



STEELE COUNTY BOARD OF COMMISSIONERS WORK SESSION 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, JULY 25, 2023 AT 4:00 PM
County Boardroom, Steele County Administration Center

Agenda

1. Call to Order
2. Steele County Fairgrounds Electrical Safety Project /Contract Award
3. 501(c)3 Appropriation Discussion (p. 5)
4. Other Business

Adjourn

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



Steele County Agenda Item

Subject: Steele County Fairgrounds Electrical Safety Project /Contract Award

Department: Building & Grounds

Work Session Date: July 25, 2023

Board Meeting Date: July 25, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

n/a

Recommendation:

To approve the Facilities and Fleet Director to accept the low bid from R&K Electric in the amount of \$1,698,000.00 and to execute the contract for the Steele County Fairgrounds Electrical Safety Project.

Background (*Including Budget Impact*):

Previously the County Board authorized the Facilities and Fleet Director to Advertise for Bids for the Steele County Fairgrounds Electrical Safety Project. One bid was received on July 18, 2023 from R&K Electric in the amount of \$1,698,000.00 with an alternate #1 price of \$300,000.00. We are not recommending alternate #1 at this time. We have been in discussion with R&K and verified their bid is complete and thorough. See recommendation packet attachment.

Attachments:

Recommendation Packet

Bid Tab

Bid Tabulation



Project Name: Steele County Fairgrounds Electrical Upgrades

Bid Letting Time + Date: 2:00 pm Tuesday, July 18, 2023

Bid Letting Location: Administration Building, Steele County Fairgrounds, 1525 S. Cedar Avenue, Owatonna, Minnesota 55060

[illegible]

Letter of Recommendation

JULY 20, 2023

Jake Rysavy
Facilities & Fleet Director/Bldgs & Grounds
Steele County
630 Florence Ave
Owatonna, MN 55060
jacob.rysavy@co.steele.mn.us



Jake,

On Tuesday, July 18, 2023, Bids were received for the Steele County Fairgrounds Electrical Upgrades. One bid was received from R&K Electric. The bid also has one alternate to select from.

The apparent low bidder is R&K Electric, with a base bid price of \$1,698,000 and with bid alternate #1 as an add of \$300,000. Bid alternate #1 was not accepted for electrical work in area "G" consisting of work near the FFA Childrens barnyard. The contractor has been in discussion with Steele Co staff and confirmed that R&K Electric's bid is complete and thorough. Therefore, we recommend approval of R&K Electric's base bid only.

Sincerely,

Bob Mickelson
Sr Project Manager
Bob.mickelson@ISGInc.com



Steele County Agenda Item

Subject: 501(c)3 Appropriation Discussion

Department: Treasurer's Office/Finance

Committee Meeting Date: July 12, 2023

Work Session Date: July 25, 2023

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Bring to a work session for discussion

Recommendation:

Funds appropriated in previous years to 501(c) 3 that assist with program of Mental Health and Healthy Eats, have these funds distributed to the Public Health SHIP program team and allow this team to distribute the funds.

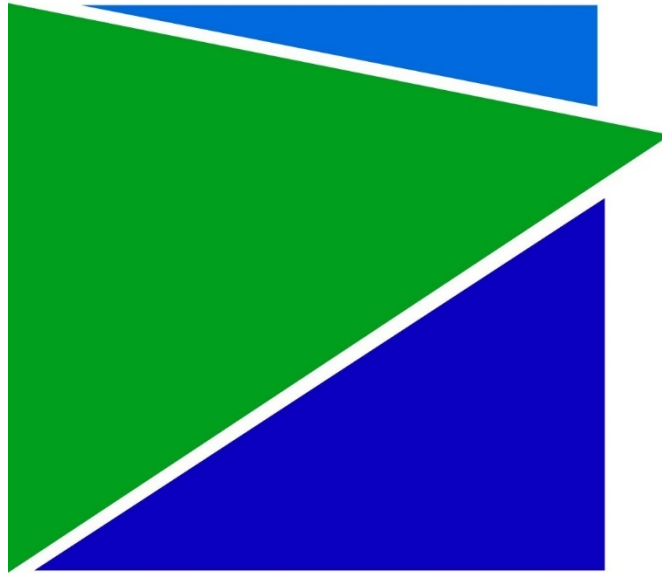
Background (*Including Budget Impact*):

Over the last several months, a small committee including Amber Aaseth, Cathy Piepho, Mary Urch, Maddie Hessian and Erin Edel have met to discuss how we can incorporate the County's appropriations to local 501(c)3 organizations into the Public Health's Statewide Health Improvement Plan (SHIP) program. Two areas of focus for SHIP are mental health and healthy eats. Currently, Steele County appropriates approximately \$50,000 each year between the following non profits: Transitional Housing of Steele Co, SEMCAC, Women's Crisis Resource Center, Healthy Seniors and Community Pathways. All these organizations deal with mental health or healthy eats, so it only seemed appropriate that this allocation process be overseen by the SHIP program.

Cook County, MN did a similar thing a few years ago. They now have a formalized process where organizations apply for funding and the applications are reviewed and awarded by a committee. Attached is their grant application request.

We would like to discuss with the committee their thoughts about Steele County following Cook County's model to appropriate funds.

COOK COUNTY



MINNESOTA

**Public Health Fund Request for Proposals
2024 Budget Cycle**

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Available through Cook County Public Health and Human Services

411 West 2nd Street • Grand Marais, MN 55604

<https://co.cook.mn.us/index.php/public-health-documents>

Cook County Public Health Fund

Cook County may contract with agencies to provide services within the county that serve a public purpose and that have a specific authorization in Minnesota Statute. Activities that promote public health, safety, general welfare, security, prosperity, or contentment for the benefit of the community are generally agreed to serve a public purpose.

