



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 23, 2024 at 5:00 PM
County Boardroom, Steele County Administration Center

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

Agenda

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

Public Comment

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

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

Correspondence

- 4.

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

5. Approve April 9, 2024, Board Minutes (pg. 4)
6. Approve April 9, 2024, Board Work Session Minutes (pg. 7)
7. Approve Bills (pg. 9)

8. Approve Personnel Report (pg. 39)
9. Approve Cooperative Agreement with Dodge County and Authorize the Highway Engineer to Execute the Agreement (pg. 40)
10. Approve Amendment with WSB for Engineering Services for CSAH 48 and 18th Street SE Roundabout and Authorize the County Engineer to sign the Amendment (pg. 47)
11. Award the 2024 Pavement Marking contract CP 074-024-001 to Kamco in the amount of \$277,818.19 (pg. 51)
12. Adopt Resolution to Approve and Accept the Steele County Highway Right-of-Way Plat No. 22 (pg. 52)
13. Award contract SAP 074-602-007 to revise two signal systems to Minnesota Signal, LLC in the amount of \$122,475.00 (pg. 56)
14. Approve cooperative agreement with the City of Owatonna on the 2024 pavement striping and authorize the Chair and Interim Administrator to sign the Agreement (pg. 57)
15. Approve Cooperative Agreement with the city of Owatonna on the signal revisions and authorize the Chair and Interim Administrator to sign the Agreement (pg. 64)
16. Approve the 2023 Feedlot Officer Annual Report and authorize the Chair to sign the report (pg. 71)
17. Approve Olmsted Co.-Materials Recovery Facilities and authorize the Chair to sign the letters of support (pg. 85)

General Agenda

18. Action Items

County Board Work Session – Tuesday, April 23, 2024

19. Action Items

Information Items

20. Board of Adjustments – April 2, 2024 (pg. 90)
21. Public Works Committee Minutes – April 11, 2024 (pg. 93)
22. Land Use and Records Committee Minutes – April 16, 2024 (pg. 94)

Presentations:

Owatonna Partners for Economic Development (OPED)(pg. 95)
Troy Klecker, Owatonna Community Development Director
Dale Oolman, County Planning and Zoning Director

Commissioner Reports:**Next Meeting Notices:**

Internal Central Services – **Wednesday, May 1st at 8 a.m. in the Boardroom**

Property & Maintenance Committee – **Thursday, May 2nd at 8 a.m. in the Boardroom**

Public Safety & Health Committee - **Wednesday, May 8th at 8 a.m. in the Boardroom**

Public Works Committee – **Thursday, May 9th at 8 a.m. in the Boardroom***(change)*

County Board Work Session – **Tuesday, May 14th at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, May 14th at 5 p.m. in the Boardroom**

Adjourn

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

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

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve renewal of CUP #250, Monterey Outdoor Venue with 5 conditions based on Findings of Fact. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Glynn to approve CUP #436 Prime 45 LLC for Self-Storage with 4 conditions based on Findings of Fact. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve renewal of IUP 2018-04, JJD - Motl Pit with 18 conditions based on Findings of Fact. Upon the vote being taken, four Commissioners voting in favor thereof, Commissioner Brady abstained. Motion passes.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve renewal of IUP 2021-05, JJD – Bauer Pit with 19 conditions based on Findings of Fact. Upon the vote being taken, four Commissioners voting in favor thereof, Commissioner Brady abstained. Motion passes.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve Public Health to hire a Community Health Worker. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Glynn to approve the Law Enforcement Center Purchase Agreement and Interim Lease with the City of Owatonna changing the date of closing to coincide with the issuance of building permits. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the Memorandum of Understanding for the 26th Street NW Lots with the City of Owatonna for exchange of in-kind services determined through the Joint Transportation Committee with the entire county considered. Ayes all.

Commissioner Reports:

Commissioner Brady reported his attendance at Extension Meeting, Planning and Zoning meeting, ICS committee and 911.

Commissioner Glynn reported his attendance at a Park & Rec meeting, Extension Committee meeting, and a Fair Board meeting.

Commissioner Gnemi reported his attendance at the AMC Conference, Work Force Zoom meeting, Drug Court, Executive Committee meeting with Works Force , Historical Society meeting and a Work Session.

Commissioner Abbe reported his attendance at an ICS Committee meeting and a Zoom meeting for MNP Personnel Committee meeting.

Commissioner Krueger reported his attendance at South County Health Alliance Joint Powers and Compliance meeting.

Certificate of retirement to Scott Golberg after 42 year and 8 months of public service.

LISTING OF BILLS April 9, 2024

7 Rivers Recycling LLC	7,256.51
Addictions & Stress Clinic	3,400.00
Advanced Correctional Healthcare Inc	6,705.73
Anderson/James Hurd	3,141.74
ArchKey Technologies	12,320.00
Capstick Companies LLC	3,328.00

Central Farm Services	4,684.30
Commissioner Of Transportation	28,732.37
CRK Properties LLC	6,686.98
Dakota County Financial Services	3,566.50
From the Ground Up LLC	8,045.00
Granicus	7,350.26
High Point Networks	13,743.00
Ihrke/Laura L	6,500.00
Kraft Mechanical LLC	2,598.00
Mike's Repair	4,136.00
Mohs Contracting Inc	41,862.06
Northland Farm Systems	2,100.00
Ramy Turf Products	2,195.75
Short Elliott Hendrickson Inc	9,778.27
Skyline Salt Solutions	53,191.39
Summit Food Services LLC	7,172.11
Thompson Sanitation	74,272.98
Westwood Professional Services Inc	5,876.05
Wold Architects and Engineers	6,354.77
66 Payments less than 2000	<u>28,993.13</u>
Final Total:	353,990.90

Commissioner Abbe presented to Scott Golberg a Retirement Certificate recognizing him for his 42 years of service.

Motion by Commissioner Glynn seconded by Commissioner Krueger , to adjourn to the Call of the Chair at 5:38 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

April 9, 2024

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on April 9, 2024, with Commissioner's Glynn, Gnemi, Abbe, Krueger and Brady present. Also present were Human Resources Director Julie Johnson, Finance Director Candi Lemarr, IT Director Dave Purscell, Assessor Thomas Reineke, Sheriff Lon Thiele, Public Health Director Amber Aaseth, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

County Administrator Scott Golberg brought forward the updated Law Enforcement Center Purchase Agreement/Interim Lease. He went through the changes requested from the previous work session. The city is responsible for labor, materials, improvements, and planned upgrades. After further review, the lease will be updated to reflect the termination of the Interim Lease to be the one year from the date the sheriff departments building permits from the city are approved. We will be adding language to reflect the requested change.

Scott brought forward the 26th Street NW lots Memorandum of Understanding for the board to review. The city will be responsible for all closing costs. Payment will be done with in-kind services determined through the Joint Transportation Committee. In-kind services in areas outside of Owatonna shall be considered in this exchange.

Patty Harrelson, LICSW, Program Manager Child & Family Social Services and Meghan Mohs, Consultant talked about Steele County having their own Family Resource Center. Meghan is currently assisting MNPrairie with assessing the need for and supporting the development of community resources to assist families in building strengths and meeting needs. This assessment will go through August of this year. The consulting fees are funded through a grant. MNP provides some of the same protective factors as Family Resource Center (FRC). The benefit of having an FRC is to build support and focus on correcting behavior before MNP needs to get involved. FRC is to help build strong family and Healthy Communities. Minnesota seems to be behind the rest of the states in starting FRC's. Based on the outcomes and rates of return experienced in other areas, this seems a positive actional item. Parents that use the facility are the ones on the advisory committee. Each FRC is set up differently based on the needs of the community. Community assessment was asked of the Commissioners. Different resources for them to tap into would be United way and, Rosevelt School.

Meeting was adjourned at 4:51.

CHAIRMAN

ATTEST:_____
Administrator

DRAFT

SBENDORF

4/17/24

2:47PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

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Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

4/17/24 2:47PM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula 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			
	16860 Custom Communications Inc						
4	10-301-000-0000-6512		181.50	Fire alarm monitoring May-June	576880	Bldg Repair & Maintenance	N
	16860 Custom Communications Inc		181.50	1 Transactions			
	5072 MN County Engineers Assn						
15	10-301-000-0000-6241		625.00	2024 NACE & MCEA dues-Ilkka	Dues	Membership Dues	N
	5072 MN County Engineers Assn		625.00	1 Transactions			
	7771 MN Dept of Labor & Industry						
16	10-301-000-0000-6512		100.00	Annual Elevator OP	ALR0162140	Bldg Repair & Maintenance	N
	7771 MN Dept of Labor & Industry		100.00	1 Transactions			
	65100 Paape Companies Inc						
20	10-301-000-0000-6512		617.19	repair labor and parts	112988	Bldg Repair & Maintenance	N
21	10-301-000-0000-6512		1,355.00	4th qtr serv April - June	113011	Bldg Repair & Maintenance	N
	65100 Paape Companies Inc		1,972.19	2 Transactions			
	68420 Plunkett's Pest Control, Inc.						
22	10-301-000-0000-6512		109.62	April pest control	8495036	Bldg Repair & Maintenance	N
	68420 Plunkett's Pest Control, Inc.		109.62	1 Transactions			
	4247 RT Vision Inc						
24	10-301-000-0000-6301		180.00	OneGov permit fees 1/1/24-3/31	INV692	Equip/Software Maint	N
	4247 RT Vision Inc		180.00	1 Transactions			
	7020 Steele County Times						
26	10-301-000-0000-6410		141.00	3 year subscription - Hwy	Subscription	Office Supplies	N
	7020 Steele County Times		141.00	1 Transactions			
301	DEPT Total:		3,309.31	Administration	7 Vendors	8 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
	3690 Ramy Turf Products						
23	10-302-000-0000-6553		439.00	Tube socks, wattle stakes	103883	Weed Spray & Vegetation Supplies	Y
	3690 Ramy Turf Products		439.00	1 Transactions			
	75500 Steele County Treasurer						
27	10-302-000-0000-6564		576.98	2024 Assessments C.D. Havana	040124	Intergovernmental Expense	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
28	10-302-000-0000-6564		2024 Assessments C.D. Church	040124	Intergovernmental Expense	N
29	10-302-000-0000-6564		2024 Assessments C.D. #22	040124	Intergovernmental Expense	N
30	10-302-000-0000-6564		2024 Assessments C.D. #5	040124	Intergovernmental Expense	N
31	10-302-000-0000-6564		2024 Assessments PTD #8	040124	Intergovernmental Expense	N
32	10-302-000-0000-6564		2024 Assessments PTD #7	040124	Intergovernmental Expense	N
33	10-302-000-0000-6564		2024 Assessments C.D. #4	040124	Intergovernmental Expense	N
34	10-302-000-0000-6564		2024 Assessments C.D. #21	040124	Intergovernmental Expense	N
35	10-302-000-0000-6564		2024 Assessments C.D. #2	040124	Intergovernmental Expense	N
36	10-302-000-0000-6564		2024 Assessments PTD #17	040124	Intergovernmental Expense	N
37	10-302-000-0000-6564		2024 Assessments PTD #11	040124	Intergovernmental Expense	N
38	10-302-000-0000-6564		2024 Assessments J.D. #6	040124	Intergovernmental Expense	N
39	10-302-000-0000-6564		2024 Assessments C.D. #25	040124	Intergovernmental Expense	N
40	10-302-000-0000-6564		2024 Assessments J.D. #24	040124	Intergovernmental Expense	N
41	10-302-000-0000-6564		2024 Assessments C.D. #24	040124	Intergovernmental Expense	N
42	10-302-000-0000-6564		2024 Assessments J.D. #23	040124	Intergovernmental Expense	N
43	10-302-000-0000-6564		2024 Assessments J.D. #2	040124	Intergovernmental Expense	N
44	10-302-000-0000-6564		2024 Assessments J.D. #12	040124	Intergovernmental Expense	N
45	10-302-000-0000-6564		2024 Assessments CD #20	040124	Intergovernmental Expense	N
46	10-302-000-0000-6564		2024 Assessments C.D. #23	040124	Intergovernmental Expense	N
47	10-302-000-0000-6564		2024 Assessments C.D. #27	040124	Intergovernmental Expense	N
48	10-302-000-0000-6564		2024 Assessments PTD #18	040124	Intergovernmental Expense	N
75500	Steele County Treasurer		22 Transactions			
85525	Stussy Construction, Inc					
49	10-302-000-0000-6525		Rip rap CSAH 19	48489	CSAH Supplies - Aggregate/Asphalt	N
85525	Stussy Construction, Inc		1 Transactions			
302	DEPT Total:		Road & Bridge Maintenance Expense	3 Vendors	24 Transactions	
303	DEPT		Construction Expense			
5072	MN County Engineers Assn					
14	10-303-000-0000-6241		24 MCEA dues-Spoonholz&Greiman	Dues	Membership Dues	N
5072	MN County Engineers Assn		1 Transactions			
303	DEPT Total:		Construction Expense	1 Vendors	1 Transactions	
304	DEPT		Equipment Maintenance & Shops			
3275	Anhorns Gas And Tire					

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	
1	10-304-000-0000-6520	295.64	Custom labor, unit#2198	452248	Machinery/Vehicle Parts	N
2	10-304-000-0000-6520	900.12	Tires, unit#2198	45248	Machinery/Vehicle Parts	N
3275	Anhorns Gas And Tire	1,195.76	2 Transactions			
10150	Carquest Auto Parts					
3	10-304-000-0000-6520	14.98	Oil filter, unit#2230	481805	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts	14.98	1 Transactions			
8459	Freerksen Oil LLC					
10	10-304-000-0000-6540	201.00	Synthetic Plus Grease	2285	Fuel & Lubricants	Y
8459	Freerksen Oil LLC	201.00	1 Transactions			
524	Kecks Repair Inc					
11	10-304-000-0000-6520	209.44	Bearing set	304015	Machinery/Vehicle Parts	N
524	Kecks Repair Inc	209.44	1 Transactions			
50510	McNeilus Steel Inc					
13	10-304-000-0000-6520	7.65	Tubing drops	1087702	Machinery/Vehicle Parts	N
50510	McNeilus Steel Inc	7.65	1 Transactions			
56125	NAPA Auto Parts					
17	10-304-000-0000-6520	7.24	Wheel bolt/hub nut unit #2010	011477	Machinery/Vehicle Parts	N
18	10-304-000-0000-6520	55.99	Battery switch unit #2237	011762	Machinery/Vehicle Parts	N
19	10-304-000-0000-6520	37.77	Battery cable unit #2237	011858	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts	101.00	3 Transactions			
4283	Southern Mn Inspection					
25	10-304-000-0000-6512	1,067.30	Annual hoist inspection	23190	Bldg Repair & Maintenance	Y
4283	Southern Mn Inspection	1,067.30	1 Transactions			
7787	Tri-State Bobcat					
51	10-304-000-0000-6520	199.12	Filter, etc. unit #2135	P14121	Machinery/Vehicle Parts	N
7787	Tri-State Bobcat	199.12	1 Transactions			
99500	Ziegler,Inc					
57	10-304-000-0000-6520	1,438.96	Dryer, belts, seals, rings	N001440605	Machinery/Vehicle Parts	N
99500	Ziegler,Inc	1,438.96	1 Transactions			

SBENDORF

4/17/24 2:47PM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 5

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
304 DEPT Total:		4,435.21	Equipment Maintenance & Shops	9 Vendors	12 Transactions
310 DEPT			Capital Construction		
22460 Erickson Engineering Co LLC					
5 10-310-000-0000-6262		3,456.50	Prof services 074-643-010	16462	Sales Tax Consultants Y
6 10-310-000-0000-6535		112.00	Prof services 074-599-043	16463	Town Bridges Y
7 10-310-000-0000-6535		1,172.00	Prof services 074-599-042	16464	Town Bridges Y
8 10-310-000-0000-6535		975.00	Prof services 074-599-041	16465	Town Bridges Y
9 10-310-000-0000-6262		95.00	Prof services 074-618-031	16494	Sales Tax Consultants Y
22460 Erickson Engineering Co LLC		5,810.50	5 Transactions		
9849 LeVander, Gillen & Miller PA					
12 10-310-000-0000-6262		735.00	Prof services 074-648-007	3	Sales Tax Consultants Y
9849 LeVander, Gillen & Miller PA		735.00	1 Transactions		
9916 Toft/Timothy and Nancy					
50 10-310-000-0000-6517		500.00	03-021-1203 Parcel 3	ROW Purch	Sales Tax Right of Way N
9916 Toft/Timothy and Nancy		500.00	1 Transactions		
9895 Westwood Professional Services Inc					
52 10-310-000-0000-6262		1,877.47	Prof services 074-021-006	1240400242	Sales Tax Consultants N
9895 Westwood Professional Services Inc		1,877.47	1 Transactions		
9217 WHKS & Co					
53 10-310-000-0000-6262		6,122.55	Prof services 074-628-004	50705	Sales Tax Consultants Y
54 10-310-000-0000-6262		16,806.66	Prof services 074-598-015	50706	Sales Tax Consultants Y
9217 WHKS & Co		22,929.21	2 Transactions		
4364 WSB & Associates Inc					
55 10-310-000-0000-6262		28,838.00	Prof services 074-021-006	R1985000025	Sales Tax Consultants Y
56 10-310-000-0000-6262		1,179.75	Prof services 074-070-008	R232670008	Sales Tax Consultants Y
4364 WSB & Associates Inc		30,017.75	2 Transactions		
310 DEPT Total:		61,869.93	Capital Construction	6 Vendors	12 Transactions
10 Fund Total:		77,562.02	Road & Bridge Fund		57 Transactions
Final Total:		77,562.02	26 Vendors	57 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	77,562.02	Road & Bridge Fund	
	All Funds	77,562.02	Total	Approved by, ...
				
				

SBENDORF
4/18/24 10:15AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

4/18/24 10:15AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula 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>	
5	DEPT			Board Of Commissioners			
	4319 Association Of Mn Counties						
64	01-005-000-0000-6261		400.00	2024 leadership - RGNemi	68296	Conference & Training	N
	4319 Association Of Mn Counties		400.00	1 Transactions			
	51300 Metro Sales Inc						
30	01-005-000-0000-6410		847.20	Printer/copier use - Comm Corr	2493996	Office Supplies	N
	51300 Metro Sales Inc		847.20	1 Transactions			
5	DEPT Total:		1,247.20	Board Of Commissioners	2 Vendors	2 Transactions	
13	DEPT			Law Library			
	70550 Thomson Reuters - West						
59	01-013-000-0000-6501		1,229.20	Westlaw information charges	849953162	Books	N
	70550 Thomson Reuters - West		1,229.20	1 Transactions			
13	DEPT Total:		1,229.20	Law Library	1 Vendors	1 Transactions	
31	DEPT			County Administrator			
	51300 Metro Sales Inc						
31	01-031-000-0000-6410		95.65	Printer/copier use - Admin	2493996	Office Supplies	N
	51300 Metro Sales Inc		95.65	1 Transactions			
	4879 Shred Right						
46	01-031-000-0000-6801		8.06	Shred serv order 0036913-4/4	0022007	General Expense	Y
	4879 Shred Right		8.06	1 Transactions			
31	DEPT Total:		103.71	County Administrator	2 Vendors	2 Transactions	
32	DEPT			Human Resources			
	4319 Association Of Mn Counties						
65	01-032-000-0000-6261		400.00	2024 leadership - Johnson	68286	Conference & Training	N
	4319 Association Of Mn Counties		400.00	1 Transactions			
	51300 Metro Sales Inc						
32	01-032-000-0000-6410		423.60	Printer/copier use - HR	2493996	Office Supplies	N
	51300 Metro Sales Inc		423.60	1 Transactions			

