of Beginning.

Ordinance Section:

Section 1203.6 of the Steele County Zoning Ordinance

Project Description:

Three additional self-storage buildings

General Criteria for considering a Conditional Use Permit:

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

The planning commission finds the proposal will not affect parks or schools. Electrical service is already provided to the site. There are no plans for water or sewer in the buildings. The road is adequate to handle the expected traffic.

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

The planning commission finds the proposal will have no effect on agricultural land. The property is already used for storage so no additional effects are expected to residential properties.

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

The planning commission finds the appearance of the buildings will be similar to other buildings already on the site. The site is expected to have security lighting that has the potential to cause glare onto neighboring properties so the planning commission recommends a condition to mitigate potential effects from glare.

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

The planning commission finds the site is currently being used for storage so this expansion would be consistent with the current use.

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

Zoning Ordinance:

The planning commission finds the use has been allowed as a conditional use in the general business district.

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

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

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

The planning commission finds the use will not negatively affect nearby businesses.

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

The planning commission finds:

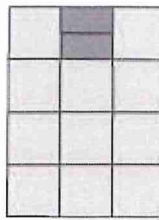
- **Utilities:** Will not change from present.
- **Access:** The current accesses will not change.
- **Drainage:** The drainage will not change. If stormwater ponds are required they will be regulated by the Minnesota Pollution Control Agency.

Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of Conditional Use Permit request #436 with the following conditions.

1. The buildings are to be used for storage only. Any change in use of the buildings such as retail, general business, manufacturing, etc. shall not be allowed unless first approved by the Steele County Zoning and Building Departments.
2. Lighting shall not be directed at or directly illuminate neighboring residential properties or the road. Lighting fixtures shall be fully shielded so that light is not emitted above the bottom of the fixture.
3. Dust from all graveled surfaces shall be controlled.
4. Vehicle and truck traffic shall not track material onto the road.

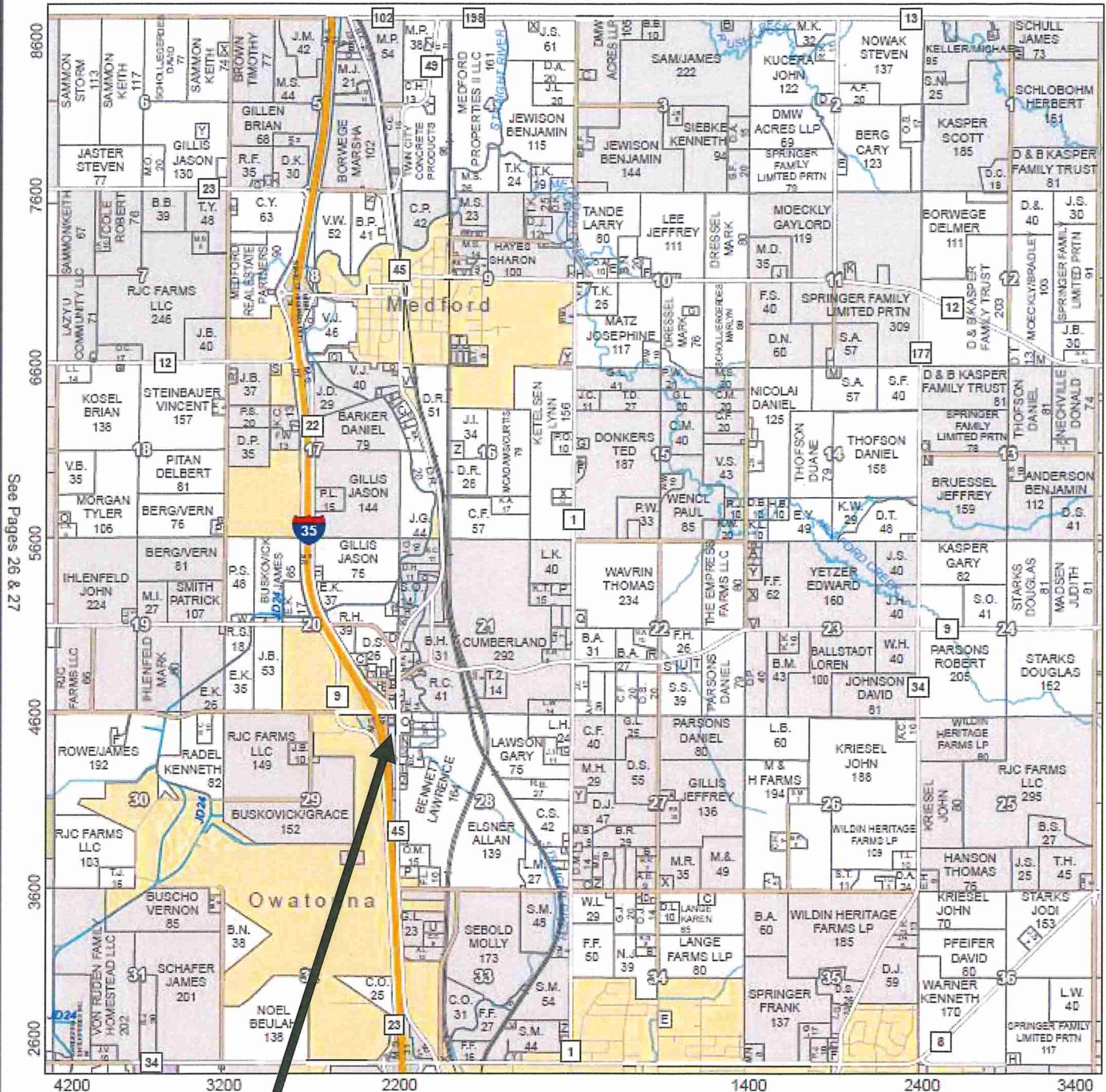
Medford & Clinton Falls



T.108N. - R.20W.



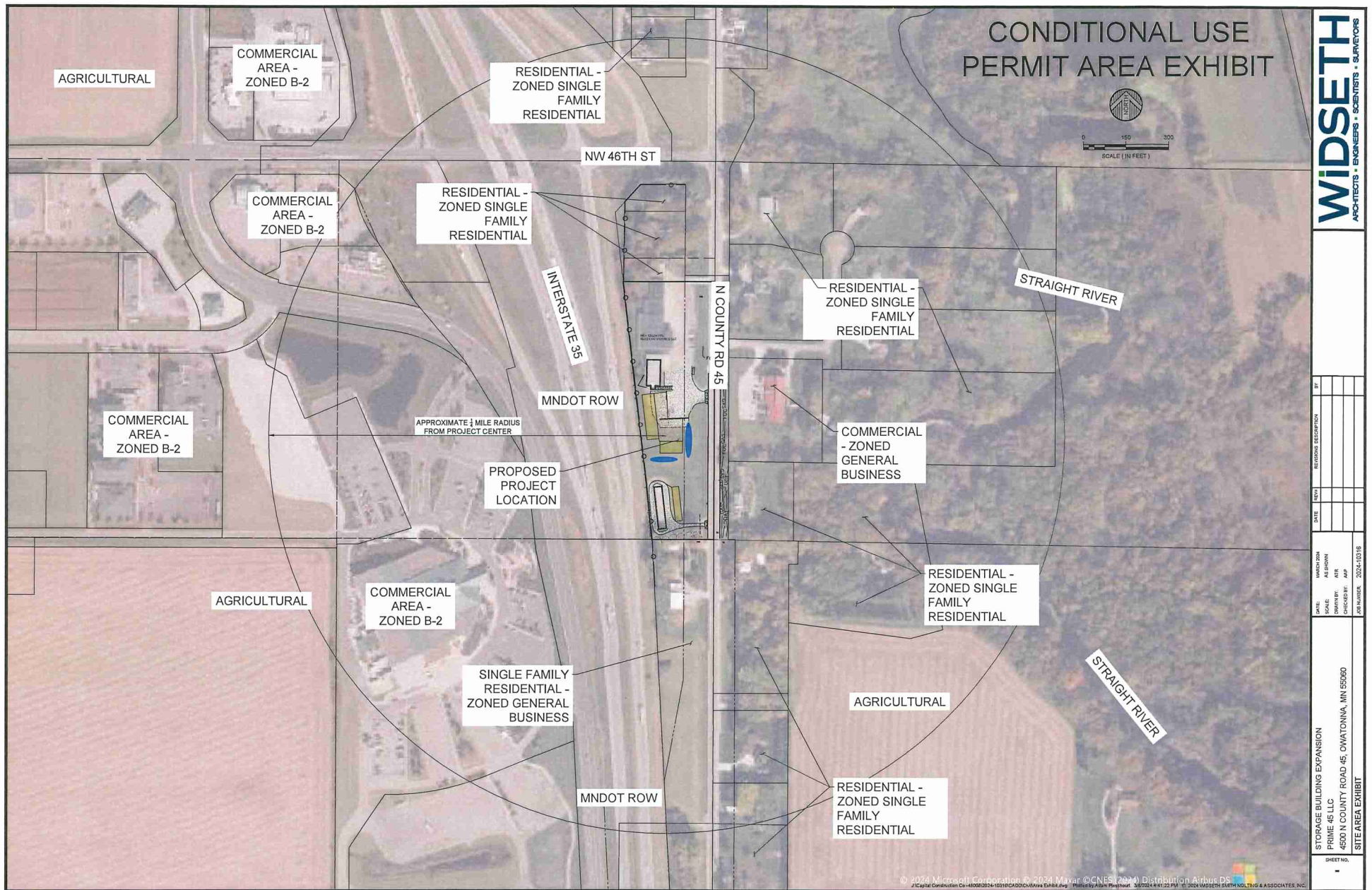
Rice Co.



See Pages 18 & 19

Prime 45 LLC Location

4500 County Road 45 North



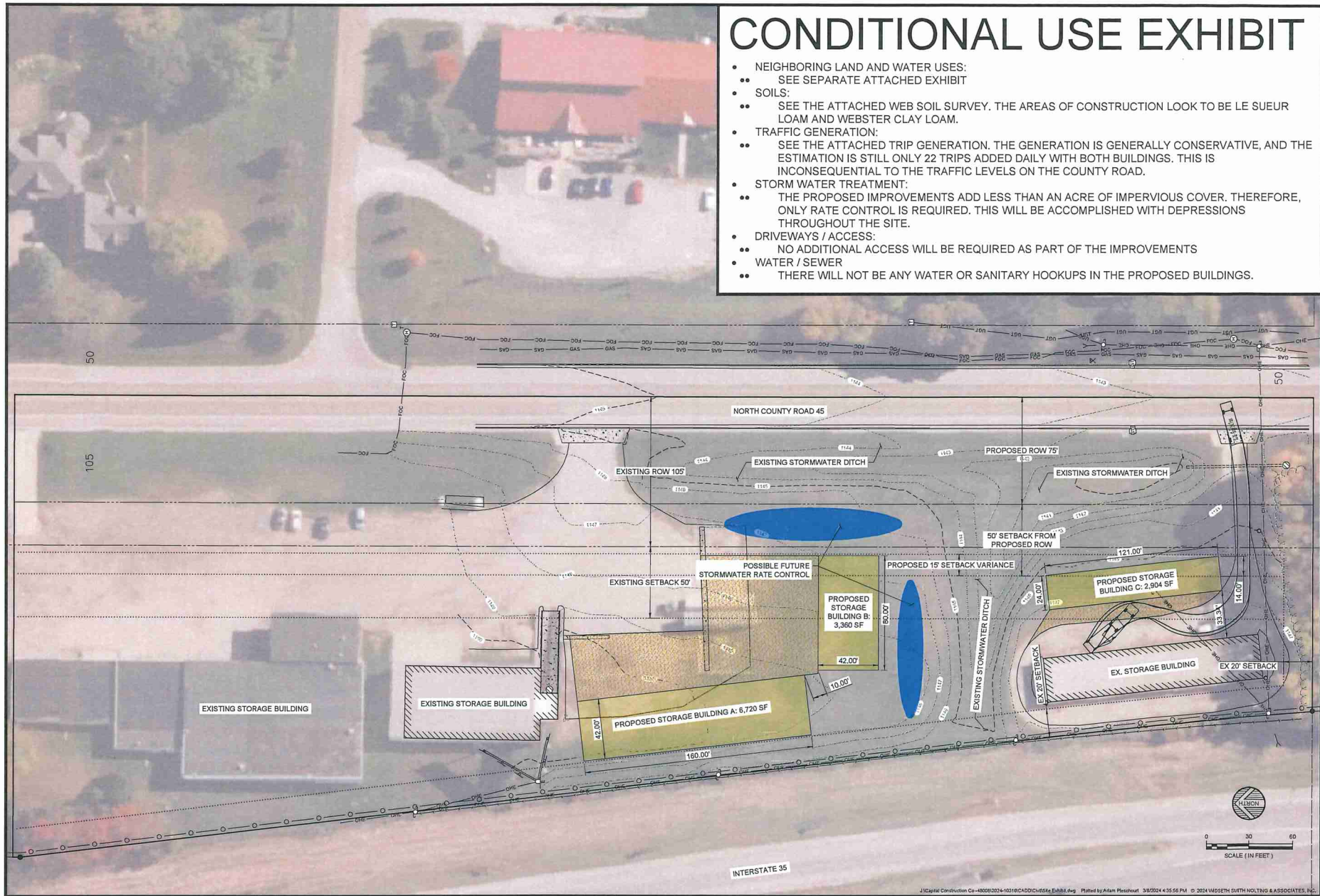
WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