OVERVIEW OF THE PROCESS

- **To be considered for funding, organizations must complete the online application form by June 22, 2023.**
- You will NOT be able to save your work and continue later. We recommend that you save your answers as a Word document while working on the application, then cut and paste your answers in this form when you are ready to submit it. You can see a complete list of all application questions at:
[https://co.cook.mn.us/government/departments/public health and human services/public health/grants.php](https://co.cook.mn.us/government/departments/public%20health%20and%20human%20services/public%20health/grants.php)
by viewing the document "Public Health Fund Application for 2024 Grants".
- Alongside this online application, please email two required attachments to phhs@co.cook.mn.us.
 - 1) Your organization's 2022 Tax Form 990 (first two pages only) and
 - 2) A complete project budget using the "Template Project Budget for Public Health Fund" found at the website mentioned above
- Grant activities must serve a public purpose, and grantees must align with at least one of the priorities identified in the Cook County Community Health Assessment:
 - Access to specialty medical services
 - Behavioral health
 - Safe and stable housing
 - Services for elders
 - Services for families with young children
 - Substance abuse
- A sub-group of the Public Health and Human Services (PHHS) Advisory Council will review all applications prior to meeting as a group and deciding how to recommend that the Board of Commissioners allocate funding.
- The information requested on this application is intended to be used by the County Board of Commissioners in making determinations regarding the allocation of County taxpayer dollars. Failure to provide complete, accurate information may result in the County being unable or unwilling to grant your funding request.
- Organizations not meeting the application deadline will not be considered for funding during this grant cycle and will have to wait until the following year to re-apply.

- Organizations that fail to demonstrate that they fulfill the criteria for funding will not be funded.
- In addition to funding successful and proven programs, the County is open to providing funding for new projects that meet the criteria for funding.
- It should be clearly understood that not every qualifying organization making a request will be assured of receiving funding.
- All applicants must either be a 501c3 nonprofit or have a fiscal sponsor that is a 501c3 nonprofit, AND have as their primary purpose to provide services to residents of Cook County Minnesota.
- If the Cook County Board approves the continuation of funding for the Childcare Wage Enhancement Program for 2024, childcare staff wages and benefits will be ineligible for Public Health Fund grant dollars as they will instead be eligible for the Childcare Wage Enhancement Program. Non-profit childcare programs will be asked to separate staff wages/compensation from other portions of their grant request.
- All applicants will be invited to participate in a short (10 minute), virtual Q&A session with members of the grant review subcommittee on July 7th, 2023.
- Should you have any further questions regarding this application or the funding process, please contact public health staff by email: pahs@co.cook.mn.us or phone: 218-387-3620.

Cook County Public Health Fund Application

Legal name of organization

Address

City, State, Zip

Employer Identification Number (EIN)

Phone

Email Contact

Provide a 2-3 sentence summary of your request for funding:

Alignment with priority health areas identified in the Cook County Community Health Assessment (check all that apply)

- ☐ Access to specialty medical services
- ☐ Behavioral health
- ☐ Safe and stable housing
- ☐ Services for elders
- ☐ Services for families with young children
- ☐ Substance abuse

How does your request address the priority health areas indicated above?

Amount of funding requested: \$ _____

Population served (example: families, youth, seniors, people struggling with mental health, etc.)

1) Organization information

- a) Provide a summary of your organization's mission, goals, and major programming areas.
- b) How are you collaborating with other organizations in the community?
- c) Indicate any potential conflict(s) of interest with board members or staff related to use of requested County funds and what steps will be taken to ensure there is no breach of public confidence.

2) Intended use for requested county funds

- a) Would this funding support new programming, expand programming, maintain existing programming, or support the general operations of your organization?
- b) What specific programs or initiatives will the requested funding support?
- c) How many people do you anticipate these programs or initiatives will serve?
- d) What percentage of your operating budget is the requested funding?
- e) If your organization is NOT granted full funding, how will that impact the programming you are able to offer to the community?
- f) How is your request targeting those in greatest need of services?

3) Proposal Narrative

- a) Describe the challenge or need that your proposed activities seek to address?
- b) How will you measure the impact of the activities that this funding supports?

4) Financial Information

- a) Please include (email these phhs@co.cook.mn.us to be considered for funding):
 - i) A copy of your organization's 2022 IRS Form 990 (first two pages only)
 - ii) A project budget for the funds you are requesting using the "Template Project Budget for Public Health Fund" found at: https://co.cook.mn.us/government/departments/public_health_and_human_services/public_health/grants.php
- b) Please list the list of names of corporations and or foundations from whom you have requested funds in the past year, with dollar amounts, indicating which sources are committed or pending.
- c) If you are a licensed childcare program, please separate the total amount of funding requested to support staff wages and benefits from your overall request. If the Cook County Board approves the continuation of funding for the childcare wage enhancement program for 2024, this portion of your request will be ineligible for Public Health Fund grant dollars as it will instead be eligible for the Childcare Wage Enhancement program.

Authorized signature (Organization's Administrator or Board Chair):

Printed name of signatory

Evaluation

To be eligible for funding in future years, grantees must submit an evaluation. The Public Health Supervisor will email all grantees an evaluation request form in March 2025.

We will also request a project budget that shows how funds were spent in the grant year as part of your annual report as well as a short virtual presentation on your grant report (to be given for the Public Health Fund Grant Review Subcommittee).

Thank you for what your organization does to support the health, safety and well-being of our community!