



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 22, 2025 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

Presentation

4. Public Safety Center –
Fire Chief Hoffman and Police Chief Mundale

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

5. Southern Minnesota Tourism Association Letter (pg. 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.*

6. Approve April 8, 2025 Board Minutes (pg. 9)
7. Approve April 8, 2025 Board Work Session Minutes (pg. 14)
8. Approve Bills and Journal Entries (pg. 16)

9. Approve Personnel Report (pg. 75)
10. Approve the annual On-Sale and Sunday Liquor License for the Monterey Ballroom (pg. 76)
11. Approve Agreement between Steele County and M. Spindler. (pg. 77)
12. Approve the Grant Contract Agreement for Rescue Mate Throw Bags in an amount of \$192.00 and authorize the Chair and the Sheriff to sign. (pg. 86)
13. Approve the Memorandum of Understanding between Spero, United Way of Steele County, and Steele County Public Health and authorize the Public Health Director to sign. (pg. 99)
14. Approve the Summit Food Service Contract Amendment and authorize the Sheriff to sign. (pg. 102)

General Agenda

15. Adopt Resolution 2025-023 declaring National Work Zone Awareness Week, April 21st – 25th, in Steele County. (pg. 105)
16. Adopt Resolution 2025-020 to ban parking on the west side of CSAH 46. (*Tabled from the April 8th Board meeting*) (pg. 109)
17. Adopt Resolution 2025-021 requesting MnDOT to perform a speed study – CSAH 1(CSAH 34 to CSAH 9). (pg. 111)
18. Adopt Resolution 2025-022 requesting MnDOT to perform a speed study – CSAH 48 (US 14 to Chambers Avenue. (pg. 114)
19. Approve preferred alternative for reconstruction of the CSAH 2/CSAH 43/CR 171/CR 180 (Havana) Intersection Improvement plan based on the Feasibility Study. (pg. 117)
20. Approve renewal of CUP #299 (Loken Excavation & Drainage – Deitz Pit) with 17 conditions based on the Findings of Fact. (pg. 194)
21. Approve CUP #441 (Richland Grain LLC) with 6 conditions based on the Findings of Fact. (pg. 208)
22. Approve renewal of IUP#2010-02 (Schultz Pit) with 17 conditions based on the findings of

fact. (pg. 219)

23. Approve renewal of IUP#2015-02 (Hafstad Pit) with 16 conditions based on the findings of fact. (pg. 234)

County Board Work Session – April 22, 2025

24. Action Items

Public Works Committee - April 8, 2025

25. Approve amendment to agreement with Short Elliott Hendrickson, Inc (SEH). to complete final design for the CSAH 48 Main Street (Oak Avenue to Grove Avenue) and authorize County Engineer to sign the amendment. (pg. 249)

Information Items

26. Planning Commission Minutes – April 7, 2025 (pg. 267)
27. Public Works Committee Minutes – April 8, 2025 (pg. 273)
28. Public Safety & Health Committee Minutes – April 15, 2025 (pg. 274)

Commissioner Reports:

Next Meeting Notices:

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

Internal Central Services – **Tuesday, May 6th at 8 a.m. in the Boardroom**

Land Use & Records – **Thursday, May 8th at 8 a.m. in the Boardroom**

Public Works Committee – **Tuesday, May 13th at 8 a.m., Public Works Facility**

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

County Board Meeting – **Tuesday, May 13th 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.

SOUTHERN MINNESOTA TOURISM ASSOCIATION

% Baumgard, Rose & Associates
228 South Main Street
LeSueur, MN 56058



2026 SMTA BUDGET REQUEST

GREETINGS:

Tourism is vital part of the economic growth and development of your county. Visitors bring in dollars with little demand for services. Those dollars go into the pockets of your tax-payers through the goods, services and experiences they have while they are in your county. Tourism in Minnesota is an \$24.2 billion industry in Minnesota that creates \$4 billion in sales tax and 180,000+ in jobs. Through SMTA you can increase the tourism dollars that flow into your county!

The goal of SOUTHERN MINNESOTA TOURISM ASSOCIATION is to increase tourism in all our member counties by providing innovative and collaborative marketing and promotion strategies that benefit the region. This letter is coming to you as a funding request for consideration in your 2025 COUNTY BUDGET.

SMTA is funded through a \$.05 per capita funding request to our 36 member counties. Included with this letter is a funding request invoice for 2026 budgeting purposes. Invoices requesting payments will be mailed out in December 2025 for payment during the first half of the 2026 calendar year. The 2026 budget request is based on the 2020 census numbers, at the same \$.05 per capita rate it has been for over 30 years.

WHAT DO YOU GET WITH YOUR INVESTMENT DOLLARS?

- Promotion of Southern Minnesota through collaborative marketing from appropriations, grant dollars and partnership income.
- A place at the table in the SMTA organization to provide input and guidance on the expenditures of the marketing dollars.
- Through collaboration, SMTA brings a strong voice to the table to impact the State's expenditure of marketing dollars to highlight Southern Minnesota and your county.

Marketing tourism is an investment in the economy of your county. With counties and communities working collaboratively through the Southern Minnesota Tourism Association, the benefits of your investment are multiplied. We hope that you will support tourism through the appropriation of \$.05/capita in your 2026 budget.

Sincerely,

Jane Lanphere

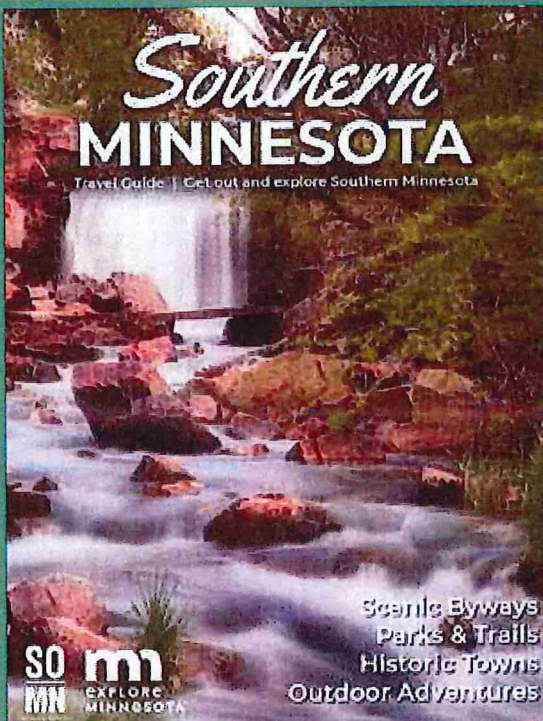
Jane Lanphere, Treasurer

507.283.4061

southernminnesotatourism@gmail.com

ANNUAL REPORT 2024

Southern Minnesota Tourism Association (SMTA) is a collaborative regional marketing association serving the 36 counties that make up Southern Minnesota. Our primary mission is to work with and represent Southern Minnesota counties, their communities, and tourism businesses to promote tourism in Southern Minnesota, thereby enhancing economic impact and the quality of life for residents and visitors. We also provide professional enrichment, peer support, and networking opportunities through quarterly meetings.



2024-2025 Visitor's Guide

Printed: 48 pages, full color tabloid featuring destinations throughout southern Minnesota. Printed 200,000 copies, with another 100,000 to be printed in 2025.

Distributed through Explore Minnesota Travel, Minneapolis-Saint Paul Airport, Mall of America, and the Star Tribune.

The guide can be viewed on the Explore Minnesota website. It is available as an accessible document or a print copy can be requested.

Meetings and Networking

SMTA held 4 full board meetings in 2024. The March and November meetings were held on-line, the June meeting was held in Faribault and the September meeting was held in Austin.

Participants guide SMTA through governance and marketing decision making as well as benefit from networking and professional development opportunities.



Working together to generate Travel, Tourism and a positive Economic Impact in Southern Minnesota

WHAT IS THE SOUTHERN MINNESOTA TOURISM ASSOCIATION?

- The Southern Minnesota Tourism Association (SMTA) is a tourism promotional organization made up of representatives from 36 counties in the geographic area identified as the Southern Minnesota Region.
- The organization was formed in 1992 and is funded by a \$.05 per capita request from the 36 counties in the Southern Minnesota Tourism region; the per capita amount has remained the same ever since.
- One email for all organization business: southernminnesotatourism@gmail.com
- The Region served by Southern Minnesota Tourism Association encompasses the following 36 counties: Big Stone, Blue Earth, Brown, Chippewa, Cottonwood, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Houston, Jackson, Lac Qui Parle, Le Sueur, Lincoln, Lyon, Martin, Mower, Murray, Nicollet, Nobles, Olmsted, Pipestone, Redwood, Renville, Rice, Rock, Sibley, Steele, Swift, Traverse, Wabasha, Waseca, Watonwan, Winona, and Yellow Medicine.
- Funding requests are mailed to each county in the spring for consideration in next year's budget. Invoices for payments are mailed in December/January and payable by July 31st.
- Marketing Programs are determined and developed with input from the SMTA Marketing Committee who oversees the print, digital, content development, and other marketing strategies.
- The organization holds regular quarterly meetings each year with educational programming component. Two meetings are in/person and zoom and two meetings are only offered via zoom. The SMTA Annual Meeting is held in March which includes the election of officers and executive committee.
- Since September 2023, DAWN SCHREIBER has served as SMTA staff and she coordinates the organization's operations.
- SMTA contracts with a licensed CPA firm (Baumgard, Rose & Associates – formerly Schoeppner & Associates) to handle all of our financial transactions including all Federal and State required reporting.
- Official Mailing Address:
SMTA | Baumgard, Rose & Associates | 228 South Main Street | LeSueur, MN 56058

- SMTA supports tourism officials through presentations by professional speakers at organization meetings and through enhanced communication through Explore Minnesota.
- SMTA allows members to learn about regional collaboration opportunities on marketing and programming.
- SMTA provides peer to peer networking opportunities with other southern Minnesota people to learn of ideas/plans that others are using to generate Travel and Tourism for their county, and partnering opportunities to expand exposure to potential visitors.
- The organization provides opportunities for direct access to resources and guidance provided by Explore Minnesota state tourism department through their representative.
- All attendees have the opportunity to serve on the marketing committee as a member of the Executive Board, Delegate at large or County Representative from within the boundaries of the 36 Southern Minnesota counties.
- SMTA provides the opportunity to update members and Explore MN staff on current tourism activities and attractions in your tourism area to enhance your representation when fulfilling inquiries and producing printed materials.
- The Brand "SOMN *naturally different*" plays off the diverse geography and landscapes of southern Minnesota as well as the multiple experiences a visitor can have from border to border.
- Appointed by the Governor, a Southern Minnesota representative sits on the Explore Minnesota Tourism Council to communicate tourism activities and issues to and from SMTA Members.
- SMTA also has access to Explore Minnesota's southern partner relations staff for guidance and technical support.
- With the help of the continued financial support of southern Minnesota counties, SMTA continues to market southern Minnesota as a travel destination to non-resident and resident travelers.
- **BOTTOM LINE** - - funding the tourism promotional/marketing efforts of SMTA is not an expense, but rather an investment in the economic vitality of southern to Minnesota communities, counties, and businesses.

Professional Development: Marketing & Leadership Speakers



Katie Godfrey Demmer,
Southern MN Initiative Foundation



Alyssa Olson,
Cumulus Media



Shane Narjes
South Central College



Holly Sojack
Westbrack Marketing



Desiree Petrich
Intentional Action



Scott Pollock
MN Marine Art Museum



**Two-page
advertorial
in the
Star Tribune's
Minnesota
State Fair
Guide**

Learn more about SMTA or connect with us on Facebook.

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

April 8, 2025

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on April 8, 2025 with Commissioner's Glynn, Prokopec, Abbe, Krueger and Brady present. Also present were Human Resources Director Gina McGuire, Finance Director Candi Lemarr, IT Director Dave Purscell, County Engineer Paul Sponholz, County Assessor Brian Anderson, County Attorney Robert Jarrett, Public Health Director Amber Aaseth, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

Motion by Commissioner Abbe, seconded by Commissioner Glynn to approve the agenda with removal of item # 19 - Wind Farm. Ayes all.

Presentation: Public Health Video

Public Comment: One person spoke regarding the Main Street project. Six spoke regarding the Eastside Corridor funding transfer. One spoke regarding the Havana feasibility study.

Correspondence: Environmental review for wastewater treatment and/or collection system project letter.

Consent Agenda:

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve Consent Agenda. Ayes all.

- A. Approve the minutes of March 25, 2025 Board Meeting
- B. Approve the minutes of March 25, 2025 Board Work Session
- C. Approve Bills
- D. Approve Personnel Report

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Date</i>
Carrie Holmen	Accounting Specialist/Finance	B25 / 4	4/07/2025
Christian Overland	Correctional Officer (Programs)/ Det Cent	B24 /1	4/21/2025

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Stephen Tschopp	Engineer Tech III	Highway	4/11/2025
Melissa Kofstad	Emerg Preparedness Coord	Public Health	4/17/2025
Ryan Rasmusson	Appraiser III	Assessor	4/18/2025
David Brown	Int. Hwy Working Foreperson	Highway	4/25/2025

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Engineering Technician I/II/III	Highway	Backfill Tschopp
Emg Preparedness Coord / RN	Public Health	Backfill Kofstad
Correctional Officer	Detention Center	Backfill Overland (Transfer)
Financial Spec to Accountant	Highway	Backfill Holmen (Transfer)
Appraiser I/II/III	Assessor	Backfill Rasmusson
Hwy Wking Foreperson/Maint Tech	Highway	Backfill Brown (Retirement)

- E. Adopt a **Resolution** accepting a cash donation for the Steele County Sherri's Office from Dean and Kathryn Mennen in an amount of \$500.00.

**ACCEPTANCE OF CASH DONATION
FOR STEELE COUNTY SHERIFF'S OFFICE
2025-19**

WHEREAS, Minnesota Statute §465.03 allows counties to accept grants and donations of real or personal property for the benefit of its citizens;

WHEREAS, said donations must be accepted via resolution of the County Board of Commissioners by a two-thirds majority of its members; and

WHEREAS, the Board of Commissioners finds that it is appropriate to accept the donations offered;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners in and for the County of Steele, Minnesota, that it accepts, with sincere appreciation, the donation of:

\$ 500.00 from Dean & Kathryn Mennen

- F. Approve SE MN Emergency Communications expense increase from \$1,000 to \$4,334
- G. Approve MN DNR Boat and Water Grant in an amount of \$3,124.00 and authorize the Chair and the Sheriff to sign.

General Agenda:

Human Resource Director, Gina McGuire read the April Anniversary report

Name:	Position:	Department:	Annv. Date	YS:
Dave Purscell	IT Director	Information Tech.	March	7
Sean Grivette	Correctional Officer	Detention Center	April 1st	9
Matthew Gwin	Correctional Officer	Detention Center	April 3rd	19
Anthony Cassen	Highway Maint. Tec	Highway	April 8th	6
Travis Ernste	Adult Prob.Officer III	Community Correction	April 10th	8
Chad Forystek	Sergeant	Sheriff	April 13th	27

Joyce Prusha	Correctional Srgt	Detention Center	April 15th	23
Leah Kent	LPN	Public Health	April 15th	17
Jocelyn Brooks	Custodian	Facilities and Fleet	April 15th	3
Samantha Ahrens	Adult Prob. Officer II	Community Correction	April 16th	18
Melissa Bos	Acct. Support Spec.	Highway	April 16th	7
Nancy Gjerald	Accounting Tech.	Detention Center	April 19th	21
Thomas Grems	Landfill Operator	Landfill	April 22nd	1
Paul Sponholz	County Engineer	Highway	April 23rd	7
Robert Benson	Home Care Supervisor	Public Health	April 25th	3
June Piepho	Family Support Spec.	Public Health	April 26th	19
Michael Kath	Maintenance Worker	Facilities and Fleet	April 26th	4
Jane Christenson	Technical Clerk II	Sheriff	April 30th	11

The County Engineer reported on the Eastside Corridor Federal Funding. Steele County was awarded \$3.96M dollars in Federal Funding for the Eastside Corridor project. The Engineer reviewed the stringent deadlines mandated by the federal government in order to use the funds. As a result of many delays and setbacks, the project team is not confident they can complete the required tasks on time, so the dollars are at risk of being lost. The Engineer provided examples of the setbacks, including but not limited to additional reporting and more detailed reports required by the Federal Government. The Engineer is requesting the Southeast Minnesota Area Transportation Partnership (ATP) shift the Federal funding to the Main Street project that is likely to meet the deadlines. If the change is approved, funds earmarked for the Main Street project could be used for the Eastside corridor project. If this shift is not approved by ATP, the county will need to look to other funding sources for future projects.

Motion by Commissioner Krueger, seconded by Commissioner Glynn to approve Delegation of Authority to hire and appoint budgeted positions to the Administrator. Four voted in favor thereof, Abbe voting against. Motion passes.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve position reclassification from a Highway Tech to Highway Accountant and from a part time .8 to a full-time position. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Brady to table the Resolution for Parking Restrictions on CSAH 46 till the April 22 meeting. Four voted in favor thereof, Glynn voting against. Motion passes.

Commissioner Reports:

Commissioner Glynn reported his attendance at ICS Committee and the Extension Committee meeting.

Commissioner Prokopec reported his attendance at Public Works Committee.

Commissioner Abbe reported his attendance at Land Use / Records committee, MNP Personnel meeting, MNP JPB meeting, Counties Providing Technology Zoom meeting, Annual County / Township meeting, SCHA Compliance Training, Rice / Steele 911 JPB meeting, and Property & Maintenance committee.

Commissioner Krueger reported his attendance at SCHA Finance Committee, SCHA JP meeting and Compliance training, met with Representative Sexton regarding Medford projects, and Public Works Committee.

Commissioner Brady reported his attendance at Extension Committee, ICS Committee meeting, Rice / Steele 911 JPB meeting, Property and Maintenance committee, Planning Commission meeting.

County Attorney had nothing to report.

County Administrator reported her attendance at the Rice / Steele 911 facility tour. She presented the Citizen Code of Conduct to the Extension Committee. She still needs to present the Code of Conduct to the Board of Adjustments and Planning Commission.

LISTING OF BILLS

April 8, 2025

Advanced Correctional Healthcare Inc	19,676.59
American Lung Association	3,005.74
Block Plumbing & Heating Inc	2,499.60
Braun Intertec Eng Inc	2,222.50
Cardinal Health 110 LLC	3,936.78
Central Farm Services	19,354.40
CTI	28,671.41
ESRI Inc	40,900.00
From the Ground Up LLC	7,995.00
Goodpointe Technology Inc	6,575.00
High Point Networks	3,382.39
Hillyard- Hutchinson	3,050.20
I & S Group Inc	2,760.00
ICON Constructors LLC	184,322.33
Jones Haugh & Smith Inc	3,222.50
Life Fitness LLC	44,985.12
Office of MN IT Services	15,624.25
Owatonna Public Utilities	204,393.12
Pro- West & Associates Inc	4,603.50
SE MN Emergency Medical Services	5,000.00
Short Elliott Hendrickson Inc	32,890.48
Stenzel/David Allen	3,431.63
Streamline Communications LLC	8,480.26
Summit Food Services LLC	10,421.94
Thompson Sanitation	75,722.74

Univ Of Mn Regents	70,237.50
Ziegler, Inc	7,765.83
72 Payments less than 2000	<u>34,389.29</u>
Final Total:	849,520.10

Motion by Commissioner Abbe, seconded by Commissioner Prokopec to adjourn to the Call of the Chair at 6:28 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

April 8, 2025

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on April 8, 2025 with Commissioner's Glynn, Prokopec, Abbe, Krueger and Brady present. Also present were County Engineer Paul Sponholz, Human Resources Director Gina McGuire, Finance Director Candi Lemarr, County Assessor Brian Anderson, County Attorney Robert Jarrett, Public Health Director Amber Aaseth, IT Director Dave Purscell, MNP Director Tara Reich, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Brandon Theobald and Brandyn Chezick from WHKS spoke regarding the Havana intersection. The 2025-2029 Highway Capital Improvement Plan includes a project to improve the intersection of CSAH 2, CSAH 43, CR 171 and CR 180 in Havana Township. The skewed and closely spaced intersections of the county highways, along with poor intersection site lines and the close proximity to a railroad crossing, contributes to the intersection having the highest crash rates in the county. The County retained WHKS to complete a feasibility study, studying possible alternatives, and then recommend an alternative for construction. The Department held two public information meetings receiving feedback on the alternatives. WHKS has completed a draft report with four recommendations. A fifth recommendation was added by the public. The project team evaluated and talked about the 5 alternatives ranking the 4th alternative as recommended. The Commissioners asked questions and requested the item come back to the Board on April 22.

Renae updated the commissioners regarding actions taken in response to the Board's action to adopt a resolution to terminate the MNPrairie Joint Powers Agreement. Renae sent letters to the commissioners of DHS and DCYF and is waiting for instruction from the two agencies. She sent emails to the board chairs of Waseca and Dodge Counties asking that each board consider adopting their own resolution to terminate the JPA. The Steele County resolution is on the MNPrairie Joint Powers Board meeting agenda for April 15, but there has been no response from Dodge and Waseca Counties as to when their boards might consider the request to approve a resolution. Work is underway to activate an information helpline in the form of a phone number and email address. The system should be up and running soon and will serve as a resource for MNPrairie employees as well as Steele County employees with questions about the county's work to set up its own human services department. Renae, Gina, Rob and Candi interviewed HMA, a

consulting firm that specializes in human services. HMA representatives will attend the April 22 work session to introduce themselves and their organization. Staff will bring a proposed master services agreement to the board work session on April 22 for review. The specific scope of work addenda should be available for board review and consideration at the May 13 work session and board meeting.

Meeting was adjourned at 4:48 p.m.

Chairman

ATTEST: _____
Administrator

DRAFT

SBENDORF
4/16/25 1:31PM

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
4/16/25 1:31PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor		Name	Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.		Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT				Administration			
	61505	Gopher State One-Call						
16		10-301-000-0000-6260		12.15	Locates for March 2025	5031493	Consultants/Admin Fee	N
	61505	Gopher State One-Call		12.15	1 Transactions			
	37025	Innovative Office Solutions LLC						
21		10-301-000-0000-6410		47.98	11x17 paper & red sharpies	IN4811915	Office Supplies	Y
	37025	Innovative Office Solutions LLC		47.98	1 Transactions			
	52300	Mn Counties Insurance Trust						
29		10-301-000-0000-6350		557.00	Insurance - CAT Excavator	13685	Property & Liability Insurance	N
	52300	Mn Counties Insurance Trust		557.00	1 Transactions			
	65100	Paape Companies Inc						
33		10-301-000-0000-6512		1,395.75	4th qtr service contract	117051	Bldg Repair & Maintenance	N
	65100	Paape Companies Inc		1,395.75	1 Transactions			
	68420	Plunkett's Pest Control, Inc.						
34		10-301-000-0000-6512		114.00	April pest control	9090888	Bldg Repair & Maintenance	N
	68420	Plunkett's Pest Control, Inc.		114.00	1 Transactions			
	4247	RT Vision Inc						
35		10-301-000-0000-6301		170.00	OneGov permit fees	INV1069	Equip/Software Maint	N
	4247	RT Vision Inc		170.00	1 Transactions			
	85167	Stewart Sanitation						
36		10-301-000-0000-6250		114.61	March garbage services	0000912972	Utilities	N
	85167	Stewart Sanitation		114.61	1 Transactions			
301	DEPT Total:			2,411.49	Administration	7 Vendors	7 Transactions	
302	DEPT				Road & Bridge Maintenance Expense			
	2505	Andersen Inc/Earl F						
1		10-302-000-0000-6534		113.95	3 way flashers for CSAH 2	0139055-IN	Supplies - Signing	N
2		10-302-000-0000-6534		276.40	(4) 36"x36" Stop signs	0139086-IN	Supplies - Signing	N
	2505	Andersen Inc/Earl F		390.35	2 Transactions			
	36550	IFACS						
17		10-302-000-0000-6534		122.76	Screws, washers & nuts	5356451	Supplies - Signing	N

SBENDORF
4/16/25 1:31PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
36550	IFACS		122.76	1 Transactions		
22	8317 Kibble Equipment					
	10-302-000-0000-6340		1,681.44	Repair rental tractor #9997	850805	Equipment Rental Y
	8317 Kibble Equipment		1,681.44	1 Transactions		
24	46551 Locators & Supplies Inc					
	10-302-000-0000-6801		445.74	Vests, gloves, glasses, etc	0319868-IN	Osha/Safety Supplies N
	46551 Locators & Supplies Inc		445.74	1 Transactions		
25	48700 M-R Sign Company, Inc					
	10-302-000-0000-6534		606.77	(20) Hazard markers	227417	Supplies - Signing N
26	10-302-000-0000-6534		1,176.66	Receivers,wedges & film	227417	Supplies - Signing N
	48700 M-R Sign Company, Inc		1,783.43	2 Transactions		
38	8701 Valley Asphalt Products Inc					
	10-302-000-0000-6525		858.81	4.92 ton winter mix CSAH 23	15955	CSAH Supplies - Aggregate/Asphalt N
39	10-302-000-0000-6525		858.81	4.92 ton winter mix CSAH 45	15955	CSAH Supplies - Aggregate/Asphalt N
40	10-302-000-0000-6525		858.82	4.91 ton winter mix CSAH 3	15955	CSAH Supplies - Aggregate/Asphalt N
41	10-302-000-0000-6525		858.81	4.91 ton winter mix CSAH 16	15955	CSAH Supplies - Aggregate/Asphalt N
	8701 Valley Asphalt Products Inc		3,435.25	4 Transactions		
302	DEPT Total:		7,858.97	Road & Bridge Maintenance Expense	6 Vendors	11 Transactions
304	DEPT			Equipment Maintenance & Shops		
	10067 Auto Value Owatonna					
4	10-304-000-0000-6520		5.37	Fuel line	197008357	Machinery/Vehicle Parts N
5	10-304-000-0000-6520		30.98	Bearing cones & cup assembly	197008409	Machinery/Vehicle Parts N
6	10-304-000-0000-6520		47.97	Gear oil	197008827	Machinery/Vehicle Parts N
7	10-304-000-0000-6520		211.28	Female flare & 2-wire	197008848	Machinery/Vehicle Parts N
8	10-304-000-0000-6520		22.41	Fuel line	197008927	Machinery/Vehicle Parts N
9	10-304-000-0000-6511		36.00	Brake parts cleaner	197009111	Maint Shop Supplies & Materials N
10	10-304-000-0000-6520		129.99-	Wheel end coupler	U197008020	Machinery/Vehicle Parts N
	10067 Auto Value Owatonna		224.02	7 Transactions		
	5327 Cemstone Products Co Inc					
11	10-304-000-0000-6512		148.89	Siloxane sealer for salt shed	7701729	Bldg Repair & Maintenance N
	5327 Cemstone Products Co Inc		148.89	1 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
12	18110 Dean's Westside Towing		Drive shaft removal & tow	150063	Machinery/Vehicle Parts	Y
	10-304-000-0000-6520	610.00				
	18110 Dean's Westside Towing	610.00	1 Transactions			
15	4329 Express Pressure Washers Inc		Coil,nozzle, filters,ear plugs	I-134981	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	1,719.35				
	4329 Express Pressure Washers Inc	1,719.35	1 Transactions			
18	36550 IFACS		Class C lock nut cad/wax	5357035	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	7.03				
19	10-304-000-0000-6520	56.83	Bolts, nuts, elbows	5357210	Machinery/Vehicle Parts	N
20	10-304-000-0000-6511	4.11-	Return lynch pin	CR5349077	Maint Shop Supplies & Materials	N
	36550 IFACS	59.75	3 Transactions			
27	49625 Matejcek Implement Co		Support, pin,cap & washer	IB40982	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	411.72				
	49625 Matejcek Implement Co	411.72	1 Transactions			
28	51630 Mike's Repair		Foam for tires	110024	Machinery/Vehicle Parts	Y
	10-304-000-0000-6520	900.00				
	51630 Mike's Repair	900.00	1 Transactions			
30	56125 NAPA Auto Parts		Connector	047244	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	25.18				
31	10-304-000-0000-6520	290.95	Napa Gold oil filters	047443	Machinery/Vehicle Parts	N
	56125 NAPA Auto Parts	316.13	2 Transactions			
32	4097 Nuss Truck & Equipment		Bracket	PSO1914321	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	247.82				
	4097 Nuss Truck & Equipment	247.82	1 Transactions			
37	9376 Trueman Welters Inc		Bushing & tension	IE53466A	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	119.95				
	9376 Trueman Welters Inc	119.95	1 Transactions			
47	99500 Ziegler,Inc		Retainers,pins,nuts, bolt, etc	IN001854582	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	2,543.77				
48	10-304-000-0000-6520	37.56	Straight adaptors	IN001855804	Machinery/Vehicle Parts	N
49	10-304-000-0000-6600	330,659.71	Caterpillar excavator, # 2254	N001856138	Capital Outlay	N

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Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u>		<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
46		10-304-000-0000-6520		2,942.41	Service, unit#2223	SI000627289	Machinery/Vehicle Parts	N
	99500	Ziegler, Inc		336,183.45	4 Transactions			
304	DEPT Total:			340,941.08	Equipment Maintenance & Shops	11 Vendors	23 Transactions	
310	DEPT				Capital Construction			
	8686	Anderson/James Hurd						
3		10-310-000-0000-6517		4,971.00	Prof services 074-649-001	250418	Sales Tax Right of Way	Y
	8686	Anderson/James Hurd		4,971.00	1 Transactions			
	22460	Erickson Engineering Co LLC						
13		10-310-000-0000-6262		266.00	Prof services 074-618-031	17158	Sales Tax Consultants	Y
14		10-310-000-0000-6262		190.00	Prof services 074-599-044	17183	Sales Tax Consultants	Y
	22460	Erickson Engineering Co LLC		456.00	2 Transactions			
	9849	LeVander, Gillen & Miller PA						
23		10-310-000-0000-6262		1,800.00	Prof services 074-648-008	9	Sales Tax Consultants	Y
	9849	LeVander, Gillen & Miller PA		1,800.00	1 Transactions			
	9217	WHKS & Co						
42		10-310-000-0000-6262		14,423.96	Prof services 074-602-008	53792	Sales Tax Consultants	Y
43		10-310-000-0000-6262		844.22	Prof services 074-070-008	53793	Sales Tax Consultants	Y
44		10-310-000-0000-6262		232.38	Prof services 074-598-015	53795	Sales Tax Consultants	Y
45		10-310-000-0000-6262		18,627.43	Prof services 074-628-004	53796	Sales Tax Consultants	Y
	9217	WHKS & Co		34,127.99	4 Transactions			
310	DEPT Total:			41,354.99	Capital Construction	4 Vendors	8 Transactions	
10	Fund Total:			392,566.53	Road & Bridge Fund		49 Transactions	
	Final Total:			392,566.53	28 Vendors	49 Transactions		



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	392,566.53	Road & Bridge Fund	
	All Funds	392,566.53	Total	Approved by,
			
			

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

Explode Dist. Formulas: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT				County Wide			
	7757	Gallagher Benefits Services Inc						
18		01-003-000-0000-6194		250.00	March consulting	2025041138	Personnel Policy	Y
	7757	Gallagher Benefits Services Inc		250.00	1 Transactions			
	5458	Madison National Life Ins Co Inc						
73		01-003-000-0000-6354		241.67	STD payment - 1st qtr	April 2025	Misc Insurance Acct	N
	5458	Madison National Life Ins Co Inc		241.67	1 Transactions			
	4879	Shred Right						
86		01-003-000-0000-6801		42.53	Shred documents	0046010	General Expense	Y
	4879	Shred Right		42.53	1 Transactions			
	4755	Valstone Corporation						
2		01-003-565-0000-6801		5,259.72	Annual support plan	013737	General Expense - COVID 19	N
	4755	Valstone Corporation		5,259.72	1 Transactions			
3	DEPT Total:			5,793.92	County Wide	4 Vendors	4 Transactions	
5	DEPT				Board Of Commissioners			
	6032	APG Media of Southern Minnesota LLC						
5		01-005-000-0000-6242		6.65	Synopsis - 03/11/2025	1042964	Publishing	N
190		01-005-000-0000-6242		8.75	Synopsis - 03/25/2025	1043866	Publishing	N
	6032	APG Media of Southern Minnesota LLC		15.40	2 Transactions			
5	DEPT Total:			15.40	Board Of Commissioners	1 Vendors	2 Transactions	
13	DEPT				Law Library			
	70550	Thomson Reuters - West						
94		01-013-000-0000-6501		1,266.08	West information chg - March	851716468	Books	N
	70550	Thomson Reuters - West		1,266.08	1 Transactions			
13	DEPT Total:			1,266.08	Law Library	1 Vendors	1 Transactions	
31	DEPT				County Administrator			
	6032	APG Media of Southern Minnesota LLC						
7		01-031-000-0000-6242		1.58	Ord 40 housing trust	1042684	Publishing	N

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
6032	APG Media of Southern Minnesota LLC		1.58	1 Transactions			
194	9987 Fry/Renae		1,004.25	Annual membership - RFry	1165843	Membership Dues	N
	01-031-000-0000-6241						
	9987 Fry/Renae		1,004.25	1 Transactions			
31	DEPT Total:		1,005.83	County Administrator	2 Vendors	2 Transactions	
41	DEPT			Auditor			
	6032 APG Media of Southern Minnesota LLC						
6	01-041-000-0000-6242		11.55	Notice-Forfeited land auction	1042633	Publishing	N
8	01-041-000-0000-6242		26.25	Delinquent tax 2nd - pg 1	1042680	Publishing	N
9	01-041-000-0000-6242		26.25	Delinquent tax 2nd - pg 2	1042681	Publishing	N
10	01-041-000-0000-6242		26.25	Delinquent tax 2nd - pg 3	1042682	Publishing	N
11	01-041-000-0000-6242		24.15	Delinquent tax 2nd - pg 4	1042683	Publishing	N
	6032 APG Media of Southern Minnesota LLC		114.45	5 Transactions			
	9574 Forum Communication Printing						
101	01-041-000-0000-6215		4,008.46	Postage - tax statements	264343-1	Postage	N
	9574 Forum Communication Printing		4,008.46	1 Transactions			
41	DEPT Total:		4,122.91	Auditor	2 Vendors	6 Transactions	
61	DEPT			Information Technology			
	18450 Office of MN IT Services						
121	01-061-000-0000-6212		1,601.12	Monthly fees	DV25030406	M-Net Expenses	N
	18450 Office of MN IT Services		1,601.12	1 Transactions			
61	DEPT Total:		1,601.12	Information Technology	1 Vendors	1 Transactions	
62	DEPT			Central Services			
	8462 CenturyLink						
200	01-062-000-0000-6210		80.52	Phone charges - April	334034211	Telephone	N
	8462 CenturyLink		80.52	1 Transactions			
	8499 Counties Providing Technology						
15	01-062-000-0000-6301		4,651.00	Gen tec/assist/support-March	2818	Equip/Software Maint	Y

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8499	Counties Providing Technology		4,651.00	1 Transactions		
16282	Crosstown Cartage Inc					
192	01-062-000-0000-6801		324.00	Contracted mail services	4/11/2025	General Expense N
193	01-062-000-0000-6802		140.00	Additional mail services	4/11/2025	Internal Chargeback N
16282	Crosstown Cartage Inc		464.00	2 Transactions		
9767	UKG Kronos Systems LLC					
44	01-062-000-0000-6301		3,575.35	HRIS operating costs-March	12385792	Equip/Software Maint N
9767	UKG Kronos Systems LLC		3,575.35	1 Transactions		
62	DEPT Total:		8,770.87	Central Services	4 Vendors	5 Transactions
63	DEPT			Auditor Elections		
9936	Mueller/Jennifer					
75	01-063-000-0000-6331		74.90	Mileage - Election conference	4/2/2025	Mileage Reimbursement N
9936	Mueller/Jennifer		74.90	1 Transactions		
63	DEPT Total:		74.90	Auditor Elections	1 Vendors	1 Transactions
91	DEPT			County Attorney		
10168	Johnson/Darrell J					
21	01-091-000-0000-6241		159.00	2025 Attorney registration	3/21/2025	Membership Dues N
10168	Johnson/Darrell J		159.00	1 Transactions		
90675	Us Postal Service					
43	01-091-000-0000-6215		500.00	Postage	52708492	Postage N
90675	Us Postal Service		500.00	1 Transactions		
91	DEPT Total:		659.00	County Attorney	2 Vendors	2 Transactions
101	DEPT			County Recorder		
4393	Fidlar Technologies Inc					
17	01-101-000-9305-6480		1,808.39	AVID life cycle	0709807-IN	Non-Capitalized Inv-Technology Fun N
4393	Fidlar Technologies Inc		1,808.39	1 Transactions		
9789	Imaging Spectrum Inc					
19	01-101-000-9305-6410		2,312.55	Passport camera system	45446	Office Supplies - Technology Fund N