DATE	SCALE	REVISION DESCRIPTION	BY
MARCH 2024	AS SHOWN		
DATE	SCALE		

STORAGE BUILDING EXPANSION
 PRIME 45 LLC
 4500 N COUNTY ROAD 45, OWATONNA, MN 55060
 SHEET NO. 1
 SITE AREA EXHIBIT

CONDITIONAL USE EXHIBIT

- NEIGHBORING LAND AND WATER USES:
• SEE SEPARATE ATTACHED EXHIBIT
- SOILS:
• SEE THE ATTACHED WEB SOIL SURVEY. THE AREAS OF CONSTRUCTION LOOK TO BE LE SUEUR LOAM AND WEBSTER CLAY LOAM.
- TRAFFIC GENERATION:
• SEE THE ATTACHED TRIP GENERATION. THE GENERATION IS GENERALLY CONSERVATIVE, AND THE ESTIMATION IS STILL ONLY 22 TRIPS ADDED DAILY WITH BOTH BUILDINGS. THIS IS INCONSEQUENTIAL TO THE TRAFFIC LEVELS ON THE COUNTY ROAD.
- STORM WATER TREATMENT:
• THE PROPOSED IMPROVEMENTS ADD LESS THAN AN ACRE OF IMPERVIOUS COVER. THEREFORE, ONLY RATE CONTROL IS REQUIRED. THIS WILL BE ACCOMPLISHED WITH DEPRESSIONS THROUGHOUT THE SITE.
- DRIVEWAYS / ACCESS:
• NO ADDITIONAL ACCESS WILL BE REQUIRED AS PART OF THE IMPROVEMENTS
- WATER / SEWER
• THERE WILL NOT BE ANY WATER OR SANITARY HOOKUPS IN THE PROPOSED BUILDINGS.



WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

DATE	REVISION DESCRIPTION
MARCH 2024	AS SHOWN
DATE	BY
DATE	BY
DATE	BY
DATE	BY

STORAGE BUILDING EXPANSION
PRIME 45 LLC
4500 N COUNTY ROAD 45, OWATONNA, MN 55060
SITE EXHIBIT

SHEET NO. 1

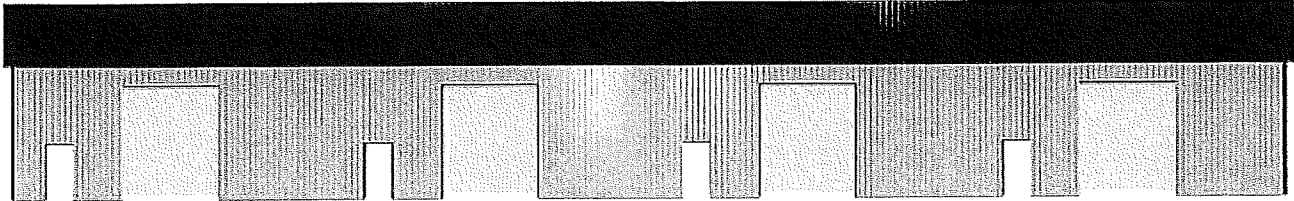
Building A



P.O Box 930220
Verona, WI 53593-0220
Phone: (608) 845-9700
Fax: (608) 845-7070

3/11/2024
KASLOW, BRENT
Doc ID: 3426120240311104653

Elevations & Floor Plan



North Side Wall 2 on Building 1

Note: These colors are as close to the actual colors as permitted by printing. Actual metal samples must be reviewed with your Sales Specialist. Colors vary depending upon position and angles.

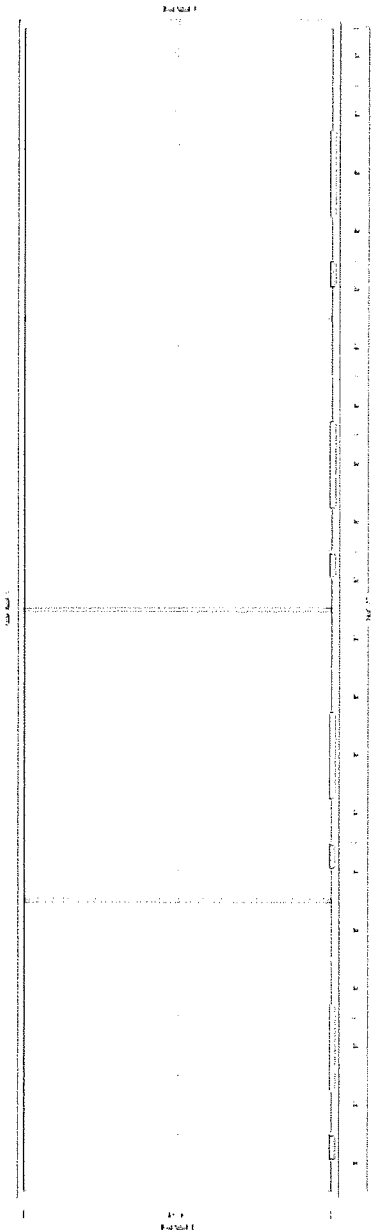
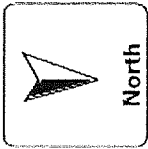


P.O Box 930220
Verona, WI 53593-0220
Phone: (608) 845-9700
Fax: (608) 845-7070

3/11/2024
KASLOW, BRENT
Doc ID: 3426120240311104653

Elevations & Floor Plan

Floor Plan



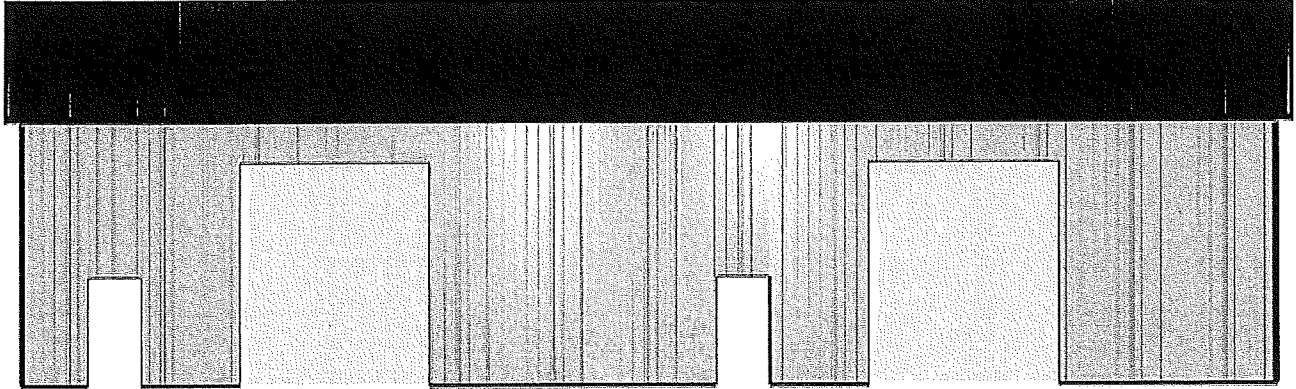
Building B



P.O. Box 930220
Verona, WI 53593-0220
Phone: (608) 845-9700
Fax: (608) 845-7070

3/11/2024
KASLOW, BRENT
Doc ID: 3426120240311104653

Elevations & Floor Plan



North Side Wall 2 on Building 2

Note: These colors are as close to the actual colors as permitted by printing. Actual metal samples must be reviewed with your Sales Specialist. Colors vary depending upon position and angles.