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. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	4879 Shred Right						
47	01-032-000-0000-6801		8.07	Shred serv order 0036913-4/4	0022007	General Expense	Y
	4879 Shred Right		8.07	1 Transactions			
32	DEPT Total:		831.67	Human Resources	3 Vendors	3 Transactions	
41	DEPT			Auditor			
	9574 Forum Communication Printing						
12	01-041-000-0000-6215		3,711.82	Postage for tax stmts	258500-1	Postage	N
	9574 Forum Communication Printing		3,711.82	1 Transactions			
	51300 Metro Sales Inc						
34	01-041-000-0000-6410		61.00	Contract base rate - Qtr 2	INV2498310	Office Supplies	N
36	01-041-000-0000-6410		169.42	Contract usage - Qtr 1	INV2498310	Office Supplies	N
	51300 Metro Sales Inc		230.42	2 Transactions			
	7020 Steele County Times						
52	01-041-000-0000-6801		59.00	Yearly subscription - PT&E	2024	Misc Exp	N
	7020 Steele County Times		59.00	1 Transactions			
41	DEPT Total:		4,001.24	Auditor	3 Vendors	4 Transactions	
44	DEPT			Financial Administrator			
	51300 Metro Sales Inc						
33	01-044-000-0000-6410		61.00	Contract base rate - Qtr 2	INV2498310	Office Supplies	N
35	01-044-000-0000-6410		169.41	Contract usage - Qtr 1	INV2498310	Office Supplies	N
	51300 Metro Sales Inc		230.41	2 Transactions			
44	DEPT Total:		230.41	Financial Administrator	1 Vendors	2 Transactions	
61	DEPT			Information Technology			
	7891 Cousins/Ethan						
67	01-061-000-0000-6331		45.56	Mileage reimb - MNP	4/11/2024	Mileage Reimbursement	N
	7891 Cousins/Ethan		45.56	1 Transactions			
	18450 Office of MN IT Services						
43	01-061-000-0000-6212		1,100.44	Monthly fees	DV24030395	M-Net Expenses	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
18450	Office of MN IT Services		1,100.44	1 Transactions		
61	DEPT Total:		1,146.00	Information Technology	2 Vendors	2 Transactions
62	DEPT			Central Services		
8919	ArchKey Technologies					
3	01-062-000-0000-6801		6,440.00	Access control & video renewal	s0005948133	General Expense Y
8919	ArchKey Technologies		6,440.00	1 Transactions		
8499	Counties Providing Technology					
6	01-062-000-0000-6301		4,596.00	Gen tech/assist/support-Mar	2046	Equip/Software Maint Y
8499	Counties Providing Technology		4,596.00	1 Transactions		
16282	Crosstown Cartage Inc					
7	01-062-000-0000-6801		324.00	Contracted mail services	03292024	General Expense N
8	01-062-000-0000-6802		30.00	Additional mail services	03292024	Internal Chargeback N
156	01-062-000-0000-6801		324.00	Contracted mail services	04122024	General Expense N
157	01-062-000-0000-6802		135.00	Additional mail services	04122024	Internal Chargeback N
16282	Crosstown Cartage Inc		813.00	4 Transactions		
8498	KnowBe4 Inc					
26	01-062-000-0000-6801		26,177.25	KnowBe4 security training	INV320258	General Expense N
27	01-062-000-0000-6801		14,002.95	KnowBe4 phish ER addin	INV320259	General Expense N
8498	KnowBe4 Inc		40,180.20	2 Transactions		
9767	UKG Kronos Systems LLC					
60	01-062-000-0000-6301		3,504.07	HRIS operating cost - March 24	12226455	Equip/Software Maint N
9767	UKG Kronos Systems LLC		3,504.07	1 Transactions		
62	DEPT Total:		55,533.27	Central Services	5 Vendors	9 Transactions
63	DEPT			Auditor Elections		
4879	Shred Right					
48	01-063-000-0000-6410		26.40	Shred serv order 0036913-4/4	0022007	Office Supplies Y
4879	Shred Right		26.40	1 Transactions		
63	DEPT Total:		26.40	Auditor Elections	1 Vendors	1 Transactions

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula 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>	
101	DEPT			County Recorder			
	10018 CDW Government Inc						
4	01-101-000-9305-6480		258.69	Recorder headset	QK66299	Non-Capitalized Inv-Technology Fun	N
	10018 CDW Government Inc		258.69	1 Transactions			
	4393 Fidlal Technologies Inc						
11	01-101-000-9305-6480		1,563.17	Avid life cycle Q1 - 2024	0709291-IN	Non-Capitalized Inv-Technology Fun	N
	4393 Fidlal Technologies Inc		1,563.17	1 Transactions			
	48501 MACO						
38	01-101-000-9305-6480		75.00	2024 MCRA conference-RKvien	200003250	Non-Capitalized Inv-Technology Fun	N
	48501 MACO		75.00	1 Transactions			
101	DEPT Total:		1,896.86	County Recorder	3 Vendors	3 Transactions	
103	DEPT			Assessor			
	9574 Forum Communication Printing						
13	01-103-000-0000-6215		3,711.81	Postage - Valuation stmts	258500-1	Postage	N
	9574 Forum Communication Printing		3,711.81	1 Transactions			
	3693 Loffler Companies Inc						
29	01-103-000-0000-6410		79.64	Assessor copier contract	4655014	Office Supplies	N
	3693 Loffler Companies Inc		79.64	1 Transactions			
	83500 Steele County Highway Dept						
51	01-103-000-0000-6540		41.65	Fuel	2299	Gas & Oil	N
	83500 Steele County Highway Dept		41.65	1 Transactions			
103	DEPT Total:		3,833.10	Assessor	3 Vendors	3 Transactions	
105	DEPT			Planning & Zoning			
	6032 APG Media of Southern Minnesota LLC						
66	01-105-000-0000-6242		4.12	Public Notices-BOA & PC mtgs	16085-0324	Publishing	N
	6032 APG Media of Southern Minnesota LLC		4.12	1 Transactions			
105	DEPT Total:		4.12	Planning & Zoning	1 Vendors	1 Transactions	
111	DEPT			Buildings & Grounds			

SBENDORF

4/18/24 10:15AM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
7906	Mark's					
182	01-111-044-0000-6300	189.20	1/2 inch vacuum breaker	INV002146695	Bldg Repairs & Maintenance	Y
7906	Mark's	189.20	1 Transactions			
7771	MN Dept of Labor & Industry					
76	01-111-041-0000-6300	10.00	Boiler permit	ABR3026619X	Bldg Repairs & Maintenance	N
7771	MN Dept of Labor & Industry	10.00	1 Transactions			
9644	Schwab Vollhaber Lubratt Service Corp					
184	01-111-044-0000-6300	1,950.00	Annual RTU maintenance	SVC-206504	Bldg Repairs & Maintenance	N
9644	Schwab Vollhaber Lubratt Service Corp	1,950.00	1 Transactions			
85167	Stewart Sanitation					
81	01-111-040-0000-6380	196.98	Trash/recycling - Admin	843133	Grounds Maintenance	N
82	01-111-041-0000-6380	89.39	Trash/recycling - Annex	843398	Grounds Maintenance	N
85	01-111-042-0000-6300	86.67	Trash/recycling - Courthouse	843401	Bldg Repairs & Maintenance	N
84	01-111-043-0000-6380	64.27	Trash/recycling - Attorney	843401	Grounds Maintenance	N
85167	Stewart Sanitation	437.31	4 Transactions			
99250	Zep Sales & Service					
88	01-111-040-0000-6560	392.26	Window & air cleaner	9009637502	Janitorial Supplies	N
99250	Zep Sales & Service	392.26	1 Transactions			
111	DEPT Total:	2,978.77	Buildings & Grounds	5 Vendors	8 Transactions	
121	DEPT		Veteran Service			
14420	Culligan Inc					
9	01-121-000-0000-6301	17.90	March 2024 water	15391516-03312C	Repairs/Maintenance	N
14420	Culligan Inc	17.90	1 Transactions			
83500	Steele County Highway Dept					
160	01-121-000-0000-6540	160.90	Fuel - February	2296	Gas & Oil	N
161	01-121-000-0000-6540	146.44	Fuel	2311	Gas & Oil	N
83500	Steele County Highway Dept	307.34	2 Transactions			
121	DEPT Total:	325.24	Veteran Service	2 Vendors	3 Transactions	
201	DEPT		Sheriff			

SBENDORF

4/18/24 10:15AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 7

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
2	3275 Anhors Gas And Tire					
	01-201-000-0117-6320		33.44	Tire mount & balance	37748	Squad 7420 Maintenance N
	3275 Anhors Gas And Tire		33.44	1 Transactions		
73	5487 LexisNexis Risk Data Management					
	01-201-000-0000-6425		200.00	Searches/reports-March 2024	1035910-2024033	Investigation Expense N
	5487 LexisNexis Risk Data Management		200.00	1 Transactions		
45	9332 PITNEY BOWES INC					
	01-201-000-0000-6293		138.96	Meter rental 4/20 - 7/19/24	1025082713	Gun Permit Expenses N
	9332 PITNEY BOWES INC		138.96	1 Transactions		
201	DEPT Total:		372.40	Sheriff	3 Vendors	3 Transactions
208	DEPT			Coroner		
22	9860 Klapperich/Julie					
	01-208-000-0000-6801		1,525.00	Death investigations - 16	Jan 30-Apr 3, 2024	General Expense 6
	9860 Klapperich/Julie		1,525.00	1 Transactions		
25	8549 Klapperich/Megan					
	01-208-000-0000-6801		450.00	Death investigations - 3	Feb-Mar 2, 2024	General Expense 6
23	01-208-000-0000-6801		560.00	Case tracking - 14 weeks	Jan-Apr 5, 2024	General Expense 6
24	01-208-000-0000-6801	1	275.00	Death investigations - 1	October 20, 2023	General Expense 6
	8549 Klapperich/Megan		1,285.00	3 Transactions		
41	4229 Moore Md/Kellyanna J					
	01-208-000-0000-6801		3,864.24	Coroner services - April	April 2024	General Expense 6
	4229 Moore Md/Kellyanna J		3,864.24	1 Transactions		
208	DEPT Total:		6,674.24	Coroner	3 Vendors	5 Transactions
220	DEPT			Public Transit		
5	10200 Cedar Valley Services Inc					
	01-220-000-2010-5520		235.00	Transit ticket sales 1/1-3/31	April 2024	Fees N
	10200 Cedar Valley Services Inc		235.00	1 Transactions		
220	DEPT Total:		235.00	Public Transit	1 Vendors	1 Transactions

SBENDORF

4/18/24 10:15AM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 8

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
251	DEPT		Jail			
5750	Bob Barker Company Inc					
155	01-251-000-0000-6418	114.90	Inmate socks	2007555	Lock-Up Supplies	N
5750	Bob Barker Company Inc	114.90	1 Transactions			
52784	MN Sheriffs Assn					
40	01-251-000-0000-6261	350.00	1st Line training-Rinehart	308390	Conference & Training	N
39	01-251-000-0000-6261	350.00	1st Line training-Bromley	308410	Conference & Training	N
52784	MN Sheriffs Assn	700.00	2 Transactions			
9016	Negen's Investigative Services LLC					
42	01-251-000-0000-6260	4,000.00	PreA audit - 2023	4412	Consultants	Y
9016	Negen's Investigative Services LLC	4,000.00	1 Transactions			
18450	Office of MN IT Services					
44	01-251-000-0000-6211	42.50	Fiber management fee	DV24030395	Radio - Computers - Cameras	N
18450	Office of MN IT Services	42.50	1 Transactions			
3248	Personnel Evaluation, Inc					
159	01-251-000-0000-6196	25.00	Personnel eval profile-CB	51049	Employee Phys And Exams	6
3248	Personnel Evaluation, Inc	25.00	1 Transactions			
4879	Shred Right					
49	01-251-000-0000-6304	42.53	Document shredding	21280	Contract Serv./Bldg Maint	Y
4879	Shred Right	42.53	1 Transactions			
83500	Steele County Highway Dept					
162	01-251-000-0000-6562	526.90	Fuel	2303	Gas & Oil	N
83500	Steele County Highway Dept	526.90	1 Transactions			
8247	Summit Food Services LLC					
54	01-251-000-0000-6441	3,599.23	Inmate meals 3/16 - 3/22/24	INV2000203062	Prisoner Meals	N
56	01-251-000-0000-6418	27.64	Paper products	INV2000203609	Lock-Up Supplies	N
55	01-251-000-0000-6441	3,467.39	Inmate meals 3/23 - 3/29/24	INV2000203609	Prisoner Meals	N
166	01-251-000-0000-6441	3,559.67	Inmate meals 3/30 - 4/5/24	INV2000204159	Prisoner Meals	N
8247	Summit Food Services LLC	10,653.93	4 Transactions			
618	Turnkey Corrections					
167	01-251-000-0000-6418	51.12	Inmate indigent fees	10744	Lock-Up Supplies	N

SBENDORF

4/18/24 10:15AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 9

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	1099
618	Turnkey Corrections		51.12	1 Transactions			
251	DEPT Total:		16,156.88	Jail	9 Vendors	13 Transactions	
252	DEPT			Community Corrections			
4064	Alcohol Monitoring System Inc						
1	01-252-000-0000-6274		1,670.50	SCRAM monitoring fee	307318	Scram Monitoring	N
4064	Alcohol Monitoring System Inc		1,670.50	1 Transactions			
6821	KEYSTONE INTERPRETING SOLUTIONS IN						
158	01-252-000-0000-6284		200.00	Translator services	M11-00001	Interpreter Services	N
6821	KEYSTONE INTERPRETING SOLUTIONS IN		200.00	1 Transactions			
6884	Language Line Services Inc						
28	01-252-000-0000-6284		227.60	Translator services	11257850	Interpreter Services	Y
6884	Language Line Services Inc		227.60	1 Transactions			
5830	Midwest Monitoring & Surveillance						
37	01-252-000-0000-6270		616.09	Lab services - March 2024	DT0324121	Chemical Testing	Y
5830	Midwest Monitoring & Surveillance		616.09	1 Transactions			
4879	Shred Right						
79	01-252-000-0000-6410		42.53	Paper shredding	0022006	Office Supplies	Y
4879	Shred Right		42.53	1 Transactions			
83500	Steele County Highway Dept						
163	01-252-000-0000-6540		92.38	Fuel	2302	Gas & Oil	N
83500	Steele County Highway Dept		92.38	1 Transactions			
85300	Streichers Inc						
165	01-252-000-0000-6801		75.00	2 radio/utility pouches	11692844	General Expense	N
85300	Streichers Inc		75.00	1 Transactions			
7991	The SASSI Institute						
57	01-252-000-0000-6278		215.00	SASSI online questionnaires	S143265-IN	Domestic Violence/SASSI Screening	N
7991	The SASSI Institute		215.00	1 Transactions			

SBENDORF

4/18/24 10:15AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 10

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
252 DEPT Total:		3,139.10	Community Corrections	8 Vendors	8 Transactions
253 DEPT			Law Enforcement Center		
16860 Custom Communications Inc					
68 01-253-000-0000-6304		72.45	Custom conn mon 5/1-7/31/24	576883	Contract Services/Bldg Mtce N
69 01-253-000-0000-6304		74.28	Fire alarm monitor 5/1-7/31/24	576883	Contract Services/Bldg Mtce N
16860 Custom Communications Inc		146.73	2 Transactions		
8521 From the Ground Up LLC					
14 01-253-000-0000-6300		130.00	Snow removal 3/22/24	33363	Bldg Repairs & Maintenance Y
15 01-253-000-0000-6300		75.00	Ice control 3/22/24	33363	Bldg Repairs & Maintenance Y
16 01-253-000-0000-6300		215.00	Snow & ice removal - 3/22/24	33363	Bldg Repairs & Maintenance Y
17 01-253-000-0000-6300		260.00	Snow removal 3/24/24	33363	Bldg Repairs & Maintenance Y
18 01-253-000-0000-6300		75.00	Ice control 3/24/24	33363	Bldg Repairs & Maintenance Y
19 01-253-000-0000-6300		645.00	Snow & ice removal 3/24/24	33363	Bldg Repairs & Maintenance Y
20 01-253-000-0000-6300		75.00	Ice control 3/26/24	33363	Bldg Repairs & Maintenance Y
21 01-253-000-0000-6300		215.00	Snow & ice removal 3/26/24	33363	Bldg Repairs & Maintenance Y
8521 From the Ground Up LLC		1,690.00	8 Transactions		
3832 I & S Group Inc					
180 01-253-000-0000-6600		117.50	LEC generator upgrade	103655	Capital Outlay Y
3832 I & S Group Inc		117.50	1 Transactions		
37025 Innovative Office Solutions LLC					
71 01-253-000-0000-6410		374.61	Wipes,tape,folders,paper,etc	4504260	Office Supplies N
72 01-253-000-0000-6410		22.85-	Return paperclips	SCN-125549	Office Supplies N
37025 Innovative Office Solutions LLC		351.76	2 Transactions		
4710 Interstate Power Systems Inc					
181 01-253-000-0000-6600		20,950.00	LEC generator station	U401000154:01	Capital Outlay N
4710 Interstate Power Systems Inc		20,950.00	1 Transactions		
51300 Metro Sales Inc					
74 01-253-000-0000-6304		104.00	Contract base rate 3/29-6/28	INV2493997	Contract Services/Bldg Mtce N
75 01-253-000-0000-6304		93.07	Contract usage 12/29/23-3/28	INV2493997	Contract Services/Bldg Mtce N
51300 Metro Sales Inc		197.07	2 Transactions		
8681 Mohs Contracting Inc					
183 01-253-000-0000-6600		27,785.56	LEC generator upgrade	1	Capital Outlay N

SBENDORF

4/18/24 10:15AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 11

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8681	Mohs Contracting Inc		27,785.56	1 Transactions		
4879	Shred Right					
80	01-253-000-0000-6254		60.42	Paper shredding	0022008	Garbage Disposal Y
4879	Shred Right		60.42	1 Transactions		
75500	Steele County Treasurer					
164	01-253-000-0000-6803		35,000.00	2024 custodial work	2020-019	Salary Reimbursement Custodial Wor N
75500	Steele County Treasurer		35,000.00	1 Transactions		
85167	Stewart Sanitation					
53	01-253-000-0000-6254		83.24	Garbage pick up	843132	Garbage Disposal N
85167	Stewart Sanitation		83.24	1 Transactions		
87305	Thompson Sanitation					
58	01-253-000-0000-6254		17.50	Recycling	64656 / 38228	Garbage Disposal N
87305	Thompson Sanitation		17.50	1 Transactions		
253	DEPT Total:		86,399.78	Law Enforcement Center	11 Vendors	21 Transactions
391	DEPT			Environmental Services		
4319	Association Of Mn Counties					
179	01-391-000-0000-6241		300.00	2024 SWAA dues-KBarden	10938-24	Membership Dues N
4319	Association Of Mn Counties		300.00	1 Transactions		
435	OSI Environmental Inc					
78	01-391-000-0000-6550		50.00	Used filter disposal	20107987	Household Hazardous Waste N
435	OSI Environmental Inc		50.00	1 Transactions		
391	DEPT Total:		350.00	Environmental Services	2 Vendors	2 Transactions
481	DEPT			Public Health Nursing		
8204	Adams/Penny					
89	01-481-460-6009-6331		68.34	Mileage - March 2024	April 2024	Mileage Reimbursement N
8204	Adams/Penny		68.34	1 Transactions		
9630	Alvarado/Gabrielle					
90	01-481-461-6066-6331		11.22	Mileage - March 2024	April 2024	Mileage Reimbursement N

SBENDORF

4/18/24 10:15AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 12

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9630	Alvarado/Gabrielle		11.22	1 Transactions		
2574	Archambault/Kristi					
91	01-481-460-6009-6331		38.87	Mileage - March 2024	April 2024	Mileage Reimbursement N
2574	Archambault/Kristi		38.87	1 Transactions		
76120	Astrup Drug Inc					
140	01-481-464-6061-6480		2,250.00	Vaccines	390972-05	Non-Capitalized Inventory N
76120	Astrup Drug Inc		2,250.00	1 Transactions		
8783	Availity LLC					
139	01-481-460-6009-6383		20.00	Medical billing charges	INV01135051	Contract Services N
8783	Availity LLC		20.00	1 Transactions		
7	Bartsch/Christine					
92	01-481-460-6009-6331		58.96	Mileage - March 2024	April 2024	Mileage Reimbursement N
7	Bartsch/Christine		58.96	1 Transactions		
8486	Baumgartner/Ann					
93	01-481-460-6009-6331		16.75	Mileage - March 2024	April 2024	Mileage Reimbursement N
8486	Baumgartner/Ann		16.75	1 Transactions		
9413	Benson/Robert					
94	01-481-460-6009-6331		70.37	Mileage - March 2024	April 2024	Mileage Reimbursement N
9413	Benson/Robert		70.37	1 Transactions		
6267	Brinkman/Stacie Lynn					
97	01-481-461-6025-6331		40.21	Mileage - March 2024	April 2024	Mileage Reimbursement N
95	01-481-461-6030-6331		6.75	Mileage - March 2024	April 2024	Mileage Reimbursement N
96	01-481-461-6059-6331		5.39	Mileage - March 2024	April 2024	Mileage Reimbursement N
98	01-481-465-6057-6331		3.74	Mileage - March 2024	April 2024	Mileage Reimbursement N
6267	Brinkman/Stacie Lynn		56.09	4 Transactions		
12590	Christenson/Yukari					
99	01-481-460-6009-6331		82.41	Mileage - March 2024	April 2024	Mileage Reimbursement N
12590	Christenson/Yukari		82.41	1 Transactions		
7951	Genoa Healthcare Company					
141	01-481-461-6025-6434		22.09	Prenatal vitamins	F24031704	Medical Supplies N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
7951	Genoa Healthcare Company		22.09	1 Transactions			
9722	Hanson/Whitney						
100	01-481-460-6009-6331		17.95	Mileage - March 2024	April 2024	Mileage Reimbursement	N
9722	Hanson/Whitney		17.95	1 Transactions			
9892	Haroldson/Julie						
101	01-481-460-6009-6331		5.36	Mileage - March 2024	April 2024	Mileage Reimbursement	N
9892	Haroldson/Julie		5.36	1 Transactions			
8389	Healthcare First						
142	01-481-460-6009-6383		111.02	HHCAHPS fee - April 2024	INV5435950	Contract Services	N
8389	Healthcare First		111.02	1 Transactions			
37025	Innovative Office Solutions LLC						
143	01-481-000-0000-6410		11.36	Envelopes	4502131	Office Supplies	N
37025	Innovative Office Solutions LLC		11.36	1 Transactions			
9458	Jongbloedt/Beth						
102	01-481-460-6009-6331		5.36	Mileage - March 2024	April 2024	Mileage Reimbursement	N
9458	Jongbloedt/Beth		5.36	1 Transactions			
9867	Lieske/Michelle						
103	01-481-460-6009-6331		44.89	Mileage - March 2024	April 2024	Mileage Reimbursement	N
9867	Lieske/Michelle		44.89	1 Transactions			
5754	McMann/Katy						
104	01-481-460-6009-6331		14.74	Mileage - March 2024	April 2024	Mileage Reimbursement	N
5754	McMann/Katy		14.74	1 Transactions			
51087	Medtox Laboratories Inc						
144	01-481-461-6025-6383		10.92	Lead blood tests	0220241690896	Contract Services	N
51087	Medtox Laboratories Inc		10.92	1 Transactions			
4322	Owatonna Public Schools						
145	01-481-461-6032-6464		955.29	Community partner award	Lincoln/Gopher	General Supplies & Outreach	N
4322	Owatonna Public Schools		955.29	1 Transactions			
9616	Parrott & Smith LLC						