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	9789 Imaging Spectrum Inc		2,312.55	1 Transactions		
	750 Kendell Doors & Hardware LLC					
22	01-101-000-9305-6480		995.00	Glass window for door	113122	Non-Capitalized Inv-Technology Fun N
	750 Kendell Doors & Hardware LLC		995.00	1 Transactions		
101	DEPT Total:		5,115.94	County Recorder	3 Vendors	3 Transactions
103	DEPT			Assessor		
	4212 Bussler Publishing Inc					
13	01-103-000-0000-6242		231.00	Appeal & Equilization meeting	38279	Publishing N
	4212 Bussler Publishing Inc		231.00	1 Transactions		
	9574 Forum Communication Printing					
102	01-103-000-0000-6215		4,008.45	Postage - valuation statements	264343-1	Postage N
	9574 Forum Communication Printing		4,008.45	1 Transactions		
103	DEPT Total:		4,239.45	Assessor	2 Vendors	2 Transactions
105	DEPT			Planning & Zoning		
	6032 APG Media of Southern Minnesota LLC					
12	01-105-000-0000-6242		2.45	Pub Notice-April PC meeting	1041706	Publishing N
	6032 APG Media of Southern Minnesota LLC		2.45	1 Transactions		
105	DEPT Total:		2.45	Planning & Zoning	1 Vendors	1 Transactions
111	DEPT			Buildings & Grounds		
	9075 Access Tonna Lock Service					
1	01-111-042-0000-6300		154.00	Service call & deadbolt-CH	4198	Bldg Repairs & Maintenance Y
	9075 Access Tonna Lock Service		154.00	1 Transactions		
	8374 Burger/Thomas R					
95	01-111-000-0000-6331		58.52	83.6 miles x 0.70	1/2 - 3/31/25	Mileage Reimbursement N
	8374 Burger/Thomas R		58.52	1 Transactions		
	16860 Custom Communications Inc					
99	01-111-040-0000-6300		172.50	Alarm monitoring - Admin	605559	Bldg Repairs & Maintenance N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
16860	Custom Communications Inc		172.50	1 Transactions		
8866	Diverse Construction Services LLC					
231	01-111-041-0000-6300		1,700.00	Repair 4 splits in BUR	2502	Bldg Repairs & Maintenance N
232	01-111-041-0000-6300		2,966.00	Patch areas in BUR	2504	Bldg Repairs & Maintenance N
8866	Diverse Construction Services LLC		4,666.00	2 Transactions		
8288	Four Seasons Electric					
222	01-111-040-0000-6300		997.96	Starter for fire pump #2	14695	Bldg Repairs & Maintenance N
8288	Four Seasons Electric		997.96	1 Transactions		
8521	From the Ground Up LLC					
108	01-111-040-0000-6380		755.00	Ice control, snow removal x3	37516	Grounds Maintenance Y
109	01-111-041-0000-6380		355.00	Ice control, snow removal x2	37520	Grounds Maintenance Y
107	01-111-043-0000-6380		245.00	Ice control, snow removal x2	37522	Grounds Maintenance Y
110	01-111-042-0000-6380		295.00	Ice control, snow removal x2	37526	Grounds Maintenance Y
111	01-111-044-0000-6380		605.00	Ice control, snow removal x2	37531	Grounds Maintenance Y
105	01-111-047-0000-6380		315.00	Ice control, snow removal x2	37548	Grounds Maintenance-Gymnastics Y
8521	From the Ground Up LLC		2,570.00	6 Transactions		
33550	Hillyard-Hutchinson					
112	01-111-040-0000-6480		4,635.00	Scrubber lithium disc	605781772	Non-Capitalized Inventory N
113	01-111-041-0000-6560		27.96	Vacuum belts	700644314	Janitorial Supplies N
33550	Hillyard-Hutchinson		4,662.96	2 Transactions		
36550	IFACS					
115	01-111-040-0000-6300		10.37	Phil flat	5357036	Bldg Repairs & Maintenance N
36550	IFACS		10.37	1 Transactions		
33541	Inpro Corporation					
119	01-111-044-0000-6300		1,442.87	Tactile rigid vinyl	2334422	Bldg Repairs & Maintenance N
33541	Inpro Corporation		1,442.87	1 Transactions		
52550	MEI Total Elevator Solutions					
28	01-111-040-0000-6300		215.65	Monthly elevator service - Apr	1121689	Bldg Repairs & Maintenance N
29	01-111-042-0000-6300		201.35	Monthly elevator service - Apr	1121690	Bldg Repairs & Maintenance N
52550	MEI Total Elevator Solutions		417.00	2 Transactions		
7860	Metropolitan Mechanical Contractors Inc					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
30	01-111-040-0000-6300		Install water temp sensor	10018709	Bldg Repairs & Maintenance	N
7860	Metropolitan Mechanical Contractors Inc		1 Transactions			
9683	Northland Pest Control					
224	01-111-043-0000-6300	75.00	Pest control - Atty	15737	Bldg Repairs & Maintenance	Y
225	01-111-042-0000-6300	105.00	Pest control - CH	15738	Bldg Repairs & Maintenance	Y
226	01-111-041-0000-6300	85.00	Pest control - Annex	15742	Bldg Repairs & Maintenance	Y
227	01-111-040-0000-6300	65.00	Pest control - Admin	15743	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control	330.00	4 Transactions			
8253	Owatonna Filters					
35	01-111-044-0000-6300	2,394.24	Filters - DC	5638	Bldg Repairs & Maintenance	Y
8253	Owatonna Filters	2,394.24	1 Transactions			
85167	Stewart Sanitation					
87	01-111-040-0000-6300	196.98	Trash/recycling-Admin-Apr	912201	Bldg Repairs & Maintenance	N
88	01-111-041-0000-6300	89.39	Trash/recycling-Annex-Mar	912970	Bldg Repairs & Maintenance	N
90	01-111-042-0000-6300	86.67	Trash/recycling-CH-Mar	912973	Bldg Repairs & Maintenance	N
91	01-111-043-0000-6300	64.27	Trash/recycling-Atty-Mar	912973	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation	437.31	4 Transactions			
9088	Summit Fire Protection					
228	01-111-044-0000-6300	1,086.00	Annual hood cleaning-2025	3182164	Bldg Repairs & Maintenance	Y
229	01-111-044-0000-6300	417.10	Semi-annual inspection-DC	3182169	Bldg Repairs & Maintenance	Y
9088	Summit Fire Protection	1,503.10	2 Transactions			
9183	Van Meter Inc					
230	01-111-042-0000-6300	5.63	Light switch	SO13800348.001	Bldg Repairs & Maintenance	N
9183	Van Meter Inc	5.63	1 Transactions			
111	DEPT Total:	20,443.20	Buildings & Grounds	16 Vendors	31 Transactions	
121	DEPT		Veteran Service			
14805	Corporate Recognition Inc					
97	01-121-751-0000-6820	1,501.35	46 thermoses-Vet promo	23279	Grant Expense	N
191	01-121-751-0000-6820	348.00	Veterens' polos	23316	Grant Expense	N
14805	Corporate Recognition Inc	1,849.35	2 Transactions			
37025	Innovative Office Solutions LLC					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
20	01-121-000-0000-6410	78.10	Stapler, pens, white out	4803491	Office Supplies	Y
37025	Innovative Office Solutions LLC	78.10	1 Transactions			
8782	Owatonna Auto Clinic					
197	01-121-751-0000-6820	574.27	Spark plugs - Veteran's van	54585	Grant Expense	N
8782	Owatonna Auto Clinic	574.27	1 Transactions			
121	DEPT Total:	2,501.72	Veteran Service	3 Vendors	4 Transactions	
201	DEPT		Sheriff			
8458	American Tower Corporation					
4	01-201-297-0000-6347	692.11	BP tower rent - April 2025	413150018	T-BI Pr Lease Payments	N
8458	American Tower Corporation	692.11	1 Transactions			
8191	Dakota County Financial Services					
100	01-201-000-0000-6304	3,969.00	27 users-CIN ebrief eforms	303019	Contracts	N
8191	Dakota County Financial Services	3,969.00	1 Transactions			
37025	Innovative Office Solutions LLC					
117	01-201-000-0000-6410	90.48	Floor mat - Deputy offices	4806705	Office Supplies	Y
118	01-201-000-0000-6410	719.70	Copy paper - 15 boxes	4808441	Office Supplies	Y
37025	Innovative Office Solutions LLC	810.18	2 Transactions			
3298	Kwik Trip Inc					
120	01-201-000-0000-6320	234.00	40 car washes	221259	Vehicle Maintenance	N
3298	Kwik Trip Inc	234.00	1 Transactions			
4877	L & L Street Rods & Sport Trucks					
27	01-201-000-0000-6480	6,851.96	New squad equipment-7425	4239	Non-Capitalized Inventory	Y
23	01-201-000-0000-6480	6,175.13	New squad equipment-7416	4240	Non-Capitalized Inventory	Y
24	01-201-000-0000-6480	10,448.73	New squad equipment-7414	4241	Non-Capitalized Inventory	Y
25	01-201-000-0000-6480	6,175.13	New squad equipment-7413	4242	Non-Capitalized Inventory	Y
26	01-201-000-0000-6480	6,175.13	New squad equipment-7407	4243	Non-Capitalized Inventory	Y
4877	L & L Street Rods & Sport Trucks	35,826.08	5 Transactions			
5487	LexisNexis Risk Data Management					
72	01-201-000-0000-6425	200.00	Searches/reports - March 2025	1100119298	Investigation Expense	N
5487	LexisNexis Risk Data Management	200.00	1 Transactions			

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9922	Owatonna Ace Hardware					
33	01-201-000-0000-6801		3.99	1 key	2683/5	Misc Expense N
34	01-201-000-0000-6801		12.99	Wire hook	2683/5	Misc Expense N
77	01-201-000-0000-6801		7.98	2 keys for taser cabinet	2738/5	Misc Expense N
9922	Owatonna Ace Hardware		24.96	3 Transactions		
61520	Owatonna Motor Company					
81	01-201-000-0000-6320		350.00	Disable double horn honk-7405	727382	Vehicle Maintenance N
61520	Owatonna Motor Company		350.00	1 Transactions		
3248	Personnel Evaluation, Inc					
82	01-201-000-0000-6801		50.00	Personnel eval - CJ, FSE	54478	Misc Expense 6
3248	Personnel Evaluation, Inc		50.00	1 Transactions		
9332	PITNEY BOWES INC					
36	01-201-000-0000-6293		138.96	Postage meter fee	1027211417	Gun Permit Expenses N
9332	PITNEY BOWES INC		138.96	1 Transactions		
5384	Schmidt Goodman Office Products Inc					
83	01-201-000-0000-6410		3,409.63	Lateral file, 2 mobile files	21369	Office Supplies N
5384	Schmidt Goodman Office Products Inc		3,409.63	1 Transactions		
9778	Sweet Towing LLC					
93	01-201-000-0000-6320		75.00	Tow & repair vehicle - 7423	76287	Vehicle Maintenance Y
9778	Sweet Towing LLC		75.00	1 Transactions		
84035	Tri-M Graphics					
41	01-201-000-0000-6410		705.64	#10 envelopes - 2500	106503	Office Supplies N
40	01-201-000-0000-6410		297.37	Business cards - 250	106608	Office Supplies N
84035	Tri-M Graphics		1,003.01	2 Transactions		
201	DEPT Total:		46,782.93	Sheriff	13 Vendors	21 Transactions
207	DEPT			Sheriff Special Deputies		
15550	Court Sports And More Inc					
98	01-207-000-0000-6408		30.00	Screenprint logo & jacket	2915	Uniforms/Uniform Reimbursement N
15550	Court Sports And More Inc		30.00	1 Transactions		

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
207	DEPT Total:		Sheriff Special Deputies	1 Vendors	1 Transactions	
208	DEPT		Coroner			
4229	Moore Md/Kellyanna J					
196	01-208-000-0000-6801	4,099.58	Coroner services - April	April 2025	General Expense	6
4229	Moore Md/Kellyanna J	4,099.58	1 Transactions			
208	DEPT Total:	4,099.58	Coroner	1 Vendors	1 Transactions	
251	DEPT		Jail			
2085	Charm-Tex Inc					
14	01-251-000-0000-6451	837.80	Wall mounted hooks	0399250-IN	Operating Supplies	N
2085	Charm-Tex Inc	837.80	1 Transactions			
9580	Mower County Jail					
32	01-251-000-0000-6439	11,115.00	Inmate boarding	March 26, 2025	Prisoner Board	N
9580	Mower County Jail	11,115.00	1 Transactions			
18450	Office of MN IT Services					
122	01-251-000-0000-6211	42.50	Fiber management fee	DV25030406	Radio - Computers - Cameras	N
18450	Office of MN IT Services	42.50	1 Transactions			
4377	Skjeveland Enterprises					
38	01-251-000-0000-6254	45.00	Recycling waste	323981	Garbage Disposal	Y
4377	Skjeveland Enterprises	45.00	1 Transactions			
8247	Summit Food Services LLC					
39	01-251-000-0000-6441	3,473.98	Inmate meals 3/29 - 4/4/25	INV2000239253	Prisoner Meals	N
8247	Summit Food Services LLC	3,473.98	1 Transactions			
618	Turnkey Corrections					
42	01-251-000-0000-6418	32.98	Indigent fees	17607	Lock-Up Supplies	N
618	Turnkey Corrections	32.98	1 Transactions			
251	DEPT Total:	15,547.26	Jail	6 Vendors	6 Transactions	
252	DEPT		Community Corrections			
4064	Alcohol Monitoring System Inc					

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3	01-252-000-0000-6274		760.80	SCRAM monitoring	339093	Scram Monitoring	N
4064	Alcohol Monitoring System Inc		760.80	1 Transactions			
9084	Metro FiberNet LLC						
195	01-252-000-0000-6210		30.55	Communication charges-April	1677765	Telephone	Y
9084	Metro FiberNet LLC		30.55	1 Transactions			
5830	Midwest Monitoring & Surveillance						
31	01-252-000-0000-6270		61.75	Lab services - March	DT0325129	Chemical Testing	Y
5830	Midwest Monitoring & Surveillance		61.75	1 Transactions			
3778	SHI International Corp						
37	01-252-000-0000-6801		601.50	Vehicle dock - CCA	B19605047	General Expense	N
3778	SHI International Corp		601.50	1 Transactions			
4879	Shred Right						
198	01-252-000-0000-6410		42.53	Paper shredding	0046009	Office Supplies	Y
4879	Shred Right		42.53	1 Transactions			
252	DEPT Total:		1,497.13	Community Corrections	5 Vendors	5 Transactions	
281	DEPT			Emergency Management			
83475	Steele County Free Fair						
199	01-281-000-0000-6806		50.00	Vendor booth for Enviro show	3	Skywarn System	N
83475	Steele County Free Fair		50.00	1 Transactions			
281	DEPT Total:		50.00	Emergency Management	1 Vendors	1 Transactions	
481	DEPT			Public Health Nursing			
115	Aaseth/Amber						
212	01-481-460-6012-6331		12.60	Mileage - March 2025	April 2025	Mileage Reimbursement	N
115	Aaseth/Amber		12.60	1 Transactions			
8204	Adams/Penny						
181	01-481-460-6009-6331		67.90	Mileage - March 2025	April 2025	Mileage Reimbursement	N
8204	Adams/Penny		67.90	1 Transactions			
3566	Anderson/Gaynelle						

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
182	01-481-460-6009-6331	32.90	Mileage - March 2025	April 2025	Mileage Reimbursement	N
3566	Anderson/Gaynelle	32.90	1 Transactions			
2574	Archambault/Kristi					
213	01-481-460-6009-6331	14.00	Mileage - March 2025	April 2025	Mileage Reimbursement	N
2574	Archambault/Kristi	14.00	1 Transactions			
8783	Availity LLC					
162	01-481-460-6009-6383	20.00	Medicare billing charges	INV1345115	Contract Services	N
8783	Availity LLC	20.00	1 Transactions			
7	Bartsch/Christine					
214	01-481-460-6009-6331	33.95	Mileage - March 2025	April 2025	Mileage Reimbursement	N
7	Bartsch/Christine	33.95	1 Transactions			
8486	Baumgartner/Ann					
183	01-481-460-6009-6331	14.00	Mileage - March 2025	April 2025	Mileage Reimbursement	N
8486	Baumgartner/Ann	14.00	1 Transactions			
9966	Benschoter/Paula					
184	01-481-460-6009-6331	39.90	Mileage - March 2025	April 2025	Mileage Reimbursement	N
9966	Benschoter/Paula	39.90	1 Transactions			
9413	Benson/Robert					
215	01-481-460-6009-6331	39.55	Mileage - March 2025	April 2025	Mileage Reimbursement	N
9413	Benson/Robert	39.55	1 Transactions			
6267	Brinkman/Stacie Lynn					
45	01-481-461-6025-6331	51.10	Mileage - March 2025	April 2025	Mileage Reimbursement	N
47	01-481-461-6030-6331	12.60	Mileage - March 2025	April 2025	Mileage Reimbursement	N
46	01-481-461-6068-6331	6.30	Mileage - March 2025	April 2025	Mileage Reimbursement	N
6267	Brinkman/Stacie Lynn	70.00	3 Transactions			
10128	Christenson/Sandra					
185	01-481-460-6009-6331	39.90	Mileage - March 2025	April 2025	Mileage Reimbursement	N
10128	Christenson/Sandra	39.90	1 Transactions			
12590	Christenson/Yukari					
186	01-481-460-6009-6331	82.60	Mileage - March 2025	April 2025	Mileage Reimbursement	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
12590	Christenson/Yukari					
		82.60		1 Transactions		
14805	Corporate Recognition Inc					
164	01-481-461-6034-6464	143.00	Sports water bottles	23199	General Supplies & Outreach	N
163	01-481-461-6059-6464	375.00	Sports water bottles	23199	General Supplies & Outreach	N
14805	Corporate Recognition Inc	518.00		2 Transactions		
8789	Dahle/Teya F					
165	01-481-461-6034-6383	75.00	Reflective consulting	1655	Contract Services	Y
166	01-481-461-6059-6383	75.00	Reflective consulting	1655	Contract Services	Y
8789	Dahle/Teya F	150.00		2 Transactions		
2739	Edel/Erin					
216	01-481-465-6057-6331	88.20	Mileage - March 2025	April 2025	Mileage Reimbursement	N
2739	Edel/Erin	88.20		1 Transactions		
10070	Escobedo/Sofia					
60	01-481-461-6066-6464	20.00	Tobacco grant student payment	March 2025	General Supplies & Outreach	Y
10070	Escobedo/Sofia	20.00		1 Transactions		
9999	Fandel/Kate Corinne					
61	01-481-461-6066-6464	20.00	Tobacco grant student payment	March 2025	General Supplies & Outreach	Y
9999	Fandel/Kate Corinne	20.00		1 Transactions		
9841	Farr/Whitney					
48	01-481-460-6012-6331	13.30	Mileage - March 2025	April 2025	Mileage Reimbursement	N
49	01-481-460-6012-6331	1.40	Mileage - February 2025	April 2025	Mileage Reimbursement	N
9841	Farr/Whitney	14.70		2 Transactions		
10029	Gomez/Delany					
62	01-481-461-6066-6464	20.00	Tobacco grant student payment	March 2025	General Supplies & Outreach	Y
10029	Gomez/Delany	20.00		1 Transactions		
10072	Hagenson/Anna					
63	01-481-461-6066-6464	20.00	Tobacco grant student payment	March 2025	General Supplies & Outreach	Y
10072	Hagenson/Anna	20.00		1 Transactions		
10027	Hanson/Danika C					
64	01-481-461-6066-6464	20.00	Tobacco grant student payment	March 2025	General Supplies & Outreach	Y

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
10027	Hanson/Danika C		20.00	1 Transactions		
9892	Haroldson/Julie					
187	01-481-460-6009-6331	27.30	Mileage - March 2025	April 2025	Mileage Reimbursement	N
9892	Haroldson/Julie	27.30	1 Transactions			
8389	Healthcare First					
167	01-481-460-6009-6383	116.57	HHCAHPS survey	5511732	Contract Services	N
8389	Healthcare First	116.57	1 Transactions			
10011	Hidalgo/Joanna					
50	01-481-461-6059-6331	1.40	Mileage - February 2025	April 2025	Mileage Reimbursement	N
10011	Hidalgo/Joanna	1.40	1 Transactions			
37025	Innovative Office Solutions LLC					
168	01-481-000-0000-6410	65.79	Flags, folders, stamp	4805976	Office Supplies	Y
37025	Innovative Office Solutions LLC	65.79	1 Transactions			
10043	Johnson/Emma					
169	01-481-461-6066-6330	39.93	Meals & pkg-tobacco conf	4/7 - 4/8/2025	Travel Expenses	N
217	01-481-461-6011-6331	6.30	Mileage - March 2025	April 2025	Mileage Reimbursement	N
218	01-481-461-6032-6331	1.40	Mileage - March 2025	April 2025	Mileage Reimbursement	N
10043	Johnson/Emma	47.63	3 Transactions			
9458	Jongbloedt/Beth					
219	01-481-460-6009-6331	5.60	Mileage - March 2025	April 2025	Mileage Reimbursement	N
9458	Jongbloedt/Beth	5.60	1 Transactions			
8764	Lincoln PTO					
170	01-481-461-6032-6383	1,100.00	Community partner award	9 square	Contract Services	N
8764	Lincoln PTO	1,100.00	1 Transactions			
9769	Maas/Carlin Ray					
65	01-481-461-6066-6464	40.00	Tobacco grant student payment	March 2025	General Supplies & Outreach	Y
9769	Maas/Carlin Ray	40.00	1 Transactions			
5754	McMann/Katy					
220	01-481-460-6009-6331	29.05	Mileage - March 2025	April 2025	Mileage Reimbursement	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5754	McMann/Katy		29.05	1 Transactions		
51087	Medtox Laboratories Inc					
204	01-481-461-6025-6383		10.92	Lead blood test	320251690896	Contract Services N
51087	Medtox Laboratories Inc		10.92	1 Transactions		
51300	Metro Sales Inc					
171	01-481-000-0000-6322		128.00	Copier meter contract	2749183	Service Agreements N
172	01-481-000-0000-6410		1,188.41	Contract usage/overage	2749183	Office Supplies N
51300	Metro Sales Inc		1,316.41	2 Transactions		
10169	NAMI					
173	01-481-464-6061-6261		250.00	All staff trauma training	122993	Conference & Training N
10169	NAMI		250.00	1 Transactions		
4776	NRHEG					
205	01-481-461-6032-6464		3,000.00	Community partner award	Oodle swing	General Supplies & Outreach N
4776	NRHEG		3,000.00	1 Transactions		
3950	Our Savior's Lutheran Church					
174	01-481-461-6032-6464		1,600.00	Community partner award	Karl's refrigerator	General Supplies & Outreach N
3950	Our Savior's Lutheran Church		1,600.00	1 Transactions		
9616	Parrott & Smith LLC					
175	01-481-461-6066-6341		295.00	Rent - May	April 2025	Office Rent 1
9616	Parrott & Smith LLC		295.00	1 Transactions		
2587	Piepho/Nancy June					
51	01-481-461-6034-6331		1.05	Mileage - February 2025	April 2025	Mileage Reimbursement N
2587	Piepho/Nancy June		1.05	1 Transactions		
10131	Prestegard/Amanda					
53	01-481-461-6030-6331		2.80	Mileage - February 2025	April 2025	Mileage Reimbursement N
52	01-481-461-6059-6331		98.70	Mileage - March 2025	April 2025	Mileage Reimbursement N
10131	Prestegard/Amanda		101.50	2 Transactions		
10171	Rainbowatonna					
176	01-481-461-6066-6464		10.00	Vendor space for Pride	2025027	General Supplies & Outreach N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
10171	Rainbowatonna		1 Transactions			
7944	Red Oxygen					
177	01-481-461-6011-6210	23.42	Texting services	669930	Telephone	N
178	01-481-461-6040-6210	23.42	Texting services	669930	Telephone	N
7944	Red Oxygen	46.84	2 Transactions			
9903	Rindfleisch/Ethan					
206	01-481-464-6052-6330	35.89	Meal - PHEP workshop	4/08/2025	Travel Expenses	N
221	01-481-465-6056-6331	10.50	Mileage - March 2025	April 2025	Mileage Reimbursement	N
9903	Rindfleisch/Ethan	46.39	2 Transactions			
9405	ROBLE/ISHAAQ ABDI					
66	01-481-461-6066-6464	20.00	Tobacco grant student payment	Re-issue-lost check	General Supplies & Outreach	N
67	01-481-461-6066-6464	20.00	Tobacco grant student payment	Re-issue-lost check	General Supplies & Outreach	N
9405	ROBLE/ISHAAQ ABDI	40.00	2 Transactions			
10166	Roemhildt/Brenda					
54	01-481-465-6069-6383	2,010.00	Contracted hours - March	April 2025	Contract Services	N
10166	Roemhildt/Brenda	2,010.00	1 Transactions			
10170	Saint Mary's University of Minn					
179	01-481-461-6032-6261	1,280.00	SGPP UC tuition - CHW	699834 Hidalgo	Conference & Training	N
10170	Saint Mary's University of Minn	1,280.00	1 Transactions			
77316	Schroeder/Greg					
208	01-481-460-6009-6331	168.00	Mileage - March 2025	April 2025	Mileage Reimbursement	Y
207	01-481-460-6009-6383	867.83	Physical therapist - March	April 2025	Contract Services	Y
77316	Schroeder/Greg	1,035.83	2 Transactions			
10013	Silva/Genesis					
68	01-481-461-6066-6464	20.00	Tobacco grant student payment	March 2025	General Supplies & Outreach	N
10013	Silva/Genesis	20.00	1 Transactions			
7978	Steffensmeier/Carey L					
57	01-481-460-6012-6330	153.65	Meals & parking - MMSA	3/26 - 3/27/2025	Travel Expenses	N
55	01-481-460-6012-6331	91.00	Mileage - March 2025	April 2025	Mileage Reimbursement	N
56	01-481-460-6012-6331	1.75	Mileage - February 2025	April 2025	Mileage Reimbursement	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
7978	Steffensmeier/Carey L		246.40	3 Transactions		
9818	Steinberg/Meagan					
58	01-481-461-6034-6331		2.10	Mileage - March 2025	April 2025	Mileage Reimbursement N
59	01-481-461-6059-6331		6.65	Mileage - March 2025	April 2025	Mileage Reimbursement N
9818	Steinberg/Meagan		8.75	2 Transactions		
85147	Stericycle Inc					
180	01-481-000-0000-6322		121.55	Hazardous waste	8010181046	Service Agreements N
85147	Stericycle Inc		121.55	1 Transactions		
5619	Tonche/Denise					
188	01-481-460-6009-6331		62.30	Mileage - March 2025	April 2025	Mileage Reimbursement N
5619	Tonche/Denise		62.30	1 Transactions		
90165	UC Lab					
210	01-481-463-6049-6322		55.68	Well water testing	123519	Well Water Service Agreements N
90165	UC Lab		55.68	1 Transactions		
4100	Wencl/Dianne Marie					
189	01-481-460-6009-6331		14.00	Mileage - March 2025	April 2025	Mileage Reimbursement N
4100	Wencl/Dianne Marie		14.00	1 Transactions		
9647	Werk/Aubrianna Jo					
69	01-481-461-6066-6464		20.00	Tobacco grant student payment	March 2025	General Supplies & Outreach Y
9647	Werk/Aubrianna Jo		20.00	1 Transactions		
10001	Wright/Megan Amelia					
70	01-481-461-6066-6464		20.00	Tobacco grant student payment	March 2025	General Supplies & Outreach Y
10001	Wright/Megan Amelia		20.00	1 Transactions		
10028	Zeman/Elianna					
71	01-481-461-6066-6464		20.00	Tobacco grant student payment	March 2025	General Supplies & Outreach Y
10028	Zeman/Elianna		20.00	1 Transactions		
481	DEPT Total:		14,404.16	Public Health Nursing	55 Vendors	71 Transactions
502	DEPT			Steele Co Community Ctr		
8521	From the Ground Up LLC					

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106	01-502-000-0000-6380		210.00	Ice control, snow removal x1	37524	Grounds Maintenance	Y
8521	From the Ground Up LLC		210.00	1 Transactions			
9683	Northland Pest Control						
223	01-502-000-0000-6300		65.00	Pest control - Comm Ctr	15735	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control		65.00	1 Transactions			
85167	Stewart Sanitation						
89	01-502-000-0000-6300		36.50	Trash/recycling-CommCtr-Mar	912971	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation		36.50	1 Transactions			
502	DEPT Total:		311.50	Steele Co Community Ctr	3 Vendors	3 Transactions	
521	DEPT			Park And Recreation			
14584	Continental Research Corp						
202	01-521-000-0000-6823		247.68	Dumpster deodorizer-BeaverLake	0062359	Beaver Lake	N
201	01-521-000-0000-6823		474.20	Weed killer - Beaver Lake	0062394	Beaver Lake	N
14584	Continental Research Corp		721.88	2 Transactions			
521	DEPT Total:		721.88	Park And Recreation	1 Vendors	2 Transactions	
550	DEPT			Four Seasons			
8424	Cintas						
96	01-550-000-0000-6420		153.43	Monthly linens	4225848006	Linen Service	Y
8424	Cintas		153.43	1 Transactions			
33550	Hillyard-Hutchinson						
114	01-550-000-0000-6410		104.49	Scrubber pads	605784700	Operating Supplies - Contracts	N
33550	Hillyard-Hutchinson		104.49	1 Transactions			
36550	IFACS						
116	01-550-000-0000-6410		17.39	Rink hardware	5357046	Operating Supplies - Contracts	N
36550	IFACS		17.39	1 Transactions			
52550	MEI Total Elevator Solutions						
74	01-550-000-0000-6410		236.78	Elevator maint - Apr-June	1122173	Operating Supplies - Contracts	N
52550	MEI Total Elevator Solutions		236.78	1 Transactions			

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
203	7860 Metropolitan Mechanical Contractors Inc		290.00	Repair east rink dehumidifier	10019142	Operating Supplies - Contracts	N
	7860 Metropolitan Mechanical Contractors Inc		290.00	1 Transactions			
76	585 Olympic Fire Protection Corp		340.53	Relocate sprinkler head	10005104	Operating Supplies - Contracts	N
	585 Olympic Fire Protection Corp		340.53	1 Transactions			
78	9922 Owatonna Ace Hardware		61.93	Duct tape, caulk, oil	2698/5	Operating Supplies - Contracts	N
80	01-550-000-0000-6410		40.06	Hooks, chain, fasteners	2742/5	Operating Supplies - Contracts	N
79	01-550-000-0000-6410		11.78	Seal, couplings	2751/5	Operating Supplies - Contracts	N
	9922 Owatonna Ace Hardware		113.77	3 Transactions			
123	71075 R & R Specialties Of Wisconsin Inc		150.00	Zamboni blade sharpening	0085167	Zamboni Repairs	N
	71075 R & R Specialties Of Wisconsin Inc		150.00	1 Transactions			
85	77390 Schilling Supply Company		449.58	Air fresheners, urinal screens	996180,928,7548	Operating Supplies - Contracts	N
	77390 Schilling Supply Company		449.58	1 Transactions			
84	8242 SCR		1,712.39	Pressure controller-west rink	AW19421	Operating Supplies - Contracts	N
	8242 SCR		1,712.39	1 Transactions			
92	85167 Stewart Sanitation		816.34	Monthly garbage-extra volume	912179	Garbage Disposal	N
	85167 Stewart Sanitation		816.34	1 Transactions			
550	DEPT Total:		4,384.70	Four Seasons	11 Vendors	13 Transactions	
601	DEPT			County Ag Society			
103	8521 From the Ground Up LLC		1,415.00	Ice control, snow removal x3	37515	Parking Lot Maintenance	Y
104	01-601-000-0000-6386		985.00	Ice control, snow removal x3	37561	Parking Lot Maintenance	Y
	8521 From the Ground Up LLC		2,400.00	2 Transactions			

SBENDORF
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1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
601	DEPT Total:			2,400.00	County Ag Society	1 Vendors	2 Transactions
602	DEPT				Co-Op Extension		
	14420	Culligan Inc					
16		01-602-000-0000-6410		21.42	Water & cooler rent - April	15396671-03312C	Office Supplies N
	14420	Culligan Inc		21.42	1 Transactions		
602	DEPT Total:			21.42	Co-Op Extension	1 Vendors	1 Transactions
1	Fund Total:			145,863.35	General Revenue Fund		192 Transactions

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7 Opioid Settlement Funds

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor		Name	Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
		No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
483	DEPT					Opioid Settlement			
	10173	Spero							
209		07-483-000-0000-6464			6,763.80	Opioid fund award-Teen interv	April 2025	General Supplies & Outreach	N
	10173	Spero			6,763.80	1 Transactions			
	2313	United Way Of Steele County							
211		07-483-000-0000-6464			10,995.00	Opioid fund award-staff train	April 2025	General Supplies & Outreach	N
	2313	United Way Of Steele County			10,995.00	1 Transactions			
483	DEPT Total:				17,758.80	Opioid Settlement	2 Vendors	2 Transactions	
7	Fund Total:				17,758.80	Opioid Settlement Funds		2 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
91	DEPT		County Attorney			
750	Kendell Doors & Hardware LLC					
238	38-091-000-0000-6600	2,380.00	Exterior door & installation	IN113120	Capital Outlay	N
237	38-091-000-0000-6600	2,980.00	Frame glass & installation	IN113121	Capital Outlay	N
239	38-091-000-0000-6600	810.00	Install door closer	IN113370	Capital Outlay	N
750	Kendell Doors & Hardware LLC	6,170.00	3 Transactions			
91	DEPT Total:	6,170.00	County Attorney	1 Vendors	3 Transactions	
111	DEPT		Buildings & Grounds			
9783	Alternative Business Furniture					
233	38-111-045-0000-6600	157,393.33	New CCA fac bill thru 3/31	71208	Capital Outlay - CCA Bldg	N
9783	Alternative Business Furniture	157,393.33	1 Transactions			
9977	APX Construction Group LLC					
234	38-111-045-0000-6600	231,457.90	New CCA fac bill thru March	App 10	Capital Outlay - CCA Bldg	N
9977	APX Construction Group LLC	231,457.90	1 Transactions			
8919	ArchKey Technologies					
127	38-111-045-0000-6600	21,090.00	CCA construction work	30242824286	Capital Outlay - CCA Bldg	Y
8919	ArchKey Technologies	21,090.00	1 Transactions			
18305	Dell Marketing LP					
128	38-111-045-0000-6600	631.30	CCA staff hardware	10808910226	Capital Outlay - CCA Bldg	N
18305	Dell Marketing LP	631.30	1 Transactions			
5655	High Point Networks					
129	38-111-045-0000-6600	13.20	Access point mount - CCA	269045	Capital Outlay - CCA Bldg	Y
5655	High Point Networks	13.20	1 Transactions			
111	DEPT Total:	410,585.73	Buildings & Grounds	5 Vendors	5 Transactions	
201	DEPT		Sheriff			
9783	Alternative Business Furniture					
125	38-201-000-0000-6600	39,333.61	Office chairs - Sheriff addn	71145	Capital Outlay - Sheriff	N
124	38-201-000-0000-6600	9,622.44	Office chairs - Sheriff addn	71146	Capital Outlay - Sheriff	N
9783	Alternative Business Furniture	48,956.05	2 Transactions			

SBENDORF

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38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8919	ArchKey Technologies					
126	38-201-000-0000-6600	57,092.00	SCSO construction work	S0005160971	Capital Outlay - Sheriff	Y
8919	ArchKey Technologies	57,092.00	1 Transactions			
8087	Braun Intertec Eng Inc					
235	38-201-000-0000-6600	692.50	Sheriff addn bill thru 4/11	B424568	Capital Outlay - Sheriff	Y
8087	Braun Intertec Eng Inc	692.50	1 Transactions			
9338	JD DRIVER LTD					
132	38-201-000-0000-6600	900,695.00	Sheriff addn bill thur 3/31	App 4	Capital Outlay - Sheriff	N
9338	JD DRIVER LTD	900,695.00	1 Transactions			
51300	Metro Sales Inc					
160	38-201-000-0000-6600	250.00	Relocate copier	INV2752293	Capital Outlay - Sheriff	N
51300	Metro Sales Inc	250.00	1 Transactions			
61952	Overhead Door Co Of Albert Lea, Inc.					
161	38-201-000-0000-6600	190.00	Adjust garage door timers	76745	Capital Outlay - Sheriff	N
61952	Overhead Door Co Of Albert Lea, Inc.	190.00	1 Transactions			
5889	Wold Architects and Engineers					
131	38-201-000-0000-6600	1,795.53	Sheriff reno bill thru March	99459	Capital Outlay - Sheriff	Y
5889	Wold Architects and Engineers	1,795.53	1 Transactions			
201	DEPT Total:	1,009,671.08	Sheriff	7 Vendors	8 Transactions	
251	DEPT		Jail			
9138	ICS Consulting LLC					
236	38-251-000-0000-6600	500.00	New CCA fac bill thru Feb	12307	Capital Outlay - Detention Center	Y
9138	ICS Consulting LLC	500.00	1 Transactions			
5889	Wold Architects and Engineers					
130	38-251-000-0000-6600	1,589.28	New CCA fac reno-March	99546	Capital Outlay - Detention Center	Y
5889	Wold Architects and Engineers	1,589.28	1 Transactions			
251	DEPT Total:	2,089.28	Jail	2 Vendors	2 Transactions	
38	Fund Total:	1,428,516.09	Capital Outlay Fund		18 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
9087	7 Rivers Recycling LLC					
155	53-398-000-0000-6304	4,478.00	138 mattresses, 7 box springs	9129	Contract Services	Y
9087	7 Rivers Recycling LLC	4,478.00	1 Transactions			
10067	Auto Value Owatonna					
133	53-398-000-0000-6304	137.40	Service guage 160PSI	197008002	Contract Services	N
134	53-398-000-0000-6304	9.44	Prime green	197008428	Contract Services	N
10067	Auto Value Owatonna	146.84	2 Transactions			
11215	Central Farm Services					
139	53-398-000-0000-6540	1,075.80	55 gal c-qwiklift htb	2603165	Machine Fuel	N
135	53-398-000-0000-6540	1,759.08	120 gal unlead, 425 gal diesel	28371	Machine Fuel	N
136	53-398-000-0000-6540	1,273.36	440 gal diesel	28380	Machine Fuel	N
137	53-398-000-0000-6540	1,157.60	400 gal diesel	28411	Machine Fuel	N
138	53-398-000-0000-6540	887.84	310 gal diesel	28443	Machine Fuel	N
11215	Central Farm Services	6,153.68	5 Transactions			
8424	Cintas					
140	53-398-000-0000-6304	2.79	Underpayment on 4210428191	4219187853	Contract Services	Y
141	53-398-000-0000-6304	186.18	Rugs & mats	4225409242	Contract Services	Y
8424	Cintas	188.97	2 Transactions			
14805	Corporate Recognition Inc					
142	53-398-000-0000-6242	677.55	Pens for Enviro Show	23273	Publishing	N
14805	Corporate Recognition Inc	677.55	1 Transactions			
14420	Culligan Inc					
143	53-398-000-0000-6304	130.37	Water & salt	5116424	Contract Services	N
144	53-398-000-0000-6304	12.94	Cooler rental	5133343	Contract Services	N
145	53-398-000-0000-6304	37.15	Softener rental	5138711	Contract Services	N
146	53-398-000-0000-6304	39.99	Softener rental	5146872	Contract Services	N
147	53-398-000-0000-6304	77.60	Cooler rental	5160548	Contract Services	N
14420	Culligan Inc	298.05	5 Transactions			
37025	Innovative Office Solutions LLC					
148	53-398-000-0000-6410	337.22	Computer & copy paper, clips	4805087	Office Supplies	Y
37025	Innovative Office Solutions LLC	337.22	1 Transactions			

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
51630	Mike's Repair						
149	53-398-000-0000-6301		261.50	Tire repair - Unit 5305	109830	Equip Repairs	Y
150	53-398-000-0000-6301		173.10	Tire repair	109858	Equip Repairs	Y
51630	Mike's Repair		434.60	2 Transactions			
52975	Minnesota Valley Testing Labs						
152	53-398-000-0000-6545		163.20	Stormwater testing	1298979	Water Testing	N
151	53-398-000-0000-6545		163.20	Stormwater testing	1298982	Water Testing	N
52975	Minnesota Valley Testing Labs		326.40	2 Transactions			
85167	Stewart Sanitation						
153	53-398-000-0000-6544		1,642.68	Waste treatment plant	000913011	Leachate Treatment	N
85167	Stewart Sanitation		1,642.68	1 Transactions			
84035	Tri-M Graphics						
154	53-398-000-0000-6242		67.02	Business cards - JJohnson	106704	Publishing	N
84035	Tri-M Graphics		67.02	1 Transactions			
398	DEPT Total:		14,751.01	Landfill	11 Vendors	23 Transactions	
53	Fund Total:		14,751.01	Landfill Fund		23 Transactions	

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72 State Collections Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor		Name	Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.		Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
865	DEPT				Planning & Zoning Surcharge				
	7771	MN Dept of Labor & Industry							
157		72-865-000-0320-2100		371.90	Quarter 1 surcharge	April 2025	Steele County Surcharge		N
158		72-865-000-0321-2100		57.60	Quarter 1 surcharge	April 2025	Bl Pr Surcharge		N
159		72-865-000-0333-2100		70.00	Quarter 1 surcharge	April 2025	Ellendale Surcharge		N
	7771	MN Dept of Labor & Industry		499.50	3 Transactions				
865	DEPT Total:			499.50	Planning & Zoning Surcharge	1 Vendors	3 Transactions		
866	DEPT				Conceal & Carry Permits				
	9204	BCA MNJIS Biometrics Unit							
156		72-866-000-0000-2100		785.00	BCA fees - permit to carry-4/1	74-000083	Mn State Treasurer-Conceal & Carry		N
	9204	BCA MNJIS Biometrics Unit		785.00	1 Transactions				
866	DEPT Total:			785.00	Conceal & Carry Permits	1 Vendors	1 Transactions		
72	Fund Total:			1,284.50	State Collections Fund		4 Transactions		
	Final Total:			1,608,173.75	172 Vendors	239 Transactions			



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	145,863.35	General Revenue Fund	
	7	17,758.80	Opioid Settlement Funds	
	38	1,428,516.09	Capital Outlay Fund	
	53	14,751.01	Landfill Fund	
	72	1,284.50	State Collections Fund	
	All Funds	1,608,173.75	Total	Approved by,
			
			