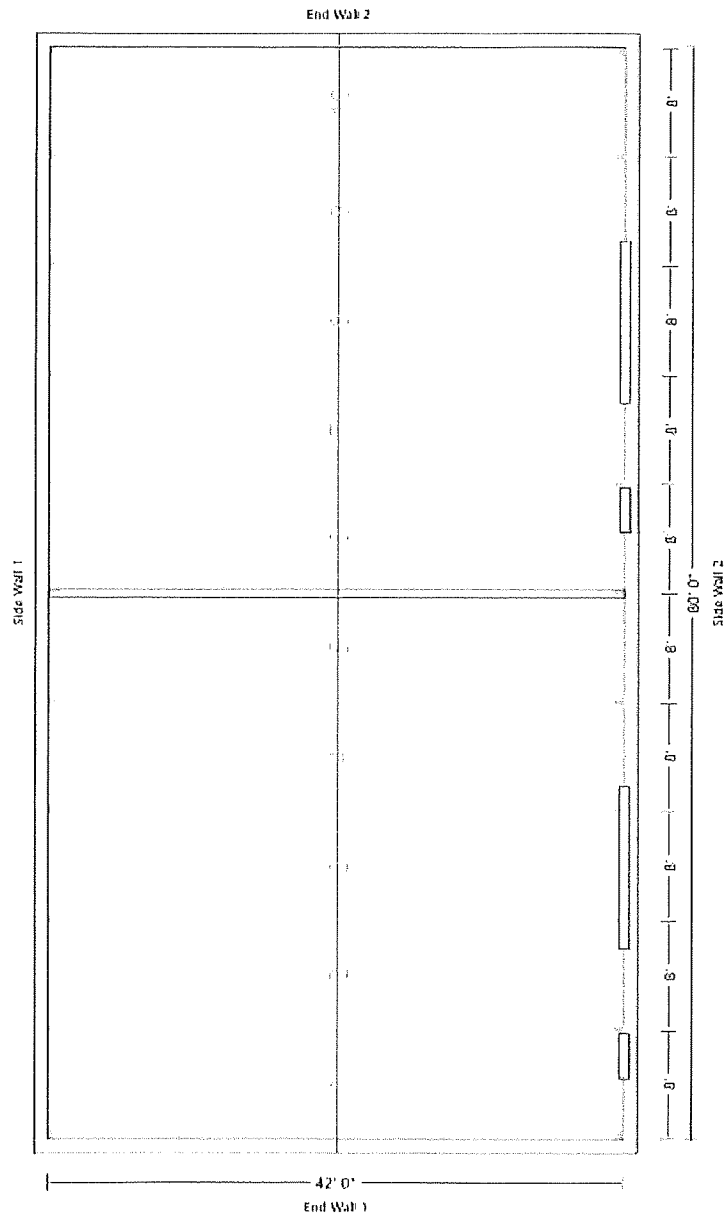


P.O Box 930220
Verona, WI 53593-0220
Phone: (608) 845-9700
Fax: (608) 845-7070

3/11/2024
KASLOW, BRENT
Doc ID: 3426120240311104653

Elevations & Floor Plan

Floor Plan



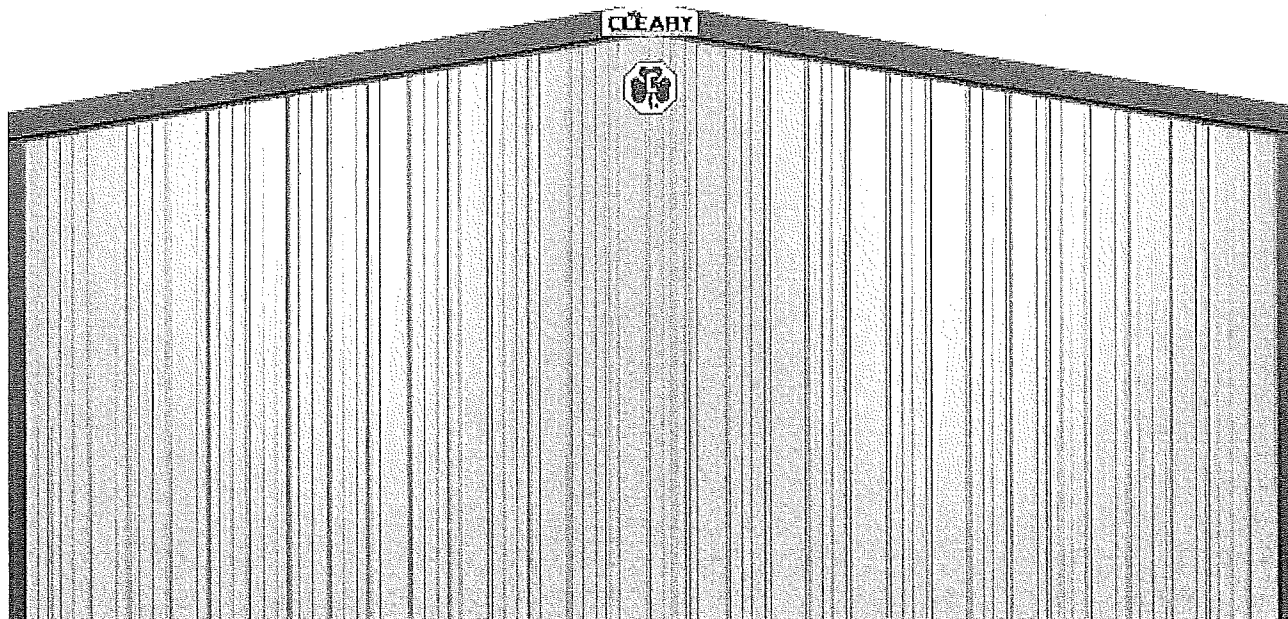
Building C



P.O Box 930220
Verona, WI 53593-0220
Phone: (608) 845-9700
Fax: (608) 845-7070

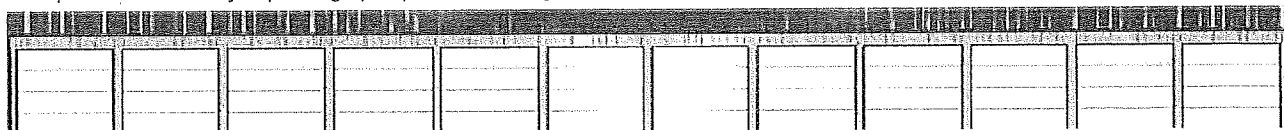
3/5/2024
KASLOW, BRENT
Doc ID: 3426120240305142249

Elevations & Floor Plan



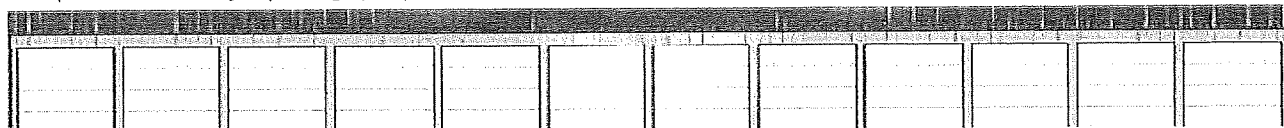
East End Wall 2 on Building 1

Note: These colors are as close to the actual colors as permitted by printing. Actual metal samples must be reviewed with your Sales Specialist. Colors vary depending upon position and angles.



North Side Wall 1 on Building 1

Note: These colors are as close to the actual colors as permitted by printing. Actual metal samples must be reviewed with your Sales Specialist. Colors vary depending upon position and angles.



South Side Wall 2 on Building 1

Note: These colors are as close to the actual colors as permitted by printing. Actual metal samples must be reviewed with your Sales Specialist. Colors vary depending upon position and angles.

CONDITIONAL USE PERMIT**PERMIT# 436**

PARCEL #:	12-029-1105	HEARING DATE:	04/01/24
DISTRICT:	General Business	DECISION DATE:	04/09/24

APPLICANT:	Prime 45, LLC	LANDOWNER:	Same
ADDRESS:	4500 County Road 45 North Owatonna, MN 55060	ADDRESS:	

PROPERTY ADDRESS:

4500 County Road 45 North
Owatonna, MN 55060

LEGAL DESCRIPTION OF PROPERTY:

All that part of the NE1/4 of the NE1/4 of Section 29, Township 108 North, Range 20 West, Steele County, Minnesota, described by:

Commencing at the northeast corner of said NE1/4; thence South 00°05'51" West assumed bearing, 422.50 feet along the east line of said NE 1/4 to the True Point of Beginning; thence North 89°51'26" West 322.61 feet along a line parallel with the north line of said NE1/4 to the easterly right of way line of Interstate Highway No. 35; thence South 00°53'25" West 5.06 feet along said right of way line; thence South 06°38'43" East 724.57 feet along said right of way line; thence southerly along said right of way line and along a tangential curve concave to the west, central angle 2°38'45", radius 3968.41 feet, arc length 183.26 feet to the south line of said NE1/4 of the NE1/4; thence South 89°52'09" East 219.03 feet to the southeast corner of said NE1/4 of the NE1/4; thence North 00°05'51" East 906.78 feet to said True Point of Beginning.

REFERENCE ORDINANCE FOR CUP:

Section 1203.6 of the Steele County Zoning Ordinance allows similar commercial establishments or profession services not specifically stated or implied elsewhere in the Section.

PROPOSED USE(S):

Three additional self-storage buildings

CONDITIONAL USE PERMIT

PERMIT#

436

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒ with 4 conditions.

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

Chair, Steele County Board of Commissioners

Date

Conditions

- 1 The buildings are to be used for storage only. Any change in use of the buildings such as retail, general business, manufacturing, etc. shall not be allowed unless first approved by the Steele County Zoning and Building Departments.
- 2 Lighting shall not be directed at or directly illuminate neighboring residential properties or the road. Lighting fixtures shall be fully shielded so that light is not emitted above the bottom of the fixture.
- 3 Dust from all graveled surfaces shall be controlled.
- 4 Vehicle and truck traffic shall not track material onto the road.

CERTIFICATION

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

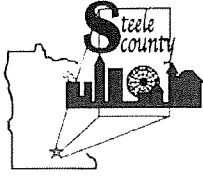
Steele County Administrator

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date



Steele County Agenda Item

Subject: Renewal of IUP 2018-04 (JJD-Motl Pit)

Department: Planning & Zoning

Committee Meeting Date: April 1, 2024

Board Meeting Date: April 9, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

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

Background (*Including Budget Impact*):

This request is from JJD Companies LLC to renew IUP 2018-04 allowing the mining and processing of sand and gravel on property located in the SW ¼, SW ¼, Section 5, Blooming Prairie Township. The property address is 4640 SE 118th Street.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

**COUNTY OF STEELE
FINDINGS OF FACT
INTERIM USE PERMIT #2018-04**

Motl Pit

Applicant:

JJD Companies LLC

Land Owner:

NJG LLC

Project Description:

The applicant is requesting the renewal of IUP 2018-04 allowing The mining of sand, gravel and fill material, the stockpiling of aggregate material, and the processing and stockpiling of recyclable aggregate material.

Zoning District:

Agricultural District

Ordinance Section:

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

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

Property Description:

The SW 1/4 of the SW 1/4, Section 5, T 105 N, R 19 W, Steele County Minnesota.

Property Address:

4640 SE 118th St.

Blooming Prairie, MN 55917

Permit History:

- Issued in 2018 to JJD Companies LLC

Total Area: 40 ac.

Minable Area: 30 ac.

Active Areas: 19.5 ac.

Reclaimed Areas: 3 ac.

Natural Elev: 1290-1322 feet

Permitted Elev: 1290 feet

Mining Elev: Estimated at 1290 feet

Material Removed: 103,116 tons reported since 2019

Recyclable Amts: Approximately 3000 cu. Yds.

Road Access: County Road 26 (SE 118th St.) Paved County Road with 9 ton per axel weight limit.

General Criteria for considering an Interim Use Permit:

- 1) **The use will not create a burden on parks, schools, streets, public facilities or utilities:**
The planning commission find the only public facilities being used is by the site is County Road 26. Condition #3 and 4, deal with mitigation efforts concerning the road. There have been no issues reported regarding the road.
- 2) **The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:**
The planning commission find surrounding land uses are mostly agricultural land. Condition #9 and #10 have been put into place to protect neighboring agricultural land. The nearest neighboring residence is located 950 feet west of the current excavation. Condition #5, #7 and #8 were added to mitigate potential issues to neighboring residences. There have been no issues reported from neighboring properties.
- 3) **The appearance will not have an adverse effect on adjacent properties:**
The planning commission find the appearance of the pit is similar gravel mining operations in the area.
- 4) **The use is related to the needs of the county and the existing land use:**
The planning commission find the existing land use is an active gravel pit and cropland. When completed the site will be restored to open water and cropland.
- 5) **The use is consistence with the purpose of the zoning ordinance and zoning district:**
The planning commission find mining of aggregate material and the temporary storage, crushing and processing of recyclable aggregate material is consistent with the Zoning Ordinance if approved as an Interim Use.
- 6) **The use will not creation a traffic hazards or congestion:**
The planning commission find there have been no reported issues with truck traffic from this pit. Condition #4, #6, #8, and #17 were added to minimize any potential hazards from traffic.
- 7) **Existing businesses will not be adversely affected because of curtailment of customers trade:**
The planning commission find there are no permitted businesses nearby except other gravel pits.
- 8) **Adequate utilities, access roads, drainage and other facilities will be provided:**
The planning commission find:
 - **Access Road:** The access road location and construction has been approved by the Steele County Highway Department.
 - **Water appropriations:** No pumping of water has occurred onsite.
 - **Drainage:** Drainage flows toward the pit.
 - **Wetlands:** There are no known jurisdictional wetlands on the property.

Planning Commission Recommendations:

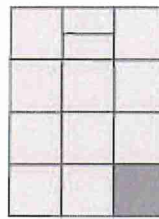
Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the re-issuance of IUP 2018-04 with the following conditions.

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

1. Mining is limited to the remaining areas identified in the resubmitted site map. ~~application. Mining and reclamation shall be substantially completed on the initial phase before a new phase can begin.~~
2. Mining is limited to a bottom elevation of 1290 feet.
3. The location and construction of the access shall be approved by the Steele County Highway Department.