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	
146	01-481-461-6066-6341	265.00	Rent - May	April 2024	Office Rent	1
9616	Parrott & Smith LLC	265.00	1 Transactions			
2587	Piepho/Nancy June					
105	01-481-461-6034-6331	2.04	Mileage - March 2024	April 2024	Mileage Reimbursement	N
106	01-481-461-6059-6331	12.92	Mileage - March 2024	April 2024	Mileage Reimbursement	N
2587	Piepho/Nancy June	14.96	2 Transactions			
7944	Red Oxygen					
147	01-481-461-6011-6210	15.24	Texting services	650503	Telephone	N
148	01-481-461-6040-6210	15.24	Texting services	650503	Telephone	N
7944	Red Oxygen	30.48	2 Transactions			
9903	Rindfleisch/Ethan					
107	01-481-461-6032-6331	27.47	Mileage - March 2024	April 2024	Mileage Reimbursement	N
9903	Rindfleisch/Ethan	27.47	1 Transactions			
77316	Schroeder/Greg					
150	01-481-460-6009-6331	48.24	Mileage - March 2024	April 2024	Mileage Reimbursement	Y
149	01-481-460-6009-6383	1,141.88	Physical therapist - Mar 2024	April 2024	Contract Services	Y
77316	Schroeder/Greg	1,190.12	2 Transactions			
85147	Stericycle Inc					
153	01-481-000-0000-6322	78.75-	Refund - Addl stop charge	4000659049	Service Agreements	N
152	01-481-000-0000-6322	194.51	Hazardous waste	8006519036	Service Agreements	N
85147	Stericycle Inc	115.76	2 Transactions			
9354	Straight River Taxi					
151	01-481-460-6012-6465	60.00	Taxi services	168420	Patient Supplies & Services	N
9354	Straight River Taxi	60.00	1 Transactions			
90165	UC Lab					
154	01-481-463-6049-6322	356.96	Well water testing	119650	Well Water Service Agreements	N
90165	UC Lab	356.96	1 Transactions			
9811	Vargas/Ruby					
108	01-481-460-6009-6331	13.40	Mileage - March 2024	April 2024	Mileage Reimbursement	N
9811	Vargas/Ruby	13.40	1 Transactions			

SBENDORF

4/18/24 10:15AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 15

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
481 DEPT Total:		5,946.14	Public Health Nursing	29 Vendors	36 Transactions
502 DEPT			Steele Co Community Ctr		
85167 Stewart Sanitation					
83 01-502-000-0000-6380		36.50	Trash/recycling - Comm Ctr	843399	Grounds Maintenance N
85167 Stewart Sanitation		36.50	1 Transactions		
502 DEPT Total:		36.50	Steele Co Community Ctr	1 Vendors	1 Transactions
550 DEPT			Four Seasons		
1960 Amerigas - Owatonna Mn					
174 01-550-000-0000-6258		320.04	Propane for Zamboni	805941058	LP Gas N
1960 Amerigas - Owatonna Mn		320.04	1 Transactions		
15550 Court Sports And More Inc					
175 01-550-000-0000-6408		120.00	Staff hats	1807	Uniforms/Uniform Reimbursement N
15550 Court Sports And More Inc		120.00	1 Transactions		
16860 Custom Communications Inc					
176 01-550-000-0000-6410		146.73	Alarm monitoring May-July	576874	Operating Supplies - Contracts N
16860 Custom Communications Inc		146.73	1 Transactions		
33550 Hillyard-Hutchinson					
70 01-550-000-0000-6410		35.02	Vacuum bags	605446472	Operating Supplies - Contracts N
33550 Hillyard-Hutchinson		35.02	1 Transactions		
56125 NAPA Auto Parts					
77 01-550-000-0000-6410		21.99	Exhaust fan belt	11645	Operating Supplies - Contracts N
56125 NAPA Auto Parts		21.99	1 Transactions		
74005 Sherwin-Williams Company					
177 01-550-000-0000-6410		359.38	Wall paint	0997-6	Operating Supplies - Contracts N
74005 Sherwin-Williams Company		359.38	1 Transactions		
85167 Stewart Sanitation					
86 01-550-000-0000-6254		483.25	Monthly garbage	843109	Garbage Disposal N
85167 Stewart Sanitation		483.25	1 Transactions		

SBENDORF

4/18/24 10:15AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 16

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8289	Twin City Filter Service Inc					
87	01-550-000-0000-6410	169.18	Filters for dehumidifiers	757460-IN	Operating Supplies - Contracts	N
8289	Twin City Filter Service Inc	169.18	1 Transactions			
550	DEPT Total:	1,655.59	Four Seasons	8 Vendors	8 Transactions	
602	DEPT		Co-Op Extension			
14420	Culligan Inc					
10	01-602-000-0000-6410	67.12	Cooler & water rent-April	15396671-03312C	Office Supplies	N
14420	Culligan Inc	67.12	1 Transactions			
3032	Star Eagle					
50	01-602-000-0000-6410	57.00	Annual subscription-Extension	April 2024	Office Supplies	N
3032	Star Eagle	57.00	1 Transactions			
72120	Univ Of Mn Regents					
61	01-602-000-0000-6306	20,162.00	Ignaszewski - Q1 2024 MOA	0300033914	Contracted Services	N
62	01-602-000-0000-6306	20,162.00	Erf - Q1 2024 MOA	0300033914	Contracted Services	N
63	01-602-000-0000-6306	7,056.70	LRugg - Q1 2024 MOA	0300033914	Contracted Services	N
178	01-602-000-0000-6306	5,567.81	LaCanne - Q1 2024 MOA	0300033990	Contracted Services	N
72120	Univ Of Mn Regents	52,948.51	4 Transactions			
602	DEPT Total:	53,072.63	Co-Op Extension	3 Vendors	6 Transactions	
1	Fund Total:	247,425.45	General Revenue Fund		148 Transactions	

SBENDORF

4/18/24 10:15AM

21 County Ditch Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 17

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
640	DEPT			Judicial Ditch 24			
	73300 Rinke-Noonan Attorney at Law						
110	21-640-000-0000-6273		891.00	JD24 Moonan slough repair	369782	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		891.00	1 Transactions			
640	DEPT Total:		891.00	Judicial Ditch 24	1 Vendors	1 Transactions	
645	DEPT			County Ditch 5			
	73300 Rinke-Noonan Attorney at Law						
109	21-645-000-0000-6273		200.00	CD3 private crossing request	369739	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		200.00	1 Transactions			
645	DEPT Total:		200.00	County Ditch 5	1 Vendors	1 Transactions	
21	Fund Total:		1,091.00	County Ditch Fund		2 Transactions	

SBENDORF

4/18/24 10:15AM

38 Capital Outlay Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 18

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
11	DEPT			District Court Admin.			
	3832 I & S Group Inc						
113	38-011-000-0000-6600		7,500.00	Generator replacement - CH	103102	Capital Outlay - District Court	Y
	3832 I & S Group Inc		7,500.00	1 Transactions			
11	DEPT Total:		7,500.00	District Court Admin.	1 Vendors	1 Transactions	
201	DEPT			Sheriff			
	9917 Citizens Insurance Company						
111	38-201-000-0000-6600		3,597.00	Insurance policy	15284565560010C	Capital Outlay - Sheriff	N
	9917 Citizens Insurance Company		3,597.00	1 Transactions			
	9138 ICS Consulting LLC						
114	38-201-000-0000-6600		2,100.00	Sheriff addn-bill thru 3/31/24	11039	Capital Outlay - Sheriff	Y
	9138 ICS Consulting LLC		2,100.00	1 Transactions			
201	DEPT Total:		5,697.00	Sheriff	2 Vendors	2 Transactions	
502	DEPT			Steele Co Community Ctr			
	3832 I & S Group Inc						
112	38-502-000-0000-6600		1,623.75	Retaining wall - Comm Ctr	103101	Capital Outlay-Community Center	Y
	3832 I & S Group Inc		1,623.75	1 Transactions			
502	DEPT Total:		1,623.75	Steele Co Community Ctr	1 Vendors	1 Transactions	
38	Fund Total:		14,820.75	Capital Outlay Fund		4 Transactions	

SBENDORF

4/18/24 10:15AM

53 Landfill Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 19

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
398	DEPT		Landfill			
5465	B To Z Hardware					
115	53-398-000-0000-6301		4.82	Male quick connector	B364978	Equip Repairs N
116	53-398-000-0000-6410		104.96	Kleenex & batteries	B365248	Office Supplies N
5465	B To Z Hardware		109.78	2 Transactions		
8424	Cintas					
117	53-398-000-0000-6304		76.48	Rugs	4185318724	Contract Services Y
118	53-398-000-0000-6304		76.48	Rugs	4186046668	Contract Services Y
119	53-398-000-0000-6304		76.48	Rugs	4186761689	Contract Services Y
120	53-398-000-0000-6304		76.48	Rugs	4187491108	Contract Services Y
8424	Cintas		305.92	4 Transactions		
14420	Culligan Inc					
121	53-398-000-0000-6304		24.85	Water & fuel charge, salt	4267535	Contract Services N
122	53-398-000-0000-6304		12.94	Cooler rental	4286678	Contract Services N
123	53-398-000-0000-6304		37.15	Softener rental	4289226	Contract Services N
124	53-398-000-0000-6304		39.99	Softener rental	4296648	Contract Services N
125	53-398-000-0000-6304		77.60	Cooler rental	4311319	Contract Services N
14420	Culligan Inc		192.53	5 Transactions		
16860	Custom Communications Inc					
168	53-398-000-0000-6304		79.76	Alarm monitoring	576875	Contract Services N
169	53-398-000-0000-6304		218.47	Alarm monitoring-Maint shop	576881	Contract Services N
16860	Custom Communications Inc		298.23	2 Transactions		
35020	Huber Supply Co Inc					
126	53-398-000-0000-6301		320.62	Tank rental	3161499	Equip Repairs N
35020	Huber Supply Co Inc		320.62	1 Transactions		
37025	Innovative Office Solutions LLC					
127	53-398-000-0000-6410		462.50	Computer paper & envelopes	4513263	Office Supplies N
37025	Innovative Office Solutions LLC		462.50	1 Transactions		
38160	J R's Advanced Recyclers Inc					
170	53-398-000-0000-6304		790.00	84 appliances	112761	Contract Services N
38160	J R's Advanced Recyclers Inc		790.00	1 Transactions		
9342	Liberty Tire Recycling LLC					

SBENDORF

4/18/24 10:15AM

53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 20

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
128	53-398-000-0000-6304		Recycle tires	2745227	Contract Services	N
9342	Liberty Tire Recycling LLC		1 Transactions			
3743	RDO Equipment Co, Inc.					
129	53-398-000-0000-6301		Service JD loader	W1846202	Equip Repairs	N
3743	RDO Equipment Co, Inc.		1 Transactions			
83500	Steele County Highway Dept					
171	53-398-000-0000-6301		Cylinder removal & mack work	2305	Equip Repairs	N
172	53-398-000-0000-6388		Labor-Grant & Wesely	2305	Labor costs-Highway	N
83500	Steele County Highway Dept		2 Transactions			
75500	Steele County Treasurer					
130	53-398-000-0000-6801		Real estate tax 04-028-2100	Rec #16073	General Expense	N
75500	Steele County Treasurer		1 Transactions			
85167	Stewart Sanitation					
131	53-398-000-0000-6544		Waste treatment plant	843440	Leachate Treatment	N
85167	Stewart Sanitation		1 Transactions			
99500	Ziegler,Inc					
134	53-398-000-0000-6301		Credit	2/20/2024 Batch 8	Equip Repairs	N
133	53-398-000-0000-6301		Hose for D6	IN001407714	Equip Repairs	N
132	53-398-000-0000-6301		Repairs on D6	SI000465642	Equip Repairs	N
173	53-398-000-0000-6301		Repairs to 259D3	SI000469559	Equip Repairs	N
99500	Ziegler,Inc		4 Transactions			
398	DEPT Total:		Landfill	13 Vendors	26 Transactions	
53	Fund Total:		Landfill Fund		26 Transactions	

SBENDORF

4/18/24 10:15AM

72 State Collections Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 21

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
866	DEPT			Conceal & Carry Permits			
	9204 BCA MNJIS Biometrics Unit						
135	72-866-000-0000-2100		1,030.00	BCA fees-permit to carry 4/1	74-000080	Mn State Treasurer-Conceal & Carry	N
	9204 BCA MNJIS Biometrics Unit		1,030.00	1 Transactions			
866	DEPT Total:		1,030.00	Conceal & Carry Permits	1 Vendors	1 Transactions	
72	Fund Total:		1,030.00	State Collections Fund		1 Transactions	

SBENDORF

4/18/24 10:15AM

74 Clean Water Partnership Lc

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 22

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	1099
610	DEPT			Clean Water Partnership Loan Program			
	52725 Mn Pollution Control Agency						
136	74-610-032-0000-6701		131,749.74	Final principle pmt-SRF0259	SFR0259	Bond Principal Disb	N
137	74-610-032-0000-6905		1,317.52	Final interest pmt-SRF0259	SRF0259	Interest Expense	N
	52725 Mn Pollution Control Agency		133,067.26	2 Transactions			
610	DEPT Total:		133,067.26	Clean Water Partnership Loan Program	1 Vendors	2 Transactions	
74	Fund Total:		133,067.26	Clean Water Partnership Loan F		2 Transactions	

SBENDORF
4/18/24 10:15AM
75 Other Trust Funds

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 23

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
0	DEPT			...				
	9918 GMB Enterprises							
138	75-000-000-0000-2270		210.00	Refund security deposit-Laredo	April 2024	Security Deposits Accrued		N
	9918 GMB Enterprises		210.00	1 Transactions				
0	DEPT Total:		210.00	...	1 Vendors	1 Transactions		
75	Fund Total:		210.00	Other Trust Funds		1 Transactions		
	Final Total:		425,835.20	134 Vendors	184 Transactions			

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	247,425.45	General Revenue Fund	
	21	1,091.00	County Ditch Fund	
	38	14,820.75	Capital Outlay Fund	
	53	28,190.74	Landfill Fund	
	72	1,030.00	State Collections Fund	
	74	133,067.26	Clean Water Partnership Loan F	
	75	210.00	Other Trust Funds	
	All Funds	425,835.20	Total	Approved by, ...
				
				

PERSONNEL REPORT
April 23, 2024 at 5:00 pm

ACTION ITEMS

1. Personnel Actions:

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Date</i>
Benji Hager (promotion)	Appraiser III/Assessor's Office	C43/4	03/29/24
Tyler Brase (promotion)	SCDIU Task Force Investigator/Sheriff' Office	C43/3	04/06/24
Thomas Grems	Landfill Operator/Highway	B22/2	04/22/24

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Daniel Murphy	Building Official	Planning & Zoning	05/31/24

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Building Official	Planning & Zoning	Backfill Murphy

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	Interviewing
Asst. County Attorney I/II/Sr.	County Attorney	Offer Pending
County Administrator	Administration	Screening Semi-Finalists
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: Approve Cooperative Agreement with Dodge County and Authorize the Highway Engineer to Execute the Agreement

Department: Highway

Committee: Public Works

Committee Meeting Date: April 11, 2024

Work Session Date: N/A

Board Meeting Date: April 23, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Approve entering into a Cooperative Agreement with Dodge County for a project to reclaim and resurface the bituminous pavement on Dodge CSAH 20 and Steele CSAH 37 and authorize the Highway Engineer to execute the Agreement.

Background (*Including Budget Impact*):

As part of the 2024 Highway Capital Improvement Plan, Steele County and Dodge County will complete a construction project to reclaim and resurface Steele CSAH 37 and Dodge CSAH 20. Since Dodge CSAH 20 is on the county line, costs for the work are split 50-50. Steele County has the lead on the project.

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

Attachments:

Cooperative Agreement

COOPERATIVE CONSTRUCTION AGREEMENT STEELE AND DODGE COUNTIES

Steele County
SAP 074-637-009

Dodge County
SAP 020-620-007

This agreement is made and entered into by and between the Counties of Steele and Dodge, State of Minnesota, acting by and through their Boards of Commissioners.

WHEREAS, the Counties acting pursuant to Minnesota Statutes Sec. 471.29 are about to engage in a mutual endeavor to perform the construction of pavement improvements (SAP 074-637-009 and 020-620-007) and associated construction on County State Aid Highway 37 in Steele County and County State Aid Highway 20 on the Steele - Dodge county line, under a contract, and

WHEREAS, the project termini are described as follows:

On Dodge County State Aid Highway 20 from its intersection with Steele County State Aid Highway 19 to approximately the Northeast corner of Section 36, Township 108N, Range 19W.

WHEREAS, the construction will consist of bituminous milling, bituminous reclaiming, bituminous pavement, and shouldering, and

WHEREAS, all construction shall be in accordance with Steele County prepared plans, specifications and special provisions as approved by the Minnesota Department of Transportation and on file in the office of the Steele County Engineer, and

WHEREAS, the Counties of Steele and Dodge are willing to participate in the costs of the construction and associated construction engineering as hereinafter set according to each County's share utilizing appropriate State and Local Funds available to each County.

WHEREAS, Steele County has prepared an Engineer's Estimate, attached as Exhibit A, and incorporated herein.

IT IS, THEREFORE, MUTUALLY AGREED AS FOLLOWS:

ARTICLE I - CONSTRUCTION PLAN PREPARATION

Steele County has prepared construction plans and engineer estimates and has obtained any required Mn/DOT approvals.

The proposal and contract documents were prepared by Steele County and provided to Dodge County for review prior to advertisement for bids.

ARTICLE II - CONTRACT AWARD

Steele County shall award a construction contract to the lowest responsible bidder, subject to concurrence by the Dodge County Engineer in that award, in accordance with the plans, specifications and special provisions that are on file in the office of the Steele County Engineer.

ARTICLE III - SUPERVISION AND INSPECTION OF CONSTRUCTION

Steele County shall provide construction inspection and project administration, under the supervision of a licensed professional engineer. Steele County shall be responsible for the contractor's adherence to all plan directives, materials control, and specifications as set forth in the Contract documents and the current Mn/DOT "Standard Specifications for Construction" and amendments and revisions thereto. Steele County shall perform all material testing and bituminous plant inspection.

ARTICLE IV - PLAN CHANGES, SUPPLEMENTAL AGREEMENTS, CHANGE ORDERS

Steele County shall reserve the right to enter into change orders or to make alterations to the project, but only after confirmation from the Dodge County Engineer.

In the event that a dispute arises, Steele County and Dodge County agree that all disputes between them arising out of or relating to this Agreement shall be submitted, upon agreement of both parties, to mediation, with the cost being shared equally.

ARTICLE V - CONTRACT ADMINISTRATION

Steele County shall administer the contract and shall be responsible for all record keeping, invoicing, partial estimates and documentation of quantities. Steele County shall retain all pertinent records and documentation of quantities on file. Steele County shall prepare all partial estimates. Steele County shall prepare all final documentation for submittal to Dodge County upon completion of the project. Steele County shall be responsible for acceptance of completed work and assessment of any liquidated damages, if applicable, on the project, but only after confirmation from the Dodge County Engineer.