Steele County

JOURNAL ENTRIES



Description 03 2025 JE UPLOAD - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	3/31/25	901	01-031-000-0000-6210 Telephone	49.15	D	Phone Charges - Verizon				1
2	3/31/25	901	01-005-000-0000-6210 Telephone	44.16	D	Phone Charges - Verizon				1
3	3/31/25	901	01-032-000-0000-6210 Telephone	49.16	D	Phone Charges - Verizon				1
4	3/31/25	901	01-044-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
5	3/31/25	901	01-061-000-0000-6210 Telephone	69.18	D	Phone Charges - Verizon				1
6	3/31/25	901	01-091-000-0000-6210 Telephone	354.11	D	Phone Charges - Verizon				1
7	3/31/25	901	01-103-000-0000-6210 Telephone	245.75	D	Phone Charges - Verizon				1
8	3/31/25	901	01-105-000-0000-6210 Telephone	171.05	D	Phone Charges - Verizon				1
9	3/31/25	901	01-111-000-0000-6210 Telephone	441.60	D	Phone Charges - Verizon				1
10	3/31/25	901	01-121-000-0000-6210 Telephone	60.03	D	Phone Charges - Verizon				1
11	3/31/25	901	01-251-000-0000-6210 Telephone	181.64	D	Phone Charges - Verizon				1
12	3/31/25	901	01-252-000-0000-6210 Telephone	727.67	D	Phone Charges - Verizon				1
13	3/31/25	901	01-281-000-0000-6210 Telephone	187.49	D	Phone Charges - Verizon				1
14	3/31/25	901	01-602-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
15	3/31/25	901	01-481-460-6009-6210 Telephone	44.16	D	Phone Charges - QA				1
16	3/31/25	901	01-481-460-6009-6210 Telephone	44.16	D	Phone Charges - QA				1
17	3/31/25	901	01-481-460-6012-6210 Telephone	49.16	D	Phone Charges - LTC				1
18	3/31/25	901	01-481-461-6040-6210 Telephone	44.16	D	Phone Charges - WIC				1
19	3/31/25	901	01-481-461-6011-6210 Telephone	22.08	D	Phone Charges - CTC				1
20	3/31/25	901	01-481-462-6047-6210 Telephone	22.08	D	Phone Charges - CID				1

Steele County

JOURNAL ENTRIES



Description 03 2025 JE UPLOAD - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	3/31/25	901	01-481-461-6040-6210 Telephone	33.12	D	Phone Charges - WIC				1
22	3/31/25	901	01-481-461-6030-6210 Telephone	11.04	D	Phone Charges - MCH				1
23	3/31/25	901	01-481-460-6009-6210 Telephone	44.16	D	Phone Charges - QA				1
24	3/31/25	901	01-481-461-6059-6210 Telephone	11.04	D	Phone Charges - SEMN				1
25	3/31/25	901	01-481-461-6034-6210 Telephone	33.12	D	Phone Charges - TANF				1
26	3/31/25	901	01-481-461-6059-6210 Telephone	44.16	D	Phone Charges - SEMN				1
27	3/31/25	901	01-481-460-6009-6210 Telephone	44.16	D	Phone Charges - QA				1
28	3/31/25	901	01-481-460-6009-6210 Telephone	44.16	D	Phone Charges - QA				1
29	3/31/25	901	01-481-460-6009-6210 Telephone	44.16	D	Phone Charges - QA				1
30	3/31/25	901	01-481-461-6059-6210 Telephone	22.08	D	Phone Charges - SEMN				1
31	3/31/25	901	01-481-461-6040-6210 Telephone	13.25	D	Phone Charges - WIC				1
32	3/31/25	901	01-481-462-6047-6210 Telephone	8.83	D	Phone Charges - CID				1
33	3/31/25	901	01-481-460-6012-6210 Telephone	49.16	D	Phone Charges - LTC				1
34	3/31/25	901	01-481-460-6012-6210 Telephone	49.16	D	Phone Charges - LTC				1
35	3/31/25	901	01-481-461-6040-6210 Telephone	40.01	D	Phone Charges - WIC				1
36	3/31/25	901	01-481-460-6012-6210 Telephone	44.16	D	Phone Charges - LTC				1
37	3/31/25	901	01-481-465-6057-6210 Telephone	49.16	D	Phone Charges - LPHG				1
38	3/31/25	901	01-481-465-6057-6210 Telephone	44.16	D	Phone Charges - LPHG				1
39	3/31/25	901	01-481-460-6012-6210 Telephone	29.50	D	Phone Charges - LTC				1
40	3/31/25	901	01-481-464-6052-6210 Telephone	19.66	D	Phone Charges - PHEP				1

Steele County
JOURNAL ENTRIES



Description 03 2025 JE UPLOAD - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	3/31/25	901	01-201-000-0000-6211 Radio-Computers-Cameras	703.34	D	Squad Connections - Verizon				1
42	3/31/25	901	01-201-000-0000-6210 Telephone	1,069.84	D	Phone Charges - Verizon				1
43	3/31/25	901	01-000-000-0000-1001 Cash	5,338.24	C	Verizon Charges March				1
44	3/31/25	901	10-301-000-0000-6210 Telephone	640.99	D	Phone Charges - Verizon				1
45	3/31/25	901	10-000-000-0000-1001 Cash	640.99	C	Phone Charges - Verizon				1
46	3/31/25	901	53-398-000-0000-6210 Telephone	84.17	D	Phone Charges - Verizon				1
47	3/31/25	901	53-000-000-0000-1001 Cash	84.17	C	Phone Charges - Verizon				1
Debit Total				6,063.40		Credit Total	6,063.40	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 03 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	3/31/25	902	01-000-000-0000-1001 Cash	7,450.55	D	BMO One Card Allocation Mar	BMO One Card Allocation Mar			1
2	3/31/25	902	01-003-000-0000-6961 Visa One Card Program	41,474.47	C	BMO Charges Mar	BMO Charges Mar			1
3	3/31/25	902	01-031-000-0000-6330 Travel Expenses	8.00	D	AMC Legislative Conference	State Of Minnesota			1
4	3/31/25	902	01-031-000-0000-6410 Office Supplies	41.56	D	Supplies for Legislative Conf.	Amazon.Com, Inc.			1
5	3/31/25	902	01-032-000-0000-6261 Conference & Training	150.00	D	Emma MCIT HR Training	Minnesota Counties Interg			1
6	3/31/25	902	01-032-000-0000-6410 Office Supplies	46.45	D	Envelopes for ACA & Lanyards	Amazon.Com, Inc.			1
7	3/31/25	902	01-041-000-0000-6261 Conference & Training	291.40	D	Drainage Conf hotel/Eric G.	Fullsteam Operations Llc			1
8	3/31/25	902	01-044-000-0000-6330 Travel Expenses	217.74	D	MACO Conference hotel	Vh-Minneapolis South Inc			1
9	3/31/25	902	01-061-000-0000-6260 Computer Support	152.00	D	IT Document Management	Kaseya US Llc			1
10	3/31/25	902	01-061-000-0000-6260 Computer Support	436.00	D	Performance Mgmt SW	Brightgauge Software, In			1
11	3/31/25	902	01-061-000-0000-6330 Travel Expenses	794.97	D	Airfare (MS-ISAC Meeting)	Delta Air Lines, Inc			1
12	3/31/25	902	01-061-000-0000-6330 Travel Expenses	351.54	D	Lodging (ESRI CIO Summit)	Expedia, Inc.			1
13	3/31/25	902	01-061-000-0000-6330 Travel Expenses	730.37	D	Airfare (Esri CIO Summit)	Delta Air Lines, Inc			1
14	3/31/25	902	01-061-000-0000-6410 Office Supplies	91.27	D	Office Supplies - Cleaning	Lowes Companies, Inc.			1
15	3/31/25	902	01-061-000-0000-6413 Computer Supplies	242.27	D	PA Mics & Bag (Checkout)	Amazon.Com, Inc.			1
16	3/31/25	902	01-061-000-0000-6413 Computer Supplies	575.76	D	24x PDUs for Stock	Amazon.Com, Inc.			1
17	3/31/25	902	01-061-000-0000-6413 Computer Supplies	83.25	D	PA Cables (Checkout)	Amazon.Com, Inc.			1
18	3/31/25	902	01-061-000-0000-6413 Computer Supplies	134.95	C	Returned Extra PA Stand	Amazon.Com, Inc.			1
19	3/31/25	902	01-061-000-0000-6413 Computer Supplies	14.27	D	Misc Mounting Screws	Owt Hardware Inc			1
20	3/31/25	902	01-061-000-0000-6413 Computer Supplies	239.98	D	PA Rolling Cases (Checkout)	Amazon.Com, Inc.			1

Steele County

JOURNAL ENTRIES



Description 03 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	3/31/25	902	01-061-000-0000-6413 Computer Supplies	250.22	D	PA Supplies (Checkout)	Amazon.Com, Inc.			1
22	3/31/25	902	01-061-000-0000-6413 Computer Supplies	1,039.99	D	PA System (Checkout)	Amazon.Com, Inc.			1
23	3/31/25	902	01-061-000-0000-6413 Computer Supplies	269.90	D	PA Speaker Stands (Checkout)	Amazon.Com, Inc.			1
24	3/31/25	902	01-061-000-0000-6413 Computer Supplies	311.87	D	13x PDUs (Stock)	Amazon.Com, Inc.			1
25	3/31/25	902	01-062-000-0000-6301 Equip/Software Maint	599.98	D	SSL Certs 2Years	Godaddy Inc.			1
26	3/31/25	902	01-062-000-0000-6801 General Expense	2,656.40	D	Monthly AWS Storage	Amazon.Com, Inc.			1
27	3/31/25	902	01-062-000-0000-6801 General Expense	63.19	D	Accessory for SCDC Switch	Cdw Llc			1
28	3/31/25	902	01-091-000-0000-6261 Conference & Training	159.00	D	Campell - Attorney Registratio	State Of Minnesota			1
29	3/31/25	902	01-091-000-0000-6261 Conference & Training	295.00	D	Gregory CLE	Minnesota County Attorney			1
30	3/31/25	902	01-091-000-0000-6261 Conference & Training	150.00	D	Esther CLE	Minnesota County Attorney			1
31	3/31/25	902	01-091-000-0000-6261 Conference & Training	1,004.16	D	Registration fee for conferenc	Webconnex, Llc			1
32	3/31/25	902	01-091-000-0000-6330 Travel Expenses	40.00	D	Expedia rental car protection	Expedia, Inc.			1
33	3/31/25	902	01-091-000-0000-6330 Travel Expenses	400.97	D	Flight - Katty Hernandez	Delta Air Lines, Inc			1
34	3/31/25	902	01-091-000-0000-6330 Travel Expenses	400.97	D	Flight Kristin Otto	Delta Air Lines, Inc			1
35	3/31/25	902	01-091-000-0000-6330 Travel Expenses	400.97	D	Flight Teresa Dudley	Delta Air Lines, Inc			1
36	3/31/25	902	01-091-000-0000-6410 Office Supplies	61.86	D	flashdrives	Amazon.Com, Inc.			1
37	3/31/25	902	01-091-000-0000-6410 Office Supplies	409.05	D	Laptop Mobile Adapters	Dell International L.L.C			1
38	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
39	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
40	3/31/25	902	01-101-000-0000-6215 Postage	27.70	D	passport postage	United States Postal Serv			1

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41	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
42	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
43	3/31/25	902	01-101-000-0000-6215 Postage	27.70	D	passport postage	United States Postal Serv			1
44	3/31/25	902	01-101-000-0000-6215 Postage	27.20	D	passport postage	United States Postal Serv			1
45	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport postage	United States Postal Serv			1
46	3/31/25	902	01-101-000-0000-6215 Postage	16.80	D	Passport postage	United States Postal Serv			1
47	3/31/25	902	01-101-000-0000-6215 Postage	27.20	D	Passport postage	United States Postal Serv			1
48	3/31/25	902	01-101-000-0000-6215 Postage	16.80	D	PASSPORT POSTAGE	United States Postal Serv			1
49	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
50	3/31/25	902	01-101-000-0000-6215 Postage	25.20	D	Passport Postage	United States Postal Serv			1
51	3/31/25	902	01-101-000-0000-6215 Postage	16.80	D	Passport Postage	United States Postal Serv			1
52	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	Postage	United States Postal Serv			1
53	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	Postage	United States Postal Serv			1
54	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	Postage	United States Postal Serv			1
55	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
56	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
57	3/31/25	902	01-101-000-0000-6215 Postage	16.80	D	Postage	United States Postal Serv			1
58	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	Postage	United States Postal Serv			1
59	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	Postage	United States Postal Serv			1
60	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	Postage	United States Postal Serv			1

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61	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
62	3/31/25	902	01-101-000-0000-6215 Postage	27.20	D	passport postage	United States Postal Serv			1
63	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
64	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
65	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
66	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
67	3/31/25	902	01-101-000-0000-6215 Postage	27.20	D	passport postage	United States Postal Serv			1
68	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
69	3/31/25	902	01-101-000-0000-6215 Postage	27.20	D	passport postage	United States Postal Serv			1
70	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
71	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
72	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
73	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
74	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
75	3/31/25	902	01-101-000-0000-6215 Postage	27.20	D	passport postage	United States Postal Serv			1
76	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
77	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
78	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
79	3/31/25	902	01-101-000-0000-6215 Postage	27.20	D	passport postage	United States Postal Serv			1
80	3/31/25	902	01-101-000-0000-6215 Postage	27.20	D	passport postage	United States Postal Serv			1

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81	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
82	3/31/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
83	3/31/25	902	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	400.29	D	MACO CONFERENCE-Penny	Vh-Minneapolis South Inc			1
84	3/31/25	902	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	400.29	D	MACO CONFERENCE-Rick	Vh-Minneapolis South Inc			1
85	3/31/25	902	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	109.99	D	Keyboard for REC	Amazon.Com, Inc.			1
86	3/31/25	902	01-103-000-0000-6261 Conference & Training	622.84	D	BRYAN HOTEL RECEIPT/PRINCIPLES	Apple Ten Hospitality Man			1
87	3/31/25	902	01-103-000-0000-6301 Equip/Software Maint	23.20	D	MONTHLY PEOPLE'S PRESS SUB.	Apg Media Of Southern Min			1
88	3/31/25	902	01-103-000-0000-6330 Travel Expenses	19.92	D	MEAL RECEIPT @ TRAINING	Border Foods Llc			1
89	3/31/25	902	01-103-000-0000-6330 Travel Expenses	16.59	D	MEAL RECEIPT @ TRAINING	Bruegger's Enterprises,			1
90	3/31/25	902	01-103-000-0000-6330 Travel Expenses	43.95	D	MEAL RECEIPT @ CONFERENCE	Toast Inc			1
91	3/31/25	902	01-103-000-0000-6330 Travel Expenses	16.37	D	MEAL RECEIPT @ TRAINING	Bruegger's Enterprises,			1
92	3/31/25	902	01-103-000-0000-6330 Travel Expenses	11.91	D	MEAL RECEIPT @ TRAINING	Bruegger's Enterprises,			1
93	3/31/25	902	01-103-000-0000-6330 Travel Expenses	35.32	D	MEAL RECEIPT @ TRAINING	Hongkong Mn Llc			1
94	3/31/25	902	01-103-000-0000-6330 Travel Expenses	22.56	D	MEAL RECEIPT @ TRAINING	Minntaco, Inc.			1
95	3/31/25	902	01-103-000-0000-6330 Travel Expenses	15.83	D	MEAL RECEIPT @ TRAINING	Ksw Enterprises, Llc			1
96	3/31/25	902	01-103-000-0000-6330 Travel Expenses	35.98	D	MEAL RECEIPT @ TRAINING	Toast Inc			1
97	3/31/25	902	01-103-000-0000-6330 Travel Expenses	19.35	D	MEAL RECEIPT @ CONFERENCE	Apple Ten Hospitality Man			1
98	3/31/25	902	01-103-000-0000-6330 Travel Expenses	25.08	D	DINNER AT WEEKLONG CONFERENCE	Minntaco, Inc.			1
99	3/31/25	902	01-103-000-0000-6330 Travel Expenses	622.84	D	GRANT'S HOTEL STAY FOR CONF.	Apple Ten Hospitality Man			1
100	3/31/25	902	01-103-000-0000-6330 Travel Expenses	27.64	D	DINNER AT WEEKLONG CONFERENCE	McDonald's Corporation			1

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101	3/31/25	902	01-103-000-0000-6330 Travel Expenses	22.62	D	DINNER AT WEEKLONG CONFERENCE	Minntaco, Inc.			1
102	3/31/25	902	01-103-000-0000-6330 Travel Expenses	27.43	D	DINNER AT WEEKLONG CONFERENCE	McDonald's Corporation			1
103	3/31/25	902	01-105-000-0000-6261 Conference & Training	155.02	D	Building Official Train-Hotel	Minneapolis Hotel Acquisi			1
104	3/31/25	902	01-105-000-0000-6330 Travel Expenses	297.82	D	Hotel	Silver Leaf Lodging Group			1
105	3/31/25	902	01-105-000-0000-6330 Travel Expenses	18.11	D	Dinner Night 2	Silver Leaf Lodging Group			1
106	3/31/25	902	01-105-000-0000-6330 Travel Expenses	27.65	D	Dinner Night 1	Texas Roadhouse, Inc.			1
107	3/31/25	902	01-111-000-0000-6320 Fleet Vehicle Maintenance	83.82	D	GeoTabs- ADMIN, DC, SO	T-Mobile Usa, Inc.			1
108	3/31/25	902	01-111-000-0000-6410 Office Supplies	51.94	D	office and Janitorial supplies	Amazon.Com, Inc.			1
109	3/31/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	750.00	D	Monthly Fee March	Intuit Payment Solutions,			1
110	3/31/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	11.97	D	Wax ring	Owt Hardware Inc			1
111	3/31/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	39.00	D	Toilet seat	Block Plumbing & Heating			1
112	3/31/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	18.54	D	3.8V batteries	Bpb, Llc			1
113	3/31/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	36.87	D	Parts for Toilet	Owt Hardware Inc			1
114	3/31/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	90.00	D	Car Wash Card	Kwik Trip Inc			1
115	3/31/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	750.00	D	Monthly Fee Feb	Intuit Payment Solutions,			1
116	3/31/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	34.34	D	All Building Tools	O'Reilly Auto Enterprise			1
117	3/31/25	902	01-111-040-0000-6560 Janitorial Supplies	873.34	D	Janitorial Supplies	Hillyard Inc			1
118	3/31/25	902	01-111-040-0000-6560 Janitorial Supplies	23.54	D	Cleaning Supplies	Wal-Mart Stores, Inc.			1
119	3/31/25	902	01-111-040-0000-6560 Janitorial Supplies	30.88	D	office and Janitorial supplies	Amazon.Com, Inc.			1
120	3/31/25	902	01-111-041-0000-6560 Janitorial Supplies	538.15	D	Janitorial Supplies	Hillyard Inc			1

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121	3/31/25	902	01-111-041-0000-6560 Janitorial Supplies	59.06	D	Cleaning Supplies	Wal-Mart Stores, Inc.			1
122	3/31/25	902	01-111-042-0000-6300 Bldg Repairs & Maintenance	5.49	D	Grease for Boilers	Genuine Parts Company			1
123	3/31/25	902	01-111-042-0000-6300 Bldg Repairs & Maintenance	60.24	D	hose for firer system	Wen-Col Inc			1
124	3/31/25	902	01-111-042-0000-6300 Bldg Repairs & Maintenance	7.98	D	Corner Brace	Lowes Companies, Inc.			1
125	3/31/25	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	111.95	D	Ice O Matic Water Filter	Amazon.Com, Inc.			1
126	3/31/25	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	56.20	D	Picture hanging kit	Lowes Companies, Inc.			1
127	3/31/25	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	81.60	D	Silicone Sealant	Amazon.Com, Inc.			1
128	3/31/25	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	76.77	D	Monthly Fee Jan	Plunketts Pest Control In			1
129	3/31/25	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	44.94	D	Flag Hooks	Fleet Farm Group, Llc			1
130	3/31/25	902	01-111-044-0000-6560 Janitorial Supplies	6.45	D	Dish Soap	Fleet Farm Group, Llc			1
131	3/31/25	902	01-111-045-0000-6250 Utilities	1,584.59	D	NEW CCA Utilities - FEB	Owatonna Public Utilitie			1
132	3/31/25	902	01-111-045-0000-6300 Bldg Repairs & Maintenance	45.89	D	Carpet Film	The Sherwin-Williams Comp			1
133	3/31/25	902	01-111-048-0000-6560 Janitorial Supplies	438.99	D	Janitorial Supplies	Hillyard Inc			1
134	3/31/25	902	01-111-049-0000-6300 Bldg Repairs & Maintenance	64.38	D	Tools	Lowes Companies, Inc.			1
135	3/31/25	902	01-111-049-0000-6300 Bldg Repairs & Maintenance	15.64	D	Cleaning Supplies	Owt Hardware Inc			1
136	3/31/25	902	01-111-049-0000-6300 Bldg Repairs & Maintenance	65.00	D	Monthly fee Jan	Plunketts Pest Control In			1
137	3/31/25	902	01-201-000-0000-6210 Telephone	155.63	D	Chargers for Phone	Global Wireless, Inc.			1
138	3/31/25	902	01-201-000-0000-6210 Telephone	0.99	D	Evidence data storage/GB plan	Apple Inc.			1
139	3/31/25	902	01-201-000-0000-6211 Radio-Computers-Cameras	159.90	D	20/Ear pieces for radios	Amazon.Com, Inc.			1
140	3/31/25	902	01-201-000-0000-6215 Postage	10.10	D	Mailed Redemption Check	United States Postal Serv			1

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141	3/31/25	902	01-201-000-0000-6215 Postage	1.10	D	USPS-address change	United States Postal Serv			1
142	3/31/25	902	01-201-000-0000-6241 Membership Dues	129.00	C	Credit for membership dues	National Sheriffs Associa			1
143	3/31/25	902	01-201-000-0000-6241 Membership Dues	129.00	D	Membership to NSA	National Sheriffs Associa			1
144	3/31/25	902	01-201-000-0000-6241 Membership Dues	35.00	D	Evidence Room Membership	Affinipay Llc			1
145	3/31/25	902	01-201-000-0000-6261 Conference & Training	395.00	D	SOTA training	Sota			1
146	3/31/25	902	01-201-000-0000-6261 Conference & Training	1,050.00	D	SCSU Driver Improv Program	Minnesota State Colleges			1
147	3/31/25	902	01-201-000-0000-6261 Conference & Training	25.00	D	BCA TAC training	State Of Minnesota			1
148	3/31/25	902	01-201-000-0000-6261 Conference & Training	395.00	D	Special Ops Training	Sota			1
149	3/31/25	902	01-201-000-0000-6285 Firearms/Ammo Training	339.00	D	1/4 Tier utility shelf	Lowes Companies, Inc.			1
150	3/31/25	902	01-201-000-0000-6285 Firearms/Ammo Training	21.24	D	1 pk/Energier 3V batteries	Amazon.Com, Inc.			1
151	3/31/25	902	01-201-000-0000-6285 Firearms/Ammo Training	32.98	D	1/High Power Lithium batterys	Amazon.Com, Inc.			1
152	3/31/25	902	01-201-000-0000-6293 Gun Permit Expenses	9.68	D	Gun permit denide	United States Postal Serv			1
153	3/31/25	902	01-201-000-0000-6293 Gun Permit Expenses	18.95	D	Lobby music	Cloud Cover Media Inc			1
154	3/31/25	902	01-201-000-0000-6320 Vehicle Maintenance	55.88	D	GeoTabs- ADMIN, DC, SO	T-Mobile Usa, Inc.			1
155	3/31/25	902	01-201-000-0000-6330 Travel Expenses	12.04	D	1/meal - Training/ARIDE	Raising Cane's Restaurant			1
156	3/31/25	902	01-201-000-0000-6330 Travel Expenses	13.45	D	1/meal-ARIDE training	Raising Cane's Restaurant			1
157	3/31/25	902	01-201-000-0000-6330 Travel Expenses	11.24	D	1/meal - ARIDE training	Chick-Fil-A Corp			1
158	3/31/25	902	01-201-000-0000-6330 Travel Expenses	11.29	D	1/ meal trng/ARIDE	Chick-Fil-A Corp			1
159	3/31/25	902	01-201-000-0000-6410 Office Supplies	30.89	D	Pens & Rubber Stamp	Amazon.Com, Inc.			1
160	3/31/25	902	01-201-000-0000-6410 Office Supplies	45.39	D	Tape, Post it, green highlight	Amazon.Com, Inc.			1

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161	3/31/25	902	01-201-000-0000-6410 Office Supplies	66.34	D	Hanging files & file pockets	Amazon.Com, Inc.			1
162	3/31/25	902	01-201-000-0000-6410 Office Supplies	57.45	D	Whiteout ¬e pads	Amazon.Com, Inc.			1
163	3/31/25	902	01-201-000-0000-6410 Office Supplies	19.20	D	12/black sharpies	Amazon.Com, Inc.			1
164	3/31/25	902	01-201-000-0000-6410 Office Supplies	82.35	D	Wipes,Dry erase,whiteboard,etc	Amazon.Com, Inc.			1
165	3/31/25	902	01-201-000-0000-6425 Investigation Expense	159.98	D	2/Camping Lights	Amazon.Com, Inc.			1
166	3/31/25	902	01-201-000-0000-6425 Investigation Expense	367.35	D	Evidence room items	Uline, Inc.			1
167	3/31/25	902	01-201-000-0000-6438 K-9 Expenses	125.05	D	K-9 Kenneling	Old Oak Kennel			1
168	3/31/25	902	01-201-000-0000-6562 Gas & Oil Squads	34.67	D	Fuel for squad - EVOC/PIT	Speedway Llc			1
169	3/31/25	902	01-251-000-0000-6211 Radio - Computers - Cameras	354.99	D	TV Mount for Master Control	B&h Foto & Electronics Co			1
170	3/31/25	902	01-251-000-0000-6320 Vehicle Maintenance	139.70	D	GeoTabs- ADMIN, DC, SO	T-Mobile Usa, Inc.			1
171	3/31/25	902	01-251-000-0000-6406 Program Supplies	10.73	D	PROGRAM MUSIC	Sirius Xm Radio Llc			1
172	3/31/25	902	01-251-000-0000-6406 Program Supplies	99.84	D	PROGRAM TV	Hulu, Llc			1
173	3/31/25	902	01-251-000-0000-6432 Medical Payments	16.11	D	med stock	Amazon.Com, Inc.			1
174	3/31/25	902	01-251-000-0000-6432 Medical Payments	4.82	D	med stock	Target Corporation			1
175	3/31/25	902	01-251-000-0000-6451 Operating Supplies	199.68	D	taser cart for new pod	Axon Enterprise, Inc			1
176	3/31/25	902	01-251-000-0000-6560 Janitorial Supplies	63.90	D	cleaning wipes	Amazon.Com, Inc.			1
177	3/31/25	902	01-251-000-0000-6801 Misc Expense	6.99	D	lobby signage	Amazon.Com, Inc.			1
178	3/31/25	902	01-251-000-0000-6801 Misc Expense	16.10	D	prime fee	Amazon.Com, Inc.			1
179	3/31/25	902	01-251-000-0000-6801 Misc Expense	13.99	D	bathroom scale	Amazon.Com, Inc.			1
180	3/31/25	902	01-251-000-0000-6801 Misc Expense	13.71	D	transport meal	Independent Purchasing Co			1

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RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	3/31/25	902	01-252-000-0000-6261 Conference & Training	510.00	D	MnATSA Conference	Ppinc Usd Ce 3			1
182	3/31/25	902	01-252-000-0000-6261 Conference & Training	196.84	C	Credit Hotel	Chiko Lodging, Llc			1
183	3/31/25	902	01-252-000-0000-6261 Conference & Training	27.87	D	IPV Training Lunch	Orion Hospitality Group L			1
184	3/31/25	902	01-252-000-0000-6261 Conference & Training	28.54	D	IPV Training Lunch	Orion Hospitality Group L			1
185	3/31/25	902	01-252-000-0000-6261 Conference & Training	24.54	D	IPV Training Lunch	Orion Hospitality Group L			1
186	3/31/25	902	01-252-000-0000-6261 Conference & Training	20.24	D	IPV Training Lunch	Orion Hospitality Group L			1
187	3/31/25	902	01-252-000-0000-6261 Conference & Training	59.99	D	Strength finder training	Gallup Store			1
188	3/31/25	902	01-252-000-0000-6261 Conference & Training	12.22	D	Agent Academy Supper	Ctp Inc			1
189	3/31/25	902	01-252-000-0000-6261 Conference & Training	247.78	D	MACCAC Conference hotel	St.Cloud Hotel Group Llc			1
190	3/31/25	902	01-252-000-0000-6261 Conference & Training	247.78	D	MACCAC Conference hotel	St.Cloud Hotel Group Llc			1
191	3/31/25	902	01-252-000-0000-6261 Conference & Training	335.64	D	maccac conference hotel	St.Cloud Hotel Group Llc			1
192	3/31/25	902	01-252-000-0000-6261 Conference & Training	20.86	D	MACCAC Supper	St.Cloud Hotel Group Llc			1
193	3/31/25	902	01-252-000-0000-6261 Conference & Training	18.25	D	MACCAC Supper	St.Cloud Hotel Group Llc			1
194	3/31/25	902	01-252-000-0000-6261 Conference & Training	29.65	D	MACCAC Supper	St.Cloud Hotel Group Llc			1
195	3/31/25	902	01-252-000-0000-6261 Conference & Training	28.68	D	MACCAC Supper	St.Cloud Hotel Group Llc			1
196	3/31/25	902	01-252-000-0000-6261 Conference & Training	33.24	D	MACCAC Supper	St.Cloud Hotel Group Llc			1
197	3/31/25	902	01-252-000-0000-6261 Conference & Training	63.00	D	MACCAC Supper	St.Cloud Hotel Group Llc			1
198	3/31/25	902	01-252-000-0000-6261 Conference & Training	20.86	D	MACCAC Supper	St.Cloud Hotel Group Llc			1
199	3/31/25	902	01-252-000-0000-6261 Conference & Training	199.00	D	Callbe Press Training	Lifeline Training Ltd			1
200	3/31/25	902	01-252-000-0000-6261 Conference & Training	100.00	D	Support Staff Conference	Affinipay Llc			1

Steele County
JOURNAL ENTRIES

Description 03 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
201	3/31/25	902	01-252-000-0000-6261 Conference & Training	25.73	D	MACCAC Supper	St.Cloud Hotel Group Llc			1
202	3/31/25	902	01-252-000-0000-6261 Conference & Training	26.08	D	MACCAC Supper	St.Cloud Hotel Group Llc			1
203	3/31/25	902	01-252-000-0000-6261 Conference & Training	26.08	D	MACCAC Supper	St.Cloud Hotel Group Llc			1
204	3/31/25	902	01-252-000-0000-6261 Conference & Training	100.00	D	Support Staff Conference	Affinipay Llc			1
205	3/31/25	902	01-252-000-0000-6261 Conference & Training	36.33	D	Training lunch	Hermanos Llc			1
206	3/31/25	902	01-252-000-0000-6410 Office Supplies	24.39	D	Dust off	Amazon.Com, Inc.			1
207	3/31/25	902	01-252-000-0000-6410 Office Supplies	24.99	D	leather notebook-Tim	Amazon.Com, Inc.			1
208	3/31/25	902	01-252-000-0000-6410 Office Supplies	24.14	D	Cups/soap/spray	Wal-Mart Stores, Inc.			1
209	3/31/25	902	01-252-000-0000-6851 Juvenile/Adult Incentives	74.01	D	T4C Pizza	Hat Trick Pizza Inc			1
210	3/31/25	902	01-281-000-0000-6199 Safety Program	15.00	D	CPR Cert cards	Minnesota State Colleges			1
211	3/31/25	902	01-281-000-0000-6199 Safety Program	95.00	D	CarseatTechnicianCertCourse	Safe Kids Worldwide			1
212	3/31/25	902	01-281-000-0000-6199 Safety Program	210.00	D	CPR Cert Cards	Minnesota State Colleges			1
213	3/31/25	902	01-281-000-0000-6330 Travel Expenses	203.86	D	HSEM Conf Lodging EMPG Sailer	Brooklyn Center Hotel Gro			1
214	3/31/25	902	01-281-000-0000-6330 Travel Expenses	101.93	D	HSEM Conf Norbeck Lodging EMPG	Brooklyn Center Hotel Gro			1
215	3/31/25	902	01-281-000-0000-6806 Skywarn System	69.90	D	CERT Class Kits	Amazon.Com, Inc.			1
216	3/31/25	902	01-281-000-0000-6806 Skywarn System	104.85	D	CERT Class Kits	Harbor Freight Tools Usa			1
217	3/31/25	902	01-281-000-0000-6806 Skywarn System	84.67	D	CERT Class Kits	Amazon.Com, Inc.			1
218	3/31/25	902	01-281-000-0000-6806 Skywarn System	8.39	D	CERT Class Kits	Amazon.Com, Inc.			1
219	3/31/25	902	01-281-000-0000-6806 Skywarn System	31.97	D	CERT Class Kits	Amazon.Com, Inc.			1
220	3/31/25	902	01-481-000-0000-6410 Office Supplies	4.99	D	Batteries for Door Bell	Amazon.Com, Inc.			1

Steele County

JOURNAL ENTRIES



Description 03 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
221	3/31/25	902	01-481-460-6009-6240 License & Permits	1.83	D	Nursing License Fee - Leah	Us Bank National Associat			1
222	3/31/25	902	01-481-460-6009-6240 License & Permits	85.00	D	Nursing License Renewal - Leah	State Of Minnesota			1
223	3/31/25	902	01-481-460-6009-6434 Medical Supplies	31.79	D	Wound Dressing & BP Cuff	Amazon.Com, Inc.			1
224	3/31/25	902	01-481-460-6009-6465 Patient Supplies & Services	10.41	D	Client Wound Supplies	Coborn's Incorporated			1
225	3/31/25	902	01-481-460-6009-6465 Patient Supplies & Services	74.05	D	Wound Dressing Client Care	Amazon.Com, Inc.			1
226	3/31/25	902	01-481-460-6009-6465 Patient Supplies & Services	19.94	D	Wound Dressing & BP Cuff	Amazon.Com, Inc.			1
227	3/31/25	902	01-481-460-6009-6465 Patient Supplies & Services	39.07	D	Wound Pads & Gauze Pads	Amazon.Com, Inc.			1
228	3/31/25	902	01-481-460-6012-6261 Conference & Training	210.00	D	2025 MSSA Conference	Minnesota Social Service			1
229	3/31/25	902	01-481-460-6012-6261 Conference & Training	67.00	D	MSSA Membership	Minnesota Social Service			1
230	3/31/25	902	01-481-460-6012-6330 Travel Expenses	135.74	D	Hotel for Conference - CS	Expedia, Inc.			1
231	3/31/25	902	01-481-460-6012-6465 Pass Thru - Patient Supplies & Services	354.79	D	Bed Rails/Rug Tape	Amazon.Com, Inc.			1
232	3/31/25	902	01-481-460-6012-6465 Pass Thru - Patient Supplies & Services	9.99	D	Grabber	Amazon.Com, Inc.			1
233	3/31/25	902	01-481-461-6034-6464 General Supplies & Outreach	15.99	D	Menu Board for Client	Amazon.Com, Inc.			1
234	3/31/25	902	01-481-461-6040-6434 Medical Supplies	76.92	D	Lancets	Amazon.Com, Inc.			1
235	3/31/25	902	01-481-461-6066-6261 Conference & Training	100.00	D	2025 MN Comm Tobacco Conferenc	3e Productions			1
236	3/31/25	902	01-481-461-6066-6464 General Supplies & Outreach	328.57	D	Anxious Generation Meal	Kerr-McCauley Investments			1
237	3/31/25	902	01-481-461-6066-6464 General Supplies & Outreach	73.28	D	Anxious Generation Meal	Wal-Mart Stores, Inc.			1
238	3/31/25	902	01-481-461-6066-6464 General Supplies & Outreach	46.87	D	YOLO Meeting Breakfast	Block, Inc.			1
239	3/31/25	902	01-481-461-6068-6330 Travel Expenses	610.04	D	MESCH Conference - Amanda	Drury Southwest Inc			1
240	3/31/25	902	01-481-464-6061-6261 Conference & Training	40.00	D	Spring Immunization Conference	Zeffy			1

Steele County
JOURNAL ENTRIES

Description 03 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
241	3/31/25	902	01-481-465-6057-6241 Membership Dues	70.00	D	GFOA Membership - EE	Fullsteam Operations Llc			1
242	3/31/25	902	01-481-465-6057-6261 Conference & Training	140.00	D	MN Gov Training Academy	Cliftonlarsonallen Llp			1
243	3/31/25	902	01-502-000-0000-6300 Bldg Repairs & Maintenance	83.40	D	Paint for walls	The Sherwin-Williams Comp			1
244	3/31/25	902	01-502-000-0000-6301 Equip/Software Maint	124.98	D	Internet	Charter Communications Op			1
245	3/31/25	902	01-521-000-0000-6410 Operating Supplies/Truck Repairs	169.23	D	TV/Internet	Charter Communications Op			1
246	3/31/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	13.98	D	Misc. Shop Supplies	Harbor Freight Tools Usa			1
247	3/31/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	286.56	D	Janitorial Fans	Amazon.Com, Inc.			1
248	3/31/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	165.00	D	Janitorial Supplies	Amazon.Com, Inc.			1
249	3/31/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	23.98	D	Duct Tape	Fleet Farm Group, Llc			1
250	3/31/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	617.49	C	Ice machine return/refund	Amazon.Com, Inc.			1
251	3/31/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	315.00	D	Arena Light Bulbs	Winsupply, Inc			1
252	3/31/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	242.99	D	Software Subscription	When I Work, Inc.			1
253	3/31/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	29.12	D	Ice Rink Removal Supplies	Amazon.Com, Inc.			1
254	3/31/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	34.99	D	Misc. Office Supplies	Amazon.Com, Inc.			1
255	3/31/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	34.99	D	Mouse for FS	Amazon.Com, Inc.			1
256	3/31/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	29.98	D	Misc. Shop Supplies	Amazon.Com, Inc.			1
257	3/31/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	31.19	D	Exhaust Fan Repair	Lowes Companies, Inc.			1
258	3/31/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	24.00	D	Electrical License Fee	State Of Minnesota			1
259	3/31/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	119.92	D	Exit Signs	Amazon.Com, Inc.			1
260	3/31/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	25.00	D	Hsem Tier 2 Reporting	State Of Minnesota			1

Steele County
JOURNAL ENTRIES

Description 03 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
261	3/31/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	0.54	D	Hsem Tier 2 Reporting	State Of Minnesota			1
262	3/31/25	902	10-000-000-0000-1001 Cash	842.99	C	BMO Charges Mar	BMO Charges Mar			1
263	3/31/25	902	10-301-000-0000-6261 Conference & Training	70.00	D	Carrie Holman Membership dues	Fullsteam Operations Llc			1
264	3/31/25	902	10-303-000-0000-6510 Engineering & Surveying Supplies	25.75	D	Humidifier treatment	Lowes Companies, Inc.			1
265	3/31/25	902	10-303-000-0000-6510 Engineering & Surveying Supplies	25.74	D	Humidifier treatment	Fleet Farm Group, Llc			1
266	3/31/25	902	10-304-000-0000-6513 Tools	377.07	D	Air filter blasters	Pride Solutions Llc			1
267	3/31/25	902	10-304-000-0000-6513 Tools	40.28	D	Pliers & key set	Fleet Farm Group, Llc			1
268	3/31/25	902	10-304-000-0000-6520 Machinery/Vehicle Parts	16.78	D	Chain links	Fleet Farm Group, Llc			1
269	3/31/25	902	10-304-000-0000-6520 Machinery/Vehicle Parts	1.36	D	Washers, screws, nuts	Fleet Farm Group, Llc			1
270	3/31/25	902	10-304-000-0000-6520 Machinery/Vehicle Parts	14.11	D	50 yds of black tape	Fleet Farm Group, Llc			1
271	3/31/25	902	10-304-000-0000-6520 Machinery/Vehicle Parts	119.14	D	1" swivel, nuts & hose	Fleet Farm Group, Llc			1
272	3/31/25	902	10-304-000-0000-6540 Fuel & Lubricants	27.97	D	Fuel, unit#9998	Fleet Farm Group, Llc			1
273	3/31/25	902	10-304-000-0000-6540 Fuel & Lubricants	124.79	D	Fuel-chainsaws & side by side	Kwik Trip Inc			1
274	3/31/25	902	38-000-000-0000-1001 Cash	2,259.53	C	BMO Charges Mar	BMO Charges Mar			1
275	3/31/25	902	38-111-045-0000-6600 Capital Outlay - CCA Bldg	368.99	D	Paging Adapters CCA & SCSO	Amazon.Com, Inc.			1
276	3/31/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	640.93	D	Display for SCSO	Amazon.Com, Inc.			1
277	3/31/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	330.00	D	Display for SCSO	Amazon.Com, Inc.			1
278	3/31/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	69.96	D	Lobby phones for SCSO	Amazon.Com, Inc.			1
279	3/31/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	368.99	D	Paging Adapters CCA & SCSO	Amazon.Com, Inc.			1
280	3/31/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	74.28	D	SCSO Rack Shelves	Amazon.Com, Inc.			1