4. Signage warning of truck traffic shall be located along the County Road 26. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
5. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
6. Trucks shall not track material from the pit onto the public road.
7. Trucks hauling material to and from this site shall not use "jake brakes"
8. Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
9. A 30 foot unexcavated buffer shall remain adjacent to all property lines and road right of ways. Any erosion to neighboring properties as a result of this mine shall be corrected immediately by the applicant.
10. Operator shall maintain the viability of any existing private drainage system at all times during the operation of the pit.
11. Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed. The State of Minnesota has additional requirements concerning recyclable aggregate stockpiles.
12. Before any excavation can begin, the applicant shall comply with all requirements of the Minnesota Wetland Conservation Act. This may include completing a wetland delineation and submitting a Joint Application form for Activities Affecting Water Resources in Minnesota.
13. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter and replacing topsoil.
14. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
15. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
16. Applicant is responsible to initiate renewal proceeding on or before December 31st, 2027 ~~2023~~ or this permit becomes invalid.
17. The operator must get approval from Blooming Prairie Township before using SE 44th Ave.
18. The permittee or operator shall furnish bond or other financial surety as approved by the county for site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for 20 acres for a total amount of \$100,000 and remain in place for 5 years from the from date of issuance of the permit or until the site is reclaimed and the reclamation is approved by Steele County.

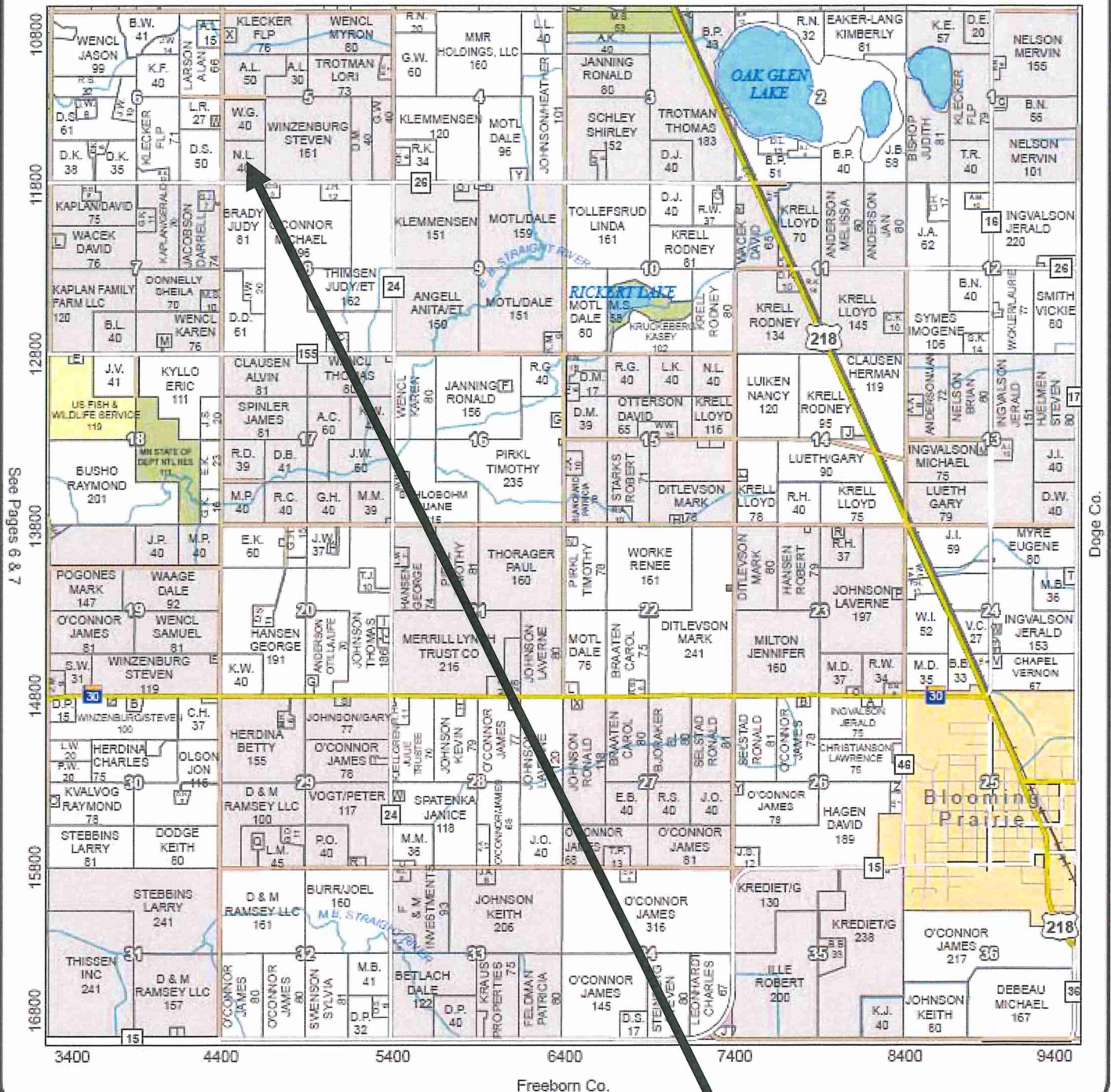
Blooming Prairie



T.105N. - R.19W.

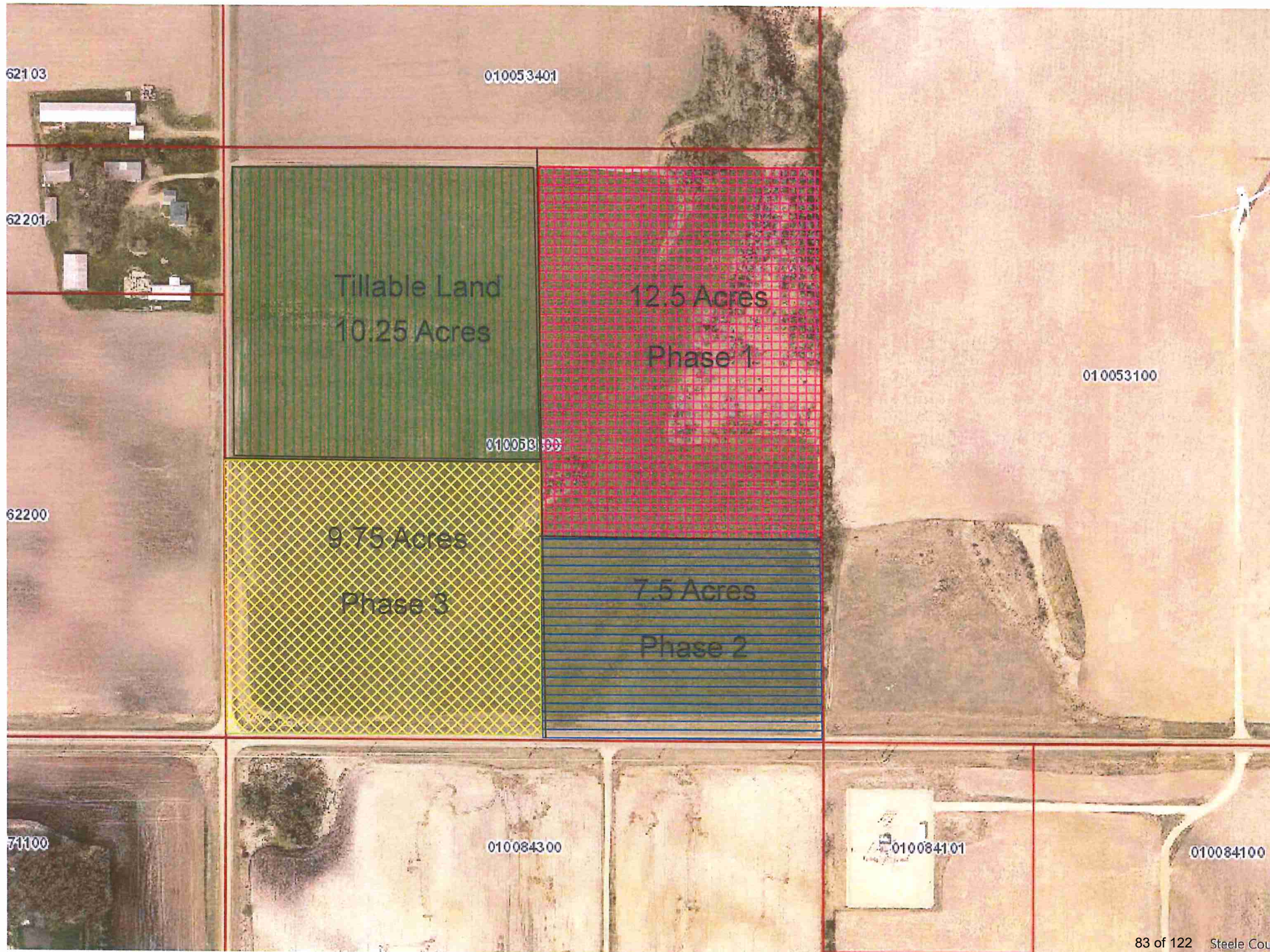


See Pages 10 & 11



JJD Companies Pit Location

4640 SE 118th Street



Staff Report
for
2024 Renewal of Interim Use Permit 2018-04
JJD Companies LLC (Motl Pit)

Applicant:

JJD Companies LLC.

Property Owner(s):

NJG LLC

Project Location:

The SW 1/4 of the SW 1/4, Section 5, T 105 N, R 19 W, Steele County Minnesota.

Property Address:

4640 SE 118th St.
Blooming Prairie, MN 55917

Zoning District:

Agricultural

Permitted Uses:

The mining of sand, gravel and fill material. The stockpiling of aggregate material. The processing and stockpiling of recyclable aggregate material.

Permit History:

- Issued in 2018 to JJD Companies LLC

Permit Conditions:

1. Mining is limited to the areas identified in the application. Mining and reclamation shall be substantially completed on the initial phase before a new phase can begin.
2. Mining is limited to a bottom elevation of 1290 feet.
3. The location and construction of the access shall be approved by the Steele County Highway Department.
4. Signage warning of truck traffic shall be located along the County Road 26. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
5. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
6. Trucks shall not track material from the pit onto the public road.
7. Trucks hauling material to and from this site shall not use "jake brakes"
8. Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
9. A 30 foot unexcavated buffer shall remain adjacent to all property lines and road right of ways. Any erosion to neighboring properties as a result of this mine shall be corrected immediately by the applicant.
10. Operator shall maintain the viability of any existing private drainage system at all times during the operation of the pit.
11. Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed. The State of Minnesota has additional requirements concerning recyclable aggregate stockpiles.

12. Before any excavation can begin, the applicant shall comply with all requirements of the Minnesota Wetland Conservation Act. This may include completing a wetland delineation and submitting a Joint Application form for Activities Affecting Water Resources in Minnesota.
13. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter and replacing topsoil.
14. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
15. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
16. Applicant is responsible to initiate renewal proceeding on or before December 31st, 2023 or this permit becomes invalid.
17. The operator must get approval from Blooming Prairie Township before using SE 44th Ave.

Total Area: 40 ac.
Minable Area: 30 ac.
Active Areas: 19.5 ac.
Reclaimed Areas: 3 ac.

Natural Elev: 1290-1322 feet
Permitted Elev: 1290 feet
Mining Elev: Estimated at 1290 feet

Material Removed: 103,116 tons reported
 2023 – 47,705 ton.
 2022 – 66,199 tons.
 2021 – 170,963 tons.
 2020 – 148,861 tons.
 2019 – 93,315 tons.

Recyclable Amts: Approximately 3000 cu. Yds.

Other Permits: NPDES – General Permit
 DNR Permit – No permit

Road Access: County Road 26 (SE 118th St.) Paved County Road with 9 ton per axel weight limit.

Reason for the Interim Use Permit Application:
 Condition #16 requires the permit to be renewed.