ARTICLE VI - PAYMENTS

Steele County shall use OneOffice to administer construction payments. Steele and Dodge Counties shall each be responsible to fund their share of the costs as detailed in Exhibit A. Dodge County shall advance 95% of their share of the project costs to Steele County within 30 days of receipt of an invoice prior to construction. Upon project completion and final payment by Steele County to the Contractor, Steele County shall invoice Dodge County for the remaining balance of their share of the project costs. In the event the Dodge County payment exceeds the Dodge

County share of the final costs, such overpayment shall be returned to Dodge County by Steele County within sixty days of final payment on the project.

Steele County shall prepare partial estimate vouchers. Payment to the Contractor will be made by Steele County.

ARTICLE VII - EXAMINATION OF BOOKS, RECORDS, ETC.

As provided by Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices of each party relevant to this Agreement are subject to examination by each party, and either the legislative auditor or the state auditor as appropriate, for a minimum of six years from final payment.

ARTICLE VIII - CLAIMS

- A. Steele County agrees to save, hold harmless and indemnify Dodge County and Dodge County's officers, agents, employees, and volunteer workers against any and all claims, losses, damages, or law suits for damages arising from, allegedly arising from, or related to the provisions of services hereunder, and further agrees to defend at its own sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the provision of services hereunder.
- B. Dodge County agrees to save, hold harmless and indemnify Steele County and Steele County's officers, agents, employees, and volunteer workers against any and all claims, losses, or law suits for damages arising from, allegedly arising from, or related to the provision of services hereunder, and further agrees to defend at its own sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the provision of services hereunder.
- C. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act. Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts and omissions of others and the results thereof.

ARTICLE IX - NONDISCRIMINATION

The provisions of Minnesota Statutes Section 181.59 and of any applicable law relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein.

In Testimony Whereof the Parties have executed this Agreement by Their Authorized Representatives.

STEELE COUNTY

BY: _____
Steele County Highway Engineer

DATE: _____

DODGE COUNTY

BY: _____
Dodge County Highway Engineer

DATE: _____

Engineer's Estimate by Project

Project Number: 074-637-009 & 020-620-007

Project Description: STEELE CSAH 37 AND DODGE CSAH 20 RECLAMATION AND BITUMINOUS REPLACEMENT

Work Type: RECLAMATION AND BITUMINOUS REPLACEMENT

SAP 074-637-009 - 100% STEELE COUNTY FUNDED

Item No.	Description	Units	Base Bid / Alter	Quantity	Unit Price	Total Price
2021.501	MOBILIZATION	LS	Base Bid	0.8	\$40,000.00	\$32,000.00
2106.507	EXCAVATION - SUBGRADE	C Y	Base Bid	84	\$12.00	\$1,008.00
2118.509	AGGREGATE SURFACING CLASS 5 MOD	TON	Base Bid	350	\$32.50	\$11,375.00
2118.509	AGGREGATE SURFACING CLASS 1(B)	TON	Base Bid	5368	\$20.00	\$107,360.00
2211.509	AGGREGATE BASE CLASS 6	TON	Base Bid	150	\$19.50	\$2,925.00
2215.504	FULL DEPTH RECLAMATION (P)	S Y	Base Bid	107004	\$1.50	\$160,506.00
2232.504	MILL BITUMINOUS SURFACE (2.5") (P)	S Y	Base Bid	91906	\$2.10	\$193,002.60
2232.603	MILLED RUMBLE STRIPS	L F	Base Bid	57040	\$0.21	\$11,978.40
2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	Base Bid	21119	\$90.00	\$1,900,710.00
2540.602	MAIL BOX SUPPORT	EACH	Base Bid	7	\$200.00	\$1,400.00
2563.601	TRAFFIC CONTROL	LS	Base Bid	0.8	\$7,500.00	\$6,000.00
2580.503	INTERIM PAVEMENT MARKING	L F	Base Bid	6019	\$0.50	\$3,009.50
2582.503	4" SOLID LINE PAINT	L F	Base Bid	30502	\$0.10	\$3,050.20
2582.503	6" SOLID LINE PAINT	L F	Base Bid	60190	\$0.15	\$9,028.50
2582.503	4" BROKEN LINE PAINT	L F	Base Bid	4693	\$0.10	\$469.30
STEELE TOTAL:						\$2,443,822.50

SAP 074-637-009 - 50% STEELE FUNDED / 50% DODGE FUNDED

2021.501	MOBILIZATION	LS	Base Bid	0.1	\$40,000.00	\$4,000.00
2106.507	EXCAVATION - SUBGRADE	C Y	Base Bid	14	\$12.00	\$168.00
2118.509	AGGREGATE SURFACING CLASS 5 MOD	TON	Base Bid	34	\$32.50	\$1,105.00
2118.509	AGGREGATE SURFACING CLASS 1(B)	TON	Base Bid	633	\$20.00	\$12,660.00
2211.509	AGGREGATE BASE CLASS 6	TON	Base Bid	25	\$19.50	\$487.50
2215.504	FULL DEPTH RECLAMATION (P)	S Y	Base Bid	13005	\$1.50	\$19,507.50
2232.504	MILL BITUMINOUS SURFACE (2.5") (P)	S Y	Base Bid	11039	\$2.10	\$23,181.90
2232.603	MILLED RUMBLE STRIPS	L F	Base Bid	7015	\$0.21	\$1,473.15
2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	Base Bid	2570	\$90.00	\$231,300.00
2540.602	MAIL BOX	EACH	Base Bid	4	\$50.00	\$200.00
2563.601	TRAFFIC CONTROL	LS	Base Bid	0.1	\$7,500.00	\$750.00
2580.503	INTERIM PAVEMENT MARKING	L F	Base Bid	732	\$0.50	\$366.00
2582.503	4" SOLID LINE PAINT	L F	Base Bid	1436	\$0.10	\$143.60
2582.503	6" SOLID LINE PAINT	L F	Base Bid	7316	\$0.15	\$1,097.40
2582.503	4" BROKEN LINE PAINT	L F	Base Bid	287	\$0.10	\$28.70
STEELE TOTAL:						\$148,234.38
DODGE TOTAL:						\$148,234.38

SAP 020-620-007 50% STEELE FUNDED / 50% DODGE FUNDED

2021.501	MOBILIZATION	LS	Base Bid	0.1	\$40,000.00	\$4,000.00
2106.507	EXCAVATION - SUBGRADE	C Y	Base Bid	14	\$12.00	\$168.00
2118.509	AGGREGATE SURFACING CLASS 5 MOD	TON	Base Bid	32.5	\$34.00	\$1,105.00

2118.509	AGGREGATE SURFACING CLASS 1(B)	TON	Base Bid	633	\$20.00	\$12,660.00
2211.509	AGGREGATE BASE CLASS 6	TON	Base Bid	25	\$19.50	\$487.50
2215.504	FULL DEPTH RECLAMATION (P)	S Y	Base Bid	13005	\$1.50	\$19,507.50
2232.504	MILL BITUMINOUS SURFACE (2.5") (P)	S Y	Base Bid	11039	\$2.10	\$23,181.90
2232.603	MILLED RUMBLE STRIPS	L F	Base Bid	7015	\$0.21	\$1,473.15
2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	Base Bid	2570	\$90.00	\$231,300.00
2540.602	MAIL BOX	EACH	Base Bid	1	\$50.00	\$50.00
2563.601	TRAFFIC CONTROL	LS	Base Bid	0.1	\$7,500.00	\$750.00
2580.503	INTERIM PAVEMENT MARKING	L F	Base Bid	731	\$0.50	\$365.50
2582.503	4" SOLID LINE PAINT	L F	Base Bid	2236	\$0.10	\$223.60
2582.503	6" SOLID LINE PAINT	L F	Base Bid	7314	\$0.15	\$1,097.10
2582.503	4" BROKEN LINE PAINT	L F	Base Bid	591	\$0.10	\$59.10
STEELE TOTAL:						\$148,214.18
DODGE TOTAL						\$148,214.18

SAP 020-620-007 100% DODGE FUNDED						
2118.509	AGGREGATE SURFACING CLASS 1(B)	TON	Base Bid	185	\$20.00	\$3,700.00
2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	Base Bid	600	\$90.00	\$54,000.00
DODGE TOTAL						\$57,700.00

074-637-009 TOTAL STEELE COUNTY FUNDED: \$2,592,056.88
074-637-009 TOTAL DODGE COUNTY FUNDED: \$148,234.38

020-620-007 TOTAL STEELE COUNTY FUNDED: \$148,214.18
020-620-007 TOTAL DODGE COUNTY FUNDED: \$205,914.18

Total Steele County \$2,740,271.05
Total Dodge County \$354,148.55

Total Project \$3,094,419.60

Certified By: _____

License: _____

Date: _____



Steele County Agenda Item

Request for Board Action

**Subject: Approve Amendment with WSB for Engineering Services for CSAH 48 and 18th
Street SE Roundabout**

Department: Highway

Committee: Public Works

Committee Meeting Date: April 11, 2024

Work Session Date: N/A

Board Meeting Date: April 23, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Approve Amendment with WSB for Engineering Services for CSAH 48 and 18th Street SE Roundabout and Authorize the County Engineer to sign the Amendment.

Background (*Including Budget Impact*):

Construction of the roundabout at CSAH 48 (Bixby Rd) and 18th Street SE was significantly impacted by delays caused by the Canadian Pacific Railroad. The purpose of the project was to improve safety and capacity of the intersection with the anticipated additional traffic from the new high school which opened in fall of 2023.

The county obtained the engineering services of WSB and started design work in March 2021. The original plan was to construct the roundabout in the summer of 2022, well ahead of the proposed school opening. The original design phase contract was \$161,194.

The project requires an Agreement for the relocation of the 18th St. SE crossing of the Canadian Pacific Railroad line. Despite county staff starting to coordinate with the railroad in 2020, an agreement has still not been reached.

To ensure the additional traffic from the school could be handled safely, the county moved ahead with the project in the summer of 2023. The County contracted with WSB to provide construction

inspection services because internal inspection staff were already committed to other 2023 construction projects. The original construction phase contract was \$172,422.

Because of railroad complications, the work exceeded the original WSB scope of services for both design and construction phases. WSB has requested an amendment to their contract, see attached, and below.

Several concepts had to be designed to find a design acceptable to the railroad and the Minnesota Department of Transportation Rail Office. Also, with delays to the actual construction, an interim design had to be completed to open the project to traffic. The cost for those services came to \$20,000.

To obtain permits to bore storm sewer culvert under the track, the railroad required additional geotechnical review, permit fees, and monitoring not originally anticipated in the original scope of services. The cost for those services came to \$24,013.50. Most of these geotechnical requirements were last-minute changes in requirements from the railroad as permits were being approved, causing significant delays to getting construction started.

WSB's construction inspection time was significantly more than anticipated. Their original scope included 495 hours, but with the delays to construction, it took 1043.5 hours, adding another \$69,111.

Once the final agreement is made with the railroad, construction will resume to complete the new railroad crossing. Inspection services for the remaining work is anticipated to be \$27,720.

The additional professional services required are not to exceed \$140,844.50. The department recommends the Board approve the additional engineering services from WSB and authorize the County Engineer to sign an amendment.

Attachments:

WSB Amendment Request

Memorandum

To: Paul Sponholz, Steele County

From: Andrew Plowman, WSB

Date: April 8, 2024

Re: CSAH 48 and 18th Street Roundabout
WSB Project No. 017953-000
Contract Amendment No. 1

Pursuant to our discussions, WSB respectfully submits this amendment request for additional design services associated with the following tasks:

- Additional design services related to alternative roundabout options related to relocating the east leg of the roundabout and various alternatives, related to meeting the railroad requirements.
- Payment required for CHA Consultants to review the storm sewer crossing across the CPKC Railroad.
- Geotechnical monitoring report for the storm sewer crossing across the CPKC Railroad.
- Completion of the geotechnical on-site monitoring for the storm sewer crossing of the CPKC Railroad.
- CPKC permit fee application
- Additional construction inspection completed in 2023, original estimate based on 55 hours per week for 9 weeks. WSB inspection was closer to double that amount.
- Additional anticipated construction inspection in 2024, assumed to be 4 weeks at 55 hours per week.

WSB respectfully requests compensation for these additional services in the not-to-exceed amount of \$140,844.50, resulting in a revised contract total of \$474,460.50, as summarized below:

If this Proposal is acceptable, please issue the appropriate Amendment incorporating this letter for our review and signature or let WSB know if you want us to develop an amendment document.

We thank you for the opportunity to submit this Proposal and look forward to continuing to with you on this Project. If you have any questions, please let me know.

The following outlines the request for additional fee and details the scope of services for the project:

Additional Design Services

The roundabout was re-designed multiple times in an attempt to meet MnDOT Rail Office and CPKC requirements. A design set was developed off of the final developed alignment, but WSB needed to provide additional design for an interim option, as well. The requested fee is \$20,000, which is developed based on an average fee of \$167/hr for 120 hours.

CHA Fee

CHA is a consulting company that is required to review utility crossings for CPKC railroad. Their fee for review was \$7500.

Geotechnical Monitoring Report

CPKC required a geotechnical monitoring report for the storm sewer crossing. WSB completed this report for the cost of \$15,000, which also included 4 soil borings. This cost was split between the City and County, since half the monitoring was for the watermain. The total cost extra for the County is \$7,500.

Geotechnical On-Site Monitoring

WSB was required to have staff and monitoring equipment for the utility crossing of the storm sewer. The total cost for the County portion is \$7,719.50.

CPKC Permit Fee

The standard CPKC fee is \$1294. WSB paid that fee.

Additional Inspection Time – 2023

The original inspection proposal included 9 weeks, average 55 hours per week for inspection. This would result in 495 hours. The inspector did not average 55 hours per week, but the timeframe of the improvements was significantly longer, in which the inspector completed 1043.5 hours for 2023. This added inspection results in an extra of \$69,111.

Additional Inspection Time – 2024

It is anticipated the project in 2024 will require 4 weeks at 55 hours per week. This would result in an additional fee of \$27,720.00.

The original contract total amount is \$333,616. The amended contract amount total is \$474,460.50. Thank you for your consideration.



Steele County Agenda Item

Request for Board Action

Subject: Contract Award – 2024 Pavement Marking, CP 074-024-001

Department: Highway

Committee: Public Works

Committee Meeting Date: April 11, 2024

Work Session Date: N/A

Board Meeting Date: April 23, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Award contract for 2024 pavement marking, CP 074-024-001, to KAMCO, Inc. in the amount of \$277,818.19.

Background (*Including Budget Impact*):

This project is an annual maintenance contract to paint pavement markings throughout the County.

Pavement markings were budgeted at \$235,000. It is proposed to use a combination of Road and Bridge Fund Balance and State-Aid Maintenance dollars to cover the unbudgeted difference.

The project was advertised for bids, which were opened on Tuesday, April 9, 2024. Two bids were received:

Bidder	Amount	% Over/Under Estimate
Engineer's Estimate	\$295,344.04	-
KAMCO, Inc.	\$277,818.19	5.9% under
Sir Lines-A-Lot, LLC	\$279,518.85	5.4% under

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

Attachments:

N/A



Steele County Agenda Item

Request for Board Action

Subject: Resolution - Approve and Accept Steele County Highway Right-of-Way Plat No. 22

Department: Highway

Committee: Public Works

Committee Meeting Date: April 11, 2024

Work Session Date: N/A

Board Meeting Date: April 23, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Adopt resolution to approve and accept Steele County Highway Right-of-Way Plat No. 22.

Background (*Including Budget Impact*):

Right-of-way being acquired for the reconstruction of Bridge 89080 on CSAH 28 over an unnamed ditch is platted as Steele County Highway Right-of-Way Plat No. 22. As part of the process the County Board must approve and accept the plat.

Attachments:

Resolution
Steele County Highway Right-of-Way Plat No.22

Resolution – Approve and Accept Steele County Highway Right-of-Way Plat No. 22

WHEREAS, Steele County Highway Right-of-Way Plat No. 22 has been prepared for the reconstruction of Bridge No. 89080 on County State Aid Highway 28 over unnamed ditch, between MN-30 and County State Aid Highway 21, and

WHEREAS, the Steele County Highway Engineer has certified that the highway location and right-of-way is correctly located on the plats, and

WHEREAS, the Steele County Surveyor has checked and approved the plats.

NOW, THEREFORE BE IT RESOLVED, the Steele County Highway Right-of-Way Plat No. 22 is hereby approved and accepted.

STEELE COUNTY
BOARD OF COMMISSIONERS

James Abbe, Chair

CERTIFICATION

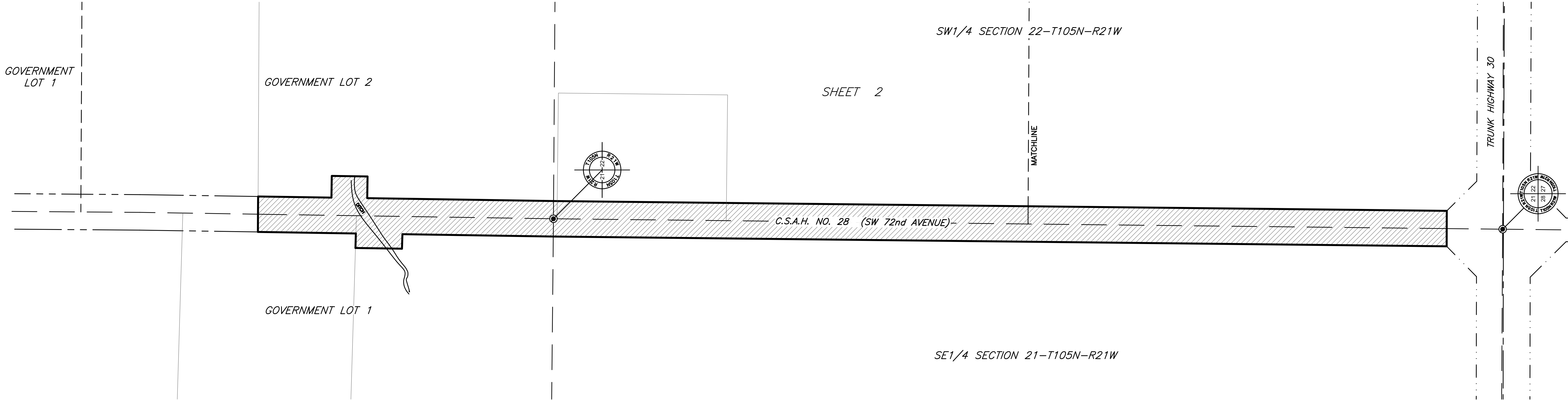
STATE OF MINNESOTA
COUNTY OF STEELE

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

Steele County Administrator

STEELE COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 22

C.S.A.H. NO. 28 LOCATED IN OF GOVERNMENT LOT 1 AND SE1/4 SECTION 21-T105N-R21W AND GOVERNMENT LOT 2 AND SW1/4 SECTION 22-T105N-R21W
STEELE COUNTY, MINNEOSOTA



The Board of County Commissioners for Steele County, Minnesota, Pursuant to County Board Resolution dated _____ is hereby designating the definite location of SW 72nd Avenue (C.S.A.H. No. 28) lying between Trunk Highway 30 and S Beaver Lake Road.

That portion of said highway is located in Section(s) 21, & 22, Township 105 North, Range 21 West, Steele County, Minnesota.

I hereby certify that the highway location and right-of-way is correctly designated on this plat.

_____, Minnesota License No. 22557
Gregory M. Ilkka, County Engineer

Dated _____, 20____.

I hereby certify that this plat was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the Laws of the State of Minnesota; that the monuments for the guidance of future surveys will be correctly placed in the ground as shown after completion of construction; that all measurements are correctly shown on this plat; and the proposed right-of-way boundary lines are correctly designated on this plat.

_____, Date: _____, 20____
Scott A. Tuchenhagen, County Surveyor
Minnesota License No. 52646

STATE OF MINNESOTA

This instrument was acknowledged before me this _____ day of _____, 20____ by Scott A. Tuchenhagen, a licensed land surveyor.

John Henry Schulte, Notary Public, State of Minnesota
My Commission Expires January 31, 2026

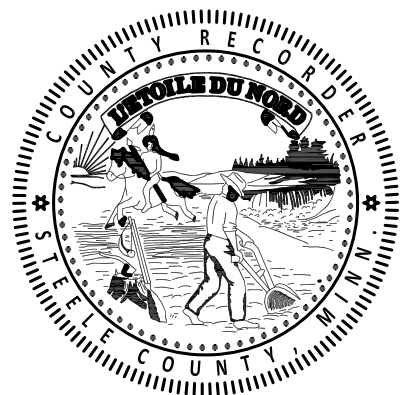
This is to certify that the plat of Steele County Highway Right of Way Plat No. 22 was approved and accepted by the Board of Commissioners, Steele County, Minnesota on the ____ day of _____, 20____

Jennifer Mueller, Property Tax and Elections Director
Steele County, Minnesota

DOCUMENT NO. _____ FILE NO. _____

I hereby certify that this instrument was filed in the Office of the County Recorder for record on this _____ day of _____ at ____ o'clock ____ M. and was duly recorded in the _____ County records.