Steele County

JOURNAL ENTRIES



Description 03 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
281	3/31/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	406.38	D	2/Microwaves	Lowes Companies, Inc.			1
282	3/31/25	902	81-000-000-0000-1001 Cash	4,348.03	C	BMO Charges Mar	BMO Charges Mar			1
283	3/31/25	902	81-230-000-0000-6210 Telephone	99.84	D	Cable TV	Hulu, Llc			1
284	3/31/25	902	81-230-000-0000-6261 Conference & Training	50.00	D	BCA Training Rossing	State Of Minnesota			1
285	3/31/25	902	81-230-000-0000-6410 Office Supplies	32.39	D	3-Ring Binders	Amazon.Com, Inc.			1
286	3/31/25	902	81-230-000-0000-6410 Office Supplies	120.00	D	Graphic Design Software	Canva Pty Ltd			1
287	3/31/25	902	81-230-000-0000-6410 Office Supplies	85.80	D	Humidifier Cleaner	Amazon.Com, Inc.			1
288	3/31/25	902	81-230-000-0000-6410 Office Supplies	11.89	D	Clorox Wipes	Amazon.Com, Inc.			1
289	3/31/25	902	81-230-000-0000-6410 Office Supplies	87.98	D	Copy Paper	Amazon.Com, Inc.			1
290	3/31/25	902	81-230-000-0000-6480 Non-Capitalized Inventory	202.59	D	Headsets	Amazon.Com, Inc.			1
291	3/31/25	902	81-230-000-0000-6480 Non-Capitalized Inventory	61.44	D	Headset	Amazon.Com, Inc.			1
292	3/31/25	902	81-230-000-0000-6600 Capital Outlay	169.00	D	Protocol Call-Take Training	Association Of Public-Saf			1
293	3/31/25	902	81-230-000-0000-6600 Capital Outlay	2,913.57	D	Protocol Call-Take Training	Association Of Public-Saf			1
294	3/31/25	902	81-230-000-0000-6600 Capital Outlay	475.00	D	Protocol Call-Take Training	Association Of Public-Saf			1
295	3/31/25	902	81-230-000-0000-6801 Misc. Expense	38.53	D	Employee Recognition Gift	Zazzle Inc			1
Debit Total				50,003.30		Credit Total	50,003.30	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 03 2025 JE UPLOAD ? C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	3/31/25	903	01-031-000-0000-6215 Postage	4.91	D	Postage - Admin				1
2	3/31/25	903	01-103-000-0000-6215 Postage	78.53	D	Postage - Assessor				1
3	3/31/25	903	01-041-000-0000-6215 Postage	148.80	D	Postage - PT&E				1
4	3/31/25	903	01-252-000-0000-6215 Postage	257.44	D	Postage - CCA				1
5	3/31/25	903	01-062-000-0000-6802 Internal Chargeback	742.79	D	Postage - Court Admin				1
6	3/31/25	903	01-251-000-0000-6215 Postage	7.71	D	Postage - Detention Center				1
7	3/31/25	903	01-602-000-0000-6215 Postage	5.52	D	Postage - Extension				1
8	3/31/25	903	01-044-000-0000-6215 Postage	44.72	D	Postage - Finance				1
9	3/31/25	903	01-550-000-0000-6215 Postage	5.80	D	Postage - Four Seasons				1
10	3/31/25	903	01-032-000-0000-6215 Postage	73.83	D	Postage - Human Resources				1
11	3/31/25	903	01-062-000-0000-6802 Internal Chargeback	24.15	D	Postage - MRCI				1
12	3/31/25	903	01-105-000-0000-6215 Postage	205.25	D	Postage - Planning and Zoning				1
13	3/31/25	903	01-101-000-0000-6215 Postage	133.07	D	Postage - Recorder				1
14	3/31/25	903	01-121-000-0000-6215 Postage	9.18	D	Postage - Veterans				1
15	3/31/25	903	01-481-460-6009-6215 Postage	39.49	D	Postage - QA				1
16	3/31/25	903	01-481-460-6012-6215 Postage	86.06	D	Postage - LTC				1
17	3/31/25	903	01-481-461-6025-6215 Postage	45.51	D	Postage - FAP/HCB/FC				1
18	3/31/25	903	01-481-461-6030-6215 Postage	35.81	D	Postage - MCH				1
19	3/31/25	903	01-481-461-6040-6215 Postage	0.69	D	Postage - WIC				1
20	3/31/25	903	01-481-461-6059-6215 Postage	18.39	D	Postage - SEMN/FHV				1

Steele County
JOURNAL ENTRIES



Description 03 2025 JE UPLOAD ? C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	3/31/25	903	01-481-462-6047-6215 Postage	1.38	D	Postage - CID				1
22	3/31/25	903	01-481-465-6057-6215 Postage	18.43	D	Postage - LPHG/INF/MISC/ENV				1
23	3/31/25	903	01-062-000-0000-6215 Postage	1,987.46	C	GF Postage Allocation				1
24	3/31/25	903	10-301-000-0000-6215 Postage	4.83	D	Highway Postage				1
25	3/31/25	903	10-000-000-0000-1001 Cash	4.83	C	Highway Postage				1
26	3/31/25	903	01-000-000-0000-1001 Cash	4.83	D	Highway Postage				1
27	3/31/25	903	01-062-000-0000-5831 Miscellaneous	4.83	C	Highway Postage				1
28	3/31/25	903	53-398-000-0000-6215 Postage	19.53	D	Landfill Postage				1
29	3/31/25	903	53-000-000-0000-1001 Cash	19.53	C	Landfill Postage				1
30	3/31/25	903	01-000-000-0000-1001 Cash	19.53	D	Landfill Postage				1
31	3/31/25	903	01-062-000-0000-5831 Miscellaneous	19.53	C	Landfill Postage				1
Debit Total				2,036.18		Credit Total	2,036.18	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 02 2025 JE UPLOAD - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	2/28/25	906	72-860-000-0000-2100 Mn State Treasurer-Mortgage Regis Tax	27,304.77	D	State Mortgage Tax				1
2	2/28/25	906	72-000-000-0000-1001 Cash	819.14	C	State Mortgage Tax				1
3	2/28/25	906	72-000-000-0000-1001 Cash	26,485.63	C	State Mortgage Tax				1
4	2/28/25	906	01-000-000-0000-1001 Cash	819.14	D	State Mortgage Tax				1
5	2/28/25	906	01-003-000-0000-5013 Mortgage Registry Tax Revenue	819.14	C	State Mortgage Tax				1
6	2/28/25	906	72-861-000-0000-2100 Mn State Treasurer-State Deed Tax	44,362.91	D	State Deed Tax				1
7	2/28/25	906	72-000-000-0000-1001 Cash	1,330.89	C	State Deed Tax				1
8	2/28/25	906	72-000-000-0000-1001 Cash	43,032.02	C	State Deed Tax				1
9	2/28/25	906	01-000-000-0000-1001 Cash	1,330.89	D	State Deed Tax				1
10	2/28/25	906	01-003-000-0000-5014 State Deed Tax Revenue	1,330.89	C	State Deed Tax				1
11	2/28/25	906	72-862-000-0000-2100 Mn State Treasurer-Sales Tax	3,307.00	D	Sales Tax				1
12	2/28/25	906	72-000-000-0000-1001 Cash	3,307.00	C	Sales Tax				1
13	2/28/25	906	53-398-000-0000-6540 Machine Fuel	145.00	D	Usage Diesel Tax				1
14	2/28/25	906	53-000-000-0000-1001 Cash	145.00	C	Usage Diesel Tax				1
15	2/28/25	906	53-398-000-0000-6540 Machine Fuel	56.60	D	Diesel Tax				1
16	2/28/25	906	53-000-000-0000-1001 Cash	56.60	C	Diesel Tax				1
17	2/28/25	906	10-304-000-0000-6522 Diesel Fuel Tax	325.00	D	Diesel Tax				1
18	2/28/25	906	10-000-000-0000-1001 Cash	325.00	C	Diesel Tax				1
19	2/28/25	906	01-003-000-0000-6961 Visa One Card Program	39,518.67	D	BMO One Card Payment				1
20	2/28/25	906	01-000-000-0000-1001 Cash	39,518.67	C	BMO One Card Payment				1

Steele County

JOURNAL ENTRIES



Description 02 2025 JE UPLOAD - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	2/28/25	906	53-398-000-0000-6801 General Expense	370.07	D	Landfill CC Fees				1
22	2/28/25	906	53-000-000-0000-1001 Cash	370.07	C	Landfill CC Fees				1
23	2/28/25	906	01-201-000-0000-6562 Gas & Oil Squads	118.51	D	WEX Enterprise Payment Feb2025				1
24	2/28/25	906	01-000-000-0000-1001 Cash	118.51	C	WEX Enterprise Payment Feb2025				1
25	2/28/25	906	01-521-000-0000-6540 Gas & Oil	48.14	D	WEX NASPO Payment Feb 2025				1
26	2/28/25	906	01-000-000-0000-1001 Cash	48.14	C	WEX NASPO Payment Feb 2025				1
27	2/28/25	906	01-032-000-0000-6260 Background Checks	109.94	D	Background Checks				1
28	2/28/25	906	01-000-000-0000-1001 Cash	109.94	C	Background Checks				1
29	2/28/25	906	01-111-043-0000-6250 Utilities	278.75	D	OPU Payment Invoice # 718547				1
30	2/28/25	906	01-000-000-0000-1001 Cash	278.75	C	OPU Payment Invoice # 718547				1
31	2/28/25	906	01-111-043-0000-6250 Utilities	28.78	D	OPU Payment Invoice # 705296				1
32	2/28/25	906	01-000-000-0000-1001 Cash	28.78	C	OPU Payment Invoice # 705296				1
33	2/28/25	906	01-111-043-0000-6250 Utilities	881.72	D	OPU Payment Invoice # 718546				1
34	2/28/25	906	01-000-000-0000-1001 Cash	881.72	C	OPU Payment Invoice # 718546				1
35	2/28/25	906	01-502-000-0000-6250 Utilities	957.50	D	OPU Payment Invoice # 718550				1
36	2/28/25	906	01-000-000-0000-1001 Cash	957.50	C	OPU Payment Invoice # 718550				1
37	2/28/25	906	10-304-000-0000-6514 Utility Services	96.69	D	OPU Payment Invoice # 718553				1
38	2/28/25	906	10-000-000-0000-1001 Cash	96.69	C	OPU Payment Invoice # 718553				1
39	2/28/25	906	01-111-047-0000-6250 Utilities	121.06	D	OPU Payment Invoice # 716285				1
40	2/28/25	906	01-000-000-0000-1001 Cash	121.06	C	OPU Payment Invoice # 716285				1

Steele County

JOURNAL ENTRIES



Description 02 2025 JE UPLOAD - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	2/28/25	906	01-111-041-0000-6250 Utilities	2,946.94	D	OPU Payment Invoice # 718556				1
42	2/28/25	906	01-000-000-0000-1001 Cash	2,946.94	C	OPU Payment Invoice # 718556				1
43	2/28/25	906	01-111-042-0000-6250 Utilities	6,029.15	D	OPU Payment Invoice # 718555				1
44	2/28/25	906	01-000-000-0000-1001 Cash	6,029.15	C	OPU Payment Invoice # 718555				1
45	2/28/25	906	01-111-040-0000-6250 Utilities	8,467.21	D	OPU Payment Invoice # 718557				1
46	2/28/25	906	01-000-000-0000-1001 Cash	8,467.21	C	OPU Payment Invoice # 718557				1
47	2/28/25	906	01-111-044-0000-6250 Utilities	20,268.25	D	OPU Payment Invoice # 718563				1
48	2/28/25	906	01-000-000-0000-1001 Cash	20,268.25	C	OPU Payment Invoice # 718563				1
49	2/28/25	906	10-304-000-0000-6514 Utility Services	6,306.94	D	OPU Payment Invoice # 718562				1
50	2/28/25	906	10-000-000-0000-1001 Cash	6,306.94	C	OPU Payment Invoice # 718562				1
51	2/28/25	906	01-111-049-0000-6250 Utilities	1,170.74	D	OPU Payment Invoice # 747497				1
52	2/28/25	906	01-000-000-0000-1001 Cash	1,170.74	C	OPU Payment Invoice # 747497				1
53	2/28/25	906	01-201-296-0000-6250 T#9 Utilities	438.84	D	OPU Payment Invoice # 718561				1
54	2/28/25	906	01-000-000-0000-1001 Cash	438.84	C	OPU Payment Invoice # 718561				1
55	2/28/25	906	01-000-000-0000-1001 Cash	100.00	D	Void Check # 181692				1
56	2/28/25	906	01-011-000-0000-6273 Attorney Fees	100.00	C	Void Check # 181692				1
57	2/28/25	906	01-000-000-0000-1001 Cash	11.89	D	Void Check # 184097				1
58	2/28/25	906	01-252-775-0000-6330 Travel Expenses - CCA	11.89	C	Void Check # 184097				1
59	2/28/25	906	01-000-000-0000-1001 Cash	55.00	D	Returned Check # 1001				1
60	2/28/25	906	01-101-000-0000-5520 Fees	55.00	C	Returned Check # 1001				1

Steele County

JOURNAL ENTRIES



Description 02 2025 JE UPLOAD - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	2/28/25	906	01-521-000-0000-5558 Open Skating/Membership	58.38	D	Correct Receipt #3558				1
62	2/28/25	906	01-000-000-0000-1001 Cash	58.38	C	Correct Receipt #3558				1
63	2/28/25	906	72-000-000-0000-1001 Cash	58.38	D	Correct Receipt #3558				1
64	2/28/25	906	72-862-000-0000-2100 Mn State Treasurer-Sales Tax	58.38	C	Correct Receipt #3558				1
65	2/28/25	906	70-000-000-0000-2105 Unapportioned Delinquent Tax	106.77	D	Reclass RE Penalty 17-132-0205				1
66	2/28/25	906	70-000-000-0000-2113 Unapportioned Penalties & Int Delinquent	106.77	C	Reclass RE Penalty 17-132-0205				1
67	2/28/25	906	01-121-000-0000-6540 Gas & Oil	165.53	D	Vet Services Fuel				1
68	2/28/25	906	01-105-000-0000-6540 Gas & Oil	60.92	D	P & Z Fuel - Current				1
69	2/28/25	906	01-105-000-0000-6540 Gas & Oil	31.62	D	P & Z Fuel - Amber				1
70	2/28/25	906	01-105-000-0000-6540 Gas & Oil	22.00	D	P & Z Fuel - Dale				1
71	2/28/25	906	01-111-000-0000-6562 Fuel And Gas	113.23	D	Buildings & Grounds Fuel -Mark				1
72	2/28/25	906	01-111-000-0000-6562 Fuel And Gas	87.01	D	Buildings & Grounds Fuel -Tann				1
73	2/28/25	906	01-111-000-0000-6562 Fuel And Gas	51.13	D	Buildings & Grounds Fuel -Mike				1
74	2/28/25	906	01-111-000-0000-6562 Fuel And Gas	433.78	D	Buildings & Grounds Fuel -Curr				1
75	2/28/25	906	01-111-000-0000-6562 Fuel And Gas	8.97	D	Buildings & Grounds Fuel -Tax				1
76	2/28/25	906	01-101-000-0000-6540 Gas & Oil	15.35	D	Recorders Fuel - Roch District				1
77	2/28/25	906	01-252-000-0000-6540 Gas & Oil	93.67	D	Community Corrections Fuel				1
78	2/28/25	906	01-103-000-0000-6540 Gas & Oil	27.17	D	Assessors Fuel				1
79	2/28/25	906	01-481-465-6057-6540 Gas & Oil	175.91	D	PHN Fuel - January				1
80	2/28/25	906	01-000-000-0000-1001 Cash	1,286.29	C	Fuel to Highway - Feb				1

Steele County
JOURNAL ENTRIES



Description 02 2025 JE UPLOAD - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	2/28/25	906	10-000-000-0000-1001 Cash	1,286.29	D	Fuel to Highway - Feb				1
82	2/28/25	906	10-304-000-0000-5514 Reimburse Against Expense	1,286.29	C	Fuel to Highway - Feb				1
Debit Total				168,772.21		Credit Total	168,772.21	Net:		0.00

Steele County
JOURNAL ENTRIES



Description 02 2025 JE UPLOAD - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	2/28/25	907	01-003-000-0000-5710 Interest From Investments	6,658.84	C	Magic 1 Interest				1
2	2/28/25	907	01-003-000-0000-5710 Interest From Investments	6,358.27	C	Magic 2 Interest				1
3	2/28/25	907	01-003-000-0000-5710 Interest From Investments	94.85	C	Payroll Interest				1
4	2/28/25	907	01-000-000-0000-1001 Cash	13,111.96	D	Bank Interest				1
5	2/28/25	907	05-445-000-0000-5710 Interest Income	656.45	C	Homeless Prevent Interest				1
6	2/28/25	907	05-445-000-0000-5710 Interest Income	605.92	C	Housing Afford Interest				1
7	2/28/25	907	05-000-000-0000-1001 Cash, Human Services Fund	1,262.37	D	Bank Interest				1
8	2/28/25	907	81-230-000-0000-5710 Interest	602.63	C	E911 Interest				1
9	2/28/25	907	81-000-000-0000-1001 Cash	602.63	D	Bank Interest				1
10	2/28/25	907	01-003-000-0000-6357 Bank Charges	463.11	D	Magic 1 Bank Fees				1
11	2/28/25	907	01-003-000-0000-6357 Bank Charges	19.93	D	Magic 2 Bank Fees				1
12	2/28/25	907	01-003-000-0000-6357 Bank Charges	23.54	D	Payroll Bank Fees				1
13	2/28/25	907	01-000-000-0000-1001 Cash	506.58	C	Bank Fees				1
14	2/28/25	907	01-003-000-0000-6355 Wex Benefit Administration	514.25	D	WEX Admin Service Fees				1
15	2/28/25	907	01-000-000-0000-1001 Cash	514.25	C	WEX Admin Service Fees				1
16	2/28/25	907	81-230-000-0000-6355 Wex Benefit Administration	55.00	D	WEX Admin Service Fees				1
17	2/28/25	907	81-000-000-0000-1001 Cash	55.00	C	WEX Admin Service Fees				1
18	2/28/25	907	81-230-000-0000-6801 Misc. Expense	50.52	D	Zazzle BMO Coding Correction				1
19	2/28/25	907	81-230-000-0000-6410 Office Supplies	50.52	C	Zazzle BMO Coding Correction				1
Debit Total				16,103.31	Credit Total		16,103.31	Net:	0.00	

PERSONNEL REPORT

April 22nd, 2025

ACTION ITEMS

1. Personnel Actions:

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating</i>	<i>Date</i>
Megan Norbeck	Emergency Management Specialist / Em. Mgmt.	B25/3	04/14/2025
Korey Grunklee	Case Manager / Public Health	C42/2	04/21/2025
Erin Edel	Accounting Supervisor / Public Health	C44/10	05/03/2025

Resignations/Retirements/Terminations/Change in Status:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Doug Jensen	Engineering Tech III	Highway	05/16/2025

STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
IT Security Analyst	IT	Working on Job Description
Patrol Deputy	Sheriff's Office	Backgrounding
Procurement Specialist	Finance	Pending Rating, New Job Desc.
Engineering Techs I/II/III – 3positions	Highway	Recruiting
Highway Maintenance Supervisor	Highway	Interviewing
Case Aide	Public Health	Interviewing
Technical Clerk II	PT & E	On-hold
RN/PHN	Public Health	Working on Recruiting Materials
Correctional Officer	Detention Center	Interviewing
Accountant	Highway	Recruiting
Appraiser I/II/III	Assessor	Recruiting
Hwy Wking Foreperson/Maint Tech	Highway	Working on Recruiting Materials

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: Hard Liquor License

Department: Property Tax & Elections

Committee:

Committee Meeting Date:

Work Session Date:

Board Meeting Date: April 22, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Approve the annual On-Sale and Sunday Liquor License for the Monterey Ballroom.

Background (*Including Budget Impact*):

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

Once approved by the County Board, the license is sent to the State for their approval. The cost of the On-Sale Liquor License is \$2,500.00 and Sunday License \$200.00.

Attachments:



Steele County Agenda Item

Request for Board Action

Subject: Spindler drainageway agreement

Department: Highway

Committee: Public Works

Committee Meeting Date: April 8, 2025

Work Session Date: NA

Board Meeting Date: April 22, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Approve agreement between Steele County and Marvin and Debra Spindler

Recommendation:

Approve agreement between Steele County and Marvin and Debra Spindler

Background (*Including Budget Impact*):

In 1971 Steele County entered an agreement with property owners along CSAH 6 to construct a drainageway to benefit all parties. The agreement did not provide for continued maintenance of the drainageway. Recently the County cleaned out the highway ditches along CSAH 6 to restore them to constructed elevations. The current property owner Marvin Spindler claims that the ditch cleaning has negatively affected drainage through the drainageway and asks that the County clean out the drainageway. Aerial photos of the property in 2010 show a well maintained and grass lined drainageway. Then in 2013, aerial photos show that the land owner plowed through the drainageway and aerial photos afterwards continue to show no maintenance of the drainageway. Staff recommends an agreement to allow right of entry to the property so County equipment and staff be used to reshape the drainageway. The agreement specifically states that the county will not be responsible for any future maintenance.

Attachments:

Agreement between Prestegard, Jensen, and Steele County

Agreement between Steele County and Marvin and Debra Spindler

20210, 2013, and 2022 Aerial Photos

A G R E E M E N T

THIS AGREEMENT, made and entered into this 15 day of April, 1971, by and between Ole J. Prestegard and Helen Prestegard, husband and wife, hereinafter known as Prestegards; and Orie Jensen, a single man, Roger Jensen and Katherine Jensen, husband and wife, hereinafter known as Jensens; and the County of Steele, State of Minnesota, hereinafter known as the County; WITNESSETH:

Whereas, Prestegards have an outlet and 12" tile and 14" tile installed on their property located in the Southwest Quarter of Section 4, Township 106 North, Range 19 West, north of County State Aid Highway #6;

And, whereas, Jensens own property in the Southeast Quarter of Section 4, Township 106 North, Range 19 West, which property contributes water to the watershed having its outlet on the Prestegard property;

And, whereas, Steele County State Aid Highway #6 abuts the above properties along their southern boundaries and is in need of drainage improvements;

And, whereas, the United States Department of Agriculture through the Agricultural Conservation Stabilization Office will participate financially with the above named parties to upgrade their land;

And, whereas it would be a benefit to all parties concerned to construct a waterway with tile support beginning at County State Aid Highway #6, through the Jensen property to the outlet on the Prestegard property;

BE IT AGREED AS FOLLOWS:

1. The Prestegards and Jensens will apply to the Department of Agriculture with its Agricultural Conservation Stabilization Office for financial participation in the waterway and tile support, and in the event this financial participation is granted by the Department of Agriculture this Agreement shall continue in force and effect. If this

financial support is not granted, this Agreement shall be null and void.

2. That the Prestegards shall supply the outlet and the 12" tile and the 14" tile that is presently in place.

3. That the Jensens shall contribute \$550.00 to the project.

4. That the County shall advertise for bids, and will contribute the remainder needed for completion of the above project.

5. That the breakdown of estimated costs are as follows:

DEPARTMENT OF AGRICULTURE	\$1720.00
JENSENS	550.00
PRESTEGARDS	-0-
STEELE COUNTY	2200.00

6. That in the event any party not a party to this Agreement desires to tie on to the above mentioned tile and carry the tile farther and derive the benefits therefrom the three parties to this Agreement, in the event they decide to accept other parties, shall agree on a price and shall share in the proceeds on the following basis:

JENSENS	25%
PRESTEGARDS	25%
STEELE COUNTY	50%

WITNESS

Odson Vanger

Ole J. Prestegard
Ole J. Prestegard

Helen Prestegard
Helen Prestegard

Orie Jensen
Orie Jensen

Roger Jensen
Roger Jensen

Katherine Jensen
Katherine Jensen

ATTEST:

John Hallenbeck
Clerk

STEELE COUNTY BOARD OF COMMISSIONERS

By James Greske
Chairman

On this 15 day of April, 1971, before me personally appeared Ole J. Prestegard & Helen Prestegard his wife, Orie Jensen, Roger Jensen, Katherine Jensen to me known to be the person S.... described in and who executed the foregoing and acknowledged thatThe Y.... executed the same as THEIR free act and deed.

Robert P. Pecore

Agreement Between Steele County, Minnesota, and Marvin and Debra Spindler

This Agreement is made and entered into as of the ____ day of ____, 2025, by and between Steele County, a political subdivision of the State of Minnesota (hereinafter referred to as "County"), and Marvin and Debra Spindler residing at 5575 SE 54th Avenue, Owatonna, MN 55060 (hereinafter referred to as "Property Owner").

Recitals

WHEREAS, the Property Owner is the owner of certain real property located at 5575 54th Avenue SE, legally described as

The Southwest Quarter (SW 1/4) of Section Four (4), Township One Hundred and Six (106) North, Range Nineteen (19) West, Steele County, Minnesota; EXCEPT: All that part of the SW 1/4 of Section 4, T 106 N, R 19 W; Steele County, Minnesota, described by: Commencing at the northwest corner of said SW 1/4; thence S 00°07' 47" W, assumed bearing, 918.06 feet along the west line of said SW 1/4 to the True Point of Beginning; thence S 00°07' 47" W 33.60 feet along the west line of said SW 1/4; thence S 79°01' 40" E 1105.32 feet; thence S 77°19'10" E 613.80 feet; thence S 00°00'00" W 205.85 feet; thence S 90°00'00" E 377.19 feet; thence N 00°00'00" E 91.28 feet; thence N 76°46'38" W 213.02 feet; thence N 04°07'38" E 60.64 feet; thence N 77°19'10" W 785.41 feet; thence N 79°01' 40" W 1112.13 feet to said True Point of Beginning. Containing 2.72 acres, more or less.

(hereinafter referred to as "Property"); and

WHEREAS, the County desires to enter the Property for purposes related to grading a drainage way; and

WHEREAS, the parties wish to clarify their respective rights and obligations concerning the Property.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. Right of Entry

The Property Owner hereby grants the County, its agents, employees, and contractors, the right to enter upon the Property at reasonable times and upon reasonable notice for the purpose of grading a drainageway. This right of entry shall remain in effect until December 31, 2025 or when work is completed, whichever is earlier.

2. No Obligation to Maintain

The County shall have no obligation to maintain, repair, or otherwise care for the Property or any improvements thereon. The Property Owner acknowledges that any prior agreements

between the parties were solely for the construction of a drainageway and not for its future maintenance.

3. Indemnification

The Property Owner agrees to indemnify, defend, and hold harmless the County, its officers, agents, and employees from and against any and all claims, demands, actions, or causes of action of any kind, including reasonable attorney's fees, arising out of or related to the County's entry onto the Property, except to the extent caused by the County's negligence or willful misconduct.

4. Prior Agreements

The parties acknowledge that any prior agreements between them were solely for the construction of a drainageway on the Property and did not impose any obligation on the County to maintain the drainageway or any other part of the Property.

5. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

6. Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings, whether written or oral, relating to such subject matter.

7. Merger and Modification

a) It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

b) Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

7. Amendments

This Agreement may be amended only by a written instrument executed by both parties.

8. Severability

If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

9. Data Practices

All data collected, created, received, maintained, or disseminated for any purposes by the activities of Property Owner because of this contract are governed by the Minnesota

Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

10. Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

11. Binding Effect and Recording

This Agreement shall run with the land and be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. The Property Owner agrees to record this Agreement with the Steele County Recorder's Office to ensure that it is binding on future owners of the property.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

Dated:_____

Steele County Board Chair

Dated:_____

Steele County Administrator

Dated:_____

Marvin Spindler
5575 SE 54th Avenue
Owatonna, MN 55060

Dated:_____

Debra Spindler
5575 SE 54th Avenue
Owatonna, MN 55060

Approved as to content and form:

Dated:_____

Steele County Attorney



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2010 aerial photo of PID 04-004-3000

April 09, 2025
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2013 aerial photo of PID 04-004-3000

Steele County Geographic Information Systems



April 09, 2025
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mi

2022 aerial photo of PID 04-004-3000

April 09, 2025
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Steele County Agenda Item

Subject: Rescue Mate Throw Bags

Department: Sheriff's Office

Committee Meeting Date: April 15, 2025

Board Meeting Date: April 22, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends accepting the Grant Contract Agreement for Rescue Mate Throw Bags in an amount of \$192.00.

Recommendation:

Include staff recommendation (or list as "Discussion Only" or "Information Only").

Background (Including Budget Impact):

In August of 2024 the SCSO applied for a DNR Grant. The Grant consisted of several water rescue items. The only item approved by the DNR was the Rescue Mate Throw Bags. The Board will need to approve the acceptance of the \$192.00.

Grant acceptance, no budget impact.

Attachments:

See Attachments



2025 STATE OF MINNESOTA
FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT
GRANT CONTRACT AGREEMENT
ENCUMBRANCE WORKSHEET

Contract #: 260958

PO #: 3-267237

State Accounting Information

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2025	Source Type REIMB	Vendor Number 0000197345-001
Total Amount \$192.00	Project ID R29G70CGBLA24	Billing Location R297000221	UEI HL8DTMNGN5T5	

Accounting Distribution

Fund 3000	Fin. Dept. ID R2937715	Approp. ID R297227	Category 84101501	Account 441302	Amount \$192.00	Activity A7CG002
Fund 3000	Fin. Dept. ID R2937715	Approp. ID R297227	Category 84101501	Account 441302	Amount \$0.00	Activity A7CG004

Grant Begin Date December 1, 2024	Grant End Date August 1, 2025
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Grantee Name and Address:

Steele County Sheriff's Office
204 E. Pearl St.
Owatonna, MN 55060

Payment Address:
(where DNR sends the check)

Steele Co. Treasurer
630 Florence Ave.
Owatonna, MN 55060-0890

2025 STATE OF MINNESOTA FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT GRANT CONTRACT AGREEMENT

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Steele County Sheriff's Office, 204 E. Pearl St., Owatonna, MN 55060 (DUNS HL8DTMNGN5T5) ("Grantee"). The payment address for this grant agreement is Steele Co. Treasurer, 630 Florence Ave., Owatonna, MN 55060-0890.

Recitals

1. Under Minnesota Statute [§84.026](#), [§86B.101](#) and Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110 the State received a federal award of \$192.00 on December 1, 2024 for the Federal Boating Safety Supplemental Equipment Grant. This grant contract agreement is a non-research and non-developmental grant.
2. The State will make available supplementary funding in the amount noted in this grant contract agreement to cover the cost of the specific items for recreational boating safety.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), Subd. 1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Grant Contract Agreement

1 Term of Grant Contract Agreement

- 1.1 **Effective date:** December 1, 2024, Per [Minn. Stat. §16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Reimbursements will only be made for expenditures made according to the terms of this grant contract agreement.
- 1.2 **Expiration date:** August 1, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant contract agreement as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State Audits; 10. Government Data Practices; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1). Grantee will be reimbursed, as specified in Exhibit A which is attached and incorporated into this grant contract agreement, for the purchase of the items noted there. The Grantee will submit to the State the required documents noted in Exhibit A which is attached and incorporated into this grant contract agreement. The State will make available supplementary funding in the amount noted in this grant contract agreement to cover the cost of the specific items for recreational boating safety noted in Exhibit A which is attached and incorporated into this grant contract agreement. See Exhibit A which is attached and incorporated into this grant contract agreement for life jacket wear policy requirement and allowable expenditures specific to this grant. See Exhibit B which is attached and incorporated into this grant contract agreement for specific federal requirements that affect this grant contract agreement. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract agreement. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

Reporting Requirements: The Grantee is bound to financial and performance requirements as noted in this grant contract agreement and Exhibit A which is attached and incorporated into this grant contract agreement.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment

- 4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract agreement as follows:
 - (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant contract agreement up to One hundred ninety two.
 - (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed One hundred ninety two.
- 4.2 **Payment**
 - (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted timely in a form prescribed by the State within the dates previously noted in "Term of Grant Contract Agreement" in this grant contract agreement. Invoice procedures are specified in Exhibit A which is attached and incorporated into this grant contract agreement.

- (b) **Federal funds.** Payments under this grant contract agreement will be made from federal funds obtained by the State through the U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110. See Exhibit B which is attached and incorporated into this grant contract agreement for specific federal requirements that affect this grant contract agreement. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

5 Conditions of Payment

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Adam Block, Boating Law Administrator, Enforcement Division, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, adam.block@state.mn.us, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Lon Thiele, Steele County Sheriff's Office, 204 E. Pearl St., Owatonna, MN 55060 or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Contract Agreement Complete

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Contract Agreement Complete.** This grant contract agreement, including Exhibits A and B which are attached and incorporated into this grant contract agreement, contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9 Audits (State and Single)

Under Minn. Stat. §16B.98, Subd. 8 and 2 CFR 200.337, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

All state and local governments, colleges and universities, and non-profit organizations that expend \$750,000 or more of Federal awards in a fiscal year must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Awards Requirements for Federal Awards. This is \$750,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.

10 Government Data Practices

- 10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11 **American Disabilities Act**

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.

12 **Non-Discrimination Requirements**

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- (c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- (e) Any other applicable non-discrimination law(s).

13 **Workers Compensation**

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

14 **Publicity and Endorsement**

14.1 **Publicity.** Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

14.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

15 **Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16 **Termination**

16.1 **Termination by the State.** The State may terminate this grant contract agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

- (a) **Without Cause.** The State may terminate this grant contract agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- (b) **With Cause.** The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

16.2 **Termination by The Commissioner of Administration.** The Commissioner of Administration may and unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

16.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract agreement if:

- (a) Funding for grant from the U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110 is withdrawn. It does not obtain funding from the Minnesota Legislature.
- (b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not

to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

17 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

18 Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

19 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

19.1 The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

19.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.

20 Whistleblower Protection Rights

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).

(b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.

(c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

21 Indirect Cost Rate

No subaward indirect costs are part of the budget for this grant.

22 Subcontractors, Contracting, and Bidding Requirements

(a) The Grantee agrees that if it subcontracts any portion of this project to another entity, the agreement with the subcontractor will contain all provisions of the agreement with the State. The Grantee also agrees to comply with [Title 2 Code of Federal Regulations \(CFR\) 200.317](#) and [200.322](#) (if applicable-both apply to state entities only) as well as 2 CFR 200.318-321, and 2 CFR 200.323-326.

(b) Per [Minnesota Statute 471.345](#), grantees that are municipalities as defined in Subd. 1 must follow that Uniform Municipal Contracting Law if contraction funds from this grant contract agreement.

(c) The grantee must not contract with vendors who are suspended or debarred in MN: [Link to Suspend/Debarred Vendor Report \(https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp\)](#)

Attachments:

- _____ A. Federal Grant Agreement
- _____ B. Exhibit A
- _____ C. Exhibit B
- _____ D. Conflict of Interest Disclosure

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Statutes 16A.15 and 16B.98.

Pamela D.

Digitally signed by Pamela
D. Brisson
Date: 2024.12.10 14:08:55
+06'00'

Signed: **Brisson**

Date: **12/10/2024**

SWIFT Contract # **260958**

Purchase Order # **3-267237**

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY: NATURAL RESOURCES

By: _____
(With delegated authority)

Title: Director, Enforcement Division – Central Office

Date: _____

Distribution:

Agency

Grantee

State's Authorized Representative

**2025 STATE OF MINNESOTA FEDERAL BOATING SAFETY
SUPPLEMENTAL EQUIPMENT GRANT CONTRACT AGREEMENT
(CFDA #97.012)**

1. The purpose of this grant is to provide supplementary funding to the Grantee, not exceeding the amount specified in Clause 4 of the grant contract agreement, to purchase the following specific equipment or other items that will be used for recreational boating safety activities:

+ Rescue Mate Throw Bags

** means trade-in or cost share by county*

*** means 25% county dive equipment cost share requirement*

2. The program shall begin on December 1, 2024 or date grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. The purchase, delivery and payment of approved items must be completed by August 1, 2025. An extension beyond that date for purchase, delivery and payment may be granted, if requested by the Grantee in writing to the State's representative. If approved by the State's representative, an amendment form is created which requires signatures by Grantee and State's representative. Requests submitted after August 1, 2025, that have not been granted an extension from the State, are not eligible for reimbursement and will become the Grantee's sole responsibility. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant.
3. The Grantee must first purchase the item as specified in this grant, follow any specific county purchasing procedures and pay for it from the Grantee's funds. The Grantee must then submit the following for reimbursement by the deadline noted in #2 above:
- An invoice from the Grantee, dated no earlier than December 1, 2024 or date grant is fully executed and not later than August 1, 2025, with a description of all the item(s) being requested for reimbursement. The purchase/invoice deadline may be modified if an extension, as noted in clause #2 above, is granted and approved by the State's representative.
 - A copy of the invoice(s) from the vendor(s) showing the amount the Grantee actually paid, including shipping, sales tax and any setup costs.
 - If the item is valued over \$5,000, the Grantee's asset number(s) & equipment serial number(s) must also be included on the invoice.
 - All reimbursement requests must be sent to: kelly.affeldt@state.mn.us
4. County life jacket wear policy required for personnel working in boat and water. Policy must be submitted to State before DNR grant contract agreement approval.
5. Aids to navigation purchased through this grant must comply with the requirements in Minnesota Rule 6110.1500. Watercraft purchased through this grant must be registered with the State and display registration numbers and validation decals as noted in Minnesota Rule 6110.0100 - .0900.
6. The Grantee agrees that, when requested by the State, they will promptly complete an inventory on items purchased at a cost of more than \$5,000 and forward it to the State's representative.
7. The State will supply a special label that will need to be applied to each item of equipment that exceeds \$5,000. This label indicates that federal boating safety funds were used for all or a portion of the purchase.
8. Items purchased under this grant may not be sold, traded or disposed of without prior written permission and instructions from the State as to the disposition of the item(s), and any funds derived from their sale or

trade. The Grantee must promptly notify the State's representative if any item over \$5,000 purchased through this grant is lost or stolen.

9. By accepting this grant, the Grantee agrees, when requested, to accurately & promptly complete and return to the state any reports required by the State or the cognizant federal agency regarding activities, expenditures or accomplishments for the recreational boating safety program.
10. In any reference to this grant, it should be referred to as: "A federal boating safety sub grant through the Minnesota Department of Natural Resources."