General Criteria for Issuing an Interim Use Permit:

- a) **Burden on Existing Public Facilities and Utilities:**
 Public facilities being used by the site is County Road 26. Condition #3 and 4, deal with mitigation efforts concerning the road. There have been no issues reported regarding the road.
- b) **Compatible, Separated, or Screened from Adjacent Agricultural or Residential Properties:**
 Surrounding land uses are mostly agricultural land. Condition #9 and 10 are put into place to protect neighboring agricultural land. The nearest neighboring residence is located 950 feet west of the current excavation. Condition #5, #7 and #8 were added to mitigate potential issues to neighboring residences. There have been no reported issues from neighboring properties.

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

The appearance is similar to other gravel pits in the area. Condition #11 was added to minimize visual effects. There have been no reported issues with the appearance of the pit.

d) Relationship of Proposed Project to Existing Land Use:

The existing land use is a gravel pit and cropland. When completed the site will be restored to open water and cropland.

e) Consistency with Zoning Ordinance and Zoning District:

Gravel mining is consistent with the Zoning Ordinance if approved as an Interim Use.

f) Creation of Traffic Hazards or Congestion:

There have been no reported issues with truck traffic from this pit. Condition #4, #6, #8, and #17 were added to minimize any potential hazards from traffic.

g) Nuisance Effects on Nearby Business:

There are no permitted businesses nearby except other gravel pits.

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

- **Access Road:** The access road location and construction has been approved by the Steele County Highway Department.
- **Water appropriations:** No pumping of water has occurred onsite.
- **Drainage:** Drainage flows toward the pit.
- **Wetlands:** No known jurisdictional wetlands on the property.

Staff Comments:

Mining originally was originally planned to occur in phases with Phase 1 to be substantially completed and reclaimed before commencing to Phase 2, on so on. In reality, it appears mining began in Phase 1 as planned but proceeded to Phase 2 and 3 before reclamation occurred. Reclamation has now begun on the western side of the of the excavation in Phases 1 and 3 and is proceeding east. No additional mining is expected on the western half of Phase 3 or in Phase 4. No reclamation bond was required when the permit was originally issued in 2018, however today we would require the bond to cover all permitted phases. The planning commission should discuss what, if anything should be done to address this.

One additional complaint was referred to Steele County by the MPCA in 2023. The complaint was that demo debris from a barn was being buried at the site. Staff investigated the allegation but could find no evidence that it had occurred.

If the Planning Commission finds that this site meets the conditions of the permit, they should consider renewing the permit for another 5 years with the following changes. ~~Strikethrough is~~ deleted, underlined is added.

1. Mining is limited to the remaining areas identified in the resubmitted site map. application. ~~Mining and reclamation shall be substantially completed on the initial phase before a new phase can begin.~~
16. Applicant is responsible to initiate renewal proceeding on or before December 31st, 2028 ~~2023~~ or this permit becomes invalid.
18. The permittee or operator shall furnish bond or other financial surety as approved by the county for site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for 20 acres for a total amount of \$100,000 and remain in place for 6 years from the from date of issuance of the permit or until the site is reclaimed and the reclamation is approved by Steele County.

INTERIM USE PERMIT**Permit # 2018-04**

PARCEL #:	01-005-3300	HEARING DATE:	04/01/24
DISTRICT:	Agricultural	DECISION DATE:	04/09/24
APPLICANT:	JJD Companies, LLC	LANDOWNER:	NJG LLC
ADDRESS:	11822 Co. Rd. 45 South Blooming Prairie, MN 55917	ADDRESS:	37126 143rd St. Waseca, MN 56093

LEGAL DESCRIPTION OF PROPERTY:

The SW 1/4 of the SW 1/4, Section 5, T 105 N, R 19 W, Steele County Minnesota.

REFERENCE ORDINANCE FOR CUP:

Section 703.2 of the Steele County Zoning Ordinance requires an Interim Use Permit for excavations.

PROPOSED USE(S):

The mining of sand, gravel and fill material. The stockpiling of aggregate material. The processing and stockpiling of recyclable aggregate material.

DECISION OF BOARD OF COMMISSIONERSDeny ☐Approve ☒ with 18 conditions.

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

Chair, Steele County Board of Commissioners

Date

Conditions

- 1 Mining is limited to the remaining areas identified in the resubmitted site map.
- 2 Mining is limited to a bottom elevation of 1290 feet.
- 3 The location and construction of the access shall be approved by the Steele County Highway Department.
- 4 Signage warning of truck traffic shall be located along the County Road 26. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
- 5 Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
- 6 Trucks shall not track material from the pit onto the public road.
- 7 Trucks hauling material to and from this site shall not use "jake brakes"
- 8 Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
- 9 A 30 foot unexcavated buffer shall remain adjacent to all property lines and road right of ways. Any erosion to neighboring properties as a result of this mine shall be corrected immediately by the applicant.
- 10 Operator shall maintain the viability of any existing private drainage system at all times during the operation of the pit.
- 11 Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed. The State of Minnesota has additional requirements concerning recyclable aggregate stockpiles.
- 12 Before any excavation can begin, the applicant shall comply with all requirements of the Minnesota Wetland Conservation Act. This may include completing a wetland delineation and submitting a Joint Application form for Activities Affecting Water Resources in Minnesota.
- 13 The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter and replacing topsoil.
- 14 This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
- 15 Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
- 16 Applicant is responsible to initiate renewal proceeding on or before December 31st, 2027 or this permit becomes invalid.

- 17 The operator must get approval from Blooming Prairie Township before using SE 44th Ave.
- 18 The permittee or operator shall furnish bond or other financial surety as approved by the county for site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for 20 acres for a total amount of \$100,000 and remain in place for 5 years from the from date of issuance of the permit or until the site is reclaimed and the reclamation is approved by Steele County.

CERTIFICATION

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

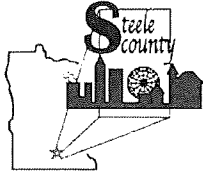
Steele County Administrator

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date



Steele County Agenda Item

Subject: Renewal of IUP 2021-05 (JJD – Bauer Pit)

Department: Planning & Zoning

Committee Meeting Date: April 1, 2024

Board Meeting Date: April 9, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 19 conditions based on the Findings of Fact.

Background (*Including Budget Impact*):

This request is to renew IUP 2021-05 allowing the mining of sand and gravel by JJD Companies LLC on property located in the NW ¼, NW ¼, SE ¼, Section 29, Somerset Township. The property address is 2483 SW 93rd, St.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

**COUNTY OF STEELE
FINDINGS OF FACT
INTERIM USE PERMIT #2021-05**

Bauer Pit

Applicant:

JJD Companies LLC

Land Owner:

Jeremy Bauer

Project Description:

The applicant is requesting the renewal of IUP 2021-05 allowing the mining of sand and gravel and the stockpiling of aggregate material.

Zoning District:

Agricultural District

Ordinance Section:

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

Property Description:

All that part of the SE 1/4 of Section 29-106-20, Steele County, Minnesota, described by:

Commencing at the NE corner of said SE 1/4; thence N 90 degrees 00' W, assumed bearing, 1284.00 feet along the north line of said SE 1/4 to a point on the centerline of Judicial Ditch No. 2, last said point being the True Point of Beginning;

thence N 90 degrees 00' W 709.22 feet along the north line of said SE 1/4;

thence S 0 degrees 00' E 470.31 feet;

thence N 90 degrees 00' E 773 feet, more or less, to the centerline of said ditch;

thence northerly 404 feet, more or less, along the centerline of said ditch to said True Point of Beginning;

Containing 8.00 acres, more or less.

Property Address:

2483 SW 93rd Street
Owatonna, MN 55060

Permit History:

- Issued in 2021 to JJD Companies LLC

Total Area: 8 ac.

Minable Area: 3 ac.

Active Areas: 1 ac.

Reclaimed Areas: 2 ac.

Natural Elev: 1176 feet

Permitted Elev: 1156 feet

Mining Elev: Estimated at 1156 feet

Material Removed: 103,116 tons reported
Recyclable Amts: Not permitted to process recycled materials.
Other Permits: NPDES – General Permit
DNR Permit – No permit

Road Access: North onto CSAH #4 (93rd Street) is a 9 ton / axel paved County Road.

General Criteria for considering an Interim Use Permit:

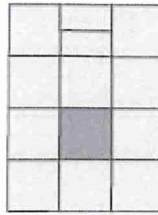
- 1) **The use will not create a burden on parks, schools, streets, public facilities or utilities:**
The planning commission find the only public facilities being used will be CSAH #4. Conditions #4, #8, #9 and #11 all deal with mitigation efforts concerning the road.
- 2) **The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:**
The planning commission find the nearest neighboring residence other than the property owner is 900 feet away. Condition #6 and #10 are in place to mitigate issues to neighboring residences. Condition #10 requires a 30 feet setback to protect neighboring agricultural land. An inspection of the property revealed that mining has encroached as close as 20 feet to the south and west property lines. This setback shall be restored.
- 3) **The appearance will not have an adverse effect on adjacent properties:**
The planning commission find the appearance of the pit has not had an adverse effect on adjacent properties.
- 4) **The use is related to the needs of the county and the existing land use:**
The planning commission find the existing land use is a residential building site and an existing gravel pit. When completed the site will be restored to a pond with a beach area.
- 5) **The use is consistence with the purpose of the zoning ordinance and zoning district:**
The planning commission find mining of aggregate material is consistent with the Zoning Ordinance if approved as an Interim Use.
- 6) **The use will not creation a traffic hazards or congestion:**
The planning commission find there have been no reported issues with truck traffic from this pit. Condition #8 requires signs if requested by the County Engineer.
- 7) **Existing businesses will not be adversely affected because of curtailment of customers trade:**
The planning commission find the nearest business is the Hope Knoll campground located 1700 feet to the southeast. There have been no issues reported from the campground.
- 8) **Adequate utilities, access roads, drainage and other facilities will be provided:**
The planning commission find:
 - **Access Road:** The Access has been established onto CSAH #4
 - **Water appropriations:** No pumping of water has occurred onsite.
 - **Drainage:** Drainage flows toward the pit.
 - **Floodplain:** The entire area is in floodplain. Conditions #12 and #13 address issues within the floodplain.
 - **Wetlands:** No known jurisdictional wetlands on the property.

Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the re-issuance of IUP 2021-05 with the following conditions.
(~~Strikethrough~~ is deleted, underlined is added.)

1. Mining and processing is limited to the areas identified in the application.
2. Mining is limited to a bottom elevation of 1156 feet. (approximately 20 feet deep)
3. Before excavation can begin, the permittee or operator shall furnish bond or other financial surety as approved by the county, for potential haul road repair and for site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for a total amount of \$15,000 and remain in place for ~~3 years from the from date of issuance of the permit.~~ for the length of the permit or until reclamation has been approved by Steele County.
4. Before excavation can begin the permittee shall obtain an access permit from the Steele County Highway Department and comply with all conditions of that permit. This access shall be removed when mining is complete or at the expiration of this permit.
5. The excavation of material shall be setback a minimum of 30 feet from all property lines and road right of way. Any erosion within this setback shall be immediately corrected by the permittee. Overburden may be stored within the setback area but cannot be done in a manner that causes water runoff or siltation onto neighboring property, impedes the natural overland flow of water, or backs water up onto neighboring properties.
6. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
7. The access shall be gated to deter unauthorized access.
8. Signage warning of truck traffic shall be located along County Road #4 if required by the County Highway Department. The size and placement of these signs shall be at the direction of Steele County Highway Department.
9. Trucks shall not track material from the pit onto the public road.
10. Trucks hauling material to and from this site shall not use "jake brakes"
11. Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
12. No hazardous material may be stored on the site.
13. Stockpiles of aggregate material shall not be placed in a manner that will impede water flow during a flood event.
14. Any pumping of water shall comply with DNR requirements. Water cannot be discharged directly or indirectly into Judicial Ditch #2 (Straight River)
15. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter and replacing topsoil on areas not developed into a pond.
16. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
17. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
18. This permit expires on June 1st, ~~2023~~ 2026. All reclamation shall be completed unless the permittee has initiated the renewal of this permit before this date.
19. The 30 feet of setback shall be restored along the south and west property line.