_____, by _____
Rick G. Kvien, County Recorder Deputy

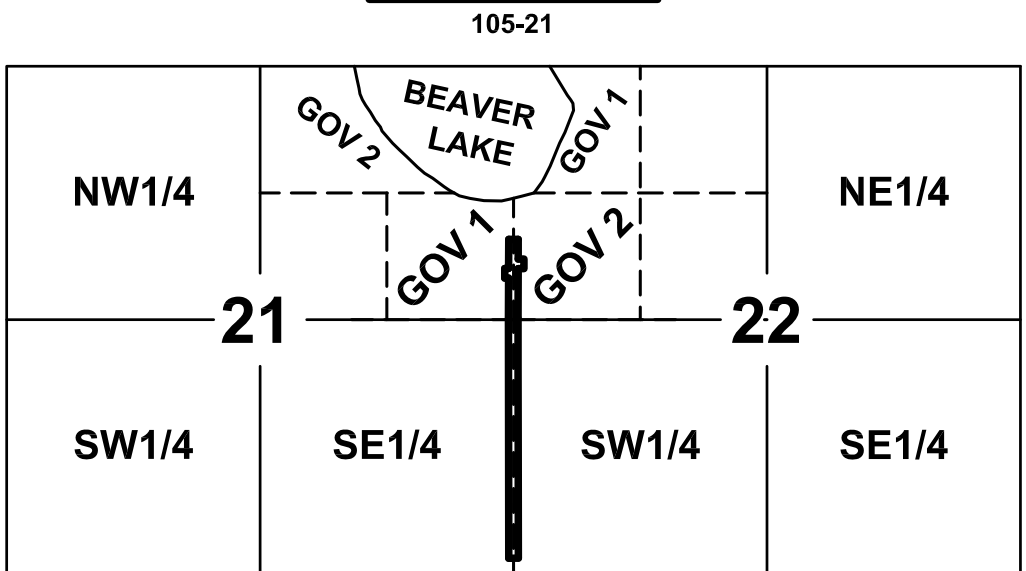


PARCEL	OWNERS	P I D	LOCATION	EXIST R/W (ACRES±)	NEW R/W (ACRES±)	INTEREST	TOTAL R/W IN FEE (ACRES±)
1	THOMPSON/CRAIG L/& ERIN L HAGAN & JANE BRAATEN ET AL	03-022-4301	GOVERNMENT LOT 2 SECTION 22-T105N-R21W	0.94	0.14	FEE	1.08
2	THOMPSON/CRAIG L/& ERIN L HAGAN & JANE BRAATEN ET AL	03-022-3400	NW1/4 SW1/4 SECTION 22-T105N-R21W	0.97	0	FEE	0.97
3	BRAATEN/BARRY A & JANE L	03-022-3401	NW1/4 SW1/4 SECTION 22-T105N-R21W	0.54	0	FEE	0.54
4	THOMPSON/CRAIG L/& ERIN L HAGAN & JANE BRAATEN ET AL	03-022-3300	SW1/4 SW1/4 SECTION 22-T105N-R21W	1.33	0	FEE	1.23
5	SCHUMAKER/NICOLE TRUSTEE	03-021-1202	GOVERNMENT LOT 1 SECTION 21-T105N-R21W	0.31	0	FEE	0.31
6	TOFT/TIMOTHY J & NANCY K	03-021-1203	GOVERNMENT LOT 1 SECTION 21-T105N-R21W	0.63	0.12	FEE	0.75
7	THOMPSON/CRAIG L/& ERIN L HAGAN & JANE BRAATEN ET AL	03-021-2000	SE1/4 SECTION 21-T105N-R21W	2.84	0	FEE	2.84

NOTES

- The methods and equipment used in the control surveys for this plat and the checks made on monument location were accomplished with electronic distance measuring devices.
- Parcel areas shown hereon are computed from legal descriptions and not from actual boundary surveys..
- The listings of owners noted in the parcel tables were formed from current deeds of record available in Steele County records. Existing and new highway right-of-way easements are shown on the graphic portion of this plat.
- Values shown to the nearest foot are right angle road width to the nearest hundredth of a foot; e.g. 50' is equal to 50.00 feet.
- All right angle road widths shown on this right-of-way plat are to the construction centerline, which is also called the plat centerline.
- For details concerning this right-of-way plat, contact the Steele County Surveyor's Office.

VICINITY MAP



LEGEND

- = 5/8" X 16" iron monument (capped SAT 52646)-Placed
- = Iron monument - Found
- = Steele County monument-Found
- 1 = R/W Parcel Number (Typical)
- 100240010 = Parcel Number (Typical)
- = Section Line
- = Property Line
- = R/W Plat Boundary Line
- = Existing Road R/W Line
- = Proposed Road Centerline
- = Existing Road Centerline
- = Control Access

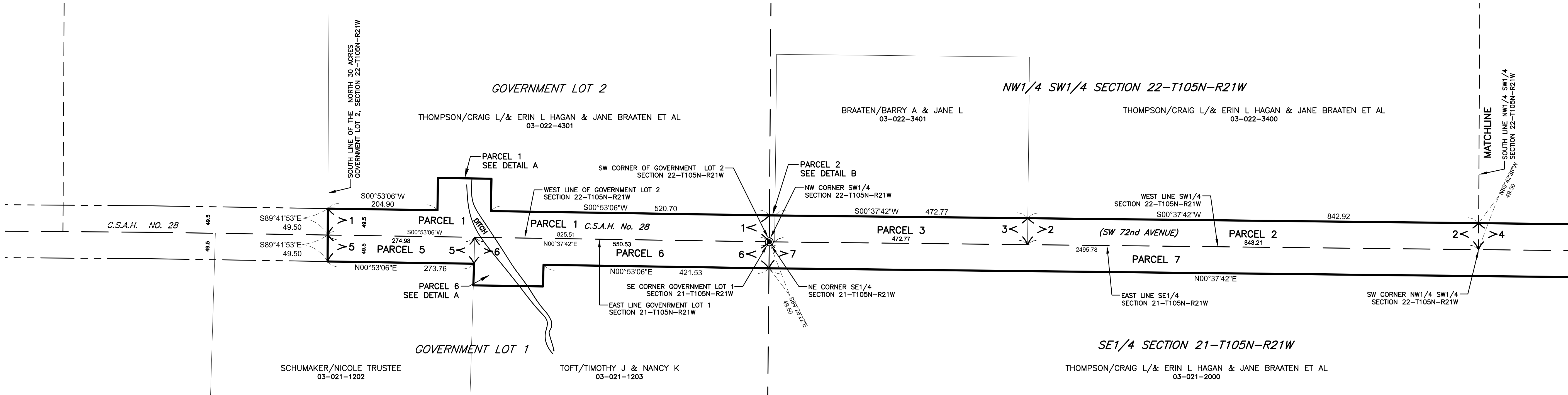
BASIS OF BEARING SYSTEM

All bearings are based upon the MnDot Steele County Coordinate system Nad 83 (11) Harn Adjustment Grid

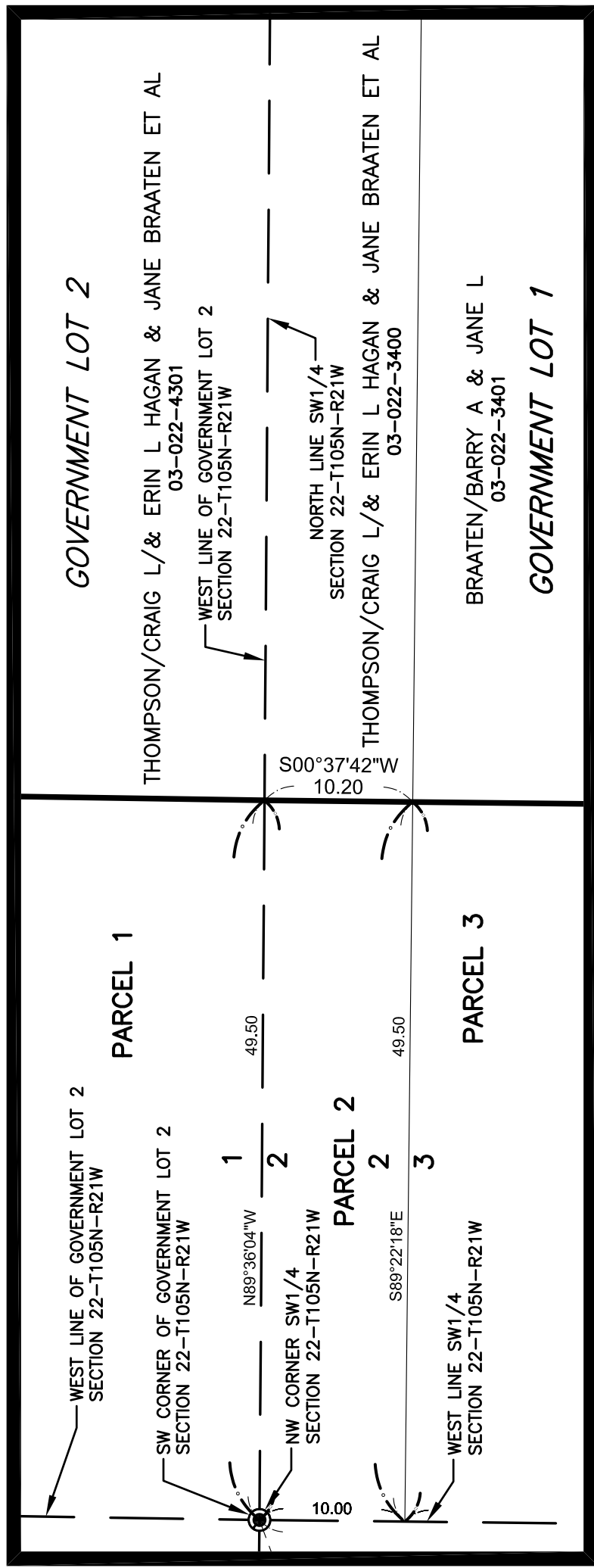
JONES, HAUGH & SMITH INC.
PROFESSIONAL ENGINEERS & LAND SURVEYORS

STEELE COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 22

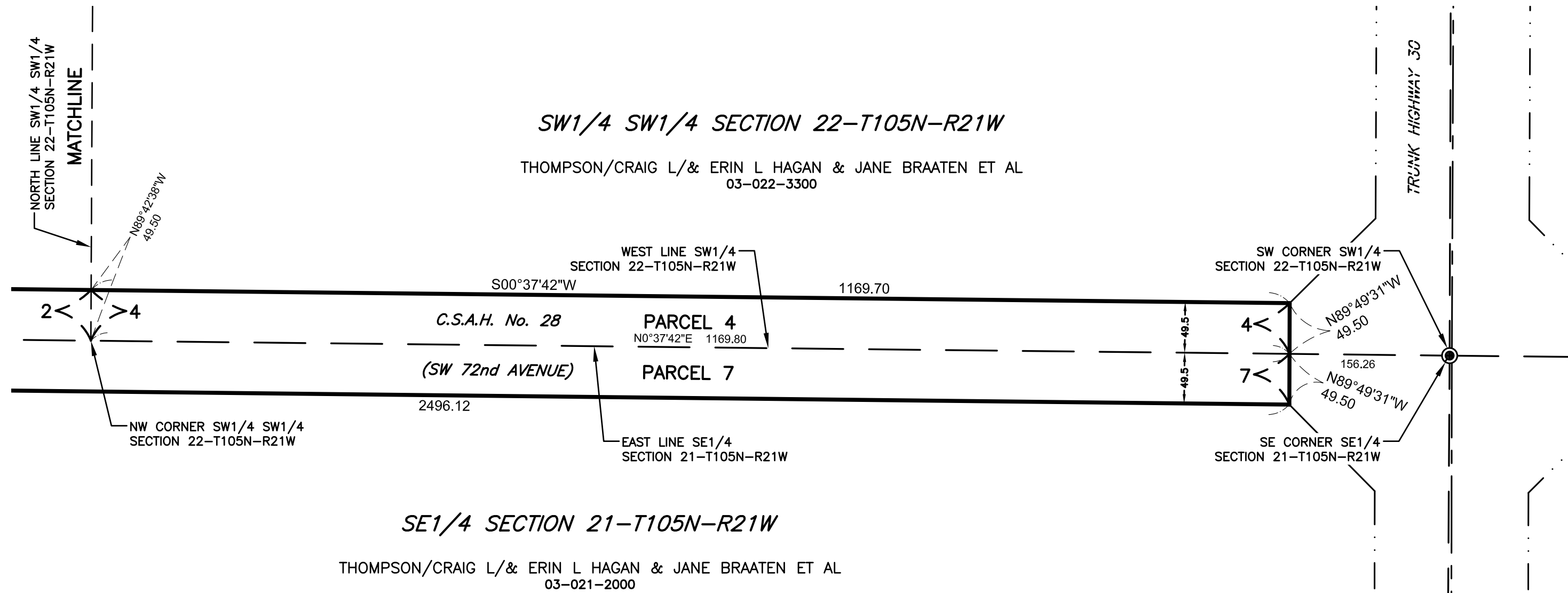
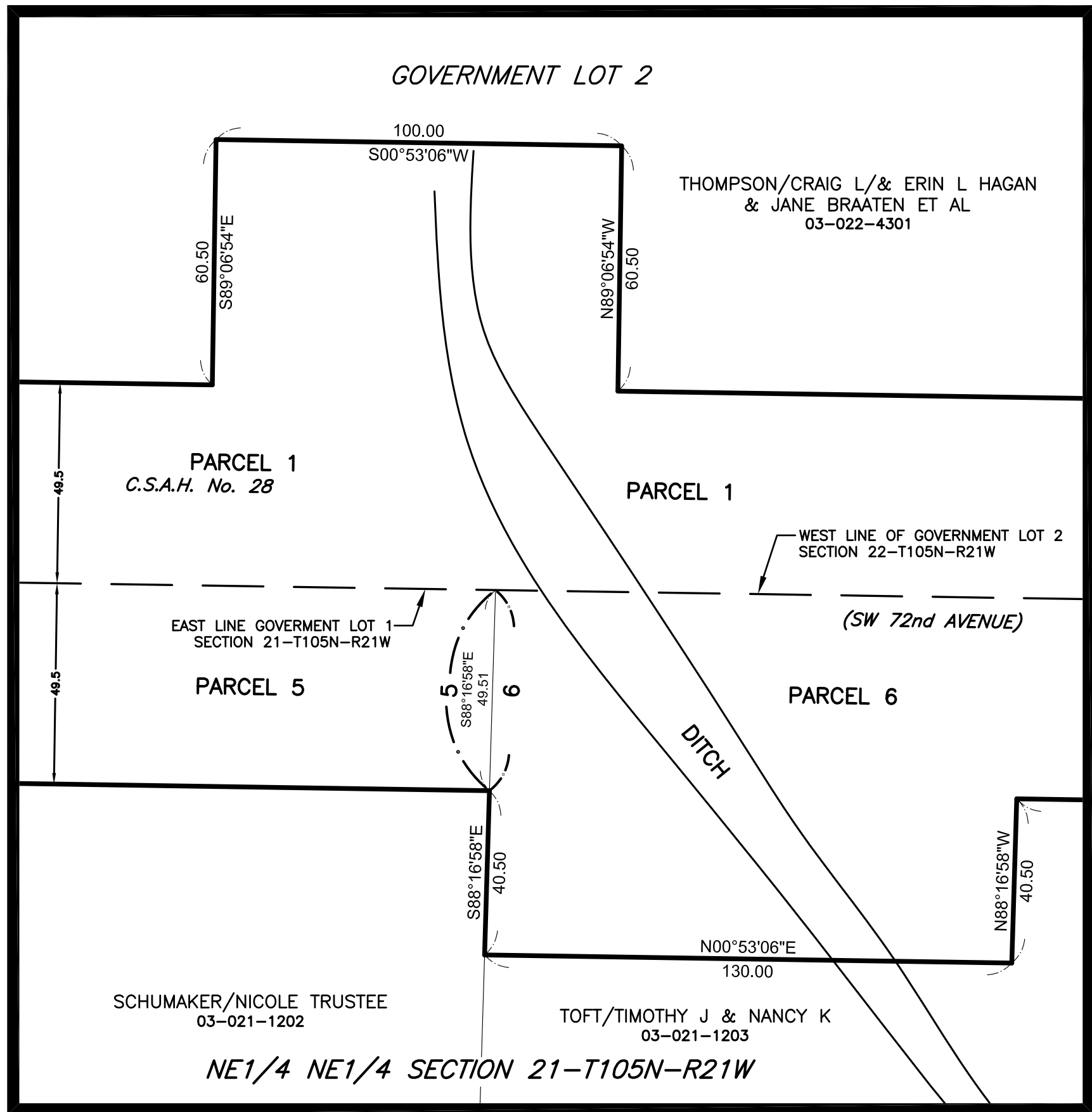
C.S.A.H. NO. 28 LOCATED IN OF GOVERNMENT LOT 1 AND SE1/4 SECTION 21-T105N-R21W AND GOVERNMENT LOT 2 AND SW1/4 SECTION 22-T105N-R21W
STEELE COUNTY, MINNEOSOTA



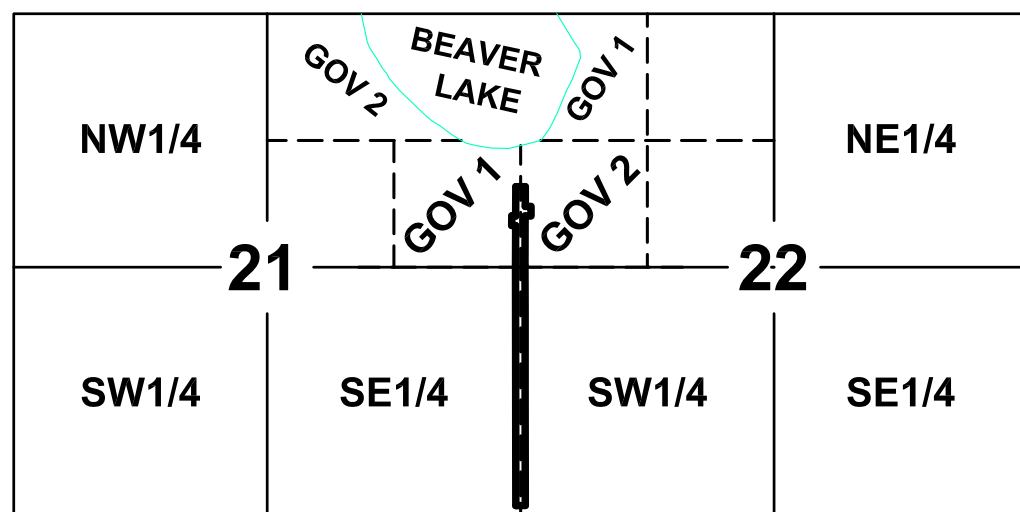
DETAIL B:
SCALE: 1" = 10'



DETAIL A:
SCALE: 1" = 30'



VICINITY MAP
105-21

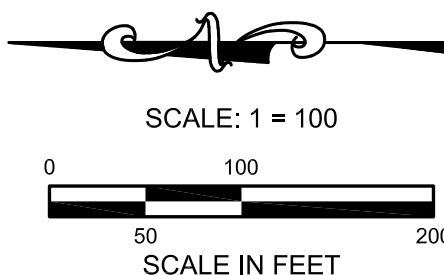


- LEGEND**
- = 5/8" X 16 inch iron monument (capped SAT 52646)-Placed
 - = Iron monument - Found
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 - 1 = R/W Parcel Number (Typical)
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 - = R/W Plat Boundary Line
 - = Existing Road R/W Line
 - = Proposed Road Centerline
 - = Existing Road Centerline
 - = Control Access

BASIS OF BEARING SYSTEM

All bearings are based upon the MnDot Steele County Coordinate system Nad 83 (11) Harn Adjustment Grid

JONES, HAUGH & SMITH INC.
PROFESSIONAL ENGINEERS & LAND SURVEYORS





Steele County Agenda Item

Request for Board Action

Subject: Contract Award – Revise Two Signal Systems, SAP 074-602-007

Department: Highway

Committee: Public Works

Committee Meeting Date: April 11, 2024

Work Session Date: N/A

Board Meeting Date: April 23, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Award contract to revise two signal systems, SAP 074-602-007, to Minnesota Signal, LLC in the amount of \$122,475.00.

Background (*Including Budget Impact*):

This project will revise two signal systems, the signal on CSAH 2 (Hoffman Drive) at the I-35 northbound ramps, and the signal on Bridge Street at the I-35 southbound ramps. This project is in cooperation with both the City of Owatonna and MnDOT. The major work includes installation of camera detection systems and battery backup systems. The signals will both also be painted, and signs will be replaced.

The project was advertised for bids, which were opened on Tuesday, April 9, 2024. One bid was received.