**2025 FEDERAL ASSURANCES
NON-CONSTRUCTION PROGRAMS**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et. seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-248 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments and Non-Profit Organizations." *(see below).
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

**If the COUNTY (as defined on page 1 of this grant) expends more than \$500,000 in federal assistance per year, it agrees to have a program-specific or single audit made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133 – "Audits of States, Local Governments and Non-Profit Organizations." Copies of the audit report are required to be sent to the following: 1) Office of the State Auditor – Single Audit Division, Suite 500, 525 Park Street, St. Paul, MN 55103, 2) Minnesota Department of Natural Resources, Internal Audit Section – Office of Management & Budget Services 500 Lafayette Road, St. Paul, MN 55155 and 3) The Federal Single Audit Clearinghouse located at: Bureau of the Census, Data Preparation Division, 1201 East 10th Street, Jeffersonville, IN 47132.*

Conflict of Interest Disclosure Form for Grantees

Conflict of Interest

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

Actual Conflict of Interest

An actual conflict of interest occurs when a person's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict.

Potential Conflict of Interest

A potential conflict of interest may exist if a person has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Individual Conflict of Interest

A conflict of interest that may benefit an individual employee *or a grant reviewer* is any situation in which *their* judgment, actions or non-action could be interpreted to be influenced by something that would benefit them directly or through indirect gain to *an immediate family member*, business, or organization with which they are involved.

Organizational Conflict of Interest

A conflict of interest can also occur with an organization that is a grant applicant in a competitive grant process or grantee of a state agency.

Organizational conflicts of interest occur when:

- A grantee's objectivity in carrying out the grant is impaired or compromised due to competing duties or loyalties
- A grantee, potential grantee or grant applicant has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

This section to be completed by Grantee's Authorized Representative

I certify that we will maintain an adequate Conflict of Interest Policy, and throughout the term of our agreement will report any actual or potential conflicts of interests by individual employees or our organization as a whole to the State's Authorized Representative.

Organization Name:

Project Name: 2025 MN DNR FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT GRANT

Legal Citation: Under Minnesota Statute [§84.026](#), [§86B.101](#) and Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110 the State is empowered to enter into this grant contract agreement.

Authorized Representative Printed Name:

Authorized Representative Signature/Date:



Steele County Agenda Item

Request for Board Action

Subject: Memorandum of Understanding between Spero, United Way of Steele County and Steele County Public Health

Department: Public Health

Committee Public Safety & Health

Committee Meeting Date: April 15, 2025

Work Session Date: April 22, 2025

Board Meeting Date: April 22, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving the Memorandum of Understanding between Spero, United Way of Steele County, and Steele County Public Health.

Recommendation:

- Approve the Public Health Director to sign the MOU with Spero and United Way of Steele County.

Information (including rationale, if applicable):

Background (*Including Budget Impact*):

Attachments:

Memorandum of Understanding

Memorandum of Understanding (MOU)

I. Purpose of the Agreement

This Memorandum of Understanding (MOU) sets out the terms by which Steele County Public Health, Spero, and United Way of Steele County will collaborate on the Capacity Building Program grant received from MN Housing to create a Housing Crisis Line Pilot. The purpose of this MOU is to establish a commitment from Steele County Public Health to partner with Spero and United Way of Steele County in setting a strong foundation for the pilot program.

II. Roles and Responsibilities

Responsibilities of Spero and the United Way of Steele County:

1. Manage grant expectations and ensure compliance with all grant requirements.
2. Coordinate and facilitate all required training sessions as outlined in the grant.
3. Organize and lead all work sessions related to the Housing Crisis Line Pilot.
4. Handle all grant reporting and documentation.
5. Cover all necessary and allowable fees and expenses through the grant funds.
6. Keep coalition members informed of all program work, with open, transparent, communication.
7. Follow up with organizations that are missing from the table to ensure we have representation.

Responsibilities of Steele County Public Health:

1. Integrate the utilization of the HMIS system into current processes as it applies to their organization.
2. Complete all the training required as outlined in the grant.
3. Commit to the creation and development of the Housing Crisis Line Pilot Program by utilizing best practices through a DEIJ lens.
4. Participate in the pilot program once it is established.
5. Be willing to take collaborative action on what we hear and learn in partnership with the community and engage in dignified and respectful interactions.
6. Collaborate with Spero and the United Way of Steele County in all related activities and attend at least 75% of Coalition meetings per year.
7. If there is a change in staffing, will notify Spero and United Way of Steele County so we can update the communications listing.

III. Payment and Funding

All necessary fees and expenses for the training and development of the Housing Crisis Line Pilot Program will be covered by the grant funds. Steele County Public Health is not expected to provide any funding for this process.

A \$25 stipend (if allowable) for every full meeting attended will be paid quarterly to the organization for their participation (one payment per organization). Mileage and food will not be reimbursed.

IV. Duration of the Agreement

This MOU will be effective from [Start Date] to [End Date], unless terminated earlier by mutual agreement of the parties involved.

V. Signatures

By signing below, the parties agree to the terms and conditions outlined in this MOU.

[Name], [Title], [Organization Name]

Date: _____

[Name], [Title], Spero

Date: _____

[Name], [Title], United Way of Steele County

Date: _____



Steele County Agenda Item

Request for Board Action

Subject: Summit Food Service Contract Amendment

Department: Sheriff's Office - Detention Center

Committee: Internal Central Services

Committee Meeting Date: April 15th 2025

Work Session Date: Enter a date.

Board Meeting Date: April 22nd, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving the Summit Food Service Contract Amendment.

Recommendation:

Recommendation is to approve the contract renewal with Summit Food Service.

Background (*Including Budget Impact*):

Amendment includes no increase to the cost of meals. The food prep will be moved off site to Blue Earth County Jail in order to keep costs flat. The county should see a small savings in regard to utilities and maintenance on equipment over the course of the contract year.

Attachments: Contract Amendment

AMENDMENT #23 TO THE FOOD SERVICE MANAGEMENT AGREEMENT

This Amendment is made and entered into by and between Steele County Sheriff's Office ("Client"), and Summit Food Service, LLC ("Company") (collectively "the Parties").

WHEREAS, the Parties have entered into a certain Food Service Management Agreement (the "Agreement"), effective February 1, 2007;

WHEREAS, the Parties have agreed to extend the Agreement; and

WHEREAS, the Parties now desire to amend said Agreement upon the terms and conditions stated herein.

NOW, THEREFORE, the Parties, intending to be legally bound hereby, mutually agree as follows:

1. **Term.** This Agreement shall be in effect through November 30, 2025. Beginning December 1, 2025, the term shall automatically renew for additional one-year periods thereafter unless otherwise terminated per the Agreement.
2. **Payment Arrangement.** Pricing at section 7.1.A. shall remain as outlined in Amendment #21, which was effective February 1, 2024.

Population	Current Price	CPI %	New Price
0-24	TBN		\$137.44 Per Meal Period + \$1.82 Per Meal Prepared
25-34	\$6.592	0%	\$6.592
35-44	\$5.907	0%	\$5.907
45-54	\$5.012	0%	\$5.012
55-64	\$4.444	0%	\$4.444
65-74	\$4.001	0%	\$4.001
75-84	\$3.707	0%	\$3.707
85-94	\$3.475	0%	\$3.475
95-104	\$3.243	0%	\$3.243
105-114	\$3.464	0%	\$3.464
115-124	\$3.359	0%	\$3.359
125-134	\$3.033	0%	\$3.033
135-144	\$2.917	0%	\$2.917

3. **Meal Service.** Company shall prepare meals at Blue Earth County Sheriff's Office and deliver meals to Client once per day. Meals shall consist of a cold breakfast, a hot lunch, and a cold supper.
4. **Terms of the Agreement.** Section 1. of the Agreement shall be amended to include sub-section "1.D Voluntary Termination" with the following language: Either Party may terminate this Agreement with or without cause by written notice to the other party given not less than sixty

(60) days prior to the effective date of termination. If Company's cause to terminate is due to a subcontractor's cancellation and inability to perform the contract (i.e., Subcontract where meals are prepared is cancelled), the written cancellation notice period shall be adjusted through a negotiation of the Parties. Provided in instances where the Company is claiming termination due to subcontractor cancellation and inability to perform under the contract, the Company shall notify Client of the subcontractor cancellation within seven (7) days upon Company's discovery of the cancellation.

This Amendment shall take effect upon date of execution by the Parties. All other terms and conditions of the original Agreement (as modified from time to time) shall remain in full force and effect unless otherwise amended as provided in the Agreement.

CLIENT: Steele County Sheriff's Office

COMPANY: Summit Food Service, LLC

Signature: _____

Name: _____

Title: _____

Date: _____

Signature: _____

Name: Brittany Mayer-Schuler

Title: President

Date: _____



Steele County Agenda Item

Request for Board Action

Subject: 2025 Work Zone Awareness Week

Department: Highway

Committee: Public Works

Committee Meeting Date: NA

Work Session Date: NA

Board Meeting Date: April 22, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

NA

Recommendation:

Adopt Resolution declaring National Work Zone Awareness Week in Steele County

Background *(Including Budget Impact)*:

Construction season on area streets, roads, and highways is beginning. Steele County strives to keep employees and the public safe during road maintenance and construction in work zones. The County joins agencies and contractors around the nation to raise public awareness for work zones and those who work in them and that motorists are encouraged to slow to posted speed limits, eliminate distractions while driving and be watchful for roadway workers, their equipment and vehicles on the side of the road in work zones. In 2022 just in Minnesota, there were 13 fatalities and 606 injuries in Minnesota work zones, including construction and maintenance workers and motorists.

National Work Zone Awareness Week is an annual spring campaign held at the start of construction season to encourage safe driving through streets, roads and highway work zones.

This year, the National Work Zone Awareness Week is April 21-25, and its theme is “Respect the zone so we all get home.”

Attachments:

Resolution

Poster



STEELE COUNTY RESOLUTION

2025 NATIONAL WORK ZONE AWARENESS WEEK

Department: Highway

Date: 4/22/2025

Resolution No: 2025-023

WHEREAS, National Work Zone Awareness Week (NWZAW) is an annual spring campaign held at the start of construction season to encourage safe driving through streets, roads and highway work zones; and

WHEREAS, National Work Zone Awareness Week is a way to raise public awareness for work zones and those who work in them and that motorists are encouraged to slow to posted speed limits, eliminate distractions while driving and be watchful for roadway workers, their equipment and vehicles on the side of the road in work zones; and

WHEREAS, the theme for the 2025 National Work Zone Awareness Week is “Respect the zone so we all get home.”; and

WHEREAS, according to the National Work Zone Safety Information Clearinghouse, in 2022 there were 821 fatal crashes in U.S. work zones; and

WHEREAS, estimates of injuries from work zone crashes increased in that same period from 28,000 to 37,000; and

WHEREAS, according to the Minnesota Department of Public Safety and Department of Transportation, in 2022 there were 13 fatalities and 606 injuries in Minnesota work zones; and

WHEREAS, during National Work Zone Awareness Week national organizations such as the United States Department of Transportation Federal Highway Administration, the National Highway Traffic Safety Administration, the American Traffic Safety Services Association, the American Association of State Highway Transportation Officials the Association of General Contractors of America, the National Safety Council and a wide variety of partners work collaboratively and partner on work zone and roadway safety continually raising awareness of work zone safety; and

WHEREAS, Steele County strives to keep employees and the public safe during road maintenance and construction in work zones; and

WHEREAS National Work Zone Awareness Week (NWZAW) 2025 is taking place April 21-25 and is a way to raise public awareness of work zone hazards; and

WHEREAS, Go Orange Day takes place on Wednesday, April 23, 2025, and provides an opportunity to unite in wearing orange to show support for the men and women who work tirelessly to keep our roads safe; and

WHEREAS, a moment of silence will be held Friday, April 25 to honor the lives lost in work zones; and

WHEREAS, solutions to keeping everyone safe in work zones and on our roadways is our collective responsibility; and

THEREFORE BE IT RESOLVED that April 21-25, 2025 be declared National Work Zone Awareness Week in Steele County; and

This resolution shall become effective upon its passage and without further publication.

Dated this ____ day of _____, 2025.

STEELE COUNTY
BOARD OF COMMISSIONERS

Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted, and approved by the County Board of said County on the ____ day of _____, 2025.

Attest

RESPECT THE

WORK



ZONE



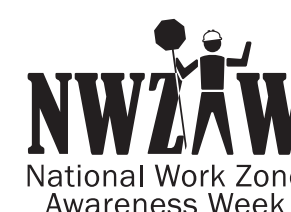
SO WE ALL GET

TH



THE

2025 NATIONAL WORK ZONE AWARENESS WEEK





Steele County Agenda Item

Request for Board Action

Subject: CSAH 46 Parking

Department: Highway

Committee: Public Works

Work Session Date: NA

Committee Meeting Date: March 3, 2025

Board Meeting Date: April 22, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Adopt a resolution banning parking on the west side of CSAH 46

Recommendation:

Adopt a resolution banning parking on the west side of CSAH 46

Background (*Including Budget Impact*):

The department received a complaint about vehicles parking on CSAH 46 that impedes traffic. The pavement and shoulders of CSAH 46 (from CSAH 15 to MN-30) may not provide adequate width for parking on either side of the highway.

Parking is available off CSAH 46. The school district has built a parking lot on the west side of CSAH 46 and has built Americans with Disabilities Act (ADA) accessible sidewalks from parking on the east side of the school building to the athletic fields.

CSAH 46 is a low volume road with only an Annual Average Daily Traffic count of 405 vehicles per day. Parking along the road during athletic events has been occurring for many years. Attendees to the Blooming Prairie High School athletic fields desire to park closer near athletic fields along CSAH 46 during events.

The department received input from many stakeholders both for and against parking. Banning parking on the west side is a compromise that will allow some parking but make some more room for traffic.

Attachments:

Resolution



STEELE COUNTY RESOLUTION
PARKING RESTRICTIONS – CSAH 46

Department: Highway

Date: 4/8/2025

Resolution No: 2025 - 020

WHEREAS, CSAH 46 (from CSAH 15 to MN-30) is adjacent to the Blooming Prairie School District athletic fields and event visitors frequently park on CSAH 46 (from CSAH 15 to MN-30) seasonally due to its access to the athletic facilities, and

WHEREAS, a resident has requested that CSAH 46 be posted for no parking due to safety concerns, and

WHEREAS, the pavement and shoulders of CSAH 46 (from CSAH 15 to MN-30) may not be adequate width for parking on both sides of the highway; and

WHEREAS, CSAH 46 is a low volume road with only an Annual Average Daily Traffic count of 405 vehicles per day, and

WHEREAS, visitors to the Blooming Prairie School District athletic fields would like to continue to park on east side of CSAH 46 (from CSAH 15 to MN-30) due to its access to the athletic facilities, and

WHEREAS, Minnesota Statutes Chapter 169 has granted authority to Steele County to set parking restrictions, and

WHEREAS, the County Board, in balancing traffic needs and accessibility for visitors attending events at the Blooming Prairie School District athletic fields, believes that restricting parking on one side of CSAH 46 (from CSAH 15 to MN-30) is advisable.

NOW, THEREFORE, BE IT RESOLVED Steele County shall ban parking of motor vehicles on the west side of CSAH 46 (from CSAH 15 to MN-30) at all times and shall post signs along the west side of the highway prohibiting parking.

This resolution shall become effective upon its passage and without further publication.

Dated this ____ day of _____, 2025.

STEELE COUNTY
BOARD OF COMMISSIONERS

Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted, and approved by the County Board of said County on the ____ day of _____, 2025.

Attest



Steele County Agenda Item

Request for Board Action

Subject: Request for Speed Study CSAH 1 (CSAH 34 to CSAH 9)

Department: Highway

Committee: Public Works

Committee Meeting Date: NA

Work Session Date: NA

Board Meeting Date: April 22, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

NA

Recommendation:

Adopt Resolution requesting MnDOT to perform a speed study on CSAH 1 (CSAH 34 to CSAH 9)

Background (*Including Budget Impact*):

Minnesota State Statute 169.14, Subd. 5 gives the Minnesota Transportation Commissioner the authority to establish speed limits on County highways.

The County has no record of Speed Limit Authorizations from the Commissioner of Transportation for CSAH 1 from CSAH 34 to CSAH 9. The County recently reconstructed the intersection of CSAH 1 and CSAH 34 with a roundabout. Since the 1990's, the land use in the area around and to the north of the intersection has changed from rural farmland to commercial and residential use and the area annexed into the City of Owatonna. These changes in the roadway and surrounding land uses could potentially affect the speed limits on CSAH 48 from US 14 to Chambers Avenue.

The Minnesota Department of Transportation (MnDOT) requires a County Board resolution requesting MnDOT conduct a speed study for the Transportation Commissioner to issue a Speed Limit Authorization.

Depending on the results of the study, the Transportation Commissioner may lower or raise the speed limit. More information on how MnDOT establishes speed limits is found in the attached brochure.

Attachments:

Resolution

Minnesota Speed Limit One Pager



STEELE COUNTY RESOLUTION
REQUEST FOR SPEED STUDY- CSAH 1 (CSAH 34 to CSAH 9)

Department: Highway

Date: 4/22/2025

Resolution No: 2025-021

WHEREAS, the Minnesota Commissioner of Transportation has the authority and responsibility to establish speed limits on county highways in accordance with State Statute 169.14 Subd. 5; and

WHEREAS, Steele County has no record of any Speed Limit Authorizations from the Commissioner of Transportation on CSAH 1 (Cedar Avenue) from CSAH 34 (26th Street) to CSAH 9; and

WHEREAS, Steele County recently reconstructed the intersection of CSAH 1 and CSAH 34 with a roundabout; and

WHEREAS, since the 1990's, the land use in the area around and to the north of the intersection has changed from rural farmland to commercial and residential use and the land annexed into the City of Owatonna; and

WHEREAS, these changes may affect changes to the appropriate speed limit; and

NOW, THEREFORE, BE IT RESOLVED that Steele County requests the Minnesota Commissioner of Transportation have speed studies completed on CSAH 1 from CSAH 34 (26th Street) to CSAH 9 to determine the appropriate speed zones and that the Minnesota Commissioner of Transportation then issue the appropriate Speed Limit Authorizations.

This resolution shall become effective upon its passage and without further publication.

Dated this ____ day of _____, 2025.

STEELE COUNTY
BOARD OF COMMISSIONERS

Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted, and approved by the County Board of said County on the ____ day of _____, 2025.

Attest



WHAT ARE SPEED LIMITS?

Speed limits are used to set the legal speed at which a vehicle may travel. The goal of a speed limit is to account for traffic safety and mobility to determine the safe and reasonable speed for the roadway.

HOW ARE SPEED LIMITS SET?

There are two ways that speed limits are set in Minnesota, by statute and by traffic investigation. Minnesota state law establishes statutory speed limits for specific roadways.

A traffic investigation evaluates:

- Driver behavior
- Roadway information
- Crashes
- Roadside land use

The resulting recommended speed limit is posted on signs along the roadway to inform drivers of the speed limit.

The MnDOT Commissioner of Transportation holds the authority to establish speed limits on nearly all roads in Minnesota. This allows for a uniform, consistent, and repeatable approach for establishing speed limits.



A city may establish speed limits on roads they own if they meet a specific set of criteria.

SPEED CONCEPTS

Operating speed is the speed drivers choose when operating on the roadway. Each day drivers choose to drive the speeds at which they feel most comfortable. When the posted speed limit matches their expectations, most will obey, while others may travel above that limit.

Drivers tend to travel at speeds they feel are reasonable for the road and traffic regardless of the posted speed limit. Road design can be modified to encourage slower and more uniform speeds. As vehicles travel uniformly at or near the same speed, smoother traffic flow occurs, resulting in decreased conflicts and the creation of a safer road environment.

WILL LOWERING THE SPEED LIMIT REDUCE SPEEDS?

Studies shows that in most cases lowering the speed limit alone, without other roadway changes or increased enforcement, has little effect on driver behavior. Drivers travel at speeds they feel are reasonable for the road and traffic regardless of the posted speed limit.

ISN'T A SLOWER SPEED LIMIT ALWAYS SAFER?

Vehicles moving slower together are safer, however, drivers chose their speed based on changes to the roadway, surrounding land use, and driving conditions. Changing the speed limit without changes to the roadway or its environment could increase the difference in speed between the fastest and slowest drivers, which increases the risk of crashes and driver frustration.

WHY SHOULD I CARE ABOUT CREDIBLE SPEED LIMITS?

Credible speed limits minimize speed differentials by providing safe, consistent, and reasonable speeds to protect drivers, pedestrians, and bicyclists along the roadway. Lowering speed limits unreasonably can make violators out of sensible and otherwise law-abiding citizens, creating a difficult situation for police and the community. When speed limits are difficult to enforce, drivers are left to regulate their own speeds rather than adhering to the posted speed. With credible speed limits, drivers are encouraged to travel at a speed that is safe and reasonable based on the roadway design and surrounding land use.





Steele County Agenda Item

Request for Board Action

Subject: Request for Speed Study CSAH 48 (SE 18th Street to CR 171 Havana Rd)

Department: Highway

Committee: Public Works

Committee Meeting Date: NA

Work Session Date: NA

Board Meeting Date: April 22, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

NA

Recommendation:

Adopt Resolution requesting MnDOT to perform a speed study on CSAH 48 (US 14 to Chambers Avenue)

Background (*Including Budget Impact*):

Minnesota State Statute 169.14, Subd. 5 gives the Minnesota Transportation Commissioner the authority to establish speed limits on County highways.

The County recently reconstructed the intersection of CSAH 48 Bixby Road at SE 18th Street with a roundabout. The county also recently resurfaced CSAH 48 and restriped the roadway pavement markings adding left turn lanes and reducing travel lane widths from 12 feet to 11 feet. Also, the land use around the area has changed from rural farmland to residential subdivisions. These changes in the land use and the roadway could potentially affect the speed limits on CSAH 48 from US 14 to Chambers Avenue.

The Minnesota Department of Transportation (MnDOT) requires a County Board resolution requesting MnDOT conduct a speed study for the Transportation Commissioner to issue a Speed Limit Authorization.

Depending on the results of the study, the Transportation Commissioner may lower or raise the speed limit. More information on how MnDOT establishes speed limits is found in the attached brochure.

Attachments:

Resolution

Minnesota Speed Limit One Pager



STEELE COUNTY RESOLUTION
REQUEST FOR SPEED STUDY- CSAH 48 (US 14 TO CHAMBERS AVE)

Department: Highway

Date: 4/22/2025

Resolution No: 2025-022

WHEREAS, the Minnesota Commissioner of Transportation has the authority and responsibility to establish speed limits on county highways in accordance with State Statute 169.14 Subd. 5; and

WHEREAS, the Commissioner of Transportation, in 1979, issued a Speed Limit Authorization of 55 mph on CSAH 48 between US 218 and CR 171; and

WHEREAS, the Commissioner of Transportation, in 1979, issued a Speed Limit Authorization of 40 mph on CSAH 48 between CR 180 and CR 171; and

WHEREAS, since the last authorization, land use around the area has changed from rural farmland to residential use; and

WHEREAS, Steele County recently reconstructed the intersection of CSAH 48 Bixby Rd at SE 18th Street with a roundabout, and

WHEREAS, Steele County recently resurfaced CSAH 48 from US 14 to Chambers Avenue and repainted traffic markings adding left turn lanes and reducing lane widths from 12 feet to 11 feet, and

WHEREAS, these changes may affect changes to the appropriate speed limit; and

NOW, THEREFORE, BE IT RESOLVED that Steele County requests the Minnesota Commissioner of Transportation have speed studies completed on CSAH 48 Bixby Road from US 14 to Chambers Avenue in the City of Owatonna to determine the appropriate speed zones and that the Minnesota Commissioner of Transportation then issue the appropriate Speed Limit Authorizations.

This resolution shall become effective upon its passage and without further publication.

Dated this ____ day of _____, 2025.

STEELE COUNTY
BOARD OF COMMISSIONERS

Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted, and approved by the County Board of said County on the ____ day of _____, 2025.

Attest



SPEED LIMITS



WHAT ARE SPEED LIMITS?

Speed limits are used to set the legal speed at which a vehicle may travel. The goal of a speed limit is to account for traffic safety and mobility to determine the safe and reasonable speed for the roadway.

HOW ARE SPEED LIMITS SET?

There are two ways that speed limits are set in Minnesota, by statute and by traffic investigation. Minnesota state law establishes statutory speed limits for specific roadways.

A traffic investigation evaluates:

- Driver behavior
- Roadway information
- Crashes
- Roadside land use

The resulting recommended speed limit is posted on signs along the roadway to inform drivers of the speed limit.

The MnDOT Commissioner of Transportation holds the authority to establish speed limits on nearly all roads in Minnesota. This allows for a uniform, consistent, and repeatable approach for establishing speed limits.



A city may establish speed limits on roads they own if they meet a specific set of criteria.

SPEED CONCEPTS

Operating speed is the speed drivers choose when operating on the roadway. Each day drivers choose to drive the speeds at which they feel most comfortable. When the posted speed limit matches their expectations, most will obey, while others may travel above that limit.

Drivers tend to travel at speeds they feel are reasonable for the road and traffic regardless of the posted speed limit. Road design can be modified to encourage slower and more uniform speeds. As vehicles travel uniformly at or near the same speed, smoother traffic flow occurs, resulting in decreased conflicts and the creation of a safer road environment.

WILL LOWERING THE SPEED LIMIT REDUCE SPEEDS?

Studies shows that in most cases lowering the speed limit alone, without other roadway changes or increased enforcement, has little effect on driver behavior. Drivers travel at speeds they feel are reasonable for the road and traffic regardless of the posted speed limit.

ISN'T A SLOWER SPEED LIMIT ALWAYS SAFER?

Vehicles moving slower together are safer, however, drivers chose their speed based on changes to the roadway, surrounding land use, and driving conditions. Changing the speed limit without changes to the roadway or its environment could increase the difference in speed between the fastest and slowest drivers, which increases the risk of crashes and driver frustration.

WHY SHOULD I CARE ABOUT CREDIBLE SPEED LIMITS?

Credible speed limits minimize speed differentials by providing safe, consistent, and reasonable speeds to protect drivers, pedestrians, and bicyclists along the roadway. Lowering speed limits unreasonably can make violators out of sensible and otherwise law-abiding citizens, creating a difficult situation for police and the community. When speed limits are difficult to enforce, drivers are left to regulate their own speeds rather than adhering to the posted speed. With credible speed limits, drivers are encouraged to travel at a speed that is safe and reasonable based on the roadway design and surrounding land use.





Steele County Agenda Item

Request for Board Action

Subject: CSAH 2/CSAH 43/CR 171/CR 180 (Havana) Intersection Improvement Feasibility Study

Department: Highway

Committee: Public Works

Committee Meeting Date: March 4, 2025

Work Session Date: April 8, 2025

Board Meeting Date: April 22, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Present the CSAH 2/CSAH 43/CR 171/CR 180 (Havana) Intersection Improvement Feasibility Study at a work session for review by the Board and to move this item to the regular meeting for a formal selection of the preferred alternative (Alternative 4)

Recommendation:

Accept recommendation of the CSAH 2/CSAH 43/CR 171/CR 180 (Havana) Intersection Improvement Feasibility Study to construct Alternative 4

Background (*Including Budget Impact*):

The 2025-2029 Highway Capital Improvement Plan includes a project to improve the intersection of CSAH 2, CSAH 43, CR 171 and CR 180 in Havana Township. The skewed and closely spaced intersections of the county highways, along with poor intersection site lines and the close proximity to a railroad crossing, contributes to the intersection having the highest crash rates in the county. The County retained WHKS to complete a feasibility study, study possible alternatives, and then recommend an alternative for construction. The Department has held two public information meetings receiving feedback on the alternatives. WHKS has completed a draft report with recommendations. In summary, the project team evaluated 5 alternatives. The project team has selected Alternative 4 as the preferred alternative after considering public input and balancing project costs and impacts. An analysis of the alternatives and the cost estimates are available in the report. The study report and preferred alternative were presented to the County Board Work Session April 8.

Attachments:

Feasibility Study of CSAH 2/CSAH 43/CR 171/CR 180 Intersection Improvements*

*Due to large size (170 pages), attachments to Appendix F and all of Appendix G have been omitted but are available on request.



engineers + planners + land surveyors

FEASIBILITY STUDY OF CSAH 2/CR 180, CSAH 43 AND CR 171 INTERSECTION IMPROVEMENTS

Prepared for:
Steele County, Minnesota Highway Department

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Project Location

The project encompasses three intersections located in the village of Havana, approximately 3 miles southeast of the City of Owatonna. The main intersection includes County State Aid Highway 2 (CSAH 2) / County Road 180 (CR 180) and County State Aid Highway 43 (CSAH 43). The second intersection of 18th Street SE and CSAH 43 is located 160 feet to the south of CSAH 2 / CR 180. The third intersection of County Road 171 (CR 171) and CSAH 43 and 110 feet north of CSAH 2 / CR 180. A railroad crossing for the Canadian Pacific Kansas City (CPKC) Railroad is located between the intersection of CSAH 2 / CR 180 and CSAH 43, and the intersection of 18th Street SE and CSAH 43.



Map of the project location



Inset Map of the project location

Project Need

Safety

Multiple vehicular crashes have been reported at the intersection of CSAH 2 / CR 180 and CSAH 43. The 2040 Transportation Plan prepared by Steele County identified the intersection as the top ranked crash location in the county based on 2016 – 2020 crash data. Another study, the 2012 County Road Safety Plan also showed the intersection as a high-risk intersection.

The project area includes three intersections and a railroad crossing that are spaced close together, resulting in multiple decisions that need to be processed by a driver in a short amount of time. CSAH 2 / CR 180, CSAH 43 and CR 171 are all high-speed roadways, and have less time to react to cross-traffic that pulls out onto the road at the wrong time. The distance between the railroad crossing and CSAH 2 / CR 180 is approximately 80 feet, which limits the storage space available for vehicles to wait when a train is traveling through the railroad crossing. This distance is especially tight for semi-trailers, which frequently use the intersection to turn right from northbound CSAH 43 to eastbound CSAH 2 / CR 180. The alignment of CSAH 2 / CR 180 runs at a 20-degree skew in relation to CSAH 43 and causes poor sight distance when drivers travelling along CSAH 43 need to watch for cross traffic on CSAH 2 / CR 180.

Changes to Traffic

In 2021, MnDOT reconstructed US Highway 14 (US 14) between Dodge Center and Owatonna. The project expanded the number of lanes from 2 to 4 and reduced the number of access points for local and county roads to the highway. As a result, CSAH 43 is now the only location for local traffic to access US 14 for a 9.5 mile stretch between Claremont and Owatonna. This has led to an increase in traffic on CSAH 43, in addition to an increase in semi-truck traffic using northbound CSAH 43 to eastbound CR 180 to access the Al-Corn Clean Fuel facility just outside of Claremont. The old US 14 roadway was turned back to the County, and became CSAH 2, which also lead to a change in traffic volumes on CSAH 2 / CR 180.

CSAH 43 was also designated as the future location of a major beltline as the City of Owatonna residential development expands to the east. The 2011 Owatonna East Beltline Corridor Study conducted by WSB concluded that the existing alignment of CSAH 43 should be used as the beltway and anticipated an increase in traffic volumes travelling along the roadway. The County has also planned to eventually expand CSAH 43 to a 4-lane roadway, and MnDOT has committed to building an interchange at the intersection of US 14 and CSAH 43 as traffic grows.

The County is also planning to improve a railroad underpass along CR 180 to the west of the project intersection. This project would increase the vertical clearance between the railroad bridge and CR 180 to meet state aid standards and is expected to increase the amount of truck traffic traveling along CR 180.

The combination of crash history at the intersection and anticipated increases in traffic along both corridors indicates a clear need to improve the intersection.

Proposed Concept Alternatives

Four different intersection layouts were explored as alternatives to the existing intersection layout to improve safety. The goal of each alternative was to try and either improve the geometric layout of the existing intersection, reduce the number of intersections, or provide additional spacing between the intersections to reduce driver speed crossing the intersections, reduce the number of decisions made by the driver and create additional time to make those decisions.

Alternative 1 – Roundabout

The first alternative looked at replacing the intersections of CSAH 2 / CR 180 and CSAH 43 and CR 171 and CSAH 43 with a five-legged roundabout. Roundabouts are a very effective traffic control measure that can be implemented to reduce the number of severe right-angle crashes at an intersection. The intersection of 18th Street SE and CSAH 43 would remain as side street stop control but would be relocated further south of the existing intersection. A display of Alternative 1 can be found in Appendix A.

Alternative 2 – Realign CSAH 2 / CR 180 to CR 171

The second alternative shifted the alignment of CSAH 2 / CR 180 to the north, running through the middle of a farm field, then parallel to the existing alignment of CR 171. The proposed CR 171 would intersect as a tee intersection into the new alignment for CSAH 2 / CR 180, and the new intersection for CSAH 2 / CR 180 would be relocated to the north of the existing intersection with side street stop control. Right and left turn lanes would be added to CSAH 43 for northbound and southbound traffic at the intersection with CSAH 2 / CR 180. The intersection of 18th Street SE and CSAH 43 would remain as side street stop control but would be relocated further south of the existing intersection. An additional intersection off the new alignment for CSAH 2 / CR 180 would be added to provide access to the residential houses along the existing CSAH 2 / CR 180 alignment. The CPKC railroad crossing would be widened to accommodate the northbound turn lanes for CSAH 43 traffic. A display of Alternative 2 can be found in Appendix A.

Alternative 3 – Realign CSAH 2 / CR 180 slightly north of CR 171

The third alternative shifted the alignment of CSAH 2 / CR 180 farther north of the existing CR 171 intersection. The new alignment of CSAH 2 / CR 180 would run along the southwest edge of a farm field and through the backyards of some residential lots. The proposed CR 171 would intersect as a tee intersection into the new alignment for CSAH 2 / CR 180, and the new intersection for CSAH 2 / CR 180 would be relocated to the north of the existing intersection with side street stop control. Right and left turn lanes would be added to CSAH 43 for northbound and southbound traffic at the intersection with CSAH 2 / CR 180. The intersection of 18th Street SE and CSAH 43 would remain as side street stop control but would be relocated further south of the existing intersection. An additional intersection off the new alignment for CSAH 2 / CR 180 would be added to provide access to the residential houses along the existing CSAH 2 / CR 180 alignment. The CPKC railroad crossing would be widened to accommodate the northbound turn lanes for CSAH 43 traffic. A display of Alternative 3 can be found in Appendix A.

Alternative 4 – Realign CSAH 2 / CR180 & CSAH 43 farther north of CR 171

The fourth alternative shifted the alignment of CSAH 2 / CR 180 far enough north that the proposed CSAH 2 / CR 180 and CSAH 43 intersection/turn lanes are out of the existing CR 171 intersection. The proposed CSAH 43 intersection would utilize side street stop sign control on CSAH 2 / CR 180. The new alignment of CSAH 2 / CR 180 would run along the southwest edge of one farm field and through the middle of two farm fields. The proposed CR 171 would intersect into the new alignment for CSAH 2 / CR 180. Right and left turn lanes would be added to CSAH 43 for northbound and southbound traffic

at the intersection with CSAH 2 / CR 180. The intersection of 18th Street SE and CSAH 43 would remain as side street stop control but would be relocated further south of the existing intersection. An additional intersection off the new alignment for CSAH 2 / CR 180 would be added to provide access to the residential houses along the existing CSAH 2 / CR 180 alignment. The CPKC railroad crossing would remain as-is. A display of Alternative 4 can be found in Appendix A.

Alternative 4B – Realign CSAH 2 / CR 180 to the north property line of adjacent farmland

Another alternative was briefly considered to shift CSAH 2 / CR 180 even further north to minimize the acquisition impacts to the farmland on the northwest and northeast sides of the existing CSAH 43 and CR 171 intersection. See the Open House #2 section of this report for additional analysis. A display of Alternative 4B can be found in Appendix A.

Traffic Control Analysis

WHKS prepared an Intersection Control Evaluation (ICE) Report for the intersection to determine which traffic control is desirable at the intersection of CSAH 2 / CR 180 and CSAH 43.

Traffic Volume

24-hour traffic counts were recorded at all three intersections and extrapolated the future 20-year volumes on all roadways based on annual compounding growth and the anticipated growth provided in the 2011 Beltline Corridor Study. The volumes of each intersection can be found in Appendix F. The data determined that CSAH 43 had the highest peak hour traffic, then CSAH 2 / CR 180, then CR 171 and finally 18th Street SE.

Crash History

The report also analyzed the previous 10 years (2014 – 2024) of crash history at the intersection using MnDOT's MnCMAT database. From 2014 to 2024, there were 15 recorded crashes at the three intersections: nine crashes at the CSAH 2 / CR 180 and CSAH 43 intersection, four crashes at the CR 171 and CSAH 43 intersection, and two crashes at the 18th Street SE and CSAH 43 intersection. Most of the crashes (47%) were right angle crashes, with eight crashes resulting in some type of injury. A detailed list of crash data can be found in Appendix F.

The crash data was entered into MnDOT's online crash calculator to determine the intersection crash rate per million vehicles entering the intersection. This crash rate is compared to the state's crash rate goal of 1.0 crash per million entering vehicles (MEV) for all intersections. Based on the current traffic counts and crash data, the crash rate at the location was 1.81 MEV. This result is higher than MnDOT's crash rate goal and was consistent with crash data from the 2040 Transportation Plan.

Level of Service/ Capacity

The ICE Report used the 20-year volumes calculated from the traffic counts and analyzed the average delay in vehicles per second for a roundabout, traffic signal, multi-way stop, and side street stop control at the intersection. This analysis is based on Highway Capacity Manual methodology, where Level of Service is given a letter grade based on the delay at an intersection. An intersection at LOS A represents good operations (less delay) and an intersection at LOS F represents poor operations (more delay). An intersection at LOS E is considered at capacity. A summary of LOS for each traffic control alternative can be found in Appendix F.

The analysis for all forms of traffic control provided an acceptable LOS.

Warrant Analysis

The Minnesota Manual on Uniform Traffic Control Devices (MnMUTCD) lists a variety of warrants that can be examined at a particular intersection to determine if multi-way stop control or traffic signal control is warranted for traffic control. There are no warrants for the installation of roundabouts. However, MnDOT's current policy states that roundabouts are considered warranted if traffic volumes meet the criteria for either multi-way stop or traffic signal control warrants. The warrant summary for the intersection of CSAH 2 / CR 180 and CSAH 43 can be found in Appendix F.

None of the Multi-way Stop Warrants were met based on the criteria.

Signal Control warrants 1-8 were not met based on the criteria. Warrant 9 would be met if future traffic is observed and the current intersection alignment is not improved. The existing queue distance between the intersection of CSAH 2 / CR 180 and CSAH 43 and the railroad crossing is only 65 feet, where 130 feet would be required. All four proposed alternative layouts meet the queue distance requirement, so Warrant 9 would not be met.

NCHRP report 825 Exhibit 17 suggests that two-way stop control is appropriate for all proposed alternatives.

Right of Way Impacts

All the proposed alternatives will result in Right of Way impacts to adjacent property owners. A project map of all adjacent parcels can be found in Appendix C.

Fee Acquisition & Relocation

Alternative 1 will require the acquisition and relocation of four parcels that contain single unit residential homes. Parcels 07-018-2201, 07-017-3301, and 07-020-4411 would be required to construct the roundabout; and parcel 07-019-1103 would be required to re-align 18th Street SE.

Alternative 2 will require the acquisition and relocation of four parcels: three containing single unit residential homes, and one containing multi-unit residential apartments. Parcels 07-018-2201, 07-017-3301, and 07-020-4412 would be required to construct the re-aligned CSAH 2 / CR 180 intersection; and parcel 07-019-1103 would be required to re-align 18th Street SE.

Alternative 3 will require the acquisition and relocation of three parcels that contain single unit residential homes. Parcels 07-018-2201 and 07-017-3301 would be required to construct the re-aligned CSAH 2 / CR 180 intersection; and parcel 07-019-1103 would be required to re-align 18th Street SE.

Alternative 4 will require the acquisition and relocation of one parcel that contains a single unit residential home. Parcel 07-019-1103 would be required to re-align 18th Street SE.

It should be noted that in Alternatives 2, 3, and 4, Parcel 07-020-4411 would need to be purchased to construct the cul-de-sac or curve option along Claremont Road (existing CSAH 2 / CR 180) as shown on Inset A of each display. The installation of a hammerhead, as shown on the main displays, would not require the acquisition of parcel 07-020-4411.