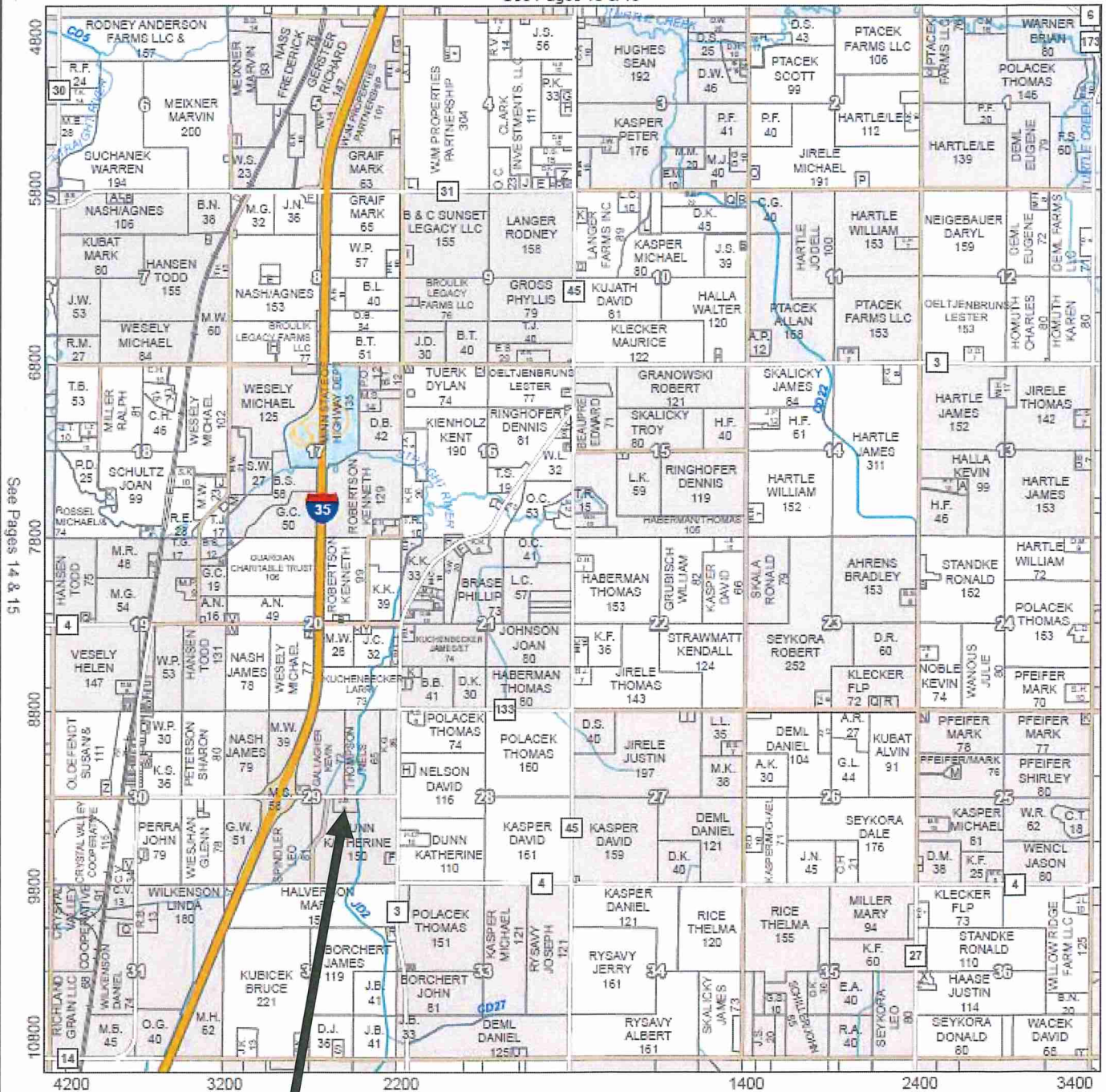
Somerset



T.106N. - R.20W.



See Pages 18 & 19



See Pages 14 & 15

See Pages 10 & 11

See pages 6 & 7

Bauer Pit Location
2483 SW 93rd Street



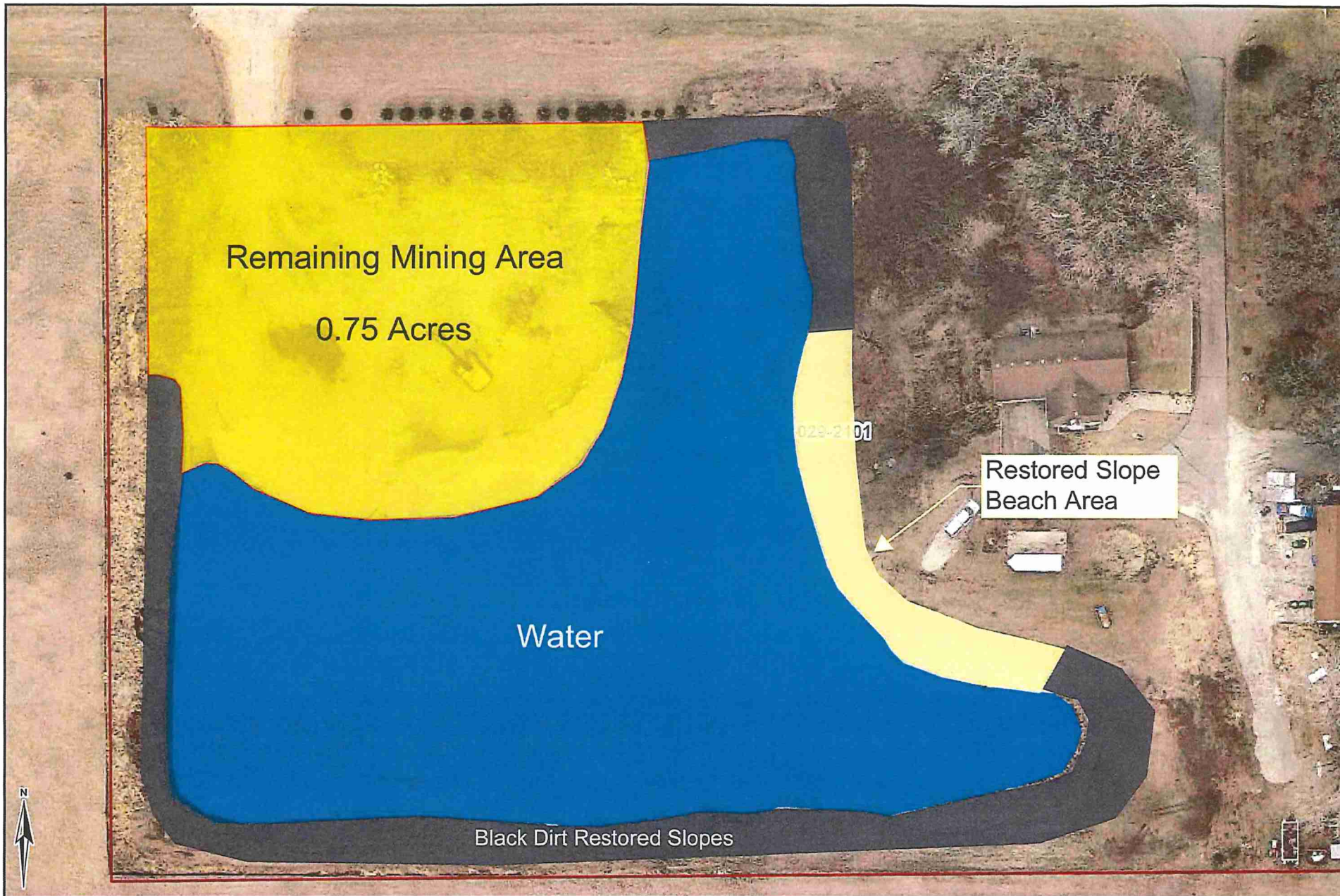
Bauer Pit

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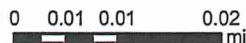
March 21, 2024





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Bauer Pit



March 01, 2024



Staff Report
for
2024 Renewal of Interim Use Permit 2021-05
JJD Companies LLC (Bauer Pit)

Applicant:

JJD Companies LLC.

Property Owner(s):

Jeremy Bauer

Project Location:

All that part of the SE 1/4 of Section 29-106-20, Steele County, Minnesota, described by:
Commencing at the NE corner of said SE 1/4; thence N 90 degrees 00' W, assumed bearing, 1284.00 feet along the north line of said SE 1/4 to a point on the centerline of Judicial Ditch No. 2, last said point being the True Point of Beginning;
thence N 90 degrees 00' W 709.22 feet along the north line of said SE 1/4;
thence S 0 degrees 00' E 470.31 feet;
thence N 90 degrees 00' E 773 feet, more or less, to the centerline of said ditch;
thence northerly 404 feet, more or less, along the centerline of said ditch to said True Point of Beginning;
Containing 8.00 acres, more or less.

Property Address:

2483 SW 93rd Street
Owatonna, MN 55060

Zoning District:

Agricultural

Permitted Uses:

The mining of sand and gravel and the stockpiling of aggregate material.

Permit History:

- Issued in 2021 to JJD Companies LLC

Permit Conditions:

1. Mining and processing is limited to the areas identified in the application.
2. Mining is limited to a bottom elevation of 1156 feet. (approximately 20 feet deep)
3. Before excavation can begin, the permittee or operator shall furnish bond or other financial surety as approved by the county, for potential haul road repair and for site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for a total amount of \$15,000 and remain in place for 3 years from the from date of issuance of the permit.
4. Before excavation can begin the permittee shall obtain an access permit from the Steele County Highway Department and comply with all conditions of that permit. This access shall be removed when mining is complete or at the expiration of this permit.
5. The excavation of material shall be setback a minimum of 30 feet from all property lines and road right of way. Any erosion within this setback shall be immediately corrected by the permittee. Overburden may be stored within the setback area but cannot be done in a manner that causes water runoff or siltation onto neighboring property, impedes the

- natural overland flow of water, or backs water up onto neighboring properties.
6. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
 7. The access shall be gated to deter unauthorized access.
 8. Signage warning of truck traffic shall be located along County Road #4 if required by the County Highway Department. The size and placement of these signs shall be at the direction of Steele County Highway Department.
 9. Trucks shall not track material from the pit onto the public road.
 10. Trucks hauling material to and from this site shall not use "jake brakes"
 11. Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
 12. No hazardous material may be stored on the site.
 13. Stockpiles of aggregate material shall not be placed in a manner that will impede water flow during a flood event.
 14. Any pumping of water shall comply with DNR requirements. Water cannot be discharged directly or indirectly into Judicial Ditch #2 (Straight River)
 15. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter and replacing topsoil on areas not developed into a pond.
 16. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
 17. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
 18. This permit expires on June 1st, 2023. All reclamation shall be completed unless the permittee has initiated the renewal of this permit before this date.

Total Area: 8 ac.
Minable Area: 3 ac.
Active Areas: 1 ac.
Reclaimed Areas: 2 ac.

Natural Elev: 1176 feet
Permitted Elev: 1156 feet
Mining Elev: Estimated at 1156 feet

Material Removed: 103,116 tons reported
2023 – 0 ton.
2022 – 21,798 tons.
2021 – 81,318 tons.