The project is programmed and budgeted in the 2024 Highway CIP at \$180,000. The County share is \$59,245, the City's share is \$56,395. MnDOT's share is \$54,350, which includes roughly \$47,500 of government furnished equipment.

Bidder	Amount	% Over/Under Estimate
Engineer's Estimate	\$125,000.00	-
Mn Signal	\$122,475.00	2% under

Minnesota Signal is a responsible contractor capable of performing the work.

Attachments:

N/A



Steele County Agenda Item

Request for Board Action

Subject: Approve Cooperative Agreement with City of Owatonna for Pavement Markings

Department: Highway

Committee: Public Works

Committee Meeting Date: April 11, 2024

Work Session Date: N/A

Board Meeting Date: April 23, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Approve entering into a Cooperative Agreement with the City of Owatonna for pavement markings and authorize the Chair and Administrator to execute the Agreement.

Background (*Including Budget Impact*):

The County and City annually maintain pavement markings on their systems. The County has traditionally taken the lead on contracting for this service because most of the work is on the County Highway system.

The attached Cooperative Agreement lays out each parties' responsibilities with respect to the project. Each party pays for their share of the work that is completed under the contract. The City pays a minor fee for the County to administer and inspect the contract.

Attachments:

Cooperative Agreement

**COOPERATIVE AGREEMENT
BETWEEN
STEELE COUNTY AND THE CITY OF OWATONNA
FOR
PAVEMENT STRIPING AND MARKINGS**

THIS AGREEMENT, made and entered into by, and between, and among the City of Owatonna, a municipal corporation, organized under the laws of the State of Minnesota (City), hereinafter referred to as "City", and the County of Steele, Minnesota, a political subdivision under the laws of the State of Minnesota (County), hereinafter referred to as "County", collectively referred to herein as "party" or "parties":

WITNESSETH:

WHEREAS, Minnesota Statutes 471.59 allows two local governments, by agreement entered into through action of their governing bodies, may jointly or cooperatively exercise any power common to the contracting parties or any similar powers, and

WHEREAS, both the County and the City have requirements to stripe and mark their pavements, and

WHEREAS, the County is willing to contract this work for both the County and the City, and

WHEREAS, the County has prepared plans and specifications for bidding, and

WHEREAS, the total cost of the work is estimated at \$277,818.19 as detailed in Exhibit A attached to this Agreement and herein made a part of it, and

WHEREAS, it is the desire of both parties to enter into a written agreement regarding the pavement striping and markings throughout the County and City.

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

- A. That this agreement shall apply only to the pavement striping and markings on City streets within the City of Owatonna.
- B. Prosecution of work will be performed on the following basis. The County will:
 - 1) Prepare plans and specifications and solicit sealed bids for completion of the work.
 - 2) Act as the contracting agency for the project in accordance with the competitive bidding requirements of Minnesota Statutes 471.345 and 375.21.

- 3) Provide the necessary construction inspection engineering services for the County highways in the project.
- 4) Obtain all permits and approvals required from other governmental agencies.
- 5) Supervise the construction of all aspects of the project on County Highways. Said supervision shall include keeping adequate records to document the quality of work and the substantiation of all pay quantities.
- 6) Maintain the project open to inspection by the City or their duly authorized representatives.
- 7) Address public concerns with the project on County Highways.
- 8) Be responsible for and liable for costs it incurs in performing its obligations under this Agreement.

C. The City will:

- 1) Provide the necessary construction inspection engineering services for the City streets in the project.
- 2) Obtain all permits and approvals required from other governmental agencies.
- 3) Supervise the construction of all aspects of the project on City streets. Said supervision shall include keeping adequate records to document the quality of work and the substantiation of all pay quantities.
- 4) Maintain the project open to inspection by the County or their duly authorized representatives.
- 4) Address public concerns with the project on City streets.
- 5) The City shall be responsible for and liable for all costs it incurs in performing its obligations under this Agreement.

D. The County agrees to do all things necessary for the work of said project except as set forth in this agreement. Said project is to be performed, consistent with current City and County State Aid Highway Standards.

E. The method of financing the project shall be the prerogative of Steele County and the City of Owatonna. Funding of the project is subject to the following provisions:

- 1) PROJECT CONSTRUCTION COSTS:

As detailed in Exhibit A, the County's estimated share is \$262,339.54, and the City's estimated share is \$15,478.65.

2) PROJECT DEVELOPMENT, CONSTRUCTION OBSERVATION, INSPECTION, AND ADMINISTRATION COSTS:

Project development, construction observation, inspection and administration costs are State-Aid eligible. To simplify the calculation of these costs, the City of Owatonna will reimburse the County 8% of its share of construction costs for project development, construction observation, inspection, and administration.

3) REIMBURSEMENTS:

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

- F. To the fullest extent permitted by law, City shall defend, indemnify, and hold harmless the County, their officers, employees, and agents from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professions, and all court or arbitration or other dispute resolutions costs) caused solely by the negligent acts or omissions of the City or its officers, employees, or agents in the performance of this Agreement.

To the fullest extent permitted by law, County shall defend, indemnify, and hold harmless the City, their officers, employees, and agents from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professions, and all court or arbitration or other dispute resolutions costs) caused solely by the negligent acts or omissions of the County or its employees or agents in the performance of this Agreement.

To the fullest extent permitted by law, each party's total liability to the other party or any non-parties caused by the negligence of a party and in part by another party or parties or any other negligent non-party, shall not exceed the percentage share of a party's negligence bears to the total negligence of all parties or other non-party.

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

- G. Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment,

even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

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

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

- J. During the performance of this Agreement, each party agrees to the following:

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

- K. Each party to this agreement reserves the right to withdraw from and cancel this agreement within 30 days from the opening of bids for the project in the event either or both parties consider any or all bids unsatisfactory; the withdrawal from or cancellation of the agreement to be accomplished by either or both parties within 30 days of opening of bids by serving a written notice thereof upon the other, unless this right is waived by both parties in writing.
- L. Each party agrees that any modification of this agreement will be in writing and will be signed by the parties hereto.

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

City of Owatonna, Minnesota

Steele County, Minnesota

Thomas A. Kuntz, Mayor, City of Owatonna

Jim Abbe, Steele County Board Chair

Date: _____

Date: _____

Attest:

Kris Busse, City Administrator

Interim County Administrator

Date: _____

Date: _____

Exhibit A

Bid Abstract

Report Date Local Bid Release Bid Opening
4/10/2024 CP 074-024-001 3/14/2024 2024-04-09T15:00:00.000Z

County

Line	Number	Description	Unit	Quantity	Price	Total
1	2582.503	4" SOLID LINE PAINT	L F	795606	\$0.09	\$71,604.54
2	2582.503	6" SOLID LINE PAINT	L F	1,604,527	\$0.11	\$176,497.97
3	2582.503	8" SOLID LINE PAINT	L F	1,671	\$0.17	\$284.07
4	2582.503	12" SOLID LINE PAINT	L F	1,250	\$0.75	\$937.50
5	2582.503	24" SOLID LINE PAINT	L F	1,041	\$1.50	\$1,561.50
6	2582.503	4" BROKEN LINE PAINT	L F	119613	\$0.09	\$10,765.17
7	2582.503	4" DOTTED LINE PAINT	L F	45	\$0.09	\$4.05
8	2582.503	6" DOTTED LINE PAINT	L F	134	\$0.11	\$14.74
9	2582.503	10" DOTTED LINE PAINT	L F	536	\$1.25	\$670.00
County Totals						\$262,339.54

City

10	2582.503	4" SOLID LINE PAINT	L F	137,592	\$0.09	\$12,383.28
11	2582.503	4" BROKEN LINE PAINT	L F	34,393	\$0.09	\$3,095.37
City Totals						\$15,478.65

Project Totals **\$277,818.19**



Steele County Agenda Item

Request for Board Action

Subject: Approve Cooperative Agreement with City of Owatonna for Signal Revisions.

Department: Highway

Committee: Public Works

Committee Meeting Date: April 11, 2024

Work Session Date: N/A

Board Meeting Date: April 23, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Approve entering into a Cooperative Agreement with the City of Owatonna for Signal Revisions and authorize the Chair and Administer to execute the Agreement.

Background (*Including Budget Impact*):

This project will revise two signal systems, the signal on CSAH 2 (Hoffman Drive) at the I-35 northbound ramps, and the signal on Bridge Street at the I-35 southbound ramps. This project is in cooperation with both the City of Owatonna and MnDOT. The major work includes installation of camera detection systems and battery backup systems. The signals will both also be painted, and signs will be replaced.

The attached Cooperative Agreement lays out each parties' responsibilities with respect to the project. Each party pays for their share of the work that is completed under the contract. The City pays a minor fee for the County to administer and inspect the contract.

Attachments:

Cooperative Agreement

**COOPERATIVE AGREEMENT
BETWEEN
STEELE COUNTY AND THE CITY OF OWATONNA
FOR
SIGNAL REVISIONS**

THIS AGREEMENT, made and entered into by, and between, and among the City of Owatonna, a municipal corporation, organized under the laws of the State of Minnesota (City), hereinafter referred to as "City", and the County of Steele, Minnesota, a political subdivision under the laws of the State of Minnesota (County), hereinafter referred to as "County", collectively referred to herein as "party" or "parties":

WITNESSETH:

WHEREAS, Minnesota Statutes 471.59 allows two local governments, by agreement entered into through action of their governing bodies, may jointly or cooperatively exercise any power common to the contracting parties or any similar powers, and

WHEREAS, both the County and the City share responsibility for maintaining and operating the traffic signal system in the City of Owatonna, and

WHEREAS, the traffic signal systems at the intersection of I-35 northbound ramp at CSAH 2 Hoffman Drive and at the intersection of I-35 southbound ramp at Bridge Street require maintenance and upgrades, and

WHEREAS, the State of Minnesota owns these two signal systems but requires the City and County to maintain, and

WHEREAS, the State of Minnesota is contributing Local Partnership Program funding to make improvements to these signal systems, and

WHEREAS, the County is willing to contract this work for both the County and the City, and

WHEREAS, the County and the State of Minnesota have entered into an agreement for the County to do the work as detailed in Exhibit A attached to this Agreement and herein made a part of it, and

WHEREAS, the County has prepared plans and specifications for bidding, and

WHEREAS, the total cost of the work is estimated at \$122,475.00 plus state furnished equipment value at \$47,514.98 as detailed in Exhibit B attached to this Agreement and herein made a part of it, and

WHEREAS, it is the desire of both parties to enter into a written agreement regarding the signal system at these two intersections.

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

- A. That this agreement shall apply only to the signal system revisions at these two intersections.
- B. Prosecution of work will be performed on the following basis. The County will:
 - 1) Prepare plans and specifications and solicit sealed bids for completion of the work.
 - 2) Act as the contracting agency for the project in accordance with the competitive bidding requirements of Minnesota Statutes 471.345 and 375.21.
 - 3) Provide the necessary construction inspection engineering services for the County highways and City Streets in the project.
 - 4) Obtain all permits and approvals required from other governmental agencies.
 - 5) Supervise the construction of all aspects of the project on County Highways and City Streets. Said supervision shall include keeping adequate records to document the quality of work and the substantiation of all pay quantities.
 - 6) Maintain the project open to inspection by the City or their duly authorized representatives.
 - 7) Address public concerns with the project on County Highways.
 - 8) Be responsible for and liable for costs it incurs in performing its obligations under this Agreement.
- C. The City will:
 - 1) Continue its obligations under the City/County Signal Maintenance Agreement
 - 2) Address public concerns with the project on City streets.
 - 3) The City shall be responsible for and liable for all costs it incurs in performing its obligations under this Agreement.
- D. The County agrees to do all things necessary for the work of said project except as set forth in this agreement. Said project is to be performed, consistent with current City and County State Aid Highway Standards.
- E. The method of financing the project shall be the prerogative of Steele County and the City of Owatonna. Funding of the project is subject to the following provisions:

1) PROJECT CONSTRUCTION COSTS:

As detailed in Exhibit A, the County's estimated share is \$59,244.99, and the City's estimated share is \$56,394.99, the State's estimated share, including state furnished materials, is \$54,350.00.

2) PROJECT DEVELOPMENT, CONSTRUCTION OBSERVATION, INSPECTION, AND ADMINISTRATION COSTS:

Project development, construction observation, inspection and administration costs are State-Aid eligible. To simplify the calculation of these costs, the City of Owatonna will reimburse the County 8% of its share of construction costs for project development, construction observation, inspection, and administration.

3) REIMBURSEMENTS:

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

- F. To the fullest extent permitted by law, City shall defend, indemnify, and hold harmless the County, their officers, employees, and agents from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professions, and all court or arbitration or other dispute resolutions costs) caused solely by the negligent acts or omissions of the City or its officers, employees, or agents in the performance of this Agreement.

To the fullest extent permitted by law, County shall defend, indemnify, and hold harmless the City, their officers, employees, and agents from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professions, and all court or arbitration or other dispute resolutions costs) caused solely by the negligent acts or omissions of the County or its employees or agents in the performance of this Agreement.

To the fullest extent permitted by law, each party's total liability to the other party or any non-parties caused by the negligence of a party and in part by another party or parties or any other negligent non-party, shall not exceed the percentage share of a party's negligence bears to the total negligence of all parties or other non-party.

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

- G. Each party shall be responsible for damages to or loss of its own equipment. Each party

waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

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

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

- J. During the performance of this Agreement, each party agrees to the following:

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

- K. Each party to this agreement reserves the right to withdraw from and cancel this agreement within 30 days from the opening of bids for the project in the event either or both parties consider any or all bids unsatisfactory; the withdrawal from or cancellation of the agreement to be accomplished by either or both parties within 30 days of opening of bids by serving a written notice thereof upon the other, unless this right is waived by both parties in writing.
- L. Each party agrees that any modification of this agreement will be in writing and will be signed by the parties hereto.

IN TESTIMONY WHEREOF, The parties hereto have caused these presents to be
executed. City of Owatonna, Minnesota Steele County, Minnesota

Thomas A. Kuntz, Mayor, City of Owatonna

Date: _____

Jim Abbe, Steele County Board Chair

Date: _____

Attest:

Kris Busse, City Administrator

Date: _____

Interim County Administrator

Date: _____

Exhibit A

Bid Abstract

Report Date 4/10/2024

Traffic Signal Revisions I-35 Ramp at CSAH 2 Hoffman Drive and I-35 Ramp at Bridge Street

Project Numbers: SP 7480-138 / SAP 074-602-007 / SAP 153-109-015

Bid Release 3/15/2024

Bid Opening 2024-04-09T15:00:00.000Z

										Cost Participation				
										Engineer's Estimate	Mn Signal	SP 074-138	SAP 074-602-007	SAP 153-109-015
Base Bid														
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total						
1	2011.601	AS BUILT	LS	1	\$2,500.00	\$2,500.00	\$1,950.00	\$1,950.00	0.5	\$975.00	0.25	\$487.50	0.25	\$487.50
4	2021.501	MOBILIZATION	LS	1	\$13,500.00	\$13,500.00	\$9,100.00	\$9,100.00	0.5	\$4,550.00	0.25	\$2,275.00	0.25	\$2,275.00
7	2563.601	TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$8,925.00	\$8,925.00	0.5	\$4,462.50	0.25	\$2,231.25	0.25	\$2,231.25
10	2565.601	PAINT SIGNAL SYSTEM A	LS	1	\$8,000.00	\$8,000.00	\$5,600.00	\$5,600.00	0	\$0.00	1	\$5,600.00	0	\$0.00
11	2565.601	PAINT SIGNAL SYSTEM B	LS	1	\$6,000.00	\$6,000.00	\$5,600.00	\$5,600.00	0	\$0.00	0	\$0.00	1	\$5,600.00
12	2565.616	REVISE SIGNAL SYSTEM A	SYS	1	\$44,000.00	\$44,000.00	\$42,400.00	\$42,400.00	0.5	\$21,200.00	0.5	\$21,200.00		\$0.00
14	2565.616	REVISE SIGNAL SYSTEM B	SYS	1	\$40,000.00	\$40,000.00	\$39,500.00	\$39,500.00	0.5	\$19,750.00	0	\$0.00	0.5	\$19,750.00
Alternate 1														
16	2565.502	APS PUSH BUTTON & SIGN (SYSTEM A)	EACH	4	\$1,000.00	\$4,000.00	\$1,350.00	\$5,400.00	0	\$0.00	1	\$5,400.00	0	\$0.00
Alternate 2														
17	2565.502	APS PUSH BUTTON & SIGN (SYSTEM B)	EACH	2	\$1,000.00	\$2,000.00	\$2,000.00	\$4,000.00	0	\$0.00	0	\$0.00	1	\$4,000.00
Totals						\$125,000.00		\$122,475.00		\$50,937.50		\$37,193.75		\$34,343.75

State furnished Materials

System A Gridsmart Video Detection (including 1 camera)	23757.49	0.5	\$ 11,878.75	0.5	\$ 11,878.75		
System B Gridsmart Video Detection (including 1 camera)	23757.49	0.5	\$ 11,878.75			0.5	\$ 11,878.75
			\$74,694.99		\$49,072.50		\$46,222.50
State Cap			\$54,350.00				
State Participation minus State Cap			\$20,344.99	0.5	\$10,172.50	0.5	\$10,172.50
Total Participation			\$54,350.00		\$59,244.99		\$56,394.99



Steele County Agenda Item

Subject: 2023 Feedlot Officer Annual Report

Department: Planning & Zoning

Committee Meeting Date: May 16, 2024

Board Meeting Date: May 23, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Staff Request:

Authorize the chair to sign the 2023 Feedlot Officer Annual Report.

Background (*Including Budget Impact*):

The delegation agreement between Steele County and the MN Pollution Control Agency requires the submittal of an annual report detailing the activities performed by the county the previous year. This report must be signed by the Board chair.

Attachments:

2023 CFO Annual Report

2023 Steele County Feedlot Financial Report

2023 Year End Review Worksheet

2023 County Feedlot Officer (CFO) Annual Report

(Data for the Period: January 1, 2023 - December 31, 2023)

Revised: 11/21/23

County: Steele
Phone: 507-444-7488

Contact Person: Dave Stenzel
E-Mail Address: david.stenzel@steelecountymn.gov

Signature: _____ (Signature of County Board Commissioner) _____ (Date)

All data must be entered in accordance with the Annual CFO Report Guidance Document.

Except where identified, this report only addresses **non-CAFO/NPDES/SDS sites** required by 7020 to be registered.

STAFFING LEVEL						
1	FTEs - (Full Time Equivalents) supplied by the CFO(s):	0.7				
2	FTEs supplied by other county staff, including administrative and support staff assigned to the feedlot program:	0.02				
3	FTEs supplied through contract with other local government units:	0				
4	Total Number of FTE positions that supported county program:	0.72				
REGISTRATION (Report your current numbers - base grant numbers are displayed for reference)		Base	Current			
5	Feedlots in shoreland with 10 - 49 AU:	8	9			
6	Feedlots with 50 - 299 AU:	113	113			
7	Non-CAFO/NPDES/SDS ≥ 300 AU:	45	45			
8	CAFOs without NPDES or SDS permits 300-999 AU ("Gap Sites")	0	3			
9	Feedlots with NPDES or SDS permits:	25	22			
10	Total - Feedlots required to be registered:	191	192			
11	Total - Feedlots Eligible for Funding (FROM AGENCY BASE GRANT AWARD NUMBER)			191		
Feedlot Sites Inspected		Minimum number of FEEDLOT SITES required to register that must be inspected (7%):			13.5	
12	Number of FEEDLOT SITES that received a compliance, construction, desktop N&P, or in-field land app inspection (count in-field land app inspections as 1/2 of an inspection)	17				
INSPECTION REPORTING						
Types of Inspections (at sites required to be registered)		10 - 49 AU (in shoreland)	50 - 299 AU (except where noted)		300 or more AU (Non-CAFO/NPDES/SDS)	
Only count first instance of each type of inspection per feedlot						
13	Compliance inspections	3	11		3	
	13.1) How many included the optional P review				0	
14	Construction inspections					
	14.1) How many received a 2nd construction inspection					
15	Desktop N&P records inspection (P review as part of a compliance inspection should be reported in 13.1)		0	100+ AU & in DWSMA	0	
16	In-field land application inspection					
17	Complaint initiated inspections (any non-CAFO/NPDES/SDS)	0	0		0	
18	Routine or follow-up stockpile only inspection					
Other Inspection Related Info						
19	CAFO/NPDES/SDS sites inspected at the MPCA's request	2				
20	Number of feedlots inspected within shoreland or a DWSMA.	6				
21	Number of feedlots inspected within the County's priority areas as designated in the work plan.	17				
22	Number of sites inspected found to be non-compliant with water quality discharge standards.	0				
23	Number of sites inspected with 100+ AU found to be non-compliant with N and/or P requirements.	1				
INSPECTION Performance Credits (Summarized from entries above)		Total	Not PC eligible	PC eligible	PC	PC Total
NOTE: Inspections assumed to satisfy the 7% minimum are not PC eligible						
24	Compliance inspections <i>min. # of compliance inspections: 7</i>	17	13.5	3.5	1.5	5.25
25	Construction inspections	0	0	0	1	0
26	Desktop N&P records inspections	0	0	0	1.5	0
27	In-field land application inspections	0	0	0	0.5	0
28	Compliance inspections that include optional P review			0	0.5	0
29	Number of facilities that received 2 or more construction inspections.			0	0.5	0
30	CAFO/NPDES/SDS sites inspected at the MPCA's request			2	0.5	1
31	Complaint initiated inspections (any non-CAFO/NPDES/SDS) (only count 1 per feedlot):			0	0.5	0
32	Routine or follow-up stockpile only inspection. (only count 1 per feedlot)			0	0.25	0

Additional Performance Credit Calculations and Supplemental Information

Describe below the progress made in meeting your program year work plan inspection goals. You must provide quantitative results for each compliance inspection and land application goal listed in your work plan.