The property owner of parcel 07-019-1103 has previously been in contact with Steele County about selling the property.

Relocation assistance and benefits for the relocation of a property owner require extensive requirements and special knowledge to perform relocation services. It is recommended that the County work directly with MnDOT Office of Land Management regarding the handling of property relocation.

Fee Acquisition

Alternative 1 will require partial acquisition of farmland from two parcels. Part of parcel 07-017-3300 would be required to construct the roundabout, and part of parcel 07-019-1100 would be required to re-align 18th Street SE.

Alternative 2 will require partial acquisition of farmland from five parcels. Part of parcels 07-017-3300, 07-017-2400, 07-020-4100, and 07-020-1100 would be required to re-align CSAH 2 / CR 180 and part of parcel 07-019-1100 would be required to re-align 18th Street SE.

Alternative 3 will require partial acquisition of seven parcels: four parcels containing farmland and three parcels containing the backyard of a single unit residential home. Part of Parcels 07-018-2200, 07-017-3300, 07-020-4406, 07-020-4404, 07-020-4401, and 07-020-4100 would be required to re-align CSAH 2 / CR 180 and part of parcel 07-019-1100 would be required to re-align 18th Street SE.

Alternative 4 will require partial acquisition of farmland from five parcels. Part of parcels 07-018-2200, 07-017-3300, 07-017-2400, and 07-020-4100 would be required to re-align CSAH 2 / CR 180 and part of parcel 07-019-1100 would be required to re-align 18th Street SE.

Partial acquisition of all properties would need to follow the Acquisition process provided in Chapter 5.2 of the MnDOT State Aid Manual.

Temporary Easement

All four alternatives will require temporary easement from multiple parcels for grading work during construction.

A summary of Right of Way Impacts can be found below:

RIGHT OF WAY IMPACTS						
		Alternative 1	Alternative 2	Alternative 3	Alternative 4	
Relocation + Fee Acquisition	No. Parcels	4	4	3	1	
	Acres	15.80	15.32	14.80	0.44	
Fee Acquisition	No. Parcels	2	5	7	5	
	Acres	1.03	6.39	6.21	13.41	
Total Acquisition Impacts *	Relocations	4	4	4	1	
	Acres	16.83	21.71	21.01	13.73	

Table 1 – A summary of Right of Way impacts

* There may be opportunities to sell existing Right of Way along the existing roadway alignment back to individual property owners during final design and reduce the total acquisition of Right of Way for each alternative.

Engagement and Input

WHKS and the County met with residents of Havana and additional members of the public on two separate occasions to discuss the project, share the proposed alternatives, and receive feedback. The first open house was held on October 10, 2024, and the second open house was held on January 30, 2025. Both open houses were held at the Havana Town Hall. All four project alternatives were also shared with CPKC Railroad for their comments and feedback. A preliminary utility information meeting was held on January 23, 2025, with companies that have utilities within the project limits to inform them of the project and the anticipated improvements. Additional utility coordination will be required during the final design process.

Open House #1

At the first open house, the design team presented Alternatives 1, 2, 3, and 4 to all open house attendees and collected comments and feedback. The following is a summary of comments that were received. A list of attendees to the first open house can be found in Appendix D.

Alternative 1:

- Residential owners whose homes were impacted by the project strongly objected to relocating due to construction of the roundabout.
- One residential owner had concerns about the raised median of the roundabout approach section limiting access in and out of their driveway.
- The residential house located on parcel 07-019-1103 is a rental. The property owner has been in contact with Steele County about selling the property.

Alternative 2:

- Residential owners whose homes were impacted by the project strongly objected to relocating due to the realignment of CSAH 2 / CR 180.
- The owner of parcel 07-020-4100 disliked how the realignment of CSAH 2 / CR 2180 in this alternative cut through the middle of his farm. It would make the parcel unfarmable.
- There was a request to terminate Claremont Road (existing CSAH 2 / CR 180) using a hammerhead instead of a cul-de-sac to prevent relocating the property owner of parcel 07-020-4411.
- There was a request to explore realigning CSAH 43 and the CSAH 2 / CR 180 intersection to the east, through parcel 07-020-4409. According to residents, the house on the property was not in use, only the garage was being used. They would rather see this property acquired than the other properties with homes that were occupied.

Alternative 3:

- Residential owners whose homes were impacted by the project strongly objected to relocating due to the realignment of CSAH 2 / CR 180.
- Owners of farmland on parcels 07-017-3300 and 07-020-4100 preferred this alternative due to the minimal impacts to their farmable land.
- The owner of parcel 07-017-3301 would rather sell his rental house on this property with Alternatives 1, 2, and 3 than lose more farmland with Alternative 4.
- The property owners on parcels 07-020-4404 and 07-020-4401 strongly objected to this alternative because the realignment of CSAH 2 / CR 180 ran through a sizeable portion of their backyards. They also believed the realignment would impact their septic systems and additional underground utilities. The owner of parcel 07-020-4401 stated he would want to be bought out completely and relocated if this option was selected.

Alternative 4:

- Residential owner of Parcel 07-020-4411 disliked the curve shown in this option because it would take out his house. The owner preferred the construction of two hammerheads to save his house and was open to a future purchase agreement with the County to be executed when the house changes occupancy or ownership
- The owner of parcel 07-017-3300 strongly objected to this alternative due to the large impacts to his farmable land. The realignment of CSAH 2 / CR 180 also went through the septic system of his house, and ran through the location of a future shed, house, and septic system he planned to build.
- The owner of parcel 07-017-3201 was concerned about the re-aligned roadway being closer to her house as she has children playing in the yard.
- There was a request to explore relocating CSAH 2 / CR 180 up to Havana Road and turning the existing intersection of CSAH 2 / CR 180 and CSAH 43 into a tee intersection.
- There was a request made by multiple residents to convert the stop control at the intersection of CSAH 2 / CR 180 and CSAH 43 to multi-way stop control instead of realigning the intersection.

The design team made the following changes to each alternative based on feedback from the first open house:

Alternative 1:

- Explored providing median access on the approach legs of the roundabout to allow full access into residential driveways

Alternative 2:

- Replaced the cul-de-sac ending on Claremont Road (existing CSAH 2 / CR 180) with a hammerhead to avoid additional residential property acquisitions and relocations.
- Explored realigning CSAH 43 to the east. This option was ultimately abandoned due to the size of horizontal curve needed on CSAH 43, the relocation of a railroad crossing, and the recommendation of the 2011 Owatonna East Beltline Corridor study to leave CSAH 43 on its existing alignment.

Alternative 3:

- Replaced the cul-de-sac ending on Claremont Road (existing CSAH 2 / CR 180) with a hammerhead to avoid additional residential property acquisitions and relocations.
- Shifted CSAH 2 / CR 180 alignment further north to reduce impacts to residential backyards and septic systems.

Alternative 4:

- Shifted CSAH 2 / CR 180 alignment further east to eliminate impact to construction of future structures on parcel 07-017-3300
- Replaced horizontal curve connecting Claremont Road (existing CSAH 2 / CR 180) to existing CR 171 with two hammerheads to avoid additional residential property acquisitions and relocations.
- Shifted the intersection of CR 171 and CSAH 2 / CR 180 to the south, away from parcel 07-017-2400.
- Explored relocating CSAH 2 / CR 180 up to Havana Road. This option was ultimately abandoned due to the additional length of roadway on Havana Road needed to be widened and paved to meet state aid standards, and due to the large skew of the existing intersection of Havana Road and CR 180 further west.
- Re-evaluated the need for multi-way stop signs at the intersection. It was determined that multi-way stop control could be implemented as a short term, temporary solution to try and reduce the amount of high-speed right-angle crashes at the intersection. It would also function as a

transition for shifting stop control from CSAH 43 to CSAH 2 / CR 180. It was not recommended as a long-term permanent solution to the intersection, as multi-way stop was unwarranted, and did nothing to alleviate the geometric sight distance and decision-making issues the intersection currently faces. See ICE Report in Appendix F for details.

Coordination with CPKC Railroad

CPKC Railroad was asked to review the four alternatives and provide feedback to the design team. A summary of their feedback is provided below:

- The Railroad preferred Alternative 4 out of all the options because it did not require a widening of the railroad crossing to accommodate additional turn lanes and provided the most storage spaces for vehicles when a trail was crossing the tracks.
- Alternative 4 provides the most distance between the intersections and the railroad tracks for construction of a future overpass

A copy of the correspondence with the railroad can be found in Appendix D.

Open House #2

At the second open house, the design team prepared a slideshow discussing an overview of the project, and presented their preferred Alternative, a refined version of Alternative 4. The following is a summary of comments that were received. A list of attendees to the first open house can be found in Appendix D.

- Residential owners whose homes were impacted by the project preferred this alternative because it did not require the acquisition and relocation of their home.
- Residential owners preferred the addition of hammerheads to terminate Claremont Road (existing CSAH 2 / CR 180) and existing CR 171.
- The owner of parcel 07-017-3300 strongly objected to Alternative 4 due to the large impacts to his farmable land.
- The owner of parcel 07-018-2200 understood the safety issues at the intersection, and the need to relocate CSAH 2 / CR 180 to the north was a desirable long-term solution. Even if that meant the realigned roadway would run through his farmland. He requested that the design team explore placing additional horizontal curves along realigned CSAH 2 / CR 180 to shift the roadway to the south and leave a larger chunk of farmable land on his property.
- There was a request to explore shifting CSAH 2 / CR 180 and the intersection with CSAH 43 further north, just south of the property lines of 07-018-2200 and 07-017-3300, to try and mitigate the impacts to farmable land for both properties. WHKS explored this realignment option but ultimately rejected the idea, as the roadbed would sit over an existing floodway and drainage ditch CD 1 and would require a petition to modify or re-route the drainage ditch. Discussions with the Steele County Local Governing Unit determined that this alternative would not be approved for a floodplain permit due to the hardship caused to drainage ditch CD 1. Alternative 4B would also shift the turn lanes for CSAH 43 up into an existing bridge and require the existing structure to be widened. The cost of Alternative 4B would drastically increase due to the additional roadway length required to shift the alignment that far north and was estimated to be \$6,960,000. The minimal additional benefit gained by shifting the roadway is not enough to offset the major floodplain concerns, the additional bridge widening project, and the added project cost.
- It was decided that the relocation of SE 18th Street and CSAH 43 intersection be implemented at a later date to eliminate the need to relocate any property owners as part of the immediate project.

Environmental Impacts

Wetlands

WHKS performed a Level 2 Wetland Delineation to determine the presence and location of wetlands within the boundaries of the proposed alternatives. Level 2 delineations include an on-site assessment to determine the wetland boundaries. The wetland delineation identified seven different wetlands within the project area. Six of the delineated wetlands are anticipated to be regulated under Section 404 of the Clean Water Act (CWA). Five of the delineated wetlands would be regulated under the Minnesota Wetland Conservation Act (WCA). There is also a county drainage ditch within the project limits, County Drainage Ditch #1. This drainage ditch is part of the County Drainage System and is managed by the County Drainage Authority.

As stated in the wetland delineation report, we also recommend that a copy of the report be submitted to the U.S. Army Corps of Engineers, WCA Local Government Unit (LCU) and Minnesota DNR as part of any permit application for impacts to aquatic resources. A table summarizing impacts to delineated wetlands for each alternative is provided below:

A copy of the wetland delineation report can be found in Appendix G.

WETLAND IMPACTS						
Aquatic Resource ID	Area (acres)	Alternative 1 Impacts (acres)	Alternative 2 Impacts (acres)	Alternative 3 Impacts (acres)	Alternative 4 Impacts (acres).	
1	2.00				0.14	
2	0.22				0.16	
3	0.14				0.03	
4	0.34	0.08	0.11	0.13	0.34	
5	0.41				0.15	
6	1.29		0.08	0.27	0.30	
7	1.61				0.18	
TOTAL		0.08	0.19	0.40	1.30	

Table 2 – A summary of Wetland Impacts

Floodplains

Floodplains were identified within the project area using the MN DNR Lake & Flood Elevations Online mapping tool. See the figure below for limits of the floodplain:

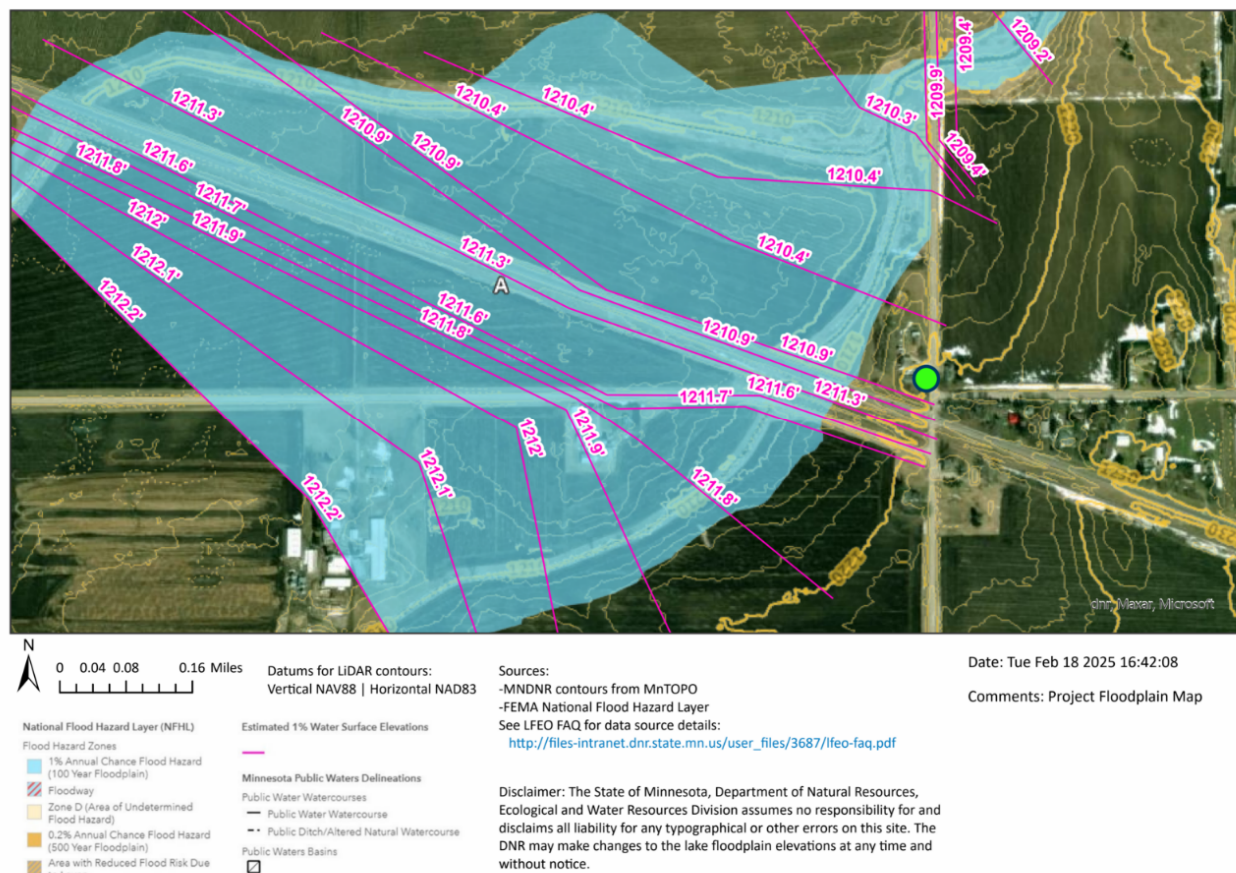


Figure 1 – A map of floodplains within the project area

WHKS held a pre-permit coordination call with Jeff Weiss and Gary Bennett from the MnDNR Floodplains program on 2/13/2025 to discuss potential floodplain impacts from the proposed alternatives. It was noted that the current floodplain map does not appear to account for an area of raised upland located above the 100-year base flood elevations noted in pink in Figure 1 between the two tributaries that form the upstream limits of the area of study. A detailed hydraulic model would need to be completed during final design to update the existing hydraulic model with current LiDAR terrain as well as to delineate the floodway limits along the eastern tributary.

Alternatives 2 and 3 will require a floodplain permit for extension of the existing triple box culvert due to the re-aligned CSAH 2 / CR 180 roadway. Alternative 4 will require a floodplain permit, as the re-aligned CR 180 will run through the floodplain located west of CSAH 43 and will also run through the floodway of the unnamed drainage ditch. The Alternative 4 roadway berm would likely be able to be constructed along the area of upland between the two tributaries as shown in Figure 1. Detailed hydraulic analysis will need to be performed to update the existing hydraulic model with current LiDAR terrain and to delineate the floodway limits, and a “no-rise certification” will need to be documented with the construction of the proposed roadbed and the installation of a new drainage structure along the unnamed drainage ditch.

Environmental Review

Each alternative was compared to the state environmental review requirements listed in the Minnesota Rules Chapter 4410. Table 3 and Table 4 summarize the roadway and wetland project thresholds that would trigger an Environmental Assessment Worksheet (EAW) or an Environmental Impact Statement (EIS):

4410.4300 EAW THRESHOLDS									
Threshold		Threshold Met?							
		Alternative 1		Alternative 2		Alternative 3		Alternative 4	
		Yes	No	Yes	No	Yes	No	Yes	No
Subp. 22	Construction of road on a new location over one mile in length of two or more lanes, exclusive of auxiliary lanes		X		X		X	X	
	Construction of additional through lanes or passing lanes on an existing road for a length of two or more miles, exclusive of auxiliary lanes		X		X		X		X
	The addition of one or more new interchanges to a completed limited access highway		X		X		X		X
Subp. 27	Projects that will change or diminish the course, current, or cross section of one acre or more of any public water or public waters wetland except for those to be drained without a permit according to Minnesota Statutes, chapter 103G		X		X		X		X
	Projects that will cause an impact to a total of one acre or more of wetlands, regardless of type, excluding public waters wetlands, if any part of the wetland is within a shoreland area, a delineated floodplain, a state or federally designated wild and scenic rivers district, the Minnesota River Project Riverbend area, or the Mississippi headwaters area		X		X		X		X

Table 3 – EAW Threshold Summary

4410.4400 EIS THRESHOLDS									
Threshold		Threshold Met?							
		Alternative 1		Alternative 2		Alternative 3		Alternative 4	
		Yes	No	Yes	No	Yes	No	Yes	No
Subp. 16	Construction of a road on a new location which is four or more lanes in width and two or more miles in length		X		X		X		X
Subp. 20	Projects that will eliminate a public water or public waters wetland		X		X		X		X

Table 4 – EIS Threshold Summary

Based on the thresholds provided, Alternative 4 is the only Alternative that would require preparation of an EAW.

WHKS explored whether this project could be considered exempt from the EAW process. Chapter 4410.4600 subp.14.A states that highway safety improvement projects can be exempt from preparation of an EAW. A “Highway Safety Improvement Project”, according to Chapter 4410.0200 subp.39 is a project designed to improve safety of highway locations that have been identified as hazardous or potentially hazardous. Projects in this category include the removal, relocation, remodeling, or shielding of roadside hazards; installation or replacement of traffic signals; and the geometric correction of identified high accident locations requiring the acquisition of minimal amounts of right-of-way. Alternative 4 requires the acquisition of multiple acres of right of way to construct and would not be considered a minimal amount of right of way. The exemption would not apply.

If the selected alternative is funded using federal funds, it will automatically require the preparation of environmental documentation as described in Chapter 5.1 of the MnDOT State Aid Manual.

Hydraulics

There were four (4) roadway alternative layouts considered for this feasibility study and required drainage structure sizing recommendations. Drainage structures were analyzed using Autodesk 2024 Hydraflow Express or HEC-RAS 6.5 based on recommended drainage structure types. The runoff for the 2-year through 100-year design storms were obtained from StreamStats for unnamed tributary draining under CSAH 2 / CR 180 near Havana, MN. Drainage structure sizing recommendations were based on the minimum overtopping flood frequency outlined in the Minnesota 2024 Drainage Manual Chapter 5.

The recommended drainage structure sizing for each alternative is as followed:

1. Alternative 1:
 - a. No change to Bridge No. 95786 on SE 18th Street as part of this project.
 - b. Extend the concrete box culverts of Bridge No. 96797 on CSAH 2 / CR 180 as needed to meet proposed grading limits.
 - c. Recommended channel shaping and sediment removal per the field investigation site photos of Bridge No. 95786 and Bridge No. 96797. Proper channel shaping should reduce future sediment deposits, but the county should set a maintenance schedule for annual site visits. Sediment deposits removal will restore the culverts to their full design capacity.
2. Alternative 2 & Alternative 3:
 - a. No change to Bridge No. 95786 on SE 18th Street as part of this project.
 - b. Extend the concrete box culverts of Bridge No. 96797 on CSAH 2 / CR 180 as needed to meet proposed grading limits.
 - c. Recommended channel shaping and sediment removal per the field investigation site photos of Bridge No. 95786 and Bridge No. 96797. Proper channel shaping should reduce future sediment deposits, but the county should set a maintenance schedule for annual site visits. Sediment deposits removal will restore the culverts to their full design capacity.
 - d. Install two (2) separate segments of 36"x58.5" reinforced concrete arch pipe or equivalent 48" reinforced concrete pipe for each culvert crossing on CR 171 East.
 - e. Install two (2) separate segments of 30" reinforced concrete pipe for each culvert crossing on CSAH 2 / CR 180 East.

3. Alternative 4:

- a. No change to Bridge No. 95786 on SE 18th Street as part of this project.
- b. Remove concrete box culverts of Bridge No. 96797 on CSAH 2 / CR 180 per the exhibit.
- c. Recommended channel shaping and sediment removal per the field investigation site photos of Bridge No. 95786 and Bridge No. 96797. Proper channel shaping should reduce future sediment deposits, but the county should set a maintenance schedule for annual site visits. Sediment deposits removal will restore the culverts to their full design capacity.
- d. Install double 8'x6' precast concrete box culverts and single 14'x8' precast concrete box culvert OR 70' x 35' concrete slab span bridge. Additional flood plain coordination and HEC-RAS modeling will be needed to establish the floodway, which may result in a longer bridge length than 70'.
- e. Install two (2) separate segments of 36"x58.5" reinforced concrete arch pipe or equivalent 48" reinforced concrete pipe for each culvert crossing on CR 171 East.
- f. Install two (2) separate segments of 30" reinforced concrete pipe for each culvert crossing on CSAH 2 / CR 180 East.

Proposed Alternative Cost Estimates

The estimated project costs for each alternative are shown in below:

	ALTERNATE 1	ALTERNATE 2	ALTERNATE 3	ALTERNATE 4	ALTERNATE 4B
TOTAL COST	\$3,440,000	\$4,710,000	\$4,500,000	\$5,620,000	\$6,960,000

Table 5 – Cost Estimate for proposed intersection improvements

Recommended Alternative

Alternatives were compared based on the conceptual cost of construction, benefit and utilization provided to the public, and feedback received from the Public Information Meetings. A Decision Matrix with the three alternatives was also compiled to visually compare the benefits and costs of each option. The Decision Matrix is in Appendix E.

Alternative 4 was identified as the preferred option because it did not result in the acquisition and relocation of any residential houses, it provided the most space between the railroad tracks, CSAH 2 / CR 180, and 18th Street SE for future improvements to the intersection. It also provides the most room for a future railroad overpass when future traffic demands are met and provides the most space at the intersection of CSAH 2 / CR 180 and CSAH 43 for future upgrades to the intersection. The cost of Alternative 4 was also comparable to the costs of Alternatives 2 and 3 but provided far greater short-term and long-term benefits.

Alternative 4 also does not require any modifications to the existing CPKC railroad crossing.

Grant and Funding Opportunities

State Aid Funds

State Aid Funding is used by counties and cities for reconstruction, construction, and maintenance projects on designated state aid routes. Funds can be spent on a wide variety of roadway and structural items. The amount of funding available each year varies and is determined using a distribution formula that is established by statutes and the respective county and city screening boards.

Local Road Improvement Program (LRIP)

LRIP provides funding to local agencies for construction, reconstruction, and reconditioning projects with regional significance. Funding is split between the TH Corridor Projects Account, Local Road Account for Routes of Regional Significance, and the Rural Road Safety Account. Items eligible for funding include any reasonable elements of roadway construction, and includes many landscaping, fencing, lighting, and other aesthetic items. The Rural Road Safety Account is intended to assist counties on capital improvement projects on CSAH that are intended to reduce traffic crashes, deaths, injuries and property damage.

Turnback Funds

The County received turnback funds from MnDOT as part of the TH 14 realignment project in 2022. These funds are available after a route has been released from the TH system and may be used for road or bridge construction, R/W, Engineering, utility relocation, railroad adjustment and locally furnished materials or labor.

Federal – Highway Safety Improvement Program (HSIP)

This program is part of the Infrastructure Investment and Jobs Act (IIJA) and is intended to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal land. Projects eligible for funding include intersection safety projects, construction and improvement of railway-highway grade crossing safety feature, construction or installation of features, measures and road designs to calm traffic and reduce vehicle speeds, installation or upgrades of traffic control devices for pedestrians and bicyclists, roadway improvements that provide separation between motor vehicles and bicyclists and pedestrian security features design to slow or stop a motor vehicle.

- Estimated \$3.177 billion available for FY 2025 and \$3.246 billion available for FY 2026

Federal – Railway Highway Crossing Program (Section 130)

The Railway Highway Crossing Program is part of the IIJA and provides funding for the elimination of hazards at public railway-highway crossings. Funds are set-aside from the HSIP apportionment, and an annual set-aside of \$245 million scheduled from FY 2022 through FY 2026

Local Option Sales Tax

The County has funds available from an additional local sales tax that could be used for additional funding. This funding source should be considered as a last resort, and other grant and/or funding opportunities should be explored before using this source.

Appendix A: Alternative Layouts

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1-NOV-2024
PLOTTED/REVISED:

LEGEND

ROADWAYS (INCLUDING TURN LANES)

RAISED MEDIAN & CURBS

EXISTING PROPERTY LINE

SHOULDERS

CONSTRUCTION LIMITS

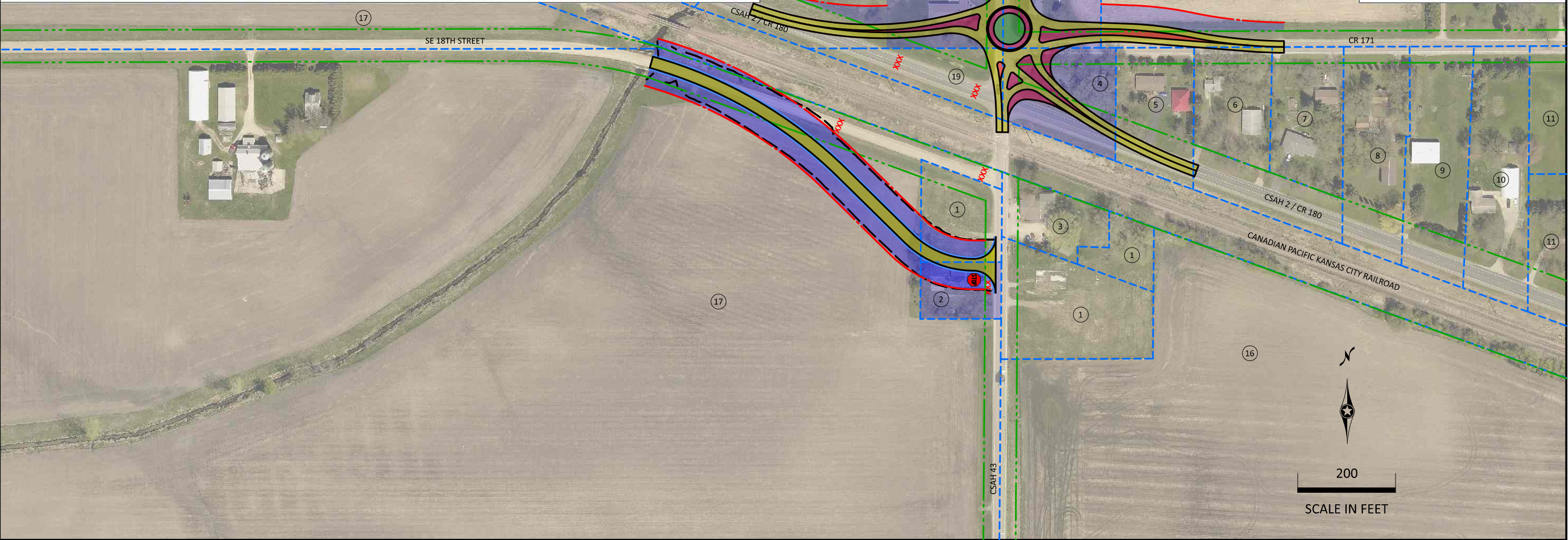
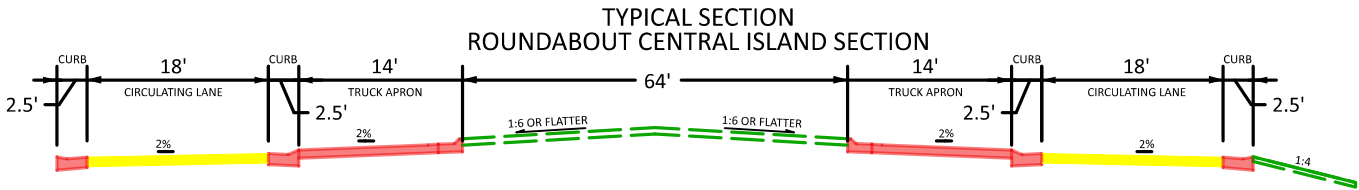
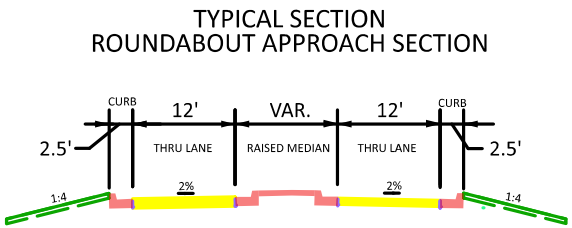
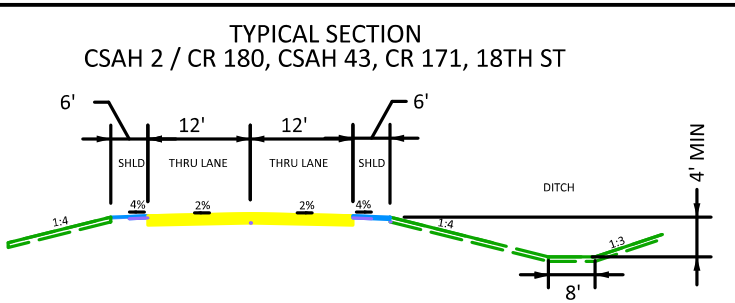
EXISTING ROW

PROPOSED ROW

XXXXX

ACCESS CLOSURE

PROPERTY ACQUISITION



PROPERTY OWNERS

- 1 STEELE COUNTY
- 2 EATON/JOEL M
- 3 JOHNSON/DENNIS W
- 4 IVERSON/DENNIS & PATRICIA
- 5 MILLER/NICHOLAS J & GAYLE ANN MILLER
- 6 PIEPHO/RICHARD R & DEBRA J
- 7 SCHAEFER/RICHARD C & LOLETA ALICE
- 8 BROWN/ROGER D
- 9 SPATENKA/MARK
- 10 GATHJE/DARIN R & MICHELLE K
- 11 JACOBSON/JUDD P & SUSAN L
- 12 SORENSON/SCOTT G
- 13 JENSEN-GALLAHER/KELSEY J
- 14 PICHNER FAMILY FARMS LLC
- 15 CHRISTEY/KATHLEEN M
- 16 SORENSON/KENNETH E
- 17 RENCHIN/DENNIS L
- 18 BELLOWS/PATRICIA L
- 19 KATH/MATTHEW A & JILL A
- 20 THAMERT/JOHN R & TRACY G
- 21 NELSON/JACE G & VALERIE A
- 22 BOWE FAMILY LLC
- 23 COPP/CHRIS P
- 24 WANOUS/MICHAEL F & TERESA M

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PLOTTED/REVISED: 1-NOV-2024

LEGEND

ROADWAYS (INCLUDING TURN LANES)

RAISED MEDIAN & CURBS

EXISTING PROPERTY LINE

SHOULDERS

CONSTRUCTION LIMITS

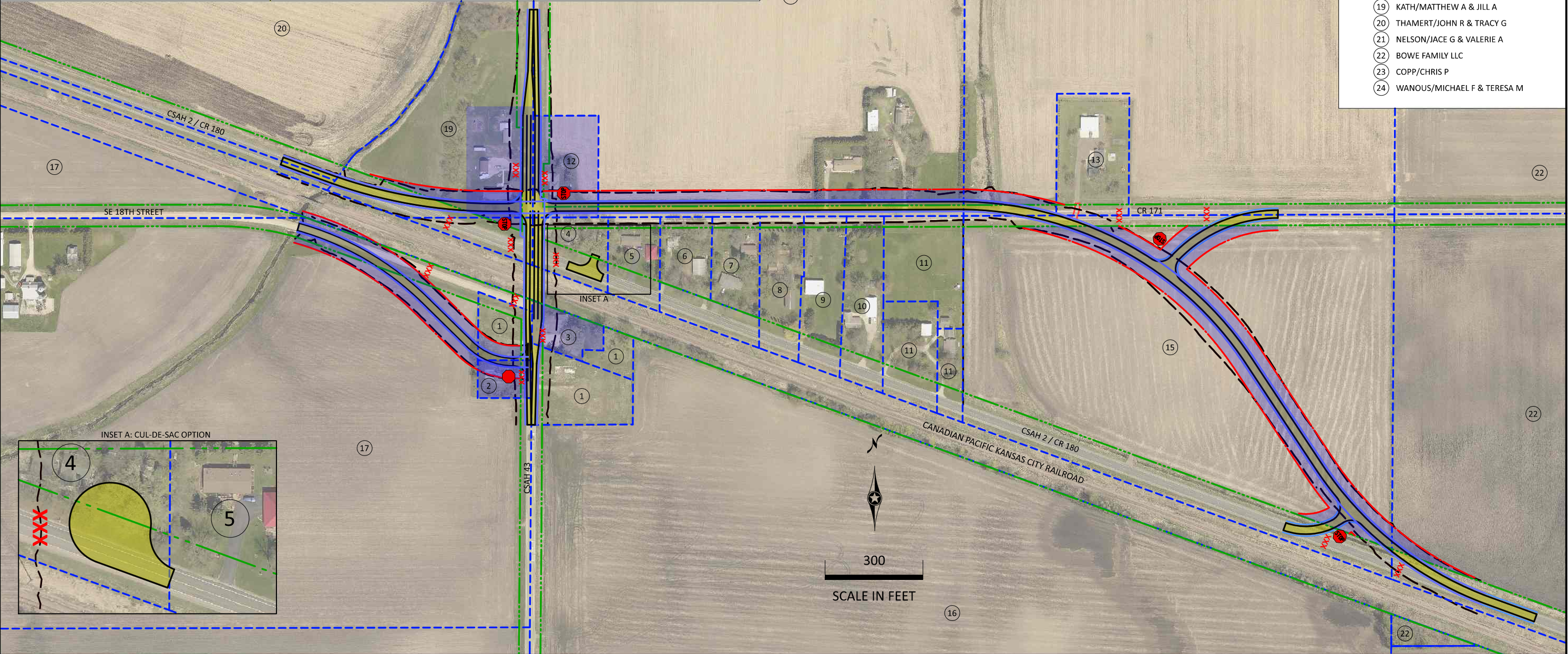
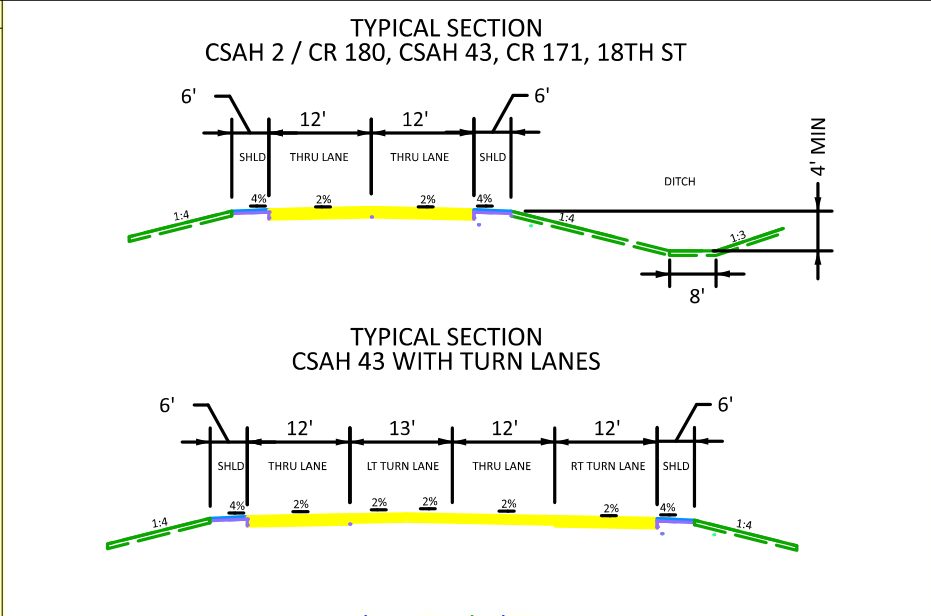
EXISTING ROW

PROPOSED ROW

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ACCESS CLOSURE

PROPERTY ACQUISITION



PROPERTY OWNERS	
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2	EATON/JOEL M
3	JOHNSON/DENNIS W
4	IVERSON/DENNIS & PATRICIA
5	MILLER/NICHOLAS J & GAYLE ANN MILLER
6	PIEPHO/RICHARD R & DEBRA J
7	SCHAEFER/RICHARD C & LOLETA ALICE
8	BROWN/ROGER D
9	SPATENKA/MARK
10	GATHJE/DARIN R & MICHELLE K
11	JACOBSON/JUDD P & SUSAN L
12	SORENSEN/SCOTT G
13	JENSEN-GALLAHER/KELSEY J
14	PICHLER FAMILY FARMS LLC
15	CHRISTEY/KATHLEEN M
16	SORENSEN/KENNETH E
17	RENCHIN/DENNIS L
18	BELLOWS/PATRICIA L
19	KATH/MATTHEW A & JILL A
20	THAMERT/JOHN R & TRACY G
21	NELSON/JACE G & VALERIE A
22	BOWE FAMILY LLC
23	COPP/CHRIS P
24	WANOUS/MICHAEL F & TERESA M

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6-NOV-2024
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LEGEND

ROADWAYS (INCLUDING TURN LANES)