Recyclable Amts: Not permitted to process recycled materials.

Other Permits: NPDES – General Permit
DNR Permit – No permit

Road Access: North onto CSAH #4 (93rd Street) is a 9 ton / axel paved County Road.

Reason for the Interim Use Permit Application:

Condition #18 requires the permit to be reviewed.

General Criteria for Issuing an Interim Use Permit:

a) Burden on Existing Public Facilities and Utilities:

The only public facilities being used is County Road 4. Condition #4, #8, #9 and #11 all deal with mitigation efforts concerning the road.

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

The nearest neighboring residence other than the property owner is 900 feet away. Condition #6 and #10 are added to mitigate issues to neighboring residences. Condition #10 requires a 30 feet setback to protect neighboring agricultural land. An inspection of the property revealed that mining has encroached as close as 20 feet to the south and west property lines. This setback should be restored before any additional mining occurs.

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

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

d) Relationship of Proposed Project to Existing Land Use:

The existing land use is a residential building site and an existing gravel pit. When completed the site will be restored to a pond with a beach area.

e) Consistency with Zoning Ordinance and Zoning District:

Gravel mining is consistent with the Zoning Ordinance if approved as an Interim Use.

f) Creation of Traffic Hazards or Congestion:

There have been no reported issues with truck traffic from this pit. Condition #8 requires signs if requested by the County Engineer.

g) Nuisance Effects on Nearby Business:

The nearest business is the Hope Knoll campground located 1700 feet to the southeast. There have been no reported issues from this business.

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

- **Access Road:** Has been established onto CSAH #4
- **Water appropriations:** No pumping of water has occurred onsite.
- **Drainage:** Drainage flows toward the pit.
- **Floodplain:** The entire area is in floodplain. Conditions #12 and #13 address issues within the floodplain.
- **Wetlands:** No known jurisdictional wetlands on the property.

Staff Comments:

Other than the encroachment to neighboring property lines there have been no reported issued with this pit. The bond amount was originally \$15,000 for 3 acres. Mining and reclamation has been completed on the 2 acres of pond and the eastern “beach” area. However, the southern and western buffer should be restored to the required 30 feet. Typically, we would reduce the bond amount when reclamation is completed on a portion of the site, However because additional work still needs to be done on two sides of the pond, we may want to consider keeping a bond on the entire 3 acres.

If the Planning Commission finds that this site meets the conditions of the permit, they should consider renewing the permit for another 5 years with the following changes. ~~Strikethrough~~ is deleted, underlined is added.

3. Before excavation can begin, the permittee or operator shall furnish bond or other financial surety as approved by the county, for potential haul road repair and for site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for a total amount of \$15,000 and remain in place for ~~3 years from the from date of issuance of the permit.~~ for the length of the permit or until reclamation has been approved by Steele County.
18. This permit expires on June 1st, ~~2023.~~ 2028. All reclamation shall be completed unless the permittee has initiated the renewal of this permit before this date.
19. The 30 feet of setback shall be restored along the south and west property line before any additional material is mined or removed.

INTERIM USE PERMIT**Permit # 2021-05**

PARCEL #:	<u>05-029-2101</u>	HEARING DATE:	<u>04/01/24</u>
DISTRICT:	<u>Agricultural</u>	DECISION DATE:	<u>04/09/24</u>
APPLICANT:	<u>JJD Companies, LLC</u>	LANDOWNER:	<u>Jeremy Bauer</u>
ADDRESS:	<u>11822 Co. Rd. 45 South</u> <u>Blooming Prairie, MN 55917</u>	ADDRESS:	<u>2483 93rd Street SW</u> <u>Owatonna, MN 55060</u>

LEGAL DESCRIPTION OF PROPERTY:

All that part of the SE 1/4 of Section 29-106-20, Steele County, Minnesota, described by:
Commencing at the NE corner of said SE 1/4; thence N 90 degrees 00' W, assumed bearing, 1284.00 feet along the north line of said SE 1/4 to a point on the centerline of Judicial Ditch No. 2, last said point being the True Point of Beginning;
thence N 90 degrees 00' W 709.22 feet along the north line of said SE 1/4;
thence S 0 degrees 00' E 470.31 feet;
thence N 90 degrees 00' E 773 feet, more or less, to the centerline of said ditch;
thence northerly 404 feet , more or less, along the centerline of said ditch to said True Point of Beginning; Containing 8.00 acres, more or less.

ADDRESS OF PROPERTY:

2483 93rd Street SW
Owatonna, MN 55060

REFERENCE ORDINANCE FOR CUP:

Section 703.2 of the Steele County Zoning Ordinance requires an Interim Use Permit for excavations.

PROPOSED USE(S):

The mining of sand and gravel and the stockpiling of aggregate material.

INTERIM USE PERMIT

Permit # 2021-05

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒ with 19 conditions.

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

Chair, Steele County Board of Commissioners

Date

Conditions

- 1 Mining and processing is limited to the areas identified in the application.
- 2 Mining is limited to a bottom elevation of 1156 feet. (approximately 20 feet deep)
- 3 Before excavation can begin, the permittee or operator shall furnish bond or other financial surety as approved by the county, for potential haul road repair and for site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for a total amount of \$15,000 and remain in place for the length of the permit or until reclamation has been approved by Steele County.
- 4 Before excavation can begin the permittee shall obtain an access permit from the Steele County Highway Department and comply with all conditions of that permit. This access shall be removed when mining is complete or at the expiration of this permit.
- 5 The excavation of material shall be setback a minimum of 30 feet from all property lines and road right of way. Any erosion within this setback shall be immediately corrected by the permittee. Overburden may be stored within the setback area but cannot be done in a manner that causes water runoff or siltation onto neighboring property, impedes the natural overland flow of water, or backs water up onto neighboring properties.
- 6 Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
- 7 The access shall be gated to deter unauthorized access.
- 8 Signage warning of truck traffic shall be located along County Road #4 if required by the County Highway Department. The size and placement of these signs shall be at the direction of Steele County Highway Department.
- 9 Trucks shall not track material from the pit onto the public road.
- 10 Trucks hauling material to and from this site shall not use "jake brakes".

- 11 Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
- 12 No hazardous material may be stored on the site.
- 13 Stockpiles of aggregate material shall not be placed in a manner that will impede water flow during a flood event.
- 14 Any pumping of water shall comply with DNR requirements. Water cannot be discharged directly or indirectly into Judicial Ditch #2 (Straight River).
- 15 The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter and replacing topsoil on areas not developed into a pond.
- 16 This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
- 17 Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
- 18 This permit expires on June 1st, 2026. All reclamation shall be completed unless the permittee has initiated the renewal of this permit before this date.
- 19 The 30 feet of setback shall be restored along the south and west property line.

CERTIFICATION

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

Steele County Administrator

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date



Steele County Agenda Item

Subject: Community Health Worker

Department: Public Health

Committee Meeting Date: April 3, 2024

Board Meeting Date: April 9, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approval.

No benefits, no commitment of employment, 100% grant paid, hourly paid, can hire non-certified with the understanding of being certified in one year. Once certified, services can be billed. Keep under the 14 hours a week

Recommendation:

Approve hiring of an hourly Community Health Worker

Background (*Including Budget Impact*):

Public Health has been working with community partners since 2021 in developing strategies and best practices to incorporate Community Health Workers into Public Health agencies. Public Health currently has 1 full-time English-speaking Community Health worker. We would like to hire 1-2 more Community Health workers that are either Spanish or Somali speaking to help bridge the gap and reduce disparities among minority populations living in Steele County.

Attachments:

CHW Job Description

Community Health Worker

JOB SUMMARY:

Assist the Public Health team in implementing health education programs for underserved populations. Responsibilities may involve implementing case management support activities under direction of case manager, performing client intake, providing informal counseling and information about program resources to clients, and providing recommendations to Public Health team on cultural implications and responsiveness for health education programs.

MINIMUM QUALIFICATIONS:

- Community Health Worker certification or ability to obtain certification within 1 year
- Valid driver's license
- Fluent in Spanish or Somali

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Performs case management support duties, to include conducting client intake, assisting with completion of applications for programs, and determining program eligibility.
- Provides informal counseling to connect community members with program resources and provide referrals. This includes communicating information in a culturally sensitive manner and providing bilingual interpretation/translation services for clients when necessary.
- Provides recommendations to Public Health team on cultural implications and responsiveness of program activities and methodology. Work may involve researching and reviewing information and making recommendations to ensure that established programs align with client-specific cultural needs.
- Coordinates with clients and their families to track client progress. Work may involve performing home and car safety checks, tracking child growth, delivering positive parenting education, providing health- and nutrition-related information, and performing health screenings and related activities.
- Prepares and submits status update reports and other documentation to the case manager and assigned parties, tracks clients' responsiveness to plans and facilitates program activities.
- Performs other duties of a similar nature or level.

ESSENTIAL SKILLS AND KNOWLEDGE:

- Principles, procedures, and techniques in assigned area of specialization.
- Departmental guidelines, regulations, and formats.
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes.
- Interpreting and applying applicable laws, rules, regulations, standards, and guidelines.
- Information related to cultural, ethnic, and linguistic differences.
- Applying knowledge of cultural, ethnic, and linguistic differences when making recommendations.
- Communication and interpersonal skills sufficient to exchange or convey information and to give and receive work direction, as applied to interaction with subordinates, coworkers, supervisor, the general public, etc.
- Fluency in Spanish or Somali.
- Researching and verifying information.
- Customer service principles.
- Coordinating and executing multiple tasks.
- Preparing standardized and customized reports.
- Using computers and related software applications.

SUPERVISORY /MANAGERIAL RESPONSIBILITY:

None

PHYSICAL JOB REQUIREMENTS:

Positions in this class typically require climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, talking, hearing, and seeing.

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 and Manner of Payment. 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. On the closing date, the balance of the Purchase Price, Seven Hundred Thousand (\$700,000) Dollars, subject to adjustments and prorations, as provided in this Agreement, will be paid by wire transfer to the account of Steele County or by payment of a written check.

2. Date of Closing. The date of closing shall be on or before April 25, 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 April 25, 2025.
 - d. During the duration of the Interim Lease the County shall continue to share 50/50 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, maintenance, improvements, & planned upgrades which includes all labor and materials.
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. Authorizations. The County and the City shall each take appropriate ~~resolutions~~ actions to authorize 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 Jim Abbe, Chair of the Board of Commissioners

ATTEST:

By: _____ Date: _____
County Administrator

CITY OF OWATONNA

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

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

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is made on _____, 2024 between the County of Steele, State of Minnesota, “County” and the City of Owatonna, Minnesota, “City”.

1. The County is owner of the following described real estate:

Lots 1, 2, 3, 4, and 5, Block 1, Lismore Addition No. 2, Owatonna, Minnesota.
2. The County has determined that the foregoing lots are not needed for County purposes.
3. Pursuant to Minnesota Statutes Sec. 465.035, the County is authorized to convey to the City the above-described real estate for public use, without consideration.
4. The City is desirous of acquiring title to the above-described lots to be used for public purposes, namely, for parks and trails and other public uses consistent with such use.
5. The above described lots shall not have access to or from 26th Street Northwest.
6. The County agrees to deliver to the City any Abstracts of Title or any other evidence of title to the lots it may have. The City, at its expense, will request that Near North Title Group of Owatonna provide a title insurance commitment for the City.
7. County grants to City the right to enter upon the lots to conduct any inspections or testing, if deemed necessary, to determine that the lots are suitable for the intended purposes.
8. Upon receipt of a satisfactory title commitment and satisfactory inspection of the lots, City will notify the County and a closing will be scheduled.
9. At closing, the City will pay the customary charges as would be paid by a Seller and Buyer (i.e. deed tax, recording fee).