PERMITTING		Number	PC	PC Total
33	30-day construction or expansion notifications received:	0	---	---
34	Interim Permits Issued or Modified:	0	2	0
35	Construction Short-Form Permits Issued or Modified at Sites $\geq$ 300 AU:	0	1	0
36	Public meetings held for construction or expansion to $\geq$ 500 AU:	0	---	---
ENVIRONMENTAL REVIEW (EAW)		Number	PC	PC Total
37	EAW petitions received:	0	---	---
38	EAWs prepared by county:	0	4	0
EMERGENCY RESPONSE		Number	PC	PC Total
39	Events where emergency response was conducted: (on-site visit)	6	2	12
ENFORCEMENT ACTIONS		Number	PC	PC Total
40	Letters of Warning (LOW) issued:	0	---	---
41	Notices of Violation (NOV) issued:	0	---	---
42	Court actions commenced:	0	---	---
FEEDLOT SITE SCHEDULED COMPLIANCE (Achieved in current reporting year)		Number	PC	PC Total
43	Feedlots where a partial environmental upgrade was achieved:	1	---	---
44	Feedlots where a complete environmental upgrade was achieved:	0	6	0
LAND APPLICATION SCHEDULED COMPLIANCE (Achieved in current reporting year)		Number	PC	PC Total
45	Feedlots 100+ AU where N records requirements were returned to compliance:	0	---	---
46	Feedlots 300+ AU (or 100+ DWSMA) where N&P requirements were returned to compliance:	0	---	---
47	Feedlots 100+ AU where in-field inspection non-compliance was resolved:	0	---	---

OWNER ASSISTANCE AND OUTREACH		Number	PC	PC Total
48	Sites visited to provide assistance	112	---	---
49	Workshops/trainings hosted/sponsored by the CFO:	0	2	0
	49.1) Total number of feedlot owners attending these events	0	---	---
50	CFO presentations at informational or producer group events: (per event)	2	1	2
51	Number of mailings to feedlot owners:	12	---	---
52	Feedlot articles placed in newspapers and/or social media:	0	---	---
Describe your workshops, trainings, newsletters, mailings, articles, or other assistance and outreach activities.				
Date	Description			
24-Mar	Andy Hunt-Construction & Expansion of Feedlot-Checklist/Timelines-MPCA-County Needs-Ag BMP/Equip			
24-Mar	Balzer Dairy-Feedlot Improvement Measures&Updated Robot Milkers/Grants-Ag BMP Options			
14-Jul	James Neidermier-New Feedlot-Beef/MPCA-County Needs/Pasture-Openlot Rules/Registration/Variance-Survey			
20-Jul	Jon Kraling-Hoop Barn Addition/MPCA-County Needs/Notice of Constrction Expan./Hay Storage vs. Hay&Animal			
22-Sep	Joe Arnold-New CAFO Feedlot-Swine/MPCA-County Needs/GIS Asst/Meetw/MPCA Rep/Info Needed			
7-Dec	Jake Rysavy-New Feedlot-LayingHens/MPCA-County Needs/Registration-Manure Management			
CFO TRAINING AND MENTORING		Number	PC	PC Total
53	CFO - training CEUs: (Enter total training hours earned - list events below)	48	---	---
54	Hours mentoring New CFOs in another county (describe on a separate sheet):	0	0.25	0
List the training events attended.				
Date	Description	Hours		
18-Jan	Data Practices Training	1.5		
1-30 thru 3-20	Manure Monday - Online	1		
7-Feb	Nitrogen Conference, Mankato	7		
15-Feb	Watershed Tools for Feedlots, Feedlot Tableau Reports	1.25		
15-Mar	Tableau update / Inspection entry into Tempo & violations list	1.5		
21-Mar	MACFO	3		
22-Mar	MACFO	8		
23-Mar	MACFO	4		
19-Apr	Manure Discharges-Lessons Learned /Insp prep/ Audit data scrn/NPDES mult-site term/sep/comb	1		
27-Apr	Manure Management 201	5		
17-May	County Oversight Project/2024 New Reg #'s/Permit Review-Issuance	1.5		
30-May	Regional Meeting - Owatonna	4		
19-Jul	MMP online service update, Manure digesters, LMSA closures	1.25		
20-Sep	Multiple Tempo Als with same facility address	1.5		
3-Oct	Regional Meeting - Owatonna	4		
21-Nov	2023 Annual Reporting	1.5		
20-Dec	Continuous Improvement Project and Annual Report Q&A	1		
OTHER PROGRAM ACTIVITIES		Number	PC	PC Total
55	Feedlots where a MinnFARM was conducted (list sites below):	0	1	0
56	Notifications received claiming air quality exemptions:	9	---	---
57	Meetings with other local government and producer groups:	18	---	---
58	Feedlot ordinance revisions likely, in progress, or completed? ☐ Yes ☒ No	If Yes describe below		
MinnFARM completed by CFO		Describe other county program activities not identified elsewhere.		
registration no.	Site Name	Feedlot Registrations-New-Re-Reg-Ownership Change/MMP Assistance/CAFO Permit		
		Renewal Assistance/Ag BMP Discussions to Update Equipment & Site		
		Improvements/Pasture vs. Openlot Education/Public Education on Feedlot		
		Ordinances - New-Existing-Ownership Change		
TEMPO DATA ENTRY - completed by MPCA staff via TEMPO review		Max Eligible PC	PC Earned	
59	Reviewed registration files have ALL documentation uploaded to TEMPO. (if applicable)	1	1	
60	All four inspection files have ALL documentation uploaded to TEMPO	1	1	
61	Both permit files have ALL documentation uploaded to TEMPO	2	NA	
62	90% of inspection data entered within 60 days of inspection	2	2	
TOTAL PERFORMANCE CREDITS				24.25

CY2023 MPCA County Feedlot Financial Report			
The county may show all county expenditures beyond the required match.			
	Revised 10/9/23		
County	Steele		
County Feedlot Officer	Dave Stenzel	507-444-7488	
	NAME	PHONE	
	Budgeted	Spent	Balance Remaining
2022 Funds Leftover			0
2023 Grant Award Amount	\$ 23,210.32	\$ 23,210.32	0
2023 Required Match Amount	\$ 16,095.57	\$ 44,144.68	-28049.11
TOTAL	\$ 39,305.89	\$ 67,355.00	-28049.11
PC NUMBER earned (per MPCA) in 2023 for 2022 work	\$ 13.50		
PC DOLLAR amount rec'd in 2023 for 2022 work	\$ 2,700.00		
Activity	Spent		
Complaint Response	\$ 5,005.00		
Inspections & Compliance	\$ 23,774.00		
Owner Assistance	\$ 7,508.00		
Permitting	\$ 1,252.00		
Registration/Inventories	\$ 2,502.00		
Training/Conferences	\$ 2,502.00		
Administration	\$ 20,020.00		
Other (explain)	\$ -		
Activity Total	\$ 62,563.00		
Choose either "overhead lump sum" or "overhead broken down" below. If Overhead is figured into CFO's salary which is in turn figured into program activity costs above, state that here - > and do not enter Overhead costs.	Example: Overhead is figured into salary. Program activities include overhead.		
Overhead Lump Sum (If you do not break down overhead expenses but track them in a lump some or in addition to salary, enter that amount.)			
	Spent		
	\$ -		
Overhead Broken Down (If you break down overhead expenses please enter amount spent for each.)			
	Spent		
Office (lease, utilities, furniture, insurance, etc.)	\$ -		
Vehicle (lease, fuel, mtnc., etc.)	\$ 3,884.00		
Supplies (computer, internet, phone, copier, fax, paper, postage, etc.)	\$ 538.00		
Other - MACFO Fee/Hotel	\$ 370.00		
Reasearch fees	\$ -		
OVERHEAD TOTAL	\$4,792.00		
GRAND TOTAL (LUMP SUM)	\$ -		
GRAND TOTAL (OVERHEAD BROKEN DOWN)	\$ 67,355.00		
Employee Name	FTE	Grant Salary Expense (includes insurance/benefits)	
Dave Stenzel	0.7	\$ 60,308.00	
Dale Oolman	0.01	\$ 1,505.00	
Tiffany Wentura	0.01	\$ 750.00	
TOTAL	0.72	\$ 62,563.00	

FTE = Full Time Equivalent; the percentage of employee's time dedicated to the feedlot program in 2023.

Minnesota Pollution Control Agency (MPCA) Feedlot Program 2023 Year-End Review Worksheet

COUNTY: Steele

COUNTY FEEDLOT OFFICER: Dave Stenzel

MPCA REVIEWER: Peter Kuisle

DATE of REVIEW: 04/05/2024

Annual review reminders and what you need to complete this worksheet:

- The data used to complete this form can be found in the Tempo data warehouse and in Tableau reports.
- The data needed to complete the form includes:
 - Number of sites that were registered;
 - Number of Compliance inspections conducted;
 - Number of sites brought back into compliance; and
 - Number of sites that received a permit
- A total of **20** Non-inspection Minimum Program Requirement (MPR) are possible for this review.
- A County cannot receive a partial point two years in a row for the same MPR. Either the County earns a full point the second year or no point.
- *MPCA Reviewers:* When conducting the review, ensure you have the County's most current documents in front of you. This includes:
 - Delegation Agreement Work Plan (DAWP);
 - DAWP Addendums (if applicable);
 - The most recent mid-year review worksheet; and
 - The previous year-end review worksheet

Minimum Program Requirements (MPR) Reporting

INSPECTION MPRs	Agency-approved number of feedlots required to be registered (See Attachment A):	191
	Number of inspections conducted that count towards the 7% inspection rate:	17
	Inspection rate achieved by the county (%):	8.90%
NON-INSPECTION MPRs	Number of applicable non-inspection MPRs:	13
	Total non-inspection MPR points:	13
	Non-Inspection MPR rate (%):	100%

Registration Section (☐ NA)

Review two to ten files completed by the County. If there is only one file, review one file. If there are no registration files, mark "NA" for this section.

MPR No.			
1.	Did the County enter registration information into the online registration system correctly according to MPCA instructions and the Delegation Agreement Work Plan (DAWP)? (Tempo HELP/Feedlot folder//Registration Information//”Online Registration FAQs.docx”. This will be updated as needed.) If a CSF or interim permit is issued with an increase of AU the review should indicate the registration was updated using the online registration system. Scoring Criteria: • One point: Of the files reviewed, at least 80% are entered correctly and in accordance with MPCA instructions and the DAWP. • One half point: Of the files reviewed, 50%-79.9% are entered correctly and in accordance with MPCA instructions and the DAWP.(i.e., <i>not entering complete or accurate information, not updating location information when necessary (moving the dot), not updating the registration when a permit is issued, etc.</i>) • No point: Of the files reviewed, less than 50% of the files are entered correctly and in accordance with MPCA instructions and the DAWP and/or issue(s) identified are the <u>same issues</u> that were identified and documented during last year’s review (<i>County was previously informed regarding the issue prior to County entering new data and County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review, beyond the two previous reviews, to address the issue.</i>)	☐ No	☒ 1 pt ☐ ½ pt
2.	Did the County meet the 30-day registration receipt requirement? (If a producer does not have a contact e-mail the County will need to mail via USPS a registration receipt within 30 days of entering site information into the online system to the producer. If the registration is entered in-person with the feedlot owner present the County will need to document the receipt was given to the owner.) Scoring Criteria: • One point: Of the files reviewed, at least 80% contain an acceptable 30-day letter or met other agency acceptable notification requirements • One half point: Of the files reviewed, 50%-79.9% contain an acceptable 30-day letter or meets other agency acceptable notification requirements or both files contain a 30-day registration receipt, but documentation is inadequate • No point: Of the files reviewed, less than 50% of the files contains a 30-day registration receipt or agency acceptable documentation	☐ No	☒ 1 pt ☐ ½ pt

Files Reviewed:

1. Curt & Chad McAdams Farm - Sec 16, AI-72610
2. Richard A Klemmensen Farm - Sec 33, AI-72761

Reviewer Comments:

Dave enters producers emails in when he can so they get the registrations right away, and also sends letters with the registration updates.

Inspections and Compliance Section

Review **four** compliance and/or desktop N & P inspection files. If there are less than four files, review available files. Reviewers may look at additional files to verify consistency of initial files reviewed.

- For Item 8, review two inspection files. If there is only one file, review that file. If no files, mark “NA”.

3.	Did the County correctly document inspections? Scoring Criteria: • One point: All files contain the correct documentation	☐ No	☒ 1 pt ☐ ½ pt
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	• One half point: At least 50% of files contain the correct documentation or there are issues with how the County completed the documentation. (<i>i.e., components like an open lot or an LMSA existed at the feedlot site, but they were not inspected or site did not have records, yet the site was marked compliant or non-compliant for nitrogen rate requirements and/or phosphorous requirements</i>) • No point: Less than 50% of the files contain the correct documentation or the issue(s) identified are the same issues that were identified and documented during last year's review (<i>County was previously informed regarding the issue prior to County entering new data and County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review beyond the two previous reviews to address the issue.</i>)		
4.a.	Did the County enter inspection information into Tempo correctly according to MPCA instructions for entering an inspection into Tempo? (Tempo HELP/Feedlot folder/Inspection Information) Scoring Criteria: • Half point: All inspection files are entered correctly. • Quarter point: At least 50% of inspections files are entered correctly or there are issues with how the County entered inspection information in Tempo (<i>i.e., part of feedlot is non-compliant for open lot or manure application records, when entering the inspection in Tempo, base requirements - final compliance indicators - were loaded, but checklist section sub-questions were not OR inspection date is incorrectly entered as data entry date rather than actual inspection date OR incorrect inspection "Activity Type" or "Compliance Evaluation Type" is selected</i>) • No point: Less than 50% of inspections files are entered correctly or the issue(s) identified are the same issues that were identified and documented during last year's review. (<i>County was previously informed regarding the issue prior to County entering new data and County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review beyond the two previous reviews to address the issue.</i>)	☐ No	☒ ½ pt ☐ ¼ pt
4.b.	Review should indicate at least seventy five percent (75%) of inspection data was entered into Tempo within 120 days of the inspection. Minimally funded counties can enter data less frequently. This question is evaluating ALL inspections completed by the county, not just the four inspection files that are being reviewed for the annual review. The Tableau Inspection Entry Timeliness report should be used to evaluate this requirement. Scoring Criteria: • Half point: 75% to 100% of data is entered within 120 days and by reporting deadline of February 1. • Quarter point: 50% to 74.9% of data is entered within 120 days and the remaining inspection data is entered by the reporting deadline of February 1. • No point: less than 50% of data is entered within 120 days and/or not by February 1 deadline.	☐ No	☒ ½ pt ☐ ¼ pt
5.	Did the County follow their Delegation Agreement Work Plan Inspection Strategy? Scoring Criteria: • One point: County followed inspection strategy. • No point: County did not follow inspection strategy.	☐ No	☒ 1 pt
6.	Was the producer notified of inspection results in writing (paper or electronic)? For a compliance and/or desktop N & P inspection was the producer notified of inspection results in writing (paper or electronic) within 30 days of compliance determination? Scoring Criteria: • One point: all files reviewed contain a letter/e-mail (sent when required) • One half point: at least 50% of files reviewed contains a notification letter/e-mail (sent when required)	☐ No	☒ 1 pt ☐ ½ pt

	No point: less than 50% of the files reviewed contain a notification letter/e-mail (if required)		
7.	Did the County follow their Delegation Agreement Work Plan Compliance Strategy for inspections that resulted in non-compliance? (☐ NA) Scoring Criteria: One point: County followed compliance strategy No point: County did not follow compliance strategy		☒ 1 pt
8.	Did the County maintain documentation of corrective action for any site that was returned to compliance in the program year? (☐ NA) Scoring Criteria: One point: documentation was maintained for each file reviewed (audit data screen & violation screen completed in Tempo.) One half point: documentation was observed in at least one of the files reviewed (audit data screen & violation screen completed in Tempo.) No point: no documentation was observed (audit data screen & violation screen not completed in Tempo.)	☐ No	☒ 1 pt ☐ ½ pt

Files Reviewed:

1. Dustin Arndt Farm - Sec 18, AI-79834
2. Greg and David Wacek Farm - Sec 36, AI- 82869
3. Richard A Klemmensen Farm - Sec 33, AI-72761
4. Brad Kruesel Farm - Sec 28, AI-83228

Reviewer Comments:

Dave has a solid understanding of feedlot rules and applies them to inspections. He also actively cleans up his violations screen in Tempo

Permitting Section (☒ NA)

Review two permit files. If there is only one file, review one file. If there are no permit files, mark "NA" for this section. Reviewers may look at additional files to verify consistency of initial files reviewed.

9.	Did the County issue permits within the required 60/120 day time period? - Did the County clearly document a received date on all paperwork (permit applications, MMPs, and plans & spec documents)? ☐Yes ☐Most ☐No - If applicable, did the County send incomplete letters within 15 business days? ☐Yes ☐No ☐NA Scoring Criteria: One point: all paperwork (applications, MMPs, and plans and specs) clearly document a received date and County met 15 business day requirement for applicable incomplete letters One half point: most paperwork (applications, MMPs and plans and specs) clearly document a received date and both files met 15 business day requirement No point – a received date is not documented on paperwork or neither file met 15 business day requirement	☐ No	☐ 1 pt ☐ ½ pt
10.	Did the County correctly complete the most recent permit application checklist? Scoring Criteria: One point: all files contain a correctly completed standard/approved checklist One half point – at least 50% of files reviewed contain a correctly completed	☐ No	☐ 1 pt ☐ ½ pt

	standard/approved checklist or there are issues with how the county completed the checklist. (i.e., application information is not verified as accurate and/or complete through the use of the permit application checklist. Ex: animal numbers indicated on application meet threshold of large CAFO and County issues permit OR parts of application left blank (i.e., barn dimensions) and permit issued without that information OR application only includes proposed information and not existing animals/barns and permit is issued without having existing information.) • No point – less than 50% of files reviewed contain a correctly completed standard/approved checklist or the issue(s) identified are the same issues that were identified and documented during last year’s review (County was previously informed regarding the issue prior to new data entry and the County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review beyond the two previous reviews to address the issue.)		
11.	Were notification requirements met? • Public notice ≥ 500 AU: ☐ NA • Government notice: ☐ NA Scoring Criteria: • One point: all notification requirements were met • One half point – half or more required notifications were met • No point – notification requirement was not met	☐ No	☐ 1 pt ☐ ½ pt
12.	Were permits issued no sooner than 20 business days after public notice (>500 AU)? (☐ NA) Scoring Criteria: • One point – applicable permits were issued 20+ business days after public notice. • No point – one or both applicable permit(s) were issued sooner than 20 business days.	☐ No	☐ 1 pt
13.	Did the County correctly complete the most recent MMP checklist? (☐ NA) Scoring Criteria: • One point: all files contain a correctly completed standard/approved checklist • One half point: at least 50% of files reviewed contain a correctly completed standard/approved checklist or there are issues with how the County completed the checklist (i.e., the MMP shows planned over application of nutrients and permit is issued anyway OR MMP does not include items that are identified in feedlot rule and on MMP checklist and a permit is issued anyway.) • No point: less than 50% of files reviewed contain a correctly completed standard/approved checklist or the issue(s) identified are the same issues that were identified and documented during last year’s review (County was previously informed regarding the issue prior to new data entry and the County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review beyond the two previous reviews to address the issue.)	☐ No	☐ 1 pt ☐ ½ pt

14.	Did the County correctly complete the most recent LMSA checklist? (☐ NA) Scoring Criteria: • One point: all files contain a correctly completed standard/approved checklist • One half point: at least 50% of files reviewed contain a correctly completed standard/approved checklist or there are issues with how the County completed the checklist <i>(i.e., LMSA plans do not include items that are identified in the feedlot rules and on the LMSA checklist and a permit is issued anyway.)</i> • No point: less than 50% of files reviewed contain a correctly completed standard/approved checklist or the issue(s) identified are the same issues that were identified and documented during last year's review <i>(County was previously informed regarding the issue prior to new data entry and the County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review beyond the two previous reviews to address the issue.)</i>	☐ No	☐ 1 pt ☐ ½ pt
15.	Did the County conduct an inspection within the last year prior to permit issuance at applicable sites to ensure that the proper permit was issued (CSF vs. INT)? (☐ NA) Scoring Criteria: • One point: both sites were inspected prior to permit issuance and correct permits were issued • One half point: one of the two sites was inspected prior to permit issuance and correct permit was issued • No point: neither site was inspected, or permits were not issued at all or at least one incorrect permit was issued	☐ No	☐ 1 pt ☐ ½ pt

Files Reviewed:

1.
2.