RAISED MEDIAN & CURBS

EXISTING PROPERTY LINE

SHOULDERS

CONSTRUCTION LIMITS

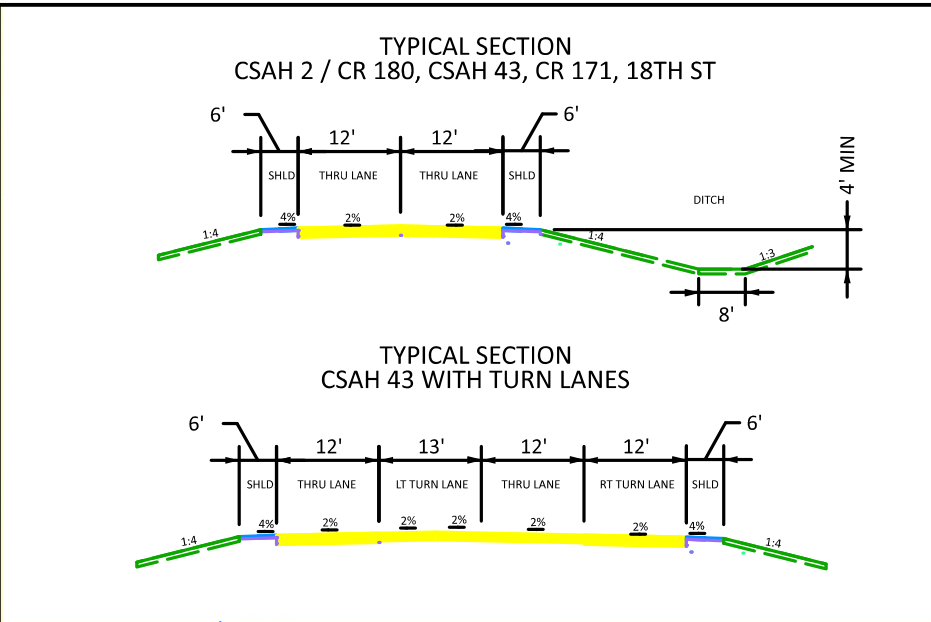
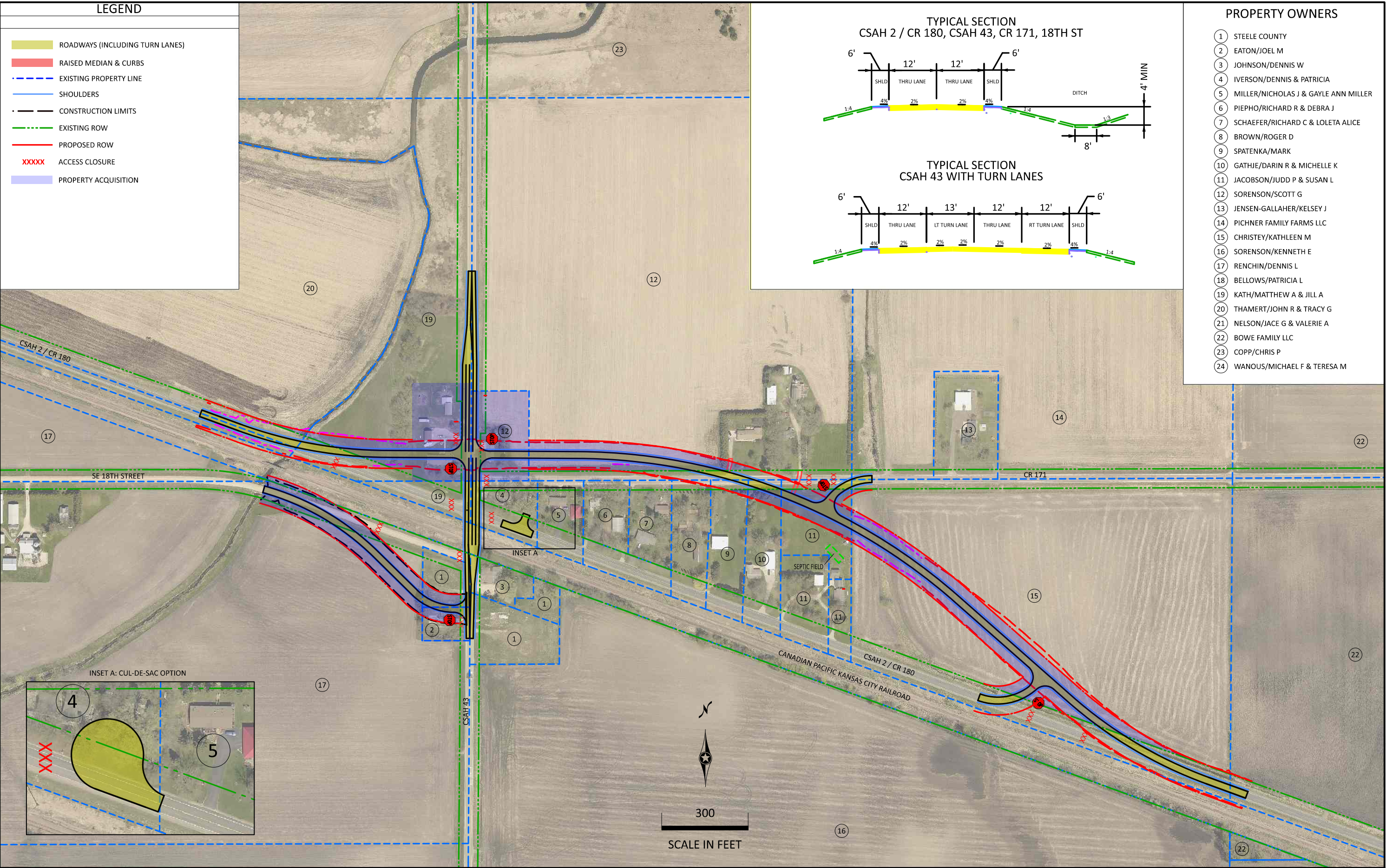
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PROPOSED ROW

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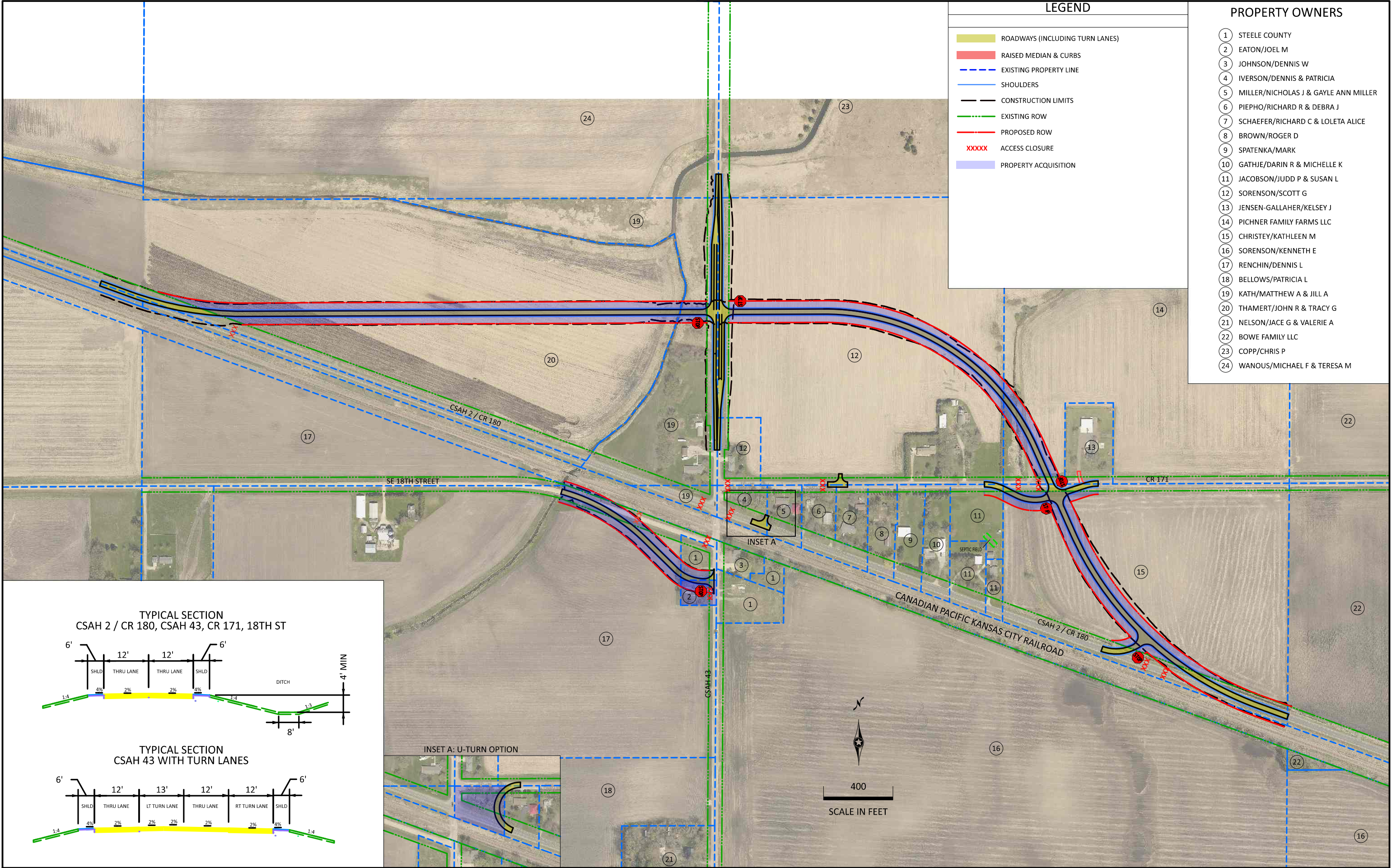
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PROPERTY ACQUISITION



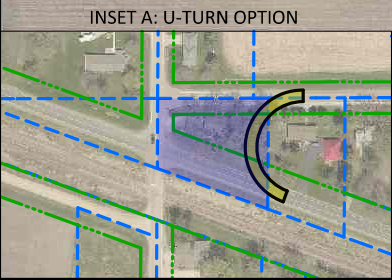
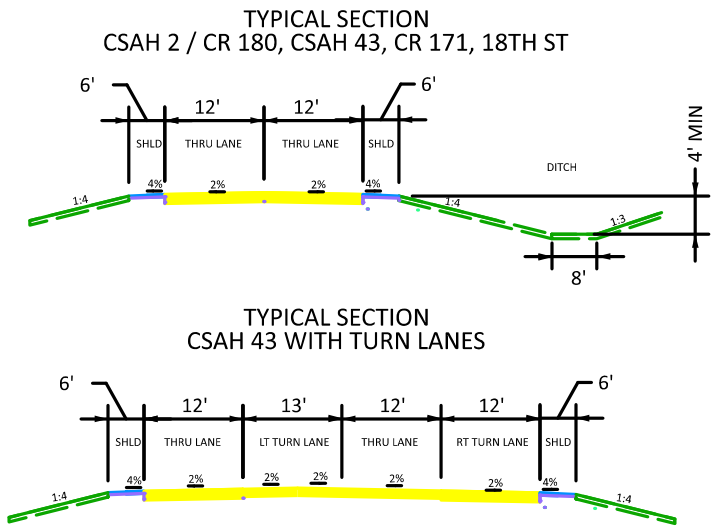
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3	JOHNSON/DENNIS W
4	IVERSON/DENNIS & PATRICIA
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6	PIEPHO/RICHARD R & DEBRA J
7	SCHAEFER/RICHARD C & LOLETA ALICE
8	BROWN/ROGER D
9	SPATENKA/MARK
10	GATHJE/DARIN R & MICHELLE K
11	JACOBSON/JUDD P & SUSAN L
12	SORENSEN/SCOTT G
13	JENSEN-GALLAHER/KELSEY J
14	PICHTER FAMILY FARMS LLC
15	CHRISTEY/KATHLEEN M
16	SORENSEN/KENNETH E
17	RENCHIN/DENNIS L
18	BELLOWS/PATRICIA L
19	KATH/MATTHEW A & JILL A
20	THAMERT/JOHN R & TRACY G
21	NELSON/JACE G & VALERIE A
22	BOWE FAMILY LLC
23	COPP/CHRIS P
24	WANOUS/MICHAEL F & TERESA M

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PLOTTED/REVISED: 16-JAN-2025



LEGEND	
	ROADWAYS (INCLUDING TURN LANES)
	RAISED MEDIAN & CURBS
	EXISTING PROPERTY LINE
	SHOULDERS
	CONSTRUCTION LIMITS
	EXISTING ROW
	PROPOSED ROW
	ACCESS CLOSURE
	PROPERTY ACQUISITION

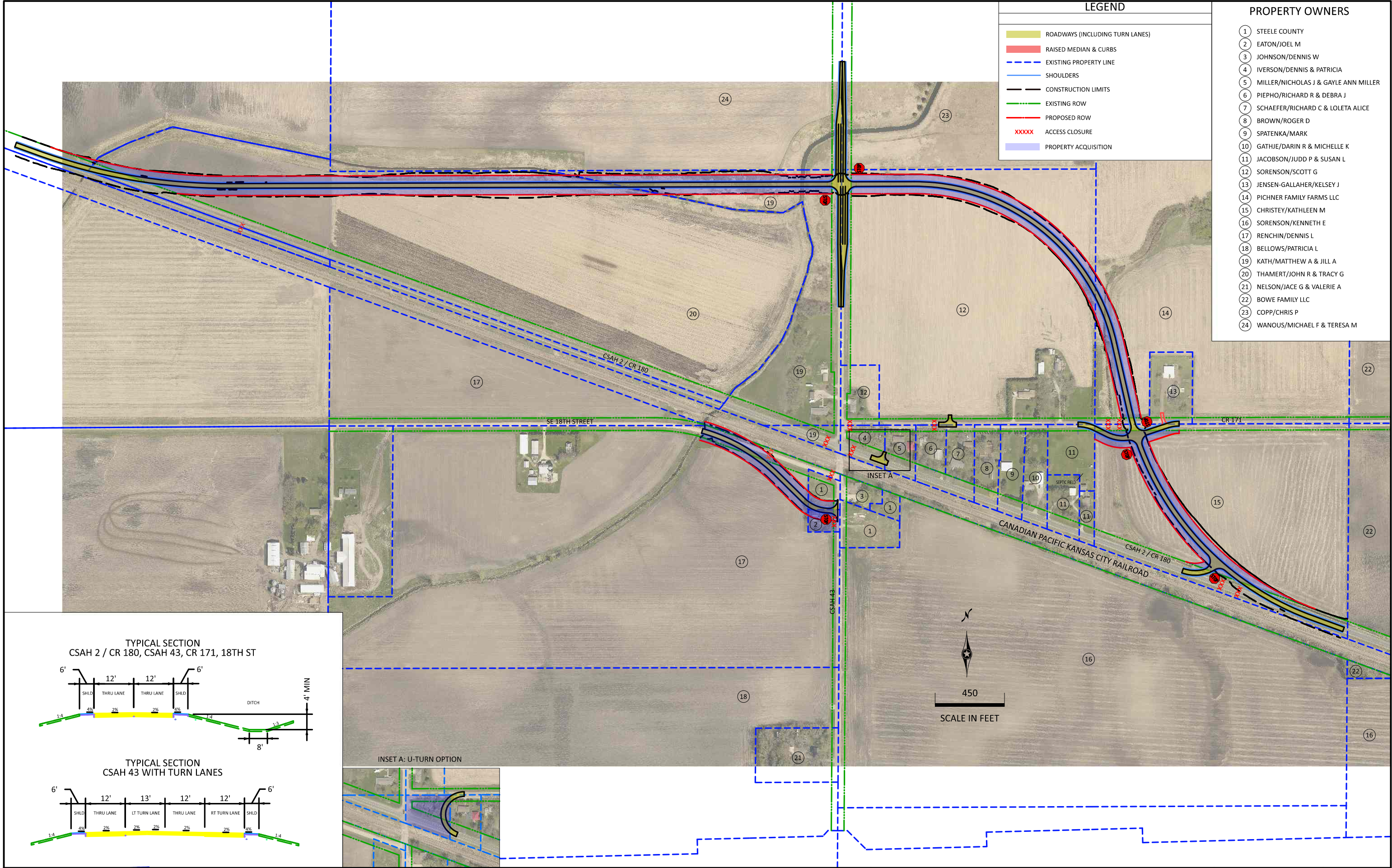
PROPERTY OWNERS	
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3	JOHNSON/DENNIS W
4	IVERSON/DENNIS & PATRICIA
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6	PIEPHO/RICHARD R & DEBRA J
7	SCHAEFER/RICHARD C & LOLETA ALICE
8	BROWN/ROGER D
9	SPATENKA/MARK
10	GATHJE/DARIN R & MICHELLE K
11	JACOBSON/JUDD P & SUSAN L
12	SORENSEN/SCOTT G
13	JENSEN-GALLAHER/KELSEY J
14	PICHNER FAMILY FARMS LLC
15	CHRISTEY/KATHLEEN M
16	SORENSEN/KENNETH E
17	RENCHIN/DENNIS L
18	BELLOWS/PATRICIA L
19	KATH/MATTHEW A & JILL A
20	THAMERT/JOHN R & TRACY G
21	NELSON/JACE G & VALERIE A
22	BOWE FAMILY LLC
23	COPP/CHRIS P
24	WANOUS/MICHAEL F & TERESA M



ALTERNATIVE 4 LAYOUT	
CSAH 2/CR 180, CSAH 43 & CR 171 INTERSECTION IMPROVEMENTS	
STEELE COUNTY, MN	
2025	
S.A.P. XXX-XXX-XXX	

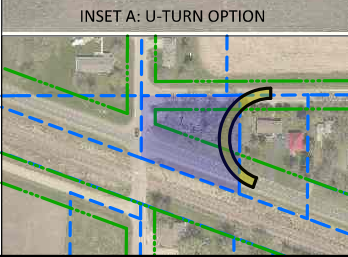
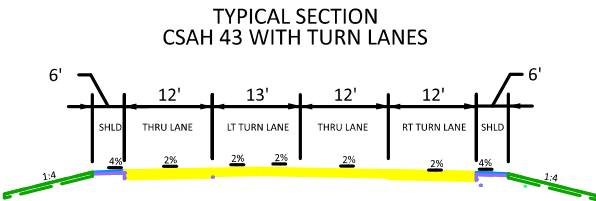
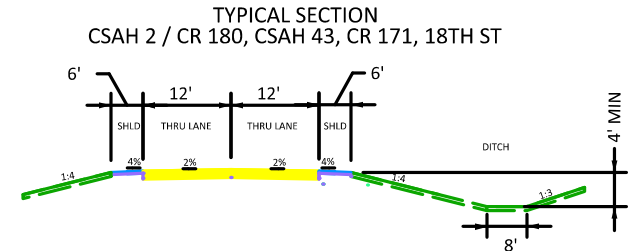
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Page 140 of 275	

DISTRICT #: 6
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LEGEND	
	ROADWAYS (INCLUDING TURN LANES)
	RAISED MEDIAN & CURBS
	EXISTING PROPERTY LINE
	SHOULDERS
	CONSTRUCTION LIMITS
	EXISTING ROW
	PROPOSED ROW
	ACCESS CLOSURE
	PROPERTY ACQUISITION

PROPERTY OWNERS	
1	STEELE COUNTY
2	EATON/JOEL M
3	JOHNSON/DENNIS W
4	IVERSON/DENNIS & PATRICIA
5	MILLER/NICHOLAS J & GAYLE ANN MILLER
6	PIEPHO/RICHARD R & DEBRA J
7	SCHAEFER/RICHARD C & LOLETA ALICE
8	BROWN/ROGER D
9	SPATENKA/MARK
10	GATHJE/DARIN R & MICHELLE K
11	JACOBSON/JUDD P & SUSAN L
12	SORENSEN/SCOTT G
13	JENSEN-GALLAHER/KELSEY J
14	PICHNER FAMILY FARMS LLC
15	CHRISTEY/KATHLEEN M
16	SORENSEN/KENNETH E
17	RENCHIN/DENNIS L
18	BELLOWS/PATRICIA L
19	KATH/MATTHEW A & JILL A
20	THAMERT/JOHN R & TRACY G
21	NELSON/JACE G & VALERIE A
22	BOWE FAMILY LLC
23	COPP/CHRIS P
24	WANOUS/MICHAEL F & TERESA M



ALTERNATIVE 4B LAYOUT	
CSAH 2/CR 180, CSAH 43 & CR 171 INTERSECTION IMPROVEMENTS	
STEELE COUNTY, MN	
2025	
S.A.P. XXX-XXX-XXX	

SCALE: AS SHOWN	DRAWN BY: BGC
WHKS PROJECT NO: 10073	CHECKED BY: BWT
Page 141 of 275	

Appendix B: Cost Estimates

ALTERNATIVE 1 COST ESTIMATE

Item No	Description	Unit	Total Quantity	Unit Price	Total Item Cost
Roadway					
Base Roadway Items					
2104.504	REMOVE PAVEMENT	SQ YD	6200	\$10.00	\$62,000.00
2106.507	EXCAVATION - COMMON	CU YD	6663	\$15.00	\$99,945.00
2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	3332	\$25.00	\$83,300.00
2106.507	COMMON EMBANKMENT (CV)	CU YD	4997.25	\$7.00	\$34,980.75
2118.509	AGGREGATE SURFACING CLASS 2	TON	682	\$30.00	\$20,460.00
2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	1599	\$40.00	\$63,960.00
2360.504	TYPE SP 12.5 NON WEARING COURSE MIXTURE	TON	1125	\$100.00	\$112,500.00
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE	TON	1125	\$100.00	\$112,500.00
2531.503	CONCRETE CURB & GUTTER DESIGN B612	LF	3340	\$35.00	\$116,900.00
2531.503	CONCRETE CURB & GUTTER DESIGN S524	LF	4790	\$35.00	\$167,650.00
2531.504	CONCRETE MEDIAN	SQ YD	1964	\$85.00	\$166,940.00
	INTAKE	EACH	16	\$5,000.00	\$80,000.00
	15" RCP	LF	600	\$120.00	\$72,000.00
	18" RCP	LF	400	\$120.00	\$48,000.00
	24" RCP CULVERT	LF	234	\$130.00	\$30,420.00
	24" RCP APRON	EACH	4	\$1,700.00	\$6,800.00
	CHANNEL SHAPING	LS	1	\$2,000.00	\$2,000.00
	LIGHTING (5% OF ROADWAY ITEMS)	LS	2		\$64,017.79
Roadway Items Subtotal Cost					
Rounded to nearest \$10,000					\$1,340,000.00
Roadway Contingency Cost					
Estimated at 25% Base Roadway Items Subtotal Cost					\$335,000.00
Roadway Mobilization Cost					
Estimated at 10% Base Roadway Items Subtotal Cost					\$134,000.00
Roadway Traffic Control Cost					
Estimated at 5% Base Roadway Items Subtotal Cost					\$67,000.00
Roadway Engineering and Design Cost					
Estimated at 18% Base Roadway Items Subtotal Cost					\$241,200.00
Roadway Right of Way Cost					
Parcel	all parcel costs based on 2024 est. market value plus 25% increase for relocation expenses				
4					\$210,000.00
19					\$530,000.00
12					\$210,000.00
2					\$210,000.00
Building Structure Demolition		EACH	6	\$ 25,000.00	\$150,000.00
Misc. Acreage		ACRE	1.03	\$ 10,000.00	\$10,300.00
Subtotal					\$1,320,000.00
Total Cost					
Rounded to nearest \$10,000					\$3,440,000.00

ALTERNATIVE 2 COST ESTIMATE

Item No	Description	Unit	Total Quantity	Unit Price	Total Item Cost
Roadway					
Base Roadway Items					
2104.504	REMOVE PAVEMENT	SQ YD	6200	\$10.00	\$62,000.00
2106.507	EXCAVATION - COMMON	CU YD	6663	\$15.00	\$99,945.00
2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	3332	\$25.00	\$83,300.00
2106.507	COMMON EMBANKMENT (CV)	CU YD	4997.25	\$7.00	\$34,980.75
2118.509	AGGREGATE SURFACING CLASS 2	TON	682	\$30.00	\$20,460.00
2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	1599	\$40.00	\$63,960.00
2360.504	TYPE SP 12.5 NON WEARING COURSE MIXTURE	TON	1125	\$100.00	\$112,500.00
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE	TON	1125	\$100.00	\$112,500.00
2531.503	CONCRETE CURB & GUTTER DESIGN B612	LF	3340	\$35.00	\$116,900.00
2531.503	CONCRETE CURB & GUTTER DESIGN S524	LF	4790	\$35.00	\$167,650.00
2531.504	CONCRETE MEDIAN	SQ YD	1964	\$85.00	\$166,940.00
	INTAKE	EACH	16	\$5,000.00	\$80,000.00
	15" RCP	LF	600	\$120.00	\$72,000.00
	18" RCP	LF	400	\$120.00	\$48,000.00
	24" RCP CULVERT	LF	234	\$130.00	\$30,420.00
	24" RCP APRON	EACH	4	\$1,700.00	\$6,800.00
	CHANNEL SHAPING	LS	1	\$2,000.00	\$2,000.00
	LIGHTING (5% OF ROADWAY ITEMS)	LS	2		\$64,017.79
Roadway Items Subtotal Cost					
Rounded to nearest \$10,000					\$1,340,000.00
Roadway Contingency Cost					
Estimated at 25% Base Roadway Items Subtotal Cost					\$335,000.00
Roadway Mobilization Cost					
Estimated at 10% Base Roadway Items Subtotal Cost					\$134,000.00
Roadway Traffic Control Cost					
Estimated at 5% Base Roadway Items Subtotal Cost					\$67,000.00
Roadway Engineering and Design Cost					
Estimated at 18% Base Roadway Items Subtotal Cost					\$241,200.00
Roadway Right of Way Cost					
Parcel	all parcel costs based on 2024 est. market value plus 25% increase for relocation expenses				
4					\$210,000.00
19					\$530,000.00
12					\$210,000.00
2					\$210,000.00
Building Structure Demolition		EACH	6	\$ 25,000.00	\$150,000.00
Misc. Acreage		ACRE	1.03	\$ 10,000.00	\$10,300.00
Subtotal					\$1,320,000.00
Total Cost					
Rounded to nearest \$10,000					\$3,440,000.00

ALTERNATIVE 3 COST ESTIMATE

Item No	Description	Unit	Total Quantity	Unit Price	Total Item Cost
Roadway					
Roadway Items					
2104.504	REMOVE PAVEMENT	SQ YD	13444	\$10.00	\$134,440.00
2106.507	EXCAVATION - COMMON	CU YD	22785	\$15.00	\$341,775.00
2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	12969	\$25.00	\$324,225.00
2106.507	COMMON EMBANKMENT (CV)	CU YD	9,755	\$7.00	\$68,285.00
2118.509	AGGREGATE SURFACING CLASS 2	TON	741	\$30.00	\$22,230.00
2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	4323	\$40.00	\$172,920.00
2360.504	TYPE SP 12.5 NON WEARING COURSE MIXTURE	TON	3097	\$100.00	\$309,700.00
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE	TON	4377	\$100.00	\$437,700.00
	8'x8' PRECAST CONCRETE BOX CULVERT	LF	40	\$1,200.00	\$48,000.00
	8'X8' PRECAST CONCRETE BOX CULVERT END SECTION	EACH	4	\$24,000.00	\$96,000.00
	10'X8' PRECAST CONCRETE BOX CULVERT	LF	20	\$1,600.00	\$32,000.00
	10'X8' PRECAST CONCRETE BOX CULVERT END SECTION	EACH	2	\$33,500.00	\$67,000.00
	24" RCP PIPE CULVERT	LF	125	\$130.00	\$16,250.00
	24" RCP APRON	EACH	3	\$1,700.00	\$5,100.00
	30" RCP PIPE CULVERT	LF	233	\$200.00	\$46,600.00
	30" RCP PIPE APRON	EACH	4	\$2,000.00	\$8,000.00
	48" RCP PIPE CULVERT	LF	98	\$375.00	\$36,750.00
	48" RCP PIPE APRON	EACH	2	\$3,800.00	\$7,600.00
	CHANNEL SHAPING	LS	1	\$3,000.00	\$3,000.00
Roadway Items Subtotal Cost					
	Rounded to nearest \$10,000				\$2,180,000.00
Roadway Contingency Cost					
	Estimated at 20% Base Roadway Items Subtotal Cost				\$436,000.00
Roadway Mobilization Cost					
	Estimated at 10% Base Roadway Items Subtotal Cost				\$218,000.00
Roadway Traffic Control Cost					
	Estimated at 5% Base Roadway Items Subtotal Cost				\$109,000.00
Roadway Engineering and Design Cost					
	Estimated at 18% Base Roadway Items Subtotal Cost				\$392,400.00
Wetland Mitigation Impacts Cost					
		ACRE	0.4	\$51,000.00	\$20,400.00
Right of Way Cost					
Parcel	all parcel costs based on 2024 est. market value plus 25% increase for relocation expenses				
19					\$530,000.00
12					\$210,000.00
2					\$210,000.00
	Building Structure Demolition	EACH	5	\$ 25,000.00	\$125,000.00
	Misc. Acreage	ACRE	6.21	\$ 10,000.00	\$62,100.00
	Subtotal				\$1,140,000.00
Total Cost					
	Rounded to nearest \$10,000				\$4,500,000.00

ALTERNATIVE 4 COST ESTIMATE

Item No	Description	Unit	Total Quantity	Unit Price	Total Item Cost
Roadway					
Base Roadway Items					
2104.504	REMOVE PAVEMENT	SQ YD	17420	\$10.00	\$174,200.00
2106.507	EXCAVATION - COMMON	CU YD	41044	\$15.00	\$615,660.00
2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	18303	\$25.00	\$457,575.00
2106.507	COMMON EMBANKMENT (CV)	CU YD	16,090	\$7.00	\$112,630.00
2118.509	AGGREGATE SURFACING CLASS 2	TON	713	\$30.00	\$21,390.00
2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	6101	\$40.00	\$244,040.00
2360.504	TYPE SP 12.5 NON WEARING COURSE MIXTURE	TON	4351	\$100.00	\$435,100.00
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE	TON	6178	\$100.00	\$617,800.00
	8'x6' PRECAST CONCRETE BOX CULVERT	LF	136	\$1,600.00	\$217,600.00
	8'x6' PRECAST CONCRETE BOX CULVERT END SECTION	EACH	4	\$25,000.00	\$100,000.00
	14'x8' PRECAST CONCRETE BOX CULVERT	LF	68	\$2,000.00	\$136,000.00
	14'x8' PRECAST CONCRETE BOX CULVERT END SECTION	EACH	2	\$35,000.00	\$70,000.00
	24" RCP PIPE CULVERT	LF	206	\$130.00	\$26,780.00
	24" RCP APRON	EACH	4	\$1,700.00	\$6,800.00
	30" RCP PIPE CULVERT	LF	118	\$200.00	\$23,600.00
	30" RCP PIPE APRON	EACH	4	\$2,000.00	\$8,000.00
	48" RCP PIPE CULVERT	LF	280	\$375.00	\$105,000.00
	48" RCP PIPE APRON	EACH	4	\$3,800.00	\$15,200.00
	CHANNEL SHAPING	LS	1	\$4,000.00	\$4,000.00
Roadway Items Subtotal Cost					
Rounded to nearest \$10,000					\$3,390,000.00
Roadway Contingency Cost					
Estimated at 20% Base Roadway Items Subtotal Cost					\$678,000.00
Roadway Mobilization Cost					
Estimated at 10% Base Roadway Items Subtotal Cost					\$339,000.00
Roadway Traffic Control Cost					
Estimated at 5% Base Roadway Items Subtotal Cost					\$169,500.00
Roadway Engineering and Design Cost					
Estimated at 18% Base Roadway Items Subtotal Cost					\$610,200.00
Wetland Mitigation Impacts Cost					
		ACRE	1.3	\$51,000.00	\$66,300.00
Right of Way Cost					
Parcel	all parcel costs based on 2024 est. market value plus 25% increase for relocation expenses				
2					\$210,000.00
	Building Structure Demolition	EACH	1	\$ 25,000.00	\$25,000.00
	Misc. Acreage	ACRE	13.41	\$ 10,000.00	\$134,100.00
	Subtotal				\$370,000.00
Total Cost					
Rounded to nearest \$10,000					\$5,620,000.00

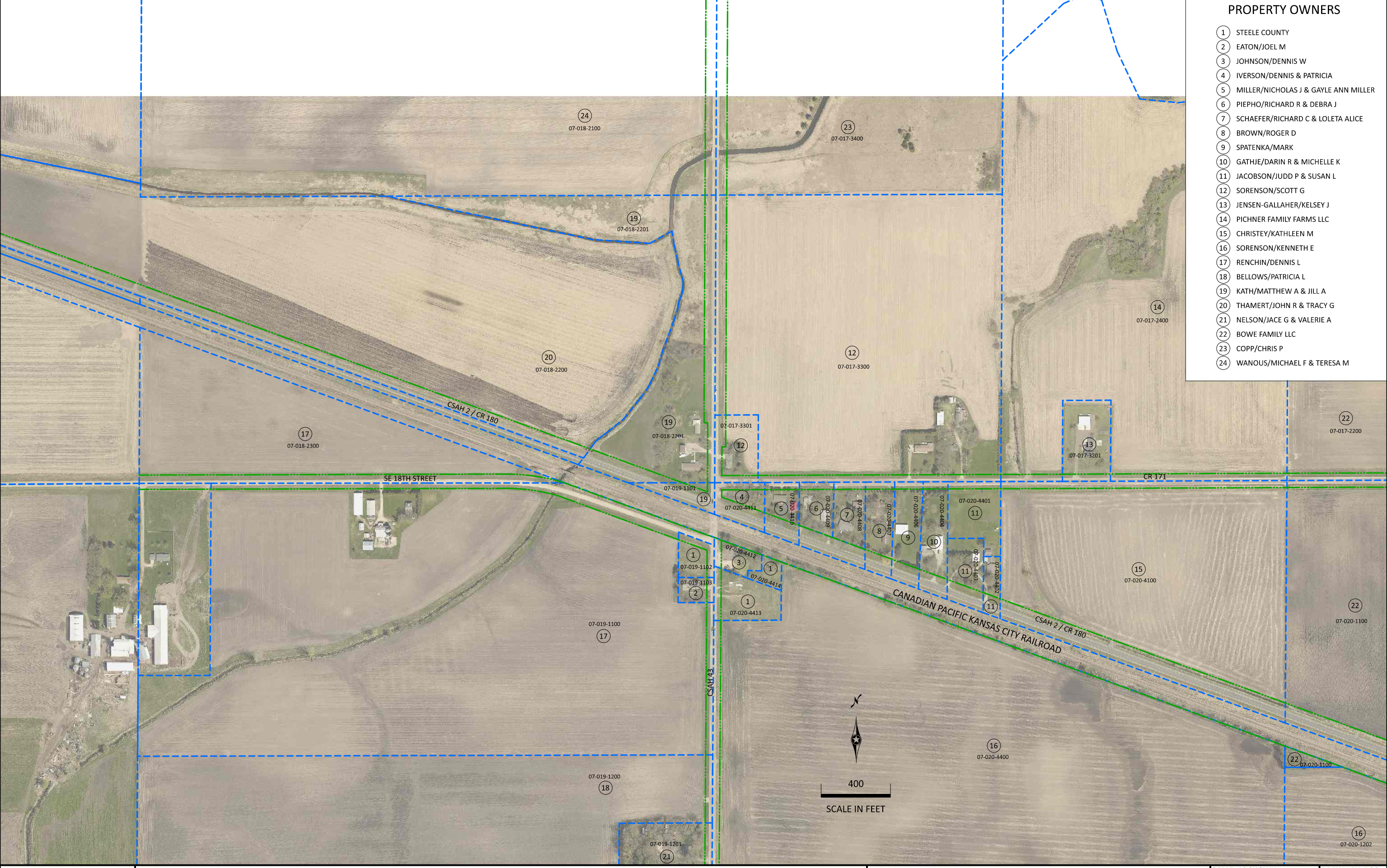
ALTERNATIVE 4B COST ESTIMATE

Item No	Description	Unit	Total Quantity	Unit Price	Total Item Cost
Roadway					
Base Roadway Items					
	Based on 25% increase in roadway length over Alt 4				\$4,237,500.00
Roadway Items Subtotal Cost					
	Rounded to nearest \$10,000				\$4,240,000.00
Roadway Contingency Cost					
	Estimated at 20% Base Roadway Items Subtotal Cost				\$848,000.00
Roadway Mobilization Cost					
	Estimated at 10% Base Roadway Items Subtotal Cost				\$424,000.00
Roadway Traffic Control Cost					
	Estimated at 5% Base Roadway Items Subtotal Cost				\$212,000.00
Roadway Engineering and Design Cost					
	Estimated at 18% Base Roadway Items Subtotal Cost				\$763,200.00
Wetland Mitigation Impacts Cost					
		ACRE	1.25	\$51,000.00	\$63,750.00
Right of Way Cost					
Parcel	all parcel costs based on 2024 est. market value plus 25% increase for relocation expenses				
2					\$210,000.00
	Building Structure Demolition	EACH	1	\$ 25,000.00	\$25,000.00
	Misc. Acreage	ACRE	17.98	\$ 10,000.00	\$179,800.00
Subtotal					\$410,000.00
Total Cost					
	Rounded to nearest \$10,000				\$6,960,000.00

Appendix C: Property Map

PLOTTED/REVISED: 27-FEB-2025

PLOT NAME: Conceptual Layout4 Exhibit



PROPERTY OWNERS

- 1 STEELE COUNTY
- 2 EATON/JOEL M
- 3 JOHNSON/DENNIS W
- 4 IVERSON/DENNIS & PATRICIA
- 5 MILLER/NICHOLAS J & GAYLE ANN MILLER
- 6 PIEPHO/RICHARD R & DEBRA J
- 7 SCHAEFER/RICHARD C & LOLETA ALICE
- 8 BROWN/ROGER D
- 9 SPATENKA/MARK
- 10 GATHJE/DARIN R & MICHELLE K
- 11 JACOBSON/JUDD P & SUSAN L
- 12 SORENSON/SCOTT G
- 13 JENSEN-GALLAHER/KELSEY J
- 14 PICHNER FAMILY FARMS LLC
- 15 CHRISTEY/KATHLEEN M
- 16 SORENSON/KENNETH E
- 17 RENCHIN/DENNIS L
- 18 BELLOWS/PATRICIA L
- 19 KATH/MATTHEW A & JILL A
- 20 THAMERT/JOHN R & TRACY G
- 21 NELSON/JACE G & VALERIE A
- 22 BOWE FAMILY LLC
- 23 COPP/CHRIS P
- 24 WANOUS/MICHAEL F & TERESA M



Appendix D: Public Engagement

D.1: Open House #1 Attendance

STEELE COUNTY CSAH 2/CR 180, CSAH 43 & CR 171 INTERSECTION IMPROVEMENTS

Project No. 10073
October 10, 2024
5:00pm – 7:00pm

SIGN-IN SHEET

NAME	REPRESENTING	PHONE NO.	EMAIL
1. Monte Mowry	self	507-455-0913	mowrys/lazy meadows@gmail
2. Larry Schubert	HAWANA TOWN SHIP	507 686 6882	
3. John Bowe	HAWANA	507-456-4607	
4. Mark Burnham	HAWANA	507/456-4552	
5. Deb Burnham	"	507/456-4906	
6. Laurie Wolhart	"	507-456-2880	lwolhart@gmail.com
7. Michelle Gathje	Hawana	(507) 475-0837	dmgathje@gmail.com
8. Narm Gathje	Hawana	(507) 456-0752	dmgathje@gmail.com
9. Richard Schaefer	HAWA	507 676-0970	RVRRR75@outlook.com
10. Lolera Schaefer	HAWA	507-676-0825	
11. Susan Johnson	self	507-456-7535	susiebauer58@hotmail.com
12.			
13.			
14.			
15.			