10. This Memorandum of Agreement may be amended in writing, signed by both parties. At the request of the County and City, this Memorandum may be superseded by a formal Purchase Agreement between County and City.

COUNTY OF STEELE

By: _____
Jim Abbe, Its Chairman

By: _____

Its Administrator

CITY OF OWATONNA

By: _____
Thomas A. Kuntz, Its Mayor

By: _____
Kris M. Busse, its City
Administrator



STEELE COUNTY PLANNING COMMISSION MINUTES

Steele County Administration Center – 630 Florence - Owatonna, MN 55060

Steele County's Mission:

Driven to deliver quality services in a respectful and fiscally responsible way.

Monday, April 1st, 2024, at 7:00 p.m. – Steele County Boardroom

Call to Order:

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

Agenda:

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

Minutes:

Motion by Ingvaldson second by Spatenka to approve the March 4th, 2024, minutes as submitted. Motion passed unanimously.

CUP #250 (Monterey Ballroom- Outdoor Venue)

This request is from Mike Remick to renew Conditional Use Permit #250 allowing outdoor receptions at the Monterey Ballroom located in the E1/2, SE1/4, SE1/4, Section 33, Owatonna Township. The property address is 4712 South County Road 45.

Questions and comments of the commission.

Ingvaldson- Does the CUP transfer if there were new owners?

Oolman- Yes

The public hearing was opened.

Jerry Katzung Owatonna Township- We have no issues.

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

Motion by Lammers, second by Spatenka to recommend approving the renewal of CUP #250 with the following conditions:

1. This permit allows the hosting of outdoor private receptions and events including weddings, luaus, groom's suppers, staff parties, family parties, corporate events, reunions, or other similar events.
2. No amplified sound outside before 10:00 am or after 11:00 pm on Sunday thru Thursday and before 10:00 am or after 1:00 am on weekends.
3. The maximum capacity of all indoor and outdoor activities combined shall not exceed the maximum capacity of the building.
4. Outdoor lighting shall not be directed at or illuminate adjacent properties.
5. If alcohol is to be served outdoors its sales must adhere to the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division requirements.

Motion passed unanimously.

CUP #436 (Prime 45 LLC-Storage Buildings)

This request is from Prime 45 LLC to construct three self-storage buildings on property located in the NE1/4 of the NE1/4, Section 29, Clinton Falls Township. The property address is 4500 County Road 45 North.

Questions and comments of the commission.

No comments were made by the commission.

The public hearing was opened.

Gavin with Prime 45 LLC- Commented on the use of the property, and that it's use will not change from what is being done now.

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

Motion by Ingvaldson, second by Lammers to recommend approval of CUP #436 with the following conditions:

1. The buildings are to be used for storage only. Any change in use of the buildings such as retail, general business, manufacturing, etc. shall not be allowed unless first approved by the Steele County Zoning and Building Departments.
2. Lighting shall not be directed at or directly illuminate neighboring residential properties or the road. Lighting fixtures shall be fully shielded so that light is not emitted above the bottom of the fixture.
3. Dust from all graveled surfaces shall be controlled.
4. Vehicle and truck traffic shall not track material onto the road.

Motion passed unanimously.

IUP 2021-05 (JJD Companies LLC- Bauer Pit)

This request is from JJD Companies LLC to renew IUP 2021-05 allowing the mining of sand and gravel on property located in the NE 1/4, NW 1/4, SE 1/4, Section 29, Somerset Township. The property address is 2483 93rd Street SW and is owned by Jeremy Bauer.

Questions and comments of the commission.

No comments were made by the commission.

The public hearing was opened.

Dan Niles with JJD- explained the process of restoring the property. He would like to continue to mine as he restores the setback so that he can better utilize his trucks to haul material in.

Spatenka- You plan on doing restoring the property this year?

Niles - Yes

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

Motion by Spatenka second by Lammers to recommend approving the Renewal of IUP 2021-05 with the following conditions:

1. Mining and processing is limited to the areas identified in the application.
2. Mining is limited to a bottom elevation of 1156 feet. (approximately 20 feet deep)
3. Before excavation can begin, the permittee or operator shall furnish bond or other financial surety as approved by the county, for potential haul road repair and for site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for a total amount of \$15,000 and remain in place for the length of the permit or until reclamation has been approved by Steele County.
4. Before excavation can begin the permittee shall obtain an access permit from the Steele County Highway Department and comply with all conditions of that permit. This access shall be removed when mining is complete or at the expiration of this permit.
5. The excavation of material shall be setback a minimum of 30 feet from all property lines and road right of way. Any erosion within this setback shall be immediately corrected by the permittee. Overburden may be stored within the setback area but cannot be done in a manner that causes water runoff or siltation onto neighboring property, impedes the natural overland flow of water, or backs water up onto neighboring properties.
6. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
7. The access shall be gated to deter unauthorized access.
8. Signage warning of truck traffic shall be located along County Road #4 if required by the County Highway Department. The size and placement of these signs shall be at the direction of Steele County Highway Department.
9. Trucks shall not track material from the pit onto the public road.
10. Trucks hauling material to and from this site shall not use "jake brakes"
11. Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
12. No hazardous material may be stored on the site.
13. Stockpiles of aggregate material shall not be placed in a manner that will impede water flow during a flood event.
14. Any pumping of water shall comply with DNR requirements. Water cannot be discharged directly or indirectly into Judicial Ditch #2 (Straight River)
15. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter and replacing topsoil on areas not developed into a pond.
16. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
17. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
18. This permit expires on June 1st, 2026. All reclamation shall be completed unless the permittee has initiated the renewal of this permit before this date.
19. The 30 feet of setback shall be restored along the south and west property line.

Motion passed unanimously.

IUP 2018-04 (JJD Companies LLC Motl Pit)

This request is from JJD Companies LLC to renew IUP 2018-04 allowing the mining and processing of sand and gravel on property located in the SW1/4, SW1/4, Section 5, Blooming Prairie Township. The property address is 4640 SE 118th Street.

Questions and comments of the commission.

Pool- What was the purpose of the phases?

Oolman- This permit was issued before we instituted bonding for reclamation. The thought was that by doing the mining in phases, only a limited amount of area would be open at a time. In reality, it didn't occur that way as different types of materials are located in different areas of the property.

Spatenka- Do they have to close one area before moving on to the next phase.

Oolman- The plan was to begin closing one area before a new phase could be opened.

Spatenka- How many acres is there all together than?

Oolman- The whole property is 40 acers, there are about 20 open right now.

Pool- Wouldn't you bond all the area that is available to be mined?

Oolman- We typically require a bond to cover all of the areas that are to be mined.

The public hearing was opened.

Dan Niles from JJD- Explains how they are restoring areas of the property that have already been mined. Areas to the west were all clay and will not be mined.

Ingvaldson- Do you have more material to haul out of the mined area?

Niles- Yes

Niles also requested the permit be for 4 years instead of 5 years with the bond to remain in place for 5 years instead of six years as six year bonds are a lot more expensive.

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

Motion by Queen second by Ingvaldson to recommend approving the Renewal of IUP 2018-04 with the following conditions:

1. Mining is limited to the remaining areas identified in the resubmitted site map.
2. Mining is limited to a bottom elevation of 1290 feet.
3. The location and construction of the access shall be approved by the Steele County Highway Department.
4. Signage warning of truck traffic shall be located along the County Road 26. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
5. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
6. Trucks shall not track material from the pit onto the public road.
7. Trucks hauling material to and from this site shall not use "jake brakes"
8. Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
9. A 30 foot unexcavated buffer shall remain adjacent to all property lines and road right of ways. Any erosion to neighboring properties as a result of this mine shall be corrected immediately by the applicant.
10. Operator shall maintain the viability of any existing private drainage system at all times during the operation of the pit.

11. Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed. The State of Minnesota has additional requirements concerning recyclable aggregate stockpiles.
12. Before any excavation can begin, the applicant shall comply with all requirements of the Minnesota Wetland Conservation Act. This may include completing a wetland delineation and submitting a Joint Application form for Activities Affecting Water Resources in Minnesota.
13. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter and replacing topsoil.
14. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
15. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
16. Applicant is responsible to initiate renewal proceeding on or before December 31st, 2027 ~~2023~~ or this permit becomes invalid.
17. The operator must get approval from Blooming Prairie Township before using SE 44th Ave.
18. The permittee or operator shall furnish bond or other financial surety as approved by the county for site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for 20 acres for a total amount of \$100,000 and remain in place for 5 years from the from date of issuance of the permit or until the site is reclaimed and the reclamation is approved by Steele County.

Motion passed unanimously.

Adjournment:

Motion by Pool, second by Spatenka to adjourn at 7:50pm.



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

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

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

Attendees: Commissioner Abbe, Commissioner Brady, Human Resource Director Julie Johnson, Finance Director Candi Lemarr, PT&E Director Jennifer Mueller, Facilities and Fleet Director Jake Rysavy, IT Director Dave Purscell, and Administrator Scott Golberg.

Consent Agenda

1. Committee recommends approving Annual On-Sale Liquor License for the Monterey Ballroom
2. Committee recommends approving Renewal of Consumption & Display Permit for Blooming Prairie County Club
3. Committee recommends approving Out of State Travel – Cyber Security Summit Denver
Requested a brief update on summit upon return to the office.
4. Committee recommends approving Admin Building Lower Level/Mail Room Renovation/Final Payment

General Agenda

5. Community Health Worker Position
No benefits, no commitment of employment, 100% grant paid, hourly paid, can hire non-certified with the understanding of being certified in one year. Once certified, services can be billed. Keep under the 14 hours a week.

Information

Department Head Reports

Treasurer/Finance: Standard audit will be starting soon. MNP is requesting renovation to the front desk area in an amount of \$50K. There are a few ways to handle the cost, they pay the full amount, or we bill them back through the lease payments. Still working through this request. Budget for 2025 has started. An estimate of insurance costs for 2025 will look like a large increase of up to 30% but we will not know the impact till August. Cash Drawer has now expanded to Public Health with reconciliations done in the Finance department. Moving forward to have other departments start cash drawer. Starting to get busy with property tax payments. Madison is back in the office, fully staffed.

Human Resources: Continuing to train Emma to handle all 45 benefits plans. There are several more vacancies. Discussion regarding all the current and future vacancies took place. Discussion regarding the records department positions at the LEC/Sheriff. City wants to do their own hiring process for these positions; meeting with staff regularly.

IT: Agile fleet is working well; 2 additional partial kiosks have been installed at CCA and Public Health to pick up their keys more efficiently. Have started some work at the Alexander building and have purchase items for the future builds that are difficult to acquire. Fiber will need to go into the ground between Courthouse and Community Corrections before construction on the building starts. Expanding phone system to Teams Voice by including CCA, maintenance and public health.

Administration: Good year to retire with all these challenges ahead 😊. LEC property settlement, payment terms and maintenance/ capital expenditure clarifications are now in the agreement. The agreement will come to the board on April 9th.

PT & E: All property tax statements are out. Received the letter of approval with no errors. New hire starts on the 15th of April.

Facilities and Fleet:

Sheriff addition is starting out slow because of a DOC requirement. We needed to have permits for the secured area and non-secured area. Needed a physical line drawn between the jurisdictions in the building plans. Now the city moved the permit request to the back of the line. JD Driver is out there scoping the property.

Community Corrections - working with contractors seem to be on schedule.

Working on information for the Alexander building to start.

Fleet Vehicles - Public Health is using several Fleet vehicles a day. The Assessors are taking out 3 vehicles for use with the quintile. How will this affect Public Health. Should we be purchasing cars or leasing them. Hopefully the data will lead to future decisions.

Public Health: Need to start determining what to do with the OPIOD settlement. Looking at trying to replace Maddie with another AmeriCorps person as she gets ready to leave the county.