Reviewer Comments:

No Permits were issued, no files reviewed.

Complaint Response Section (☐ NA)

If the County received no complaints, mark "NA" for this section.

16.	Did the County maintain a complaint log in accordance with the Delegation Agreement Work Plan? Scoring Criteria: • One point: complete complaint log is maintained • One half point: some complaint log information is maintained • No point: a complaint log is not maintained <i>The complaint log should include:</i> a. Type of complaint; b. Location of complaint; c. Date and time complaint was made; d. Facts and circumstances related to the complaint; and e. A statement describing the resolution of the complaint	☐ No	☒ 1 pt ☐ ½ pt
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Reviewer Comments:

Complaint log was maintained with all the applicable information.

Owner Assistance

17.	Did the County follow their Delegation Agreement Work Plan Owner Assistance Strategy? Scoring Criteria: • One point – County followed owner assistance strategy • No point – County did not follow owner assistance strategy	☐ No	☒ 1 pt
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Reviewer Comments:

112 sites visited, 12 mailings.

Staffing Level/Air Quality Exemption/Web Site Posting Requirement Section

18.	Did the County earn the required 18 continuing education units (CEUs) of training? Scoring Criteria: • One point: 18 or more CEUs earned. • One half point: 9-17.99 CEUs earned. • No point: Less than 9 CEUs earned.	☐ No	☒ 1 pt ☐ ½ pt ☐ 0 pt
19.	Did the County maintain an air quality exemption log in accordance with the Delegation Agreement Work Plan? (☐ NA for no notifications received) Scoring Criteria: • One point: complete air quality exemption log is maintained. • One half point: some air quality exemption log information is maintained. • No point: air quality exemption log is not maintained. <i>The log should include:</i> a. Names of the owners/legal facility name; b. Location of the facility (county, township, section, quarter); c. Facility permit number; and d. Start date and number of days to removal	☐ No	☒ 1 pt ☐ ½ pt
20.	Did the County post their 2021 Annual CFO Report and MPCA Financial Report on their website by July 1, 2022? Scoring Criteria: • One point: information is posted. • No point: information is not posted.	☐ No	☒ 1 pt

Reviewer Comments:

Dave maintained an air quality log, had the reports posted and had 48 CEUs.

Financial Report (No points awarded for this section.)

Does the financial report show how much grant money the County received and spent? ☐ No ☒ YES

Does the financial report show that the County spent the total match amount? ☐ No ☒ YES

Record Keeping (No points awarded for this section.)

Do all the compliance inspection files reviewed have a copy or photo of a representative sample of manure application records for sites ≥300 AU? ☐ No ☒ YES ☐ NA

Uploading Documentation (No points awarded for this section.)

- Did the County upload the registration documentation (form, letter and if a permit reflects a change in registration information, then complete permit materials [application, MMP, LMSA plans, permit, cover letter, review checklists, etc.]) into Tempo for both files reviewed? ☐ No ☒ Yes ☐ NA
- Did the County upload all inspection documentation (checklist, letter, photos, nitrogen and phosphorus worksheets, etc.) into Tempo for the four files reviewed? ☐ No ☒ Yes
- Did the County upload all permit application materials (application, MMP, LMSA plans, permit, cover letter, review checklists, etc.) into Tempo for the two files reviewed? ☐ No ☒ Yes ☐ NA

If the County uploaded documentation, award the appropriate number of performance credits on CFO Annual Report (*refer to Tempo Data Entry section of the CFO Annual Report*) as indicated below.

Registration:	1
Inspection:	1
Permit:	NA

All registration files have **all** documentation uploaded into Tempo:

# of Feedlots	Performance Credit
0 - 200	1
201 - 400	2
401 - 600	3
601 - 800	4
801 – 1000	5
1001 - +	6

All four inspection files have **all** documentation uploaded into Tempo:

# of Feedlots	Performance Credit
0 - 200	1
201 - 400	2
401 - 600	3
601 - 800	4
801 – 1000	5
1001 - +	6

Both permit files have **all** documentation uploaded into Tempo:

# of Feedlots	Performance Credit
0 - 200	2
201 - 400	4
401 - 600	6
601 - 800	8
801 – 1000	10
1001 - +	12

Tempo Data Entry – Additional Performance Credits

Award the County 2 Performance Credits (PCs) if 90% of ALL inspection data was entered into Tempo within 60 days of the inspection. The Tableau Inspection Entry Timeliness report should be used to determine if the County should be awarded the additional 2 PCs.

☒ Yes – 2 additional PCs ☐ No

Year-End Review Notes of Discussion

Great year Dave, Keep up the good work.

Signatures

By signing below, I acknowledge that I participated in the year-end review process. I understand that my signature does not necessarily reflect my approval of the final results.

County Feedlot Officer:

Signature: Dave Stenzel
(This document has been electronically signed.)

Title: Environmental Specialist

Date (mm/dd/yyyy): 04/08/2024

MPCA Reviewer:

Signature: Peter Kuisle
(This document has been electronically signed.)

Title: Environmental Specialist

Date (mm/dd/yyyy): 04/05/2024



Steele County Agenda Item

Request for Board Action

Subject: Olmsted Co. Materials Recovery Facilities

Department: Planning & Zoning

Committee: Land Use & Records

Committee Meeting Date: April 16, 2024

Work Session Date: Enter a date.

Board Meeting Date: April 23, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Authorize the Chair to sign the letters of support

Recommendation:

Recommend signing the letters of support.

Background (*Including Budget Impact*):

Olmsted County is seeking to build a Materials Recovery Facility (MRF) adjoining its Waste to Energy Facility in Rochester. MRF's separate and prepare single stream recycling materials to be sold to end buyers and currently there are none located in SE Minnesota. To construct the MRF, Olmsted County is seeking funding from the State of MN thru the bonding bill and from the Federal Government thru congressional-directed spending. Steele County, who along with Olmsted County is a member of the Southeastern Minnesota Recycling Exchange (SEMREX) approved a similar letter of support in for bonding funding in 2023 but was not funded.

Attachments:

MRF State Bonding Support Letter

MRF Federal Support Letter

STEELE COUNTY

Board of Commissioners

Administration Center
630 Florence Ave.
P.O. Box 890
Owatonna, MN 55060
507-444-7400

James Brady - 1st District • John Glynn - 2nd District • Rick Gnemi - 3rd District
Jim Abbe - 4th District • Greg Krueger - 5th District

April 23, 2024

The Honorable Representative Fue Lee
Chair, House Committee on Capital Investment
100 Rev. Dr. Martin Luther King Jr. Blvd.
485 State Office Building
St. Paul, MN 55155

The Honorable Senator Sandy Pappas
Chair, Senate Committee on Capital Investment
95 University Avenue W.
Minnesota Senate Building, Room 2113
St. Paul, MN 55155

Dear Chair Lee, Chair Pappas and Capital Investment Committee Members,

On behalf of Steele County, I am sending this letter in support of the bonding request to install food waste separation and processing equipment at the new Olmsted County Materials Recovery Facility (MRF).

Olmsted County is pursuing State Bonding during the 2024 Legislative session to design, construct, and equip the MRF with a food waste separation system to prepare food waste for anaerobic digestion (AD) processing. The equipment would combine de-packaging the food waste from plastic, metal, and glass containers and turn the food waste into a pulp material suitable for anaerobic digestion. The AD plant would convert the food waste into renewable natural gas that is available to the gas grid. The solid portion from the AD facility can be used as a soil amendment. This equipment would be a benefit for the region since the majority of food waste is currently being landfilled. The problems with landfilling food waste are that it decomposes, releases methane, takes up valuable landfill space, and hinders the recovery of beneficial nutrients and chemical compounds. Combusting the material is also not ideal because of the high moisture content of the waste, low heat value, and loss of valuable nutrients and chemical compounds.

This project would allow counties to move food waste up the management hierarchy. The proposed technology used at the facility would accept source-segregated organic waste from households and commercial businesses and pre-treat the waste for processing at an AD plant. The Minnesota Pollution Control Agency (MPCA) Food Waste Generation and Composition Study from 2021 notes that approximately 25% of the sorted residential and commercial mixed municipal solid waste (MMSW) was food,

compostable paper and packaging', liquid, and non-compostable packaging removed from edible food. This is comparable to the U.S. EPA estimate of 21.6% of food in municipal solid waste nationally. A waste characterization study performed by Olmsted County in 2019 showed that food waste comprised more than 20 percent of the municipal solid waste stream. Regional infrastructure is needed to move food waste in the solid waste management hierarchy and improve local recycling rates. Thank you for considering this bonding request. We appreciate the options this investment would provide for southeastern Minnesota.

Sincerely,

Jim Abbe, Chair
Steele County Board of Commissioner

STEELE COUNTY

Board of Commissioners

Administration Center
630 Florence Ave.
P.O. Box 890
Owatonna, MN 55060
507-444-7400

James Brady - 1st District • John Glynn - 2nd District • Rick Gnemi - 3rd District
Jim Abbe - 4th District • Greg Krueger - 5th District

April 23, 2024

The Honorable Representative Brad Finstad
U.S. House of Representatives
1605 Longworth HOB
Washington, DC 20515

The Honorable Senator Amy Klobuchar
U.S. Senate
425 Dirksen Senate Building
Washington, DC 20510

The Honorable Senator Tina Smith
U.S. Senate
720 Hart Senate Office Building
Washington, DC 20510

Dear Representative Finstad, Senator Klobuchar, and Senator Smith,

On behalf of Steele County, I am sending this letter in support of congressional-directed spending for the installation of food waste separation and processing equipment at the new Olmsted County Materials Recovery Facility (MRF).

Olmsted County is seeking congressionally directed spending to design, construct, and equip the MRF with a food waste separation system to prepare food waste for anaerobic digestion (AD) processing. The equipment would combine de-packaging the food waste from plastic, metal, and glass containers and turn the food waste into a pulp material suitable for anaerobic digestion. The AD plant would convert the food waste into renewable natural gas that is available to the gas grid. The solid portion from the AD facility can be used as a soil amendment. This equipment would be a benefit for the region since the majority of food waste is currently being landfilled. The problems with landfilling food waste are that it decomposes, releases methane, takes up valuable landfill space, and hinders the recovery of beneficial nutrients and chemical compounds. Combusting the material is also not ideal because of the high moisture content of the waste, low heat value, and loss of valuable nutrients and chemical compounds.

This project would allow counties to move food waste up the management hierarchy. The proposed technology used at the facility would accept source-segregated organic waste from households and commercial businesses and pre-treat the waste for

processing at an AD plant. The Minnesota Pollution Control Agency (MPCA) Food Waste Generation and Composition Study from 2021 notes that approximately 25% of the sorted residential and commercial mixed municipal solid waste (MMSW) was food, 'compostable paper and packaging', liquid, and non-compostable packaging removed from edible food. This is comparable to the U.S. EPA estimate of 21.6% of food in municipal solid waste nationally. A waste characterization study performed by Olmsted County in 2019 showed that food waste comprised more than 20 percent of the municipal solid waste stream. Regional infrastructure is needed to move food waste in the solid waste management hierarchy and improve local recycling rates.

Thank you for considering this request for congressionally directed spending. We appreciate the options this investment would provide for southeastern Minnesota.

Sincerely,

Jim Abbe, Chair
Steele County Board of Commissioner

**Minutes
of the
Steele County Board of Adjustments
April 2, 2024**

Call to Order:

The meeting was called to order by Chair Schmidt at 7:00 pm. Members present were Schmidt, Lammers, Jaster, Hansen, Ulrich, and staff member Oolman.

Agenda:

Motion by Lammers, second by Jaster to approve the agenda with corrections. Motion passed.

Organization:

Motion by Lammers, second by Ulrich to reappoint Brian Schmidt as Chair. Motion passed unanimously.

Motion by Ulrich, second by Lammers to reappoint Steve Jaster as Vice Chair. Motion passed unanimously.

Minutes:

Motion by Ulrich, second by Jaster to approve the Oct 3rd, 2023, minutes as submitted. Motion passed 5 to 0.

Public Hearing – Variance #659 (Oltmans – Side Yard Setback)

This hearing is to consider a variance request from Travis & Beth Oltmans to re-construct an existing barn that does not meet the setback from an internal property line. The property is located in the W ½ of the SW ¼, Section 16, and the SE ¼, lying East of the Railroad, Section 17, Aurora Township. The property address is 5411 SE 73rd Street.

Questions & Comments by board members:

Schmidt- What are the acres of each parcel?

Oolman- *There are about 75 acres total, 40 acres in Section 17, and about 35 acres in Section 16.*

Schmidt- The building site is in the center of the property.

Oolman- *Yes, it is.*

Hansen: Were you aware of the parcel line down the middle of the property when you bought it?

Oltmans: *Yes, but we were not aware that we would have to get a variance to restore the 1911 barn.*

The public hearing was opened.

As there were no comments the public hearing was closed.

The board reviewed the criteria for considering variance request #659

1) Is the variance in harmony with the intent of the comprehensive plan and ordinance?

All members felt the request met the intent of the comprehensive plan and ordinance.

- 2) **Is the property owner proposing to use the property in a reasonable manner?**
All members felt the property owner was using the property in a reasonable manner.
- 3) **The plight of the applicant is due to circumstances unique to the property.**
All members felt the uniqueness of the property contributed to the plight of the applicant.
- 4) **Was the plight of the landowner created by someone other than the landowner?**
All members felt the circumstances were created by someone other than the landowner.
- 5) **The variance will not alter the essential character of the locality.**
All members felt the character of the locality would remain the same.
- 6) **Economic considerations alone are not the only practical difficulty?**
All members did agreed economics were not the only reason for the request.

Motion by Jaster, second by Hansen to grant variance request #659 a based upon the findings of the board.

Motion to approve passed 5 to 0.

Public Hearing – Variance #660 (Prime 45, LLC – Front Yard Setback)

This hearing is to consider a variance request from Prime 45, LLC to construct two self-storage structures 35 feet from the right of way of County Road 45. Steele County ordinances require the structures to be 50 feet from the right of way. The property is located in the NE1/4 of the NE 1/4, Section 29 Clinton Falls Township. The property address is 4500 County Road 45 North.

Questions & Comments by board members:

Schmidt- Are the water retention ponds required?

Oolman- Water retention pond regulations are enforced by the MPCA in rural areas of the county.

Prime 45 LLC representative stated that the ponds were shown on the site plan to indicate where they could be placed should they need to be.

Schmidt- Indicated he met with the Highway Engineers to clarify questions about the right of way.

Commissioner Brady- Stated that the Steele County Board has agreed to turnback 30 feet of right of way along the road. County Road 45 was originally a State Highway with wide right of ways. The county has done the same for many of the property owners along the road when requested.

Hansen- Asked for clarification on the setbacks from the road.

Oolman- In the General Business zone, setbacks are measured from the edge of the right of way as opposed to agricultural zones where the setback is typically measured from the center of the road.

Hansen- Inquired about which direction the doors of the new buildings would face.

Building A would face east, building B would face north, and the Building C which is a typical ministorage building will have doors on the east and west.

Schmidt- Are the new driveways going to be paved or left gravel?

Prime 45, LLC- They will remain gravel.

The public hearing was opened.

As there were no comments the public hearing was closed.

The board reviewed the criteria for considering variance request #660

Is the variance in harmony with the intent of the comprehensive plan and ordinance?

All members felt it was not because the parcel was created after the ordinance was adopted.

1) Is the property owner proposing to use the property in a reasonable manner?

All members felt the property owner was using the property in a reasonable manner.

2) The plight of the applicant is due to circumstances unique to the property.

All members felt the uniqueness of the property contributed to the plight of the applicant.

3) Was the plight of the landowner created by someone other than the landowner?

All members felt the circumstances were created by someone other than the landowner.

4) The variance will not alter the essential character of the locality.

All members felt the character of the locality would remain the same.

5) Economic considerations alone are not the only practical difficulty?

All member's felt economics were not the only reason for the request.

Motion by Lammers, second by Ulrich to approve variance request #660 based upon the findings of the board.

Motion to approve passed 5 to 0.

Adjournment:

Motion by Hansen, second by Lammers to adjourn. Motion passed. Meeting adjourned at 7:45 PM.



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

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

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

Attendees: Commissioner Krueger, Commissioner Glynn, County Engineer Greg Ilkka, Four Seasons Director Steve Schroht, Assistant County Engineer Paul Sponholz, and Administrator Scott Golberg.

Consent:

1. Committee recommends approving Cooperative Agreement with Dodge County and Authorize the Highway Engineer to Execute the Agreement
2. Committee recommends approving Amendment with WSB for Engineering Services for CSAH 48 and 18th Street SE Roundabout
3. Committee recommends awarding the 2024 pavement marking award, CP 074-024-001, to KAMCO, Inc. in the amount of \$277,818.19.
4. Committee recommends adopting a Resolution to approve and accept Steele County Highway Right-of-Way Plat No. 22
5. Committee recommends awarding a contract to Minnesota Signal, LLC in the amount of \$122,475.00 to revise two signal systems, SAP 074-602-007, subject to MnDOT concurrence.
6. Committee recommends approving cooperative agreement with the city of Owatonna on the 2024 pavement striping and marking, CP 074-24-01.
7. Committee recommends approving cooperative agreement with the city of Owatonna on the signal revisions, SAP 074-602-007.

Department Head Reports

Four Seasons: Great attendance at the Home and the Farm Show. Starting indoor soccer. Upcoming events are the formal prom and the hockey banquet. They are working on painting and adjusting the doors at the Four Seasons buildings. Still gather information regarding the possibility of 2025 Spring Ice. The Beaver Lake grant was submitted. More grants are coming up to be submitted.

Landfill: Met with SEH regarding the landfill expansion. EAW needs to be completed. Should know by the end of the year about the expansion.

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

1. Applied and did not receive the grant for the new corridor. will reapply next year.
2. Newspaper article is being posted requesting work zone care and safety.
3. Starting work on the 162 bridge over crane creek.
4. Hwy 49 eminent domain hearing is May 6th.
5. Discussed the railroad and the eastside roundabout.
6. Eastside corridor meeting with a small group of residents went well.



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

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

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

Attendees: Commissioner Glynn, Commissioner Krueger, Planning & Zoning Director Dale Oolman, County Assessor Tom Reineke, County Recorder Rick Kvien, Finance Director Candi Lemarr, and the Executive Assistant Rebecca Kubicek.

Consent:

1. Committee recommends approving the 2023 Feedlot Officer Annual Report and authorizes the chair to sign the report.
2. Committee recommends approving Olmsted Co.-Materials Recovery Facilities and authorizes the Chair to sign the letters of support.

Information

Dale Oolman to contact the recycling center to see if they can put up a sign that states “ Recycling Center” with an arrow pointing into the yard.

Department Head Reports

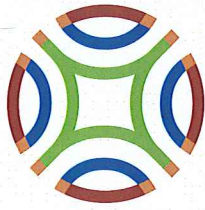
Assessor: Local Boards are going well. City of Owatonna is tonight.

Recorder: 27 weddings have been performed this year. Normally 50 to 55 a year.

Planning & Zoning: Building official is leaving the end of May.

Finance: Officially starting the budget process. Working on a long-range CIP Plan.

Administration: Jan Fransen starts today.



OWATONNA
PARTNERS FOR ECONOMIC DEVELOPMENT

2023 Annual Report



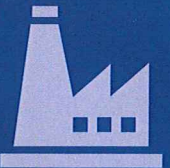
ATTRACT & RETAIN TALENT

- 550 students connected to job shadow, job tour, internship, or work experience.
- 200 students participated in Made in Owatonna Days gaining direct exposure to local career opportunities.
- 100 local businesses are providing opportunities to students.



NEW HOUSING UNITS: 221 Units total

- 29 = Single Family
- 2 = Single Family Attached
- 190 = Apartments



NEW INDUSTRIAL & COMMERCIAL

- Total Square Feet = 102,767
- Commercial = 27,546
- Industrial = 75,211



MAJOR PROJECT DEVELOPMENTS: \$69M TOTAL

- Ascend
- West Bank
- Roma's Italian Eatery
- Jersey Mike's
- FoamCraft
- Thompson Sanitation



CAPITAL INVESTMENT: \$208.4M TOTAL

- City & County = \$30.3M
- School District = \$55.8M
- Residential = \$47.2M
- Comm & Ind = \$72.7M



OwatonnaDevelopment.com

**Steele County Figures Included*