STEELE COUNTY CSAH 2/CR 180, CSAH 43 & CR 171 INTERSECTION IMPROVEMENTS

SIGN-IN SHEET

NAME	REPRESENTING	PHONE NO.	EMAIL
16. ALEX EBENHOH	Self	507 475 1100	ALEX.EBENHOH@GMAIL.COM
17. DENNIS IVERSON	Self	507-475-0519	pierson52@gmail
18. Patricia Herod	Self	507-475-0518	LI
19. Lolita Bernefer	Self	507-676-0825	mstingcat333@gmail.ca
20. Kim H. H. H.	Self	507, 456-2161	Kim H. H. H.
21. Lynn Eaton	Self	507-456-0795	llynneatonfamily11@hotmail.com
22. Glenn Engstrom	ARM of MN	612-247-3068	gengstrom@armofmn.com
23. Nick Miller	Nick Miller	507-390-1774	
24. John Traci Thernest		507-456-3857	
25. Jeanne Righner		507-456-8786	
26. Melissa Zimmermen		507 696-1960	lyssalynn13@gmail.com
27. Kent Schmidt	Self	507-456-1523	
28.			
29.			
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STEELE COUNTY CSAH 2/CR 180, CSAH 43 & CR 171 INTERSECTION IMPROVEMENTS

Project No. 10073
October 10, 2024
5:00pm – 7:00pm

SIGN-IN SHEET

NAME	REPRESENTING	PHONE NO.	EMAIL
1. Scott Sorenson	Scott Sorenson	612 414 7783	SSorenson100@gmail.com
2. Tom Carowuad	SCOTT SORESEN	607 791-3690	etgourmet@cox.net
3. Steve Schickling	Scott Sorenson	776-881-1967 cell	Steve.Schickling@gmail.com
4. Kurt Easters	Scott Sorenson	612 244 3224	78catfan@gmail.com
5. Miller	Mike Miller	507-390-1774	
6. Thomas Sorenson	Scott Sorenson	612-670-5120	tommy.sorenson100@gmail.com
7. Steve Sorenson		507 676 7162	STEVE@STEELECOUNTYIA.COM
8. Rick Green	Stacy Carowuad	507 451-3813	dgrg@gmail.com
9. Jill & Matt Kath	Kathie	507-456-0504	jill.kath@yahoo.com
10. BRIAN D. SCHMIDT	SELF	507-451-9614	
11. Angie Jensen	Self	507-456-3885	jensenstroemoung@gmail.com
12. Dean Schram	Daughter resey	507-456-1102	deanschram@gmail.com
13. Hersey Jensen-Gallagher	Hersey Jensen-Gallagher	507-213-6469	hamilcohen@gmail.com
14.			
15.			

STEELE COUNTY CSAH 2/CR 180, CSAH 43 & CR 171 INTERSECTION IMPROVEMENTS

SIGN-IN SHEET

	NAME	REPRESENTING	PHONE NO.	EMAIL
16.	Greg Krueger	Steele County	507-456-6601	greg.krueger@co.steele.mn.us
17.	James Brady	Steele County	507-202-0804	Jim.Brady@Live.com
18.	Steve Doughty	Steve's Service	507-456-4969	steveservicing@gmail.com
19.	Gale Jorgensen	Self	612-2143723	watersprite57@yahoo.com
20.	Jace + Val Nelson	Self	507-390-2596	jvnelson@yahoo.com
21.				
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D.2: Open House #2 Attendance

STEELE COUNTY CSAH 2/CR 180, CSAH 43 & CR 171 INTERSECTION IMPROVEMENTS

Project No. 10073
January 30, 2025
5:00pm – 7:00pm

SIGN-IN SHEET

NAME	REPRESENTING	PHONE NO.	EMAIL
1. Jim Abbe	Steele County Commission	507-456-0786	
2. LAURIE Wolhart	Clerk, Havana	507-456-2880	havanaclerk@gmail.com
3. LARRY Schubert	Havana Township	507 676 6882	
4. JAKE JACOBSON		507 676 7168	STEELDUST R3@GMAIL.COM
5. GRANT QUAM		507-455-0338	gquam@gmail.com
6. JACKSON KNUDSON	STEELE CO.	507-686-0112	jackson.knudson@steelecounty.mn.gov
7. John Bower		456-4607	BowerJohn1@AOL.com
8. Jeanne Pichner		507-456-8786	JeanneP193@gmail.com
9. Roger Canoll		507-456-5606	None
10. Kent Schmidt		507-456-1523	
11. Gabe Jorgensen		612-214 3723	watersprite57@yahoo.com
12. Lynn & Joel Eaton		507-456-0795	eatonfamily11@hotmail.com
13. Michelle Mathys	Steele	(507) 475-0831	cmgmathys@gmail.com
14.			
15.			

STEELE COUNTY CSAH 2/CR 180, CSAH 43 & CR 171 INTERSECTION IMPROVEMENTS

Project No. 10073
January 30, 2025
5:00pm – 7:00pm

SIGN-IN SHEET

	NAME	REPRESENTING	PHONE NO.	EMAIL
1.	Byrl Schaefer	Self + wife	507-676-0970	BURWORD 75 @ Outlook.com
2.	Paul Jochen		507-259-3039	
3.				
4.				
5.				
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STEELE COUNTY CSAH 2/CR 180, CSAH 43 & CR 171 INTERSECTION IMPROVEMENTS

Project No. 10073
January 30, 2025
5:00pm – 7:00pm

SIGN-IN SHEET

NAME	REPRESENTING	PHONE NO.	EMAIL
1. Matt & Jill Kath	Matt & Jill Kath	507-475-8551	
2. Tim Nelson	Tim Nelson	507-213-9614	
3. Tanner Kennedy		507-676-7956	
4. Thomas Sorenson	Scott Sorenson	612-670-5120	
5. Mark Spatenka		507-475-1983	
6. Val Nelson		507-390-2596	
7. Melissa Zimmerman			
8. Dennis Karcher		507-451-1277	
9.			
10.			
11.			
12.			
13.			
14.			
15.			

D.3: CPKC Railroad Correspondence

Brandyn Chezick

From: Brandon Theobald
Sent: Monday, December 2, 2024 4:22 PM
To: Brandyn Chezick
Cc: Eric Tott
Subject: FW: [EXTERNAL] FW: 193376B, Waseca Subdivision MP 83.9

Brandon Theobald, P.E. | Associate
Voice: 507.288.3923 | www.whks.com



From: Sponholz, Paul <Paul.Sponholz@SteeleCountyMN.gov>
Sent: Monday, December 2, 2024 3:31 PM
To: Brandon Theobald <BTheobald@Whks.com>
Subject: [EXTERNAL] FW: 193376B, Waseca Subdivision MP 83.9

Brandon,

CPKC prefers Concept 4. I also talked to Brian over the phone before he sent this email. Concepts 2 & 3 aren't desirable to him with the turn lanes over the track and the potential of traffic queues sitting on the track.

Paul Sponholz, P.E. | County Engineer

Steele County | PO Box 890, 3000 Hoffman Dr NW, Owatonna, MN 55060-0890
O: (507) 444-7671 | M: (507) 475-2253 | Paul.Sponholz@SteeleCountyMN.gov

From: Brian Osborne <Brian.Osborne@cpkcr.com>
Sent: Monday, December 2, 2024 3:27 PM
To: Sponholz, Paul <Paul.Sponholz@SteeleCountyMN.gov>
Cc: Larry Lloyd <Larry.Lloyd@cpkcr.com>; Daniel Sabatka (<Daniel_Sabatka@cpr.ca> <Daniel_Sabatka@cpr.ca>
Subject: RE: 193376B, Waseca Subdivision MP 83.9

Paul,
After receiving the plans CPKC would go with option 4 than 3. Option 4 just has better turn lanes for traffic by the tracks. It also has room for an overpass in the future.

Thank You

Brian Osborne
Manager of Public Works
120 South 6th Street Suite 700

MPLS, MN 55402
Cell-612-760-2945



NEW EMAIL ADDRESS: Brian.Osborne@cpkcr.com

Canadian Pacific Emergency Number: 1-800-716-9132
Canadian Pacific Call-Before-You-Dig: 1-866-291-0741
Call-Before-You-Dig National Hotline: 811

For Faster Processing, Please Use The FRA Public Data Base to Find Subdivision and Mile Post
<https://safetydata.fra.dot.gov/OfficeofSafety/PublicSite/Crossing/Crossing.aspx>

All Utility Permits and Utility Crossing Permits Must Be Submitted at
https://jllrpg.360works.com/fmi/webd/rpo_web_kcs.fmp12

Permits@kcsouthern.com

From: Sponholz, Paul <Paul.Sponholz@SteeleCountyMN.gov>
Sent: Tuesday, November 26, 2024 10:08 AM
To: Brian Osborne <Brian.Osborne@cpkcr.com>
Cc: Larry Lloyd <Larry.Lloyd@cpkcr.com>; Daniel Sabatka (<Daniel_Sabatka@cpr.ca> <Daniel_Sabatka@cpr.ca>
Subject: 193376B, Waseca Subdivision MP 83.9

This Message Is From an External Sender

This email did not originate from CPKC. Please exercise caution with any links or attachments.

Brian,

We are working on another project near or across the subject rail crossing to make some safety improvements with construction scheduled for 2026. This intersection in the unincorporated village of Havana is one of most hazardous intersections in the county; including a truck vs train crash in 2019. The intersection has seen a significant increase in traffic with the expansion of US 14, closure of several other area rail crossings. It especially takes a lot grain truck traffic headed to the Al Corn Ethanol Plant to the east near Claremont which is serviced by this rail line.

We'll be realigning the intersections of CSAH 2 (Claremont Rd), CSAH 43, CR 180 and CR 171 to combine and spread out the distance between intersections and rail crossing, and remove skews if possible.

Would you provide comments on the 4 concepts attached to help us determine a preferred option, preferably by December 13? If you'd like, we can set up a Teams meeting to discuss.

In summary the concepts are:

Concept 1: Roundabout. Yield line is approximately 150 feet from the center of the track. No change at the crossing. Impacts to residential properties are very high, so we are unlikely to choose this option.

Concept 2: Realign CSAH 2/CR 180 to CR 171, combines intersection and moves it about 200 feet from the center of track. Increases width of crossing to about 70 feet with the skew (includes four 12' lanes (two thru and two turn lanes) with two 6' shoulders). Turn lanes would be over the track, so could introduce occasional queuing of traffic over track.

Concept 3: Realign CSAH 2/CR 180 to about 90 feet north of CR 171, combines intersection and moves it about 290 feet from the center of track. Increases width of crossing to about 70 feet with the skew (includes four 12' lanes (two thru and two turn lanes) with two 6' shoulders). Turn lanes would be over the track, but near their beginning compared to Concept 2. Traffic less likely to queue over track, but still possible.

Concept 4: Realign CSAH 2/CR 180 to CR 171, combines intersection and moves it about 950 feet from the center of track. No changes necessary for the crossing. Turn lanes are north of the track. Significant farmland impacts, but this is looking to be our preferred option for many reasons. And it appears to have the least impact on the railroad.

Currently the crossing is controlled passively by stop signs. The intersection to the north is also controlled by a stop sign, so currently, trucks stopping for CSAH 2/CR 180/Claremont Rd have their trailer over the track when waiting for clearing the road. If the railroad is supportive, we are supportive of seeing if a diagnostic would change this to gates and flashing lights, and then fund the crossing controls with a federal or state crossing improvement program.





Paul Sponholz, P.E. | County Engineer

Steele County | PO Box 890, 3000 Hoffman Dr NW, Owatonna, MN 55060-0890

O: (507) 444-7671 | M: (507) 475-2253 | Paul.Sponholz@SteeleCountyMN.gov

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Appendix E: Decision Matrix

Steele County | CSAH 2/CR 180, CSAH 43 & CR 171 Intersection Improvements

	Alternative 1	Alternative 2	Alternative 3	Alternative 4
Roadway	Existing roadway alignment. Roundabout intersection control.	Shift roadway alignment north to CR 171. Two-way stop intersection control.	Shift roadway alignment slightly north of CR 171. Two-way stop intersection control.	Shift roadway alignment farther north of CR 171. Two-way stop intersection control.
Considerations				
Geometrics	Curved approaches to reduce driver speed entering the intersection. Existing intersection skew remains. No increase in storage space between intersection and RR crossing. ●	Reduce number of intersections near RR crossing. Remove intersection skew. Additional storage space for vehicles between intersection and RR crossing. CSAH 43 turn lanes extend through RR crossing. Room for future improvements to intersection. ●	Reduce number of intersections near RR crossing. Remove intersection skew. Increased additional storage space for vehicles between intersection and RR crossing. CSAH 43 turn lanes extend through RR crossing. Room for future improvements to intersection. ●	Reduce number of intersections near RR crossing. Remove intersection skew. Greatest additional storage space for vehicles between intersection and RR crossing. Shift CSAH 43 turn lanes north, avoiding impacts to the RR crossing. Room for future RR overpass and improvements to intersection. ●
Right of Way Acquisition	Most residential property acquisition. Minimal farmland acquisition. ●	Moderate residential property acquisition, moderate farmland property acquisition. ●	Major residential property acquisition, major farmland property acquisition. ●	Minimal residential properties, most farmland property. ●
Relocations	Relocation required for four property owners. ●	Relocation required for four property owners including one multi-resident apartment building. ●	Relocation required for three property owners. ●	Relocation required for one property owner. Owner has previously contacted County to discuss sale of property. ●
Cost	\$3,440,000 ●	\$4,710,000 ●	\$4,500,000 ●	\$5,620,000 ●

Visual Ranking

- Most Feature Improvement/Least Considerations
 ● Some Feature Improvement/Some Considerations
 ● Less Improvement/Major Considerations
 ● Least Feature Improvement/Most Considerations



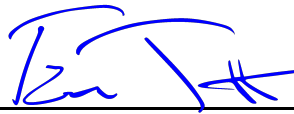
Appendix F: ICE Report

**INTERSECTION CONTROL EVALUATION REPORT
FOR
CSAH 2/CR 180, CSAH 43, and CR 171**

HAVANA, MINNESOTA

Prepared for:
Steele County, MN
2025

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



Eric J. Tott, P.E., PTOE

02-24-2025

Date

54543

License. No.



whks

engineers + planners + land surveyors

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Appendix

Appendix A Traffic Count Data

Appendix B Intersection Capacity Analysis Reports

Appendix C Intersection Capacity Analysis Reports

Appendix D Intersection Capacity Analysis Reports

Appendix E Intersection Capacity Analysis Reports

Appendix F Crash Data

Appendix G Warrants

Appendix H Alternative Exhibits

Project Description

An intersection control evaluation (ICE) report has been prepared for the intersection of CSAH 2/CR 180, CSAH 43, and CR 171 in Steele County, Minnesota. The report applies the signal justification warrants, as outlined in the *Minnesota Manual on Uniform Traffic Control Devices (MUTCD)* and uses engineering methods outlined in the *Highway Capacity Manual, 6th Edition*. Several alternative layouts for the intersection have been proposed and analyzed in this report, including the findings of different traffic control evaluations.

The purpose of the report is to determine which type of intersection control is the most beneficial for the intersection. Specifically, this report will evaluate whether side-street stop, multi-way stop, traffic signal, or a roundabout is the most beneficial method of traffic control for the intersection.

Intersection Location

The intersections of SE 44th Avenue (CSAH 43) with CR 171, CSAH 2/CR 180, and 18th Street are located in the City of Havana, Minnesota. The study area lies in the east central region of Steele County. Currently, the area surrounding the intersection is mixed agricultural / residential (See Figure 1).



Figure 1 – Location Map

Existing Intersection Characteristics

CSAH 43 / CR 171 Intersection

The CSAH 43 / CR 171 intersection is a three-legged intersection. CSAH 43 is a north-south route. The side street, CR 171 is an east-west route with stop control on CR 171. All approaches to are two-lane roadways with no additional turn lanes. There are several entrances near the intersection for residential properties.

CSAH 43 / CSAH 2/CR 180 Intersection

The CSAH 43 / CSAH 2/CR 180 intersection is a skewed four-legged intersection. CSAH 43 is a north-south route with stop control on CSAH 43. CSAH 2/CR 180 is an east-west route. All approaches to are two-lane roadways with no additional turn lanes. There is a residential entrance in the northeast quadrant of the intersection and a skewed railroad crossing on the south leg of the intersection.

CSAH 43 / 18th Street Intersection

The CSAH 43 / 18th Street intersection is a three-legged intersection. CSAH 43 is a north-south route. The side street, 18th Street is an east-west route with stop control on 18th Street. All approaches to are two-lane roadways with no additional turn lanes. There are several entrances near the intersection for residential properties and a skewed railroad crossing on the north leg of the intersection.

All three intersections and the railroad crossing are closely spaced.

Proposed Configurations

Four alternative layouts for this intersection are being proposed and analyzed in this report.

Alternative 1:

Alternative 1 consists of a 5-leg roundabout connecting CSAH 43, CSAH 2/CR 180 and CR 171. Alternative 1 includes rerouting SE 18th Street to the south to remove the skew of the intersection (see Figure 2). For a full-size print of the alternative, see Appendix H.

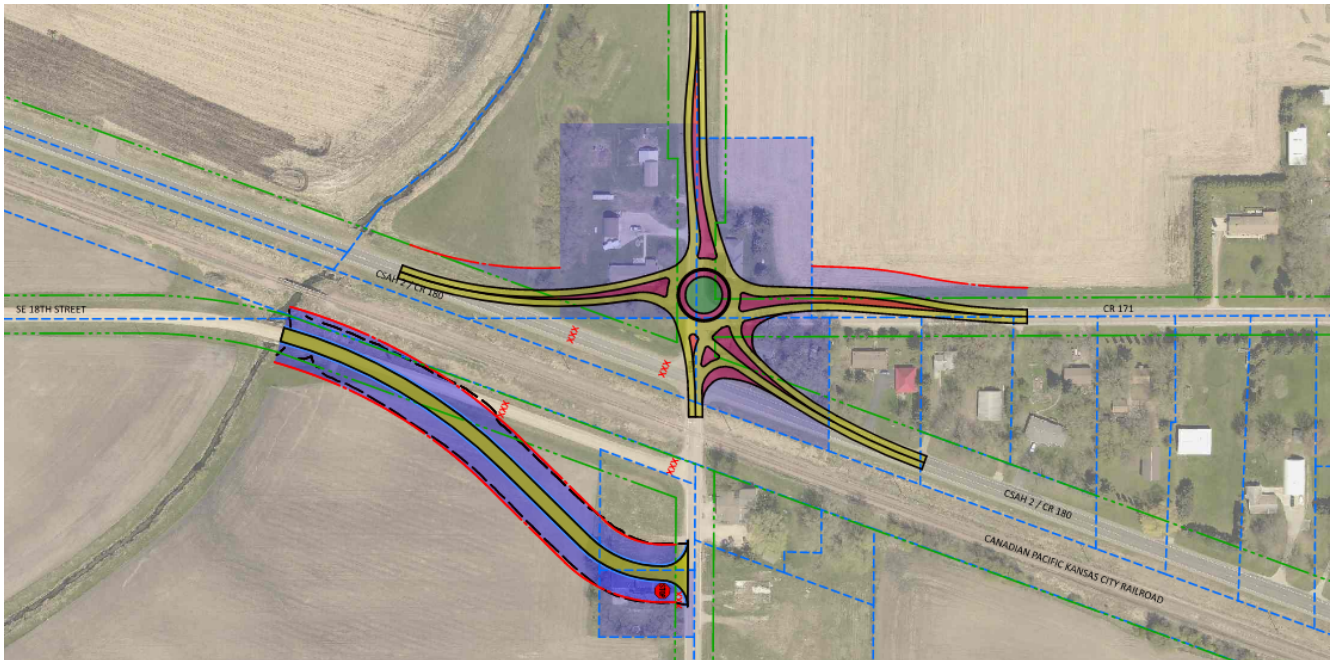


Figure 2 – Alternative 1

Alternative 2:

Alternative 2 consists of a new realigned intersection of CSAH 43, CSAH 2/CR 180 and CR 171 with the stop control switched from CSAH 43 to CSAH 2/CR 180 and CR 171. Alternative 2 includes rerouting SE 18th Street to the south to remove the skew of the intersection (see Figure 3). For a full-size print of the alternative, see Appendix H.

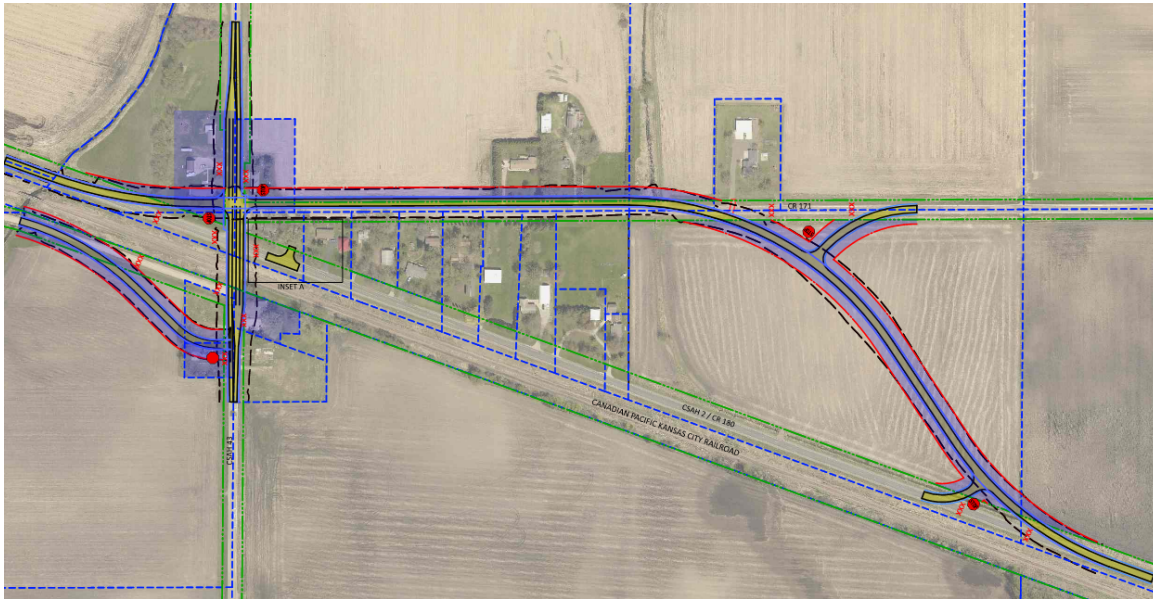


Figure 3 – Alternative 2

Alternative 3:

Alternative 3 consists of a new realigned intersection of CSAH 43, CSAH 2/CR 180 and CR 171 with the stop control switched from CSAH 43 to CSAH 2/CR 180 and CR 171. Alternative 3 includes rerouting SE 18th Street to the south to remove the skew of the intersection (see Figure 4). For a full-size print of the alternative, see Appendix H.

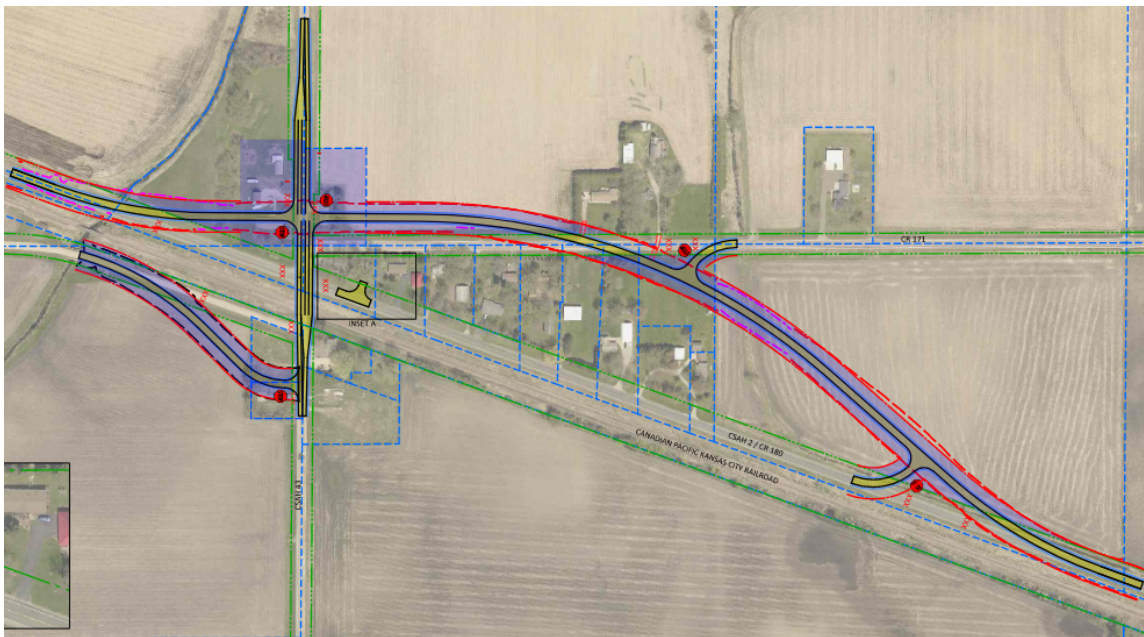


Figure 4 – Alternative 3

Alternative 4:

Alternative 4 consists of a new realigned intersection of CSAH 43, CSAH 2/CR 180 and CR 171 with the stop control switched from CSAH 43 to CSAH 2/CR 180 and CR 171. Alternative 4 includes rerouting SE 18th Street to the south to remove the skew of the intersection (see Figure 5). For a full-size print of the alternative, see Appendix H.

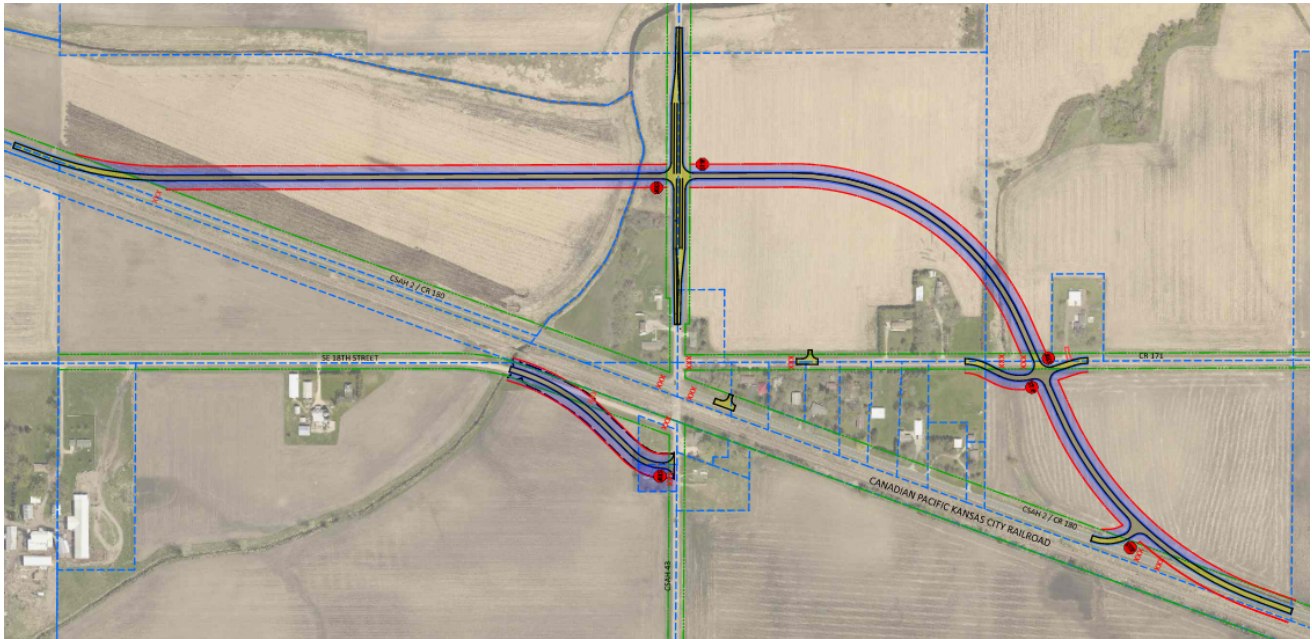
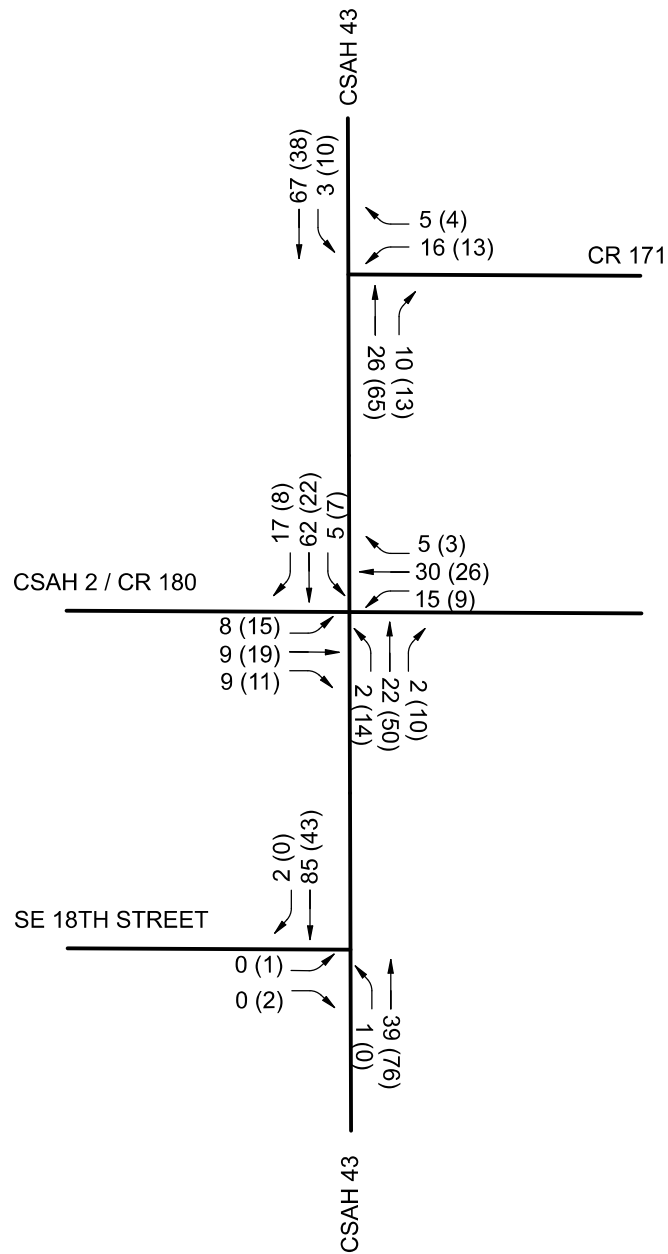


Figure 5 – Alternative 4

Traffic Volumes

Existing Traffic

Directional intersection traffic volumes were obtained from intersection traffic counts performed on Tuesday, May 21, 2024 (see Appendix A for the traffic count data). Traffic counts were performed from 6:00 AM to 7:00 PM. See Figure 6 for the peak hour traffic volumes.



NOT TO SCALE

LEGEND

MOVEMENT DESIGNATION

22 (45) AM (PM) PEAK HOUR TRAFFIC VOLUME

CSAH 2/CR 180, CSAH 43, and CR 171

EXISTING
PEAK HOUR TRAFFIC

STEELE COUNTY, MN

FIGURE 6



Traffic Changes Due to Planned Roadway Improvements

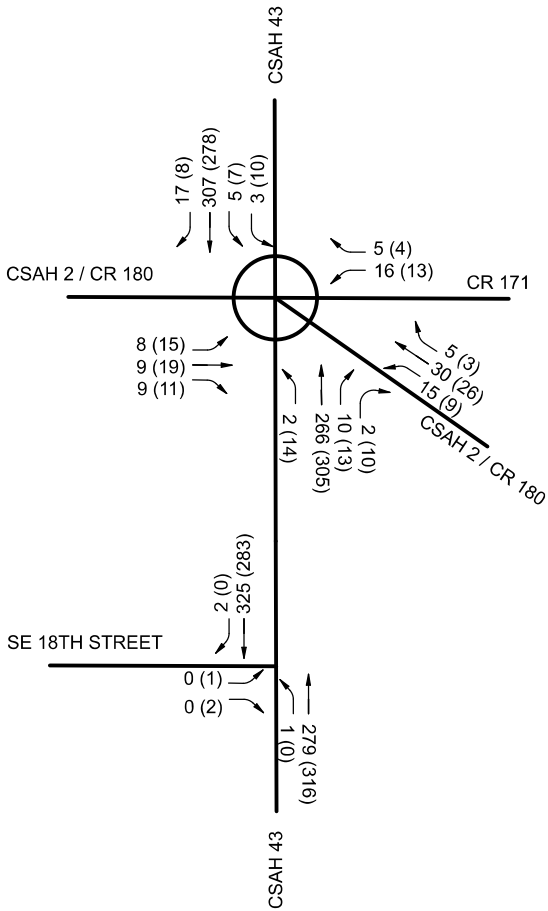
Previous corridor studies have indicated there will be an increase of traffic on CSAH 43 due to planned residential growth on the east side of the City of Owatonna.

The County is anticipating making improvements to CR 180 at a railroad underpass to the west. Currently the underpass is restricted to a 12-foot vertical clearance. The project will update the road to meet current clearance standards of at least 14' 6" or more. That change would encourage more truck traffic to utilize CR 180/CSAH 2.

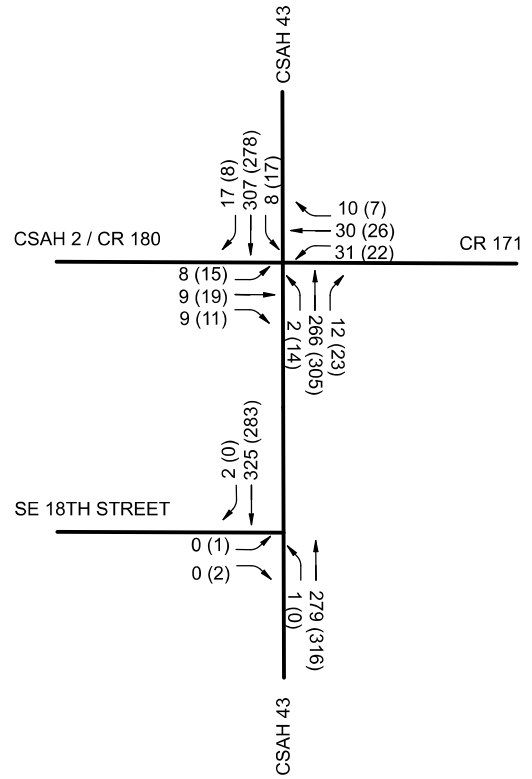
It is estimated that in 2030, the average daily traffic (ADT) on CSAH 43 will be 5,500. Based on the traffic counts taken as part of this study, the current ADT on CSAH 43 is 1,500. Using a 1% compound growth factor, the ADT volumes were factored up to obtain design year (2044) volumes. The estimated 2044 ADT for CSAH 43 is approximately 6,300. The additional traffic was converted from ADT to hourly traffic using a K factor of 0.10. The future traffic volumes are shown in Figure 7.

Traffic Redistribution Based on Proposed Alternatives

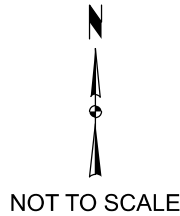
Based on the proposed alternatives, the traffic was redistributed to analyze each alternative. Alternatives 2 through 4 have the same redistribution (see Figure 8 for the redistributed traffic).



ALTERNATIVE 1



ALTERNATIVES 2-4



LEGEND

➔ MOVEMENT DESIGNATION

← 22 (45) AM (PM) PEAK HOUR TRAFFIC VOLUME

CSAH 2/CR 180, CSAH 43, and CR 171

REDISTRIBUTED 2044
PEAK HOUR TRAFFIC

STEELE COUNTY, MN

FIGURE 8



Intersection Analyses

The capacity of the intersections was analyzed using the procedures outlined in the *Highway Capacity Manual, 7th Edition (HCM)*, the intersections were modeled using Synchro Studio 11 with SimTraffic 11 and Sidra Intersection 9.1.

Level of Service (LOS) at intersections is primarily a function of peak hour turning movement volumes, intersection lane configuration, and traffic control. For intersection analysis, the *HCM* defines LOS in terms of the average control delay at the intersection in seconds per vehicle. Level of service is broken down into letter grades, with LOS A representing good operations and LOS F representing poor operations. LOS E is considered to be at capacity. Table 1 shows the level of service correlations to seconds of delay for signalized intersections and stop control (unsignalized) intersections. Currently in the United States, roundabout control is also categorized as unsignalized.

LOS	Signalized Intersection Control Delay (seconds/vehicle)	Unsignalized Intersection Control Delay (seconds/vehicle)
A	≤ 10 sec.	≤ 10 sec.
B	10 - 20 sec.	10 - 15 sec.
C	20 - 35 sec.	15 - 25 sec.
D	35 - 55 sec.	25 - 35 sec.
E	55 - 80 sec.	35 - 50 sec.
F	> 80 sec.	> 50 sec.

Table 1 – Intersection LOS Criteria

Capacity Analysis

The proposed alternatives were analyzed using the Synchro/SimTraffic and Sidra Intersection software programs, which uses the *Highway Capacity Manual (HCM)* methodology. The intersections were analyzed using the 2044 traffic volumes. Alternatives 2 through 4 have the same redistribution and will result in the same capacity.

Alternative 1

For Alternative 1, roundabout control and side-street stop control were analyzed. Based on the analysis, it has been determined that roundabout control connecting CSAH 43, CSAH 2/CR 180, and CR 171 in addition of a side-street stop control for 18th Street/CSAH 43, is acceptable. A summary of the detailed LOS results is shown in Appendix B.

Alternative 1 Level of Service					
		CSAH 2/CR 180, CR 171/CSAH 43, CSAH 43		18th Street/CSAH 43	
		AM	PM	AM	PM
APPROACH	NB	A	A	A	A
	SB	A	A	A	A
	EB	A	B	A	B
	WB	A	A	-	-
	NWB	A	A	-	-
Intersection LOS		A	A	A	A

Table 2 – Alternative 1 LOS Summary

Alternatives 2-4: Side-Street Stop Control

For Alternatives 2-4, side-street stop control was analyzed. Based on the analysis, it has been determined that side-street stop control at the intersection connecting CSAH 43, CSAH 2/CR 180, and CR 171 in addition of a side-street stop control for 18th Street/CSAH 43, is acceptable. A summary of the detailed LOS results is shown in Appendix C.

Alternatives 2-4 Level of Service					
		CSAH 2/CR 180, CR 171/CSAH 43, CSAH 43		18th Street/CSAH 43	
		AM	PM	AM	PM
APPROACH	NB	A	A	A	A
	SB	A	A	A	A
	EB	B	C	A	B
	WB	C	C	-	-
Intersection LOS		-	-	A	A

Table 3 – Alternatives 2-4 LOS Summary

Alternatives 2-4: Multi-Way Stop Control

For Alternatives 2-4, multi-way stop control at the intersection connecting CSAH 43, CSAH 2/CR 180, and CR 171 in addition of a side-street stop control for 18th Street/CSAH 43, is acceptable. A summary of the detailed LOS results is shown in Appendix D.

Alternatives 2-4 Level of Service			
		CSAH 2/CR 180, CR 171/CSAH 43, CSAH 43	
		AM	PM
APPROACH	NB	B	B
	SB	B	B
	EB	A	A
	WB	B	B
Intersection LOS		B	B

Table 4 – Alternatives 2-4 LOS Summary

Alternatives 2-4: Traffic Signal Control

For Alternatives 2-4, traffic signal control at the intersection connecting CSAH 43, CSAH 2/CR 180, and CR 171 in addition of a side-street stop control for 18th Street/CSAH 43, is acceptable. A summary of the detailed LOS results is shown in Appendix E.

Alternatives 2-4 Level of Service			
		CSAH 2/CR 180, CR 171/CSAH 43, CSAH 43	
		AM	PM
APPROACH	NB	B	B
	SB	B	B
	EB	A	A
	WB	A	A
Intersection LOS		B	B

Table 5 – Alternatives 2-4 LOS Summary

Safety Analysis

Crash data was obtained from the Minnesota Department of Transportation (MnDOT) showing fifteen recorded crashes at the three intersections between 2014 and 2024. The majority of crashes were angle (47%), other (27%), and single vehicle run off road (13%). There were four minor injury crashes, four possible injury crashes, and seven property damage crashes. Four crashes were at the CR 171 intersection. Nine crashes were at the CSAH 2/CR 180 intersection. Two crashes were at the 18th Street intersection. See Appendix F for the detailed crash data.

MnDOT provides an online calculator⁽⁴⁾ to determine the intersection crash rate per million vehicles entering the intersection. MnDOT has a crash rate goal of 1.0 crash per million entering vehicles (MEV) for all intersections.

The 2040 Transportation Plan identified the intersection as the top ranked crash location in the County based on 2016-2020 crash data. The current traffic counts and crash data were entered into the MnDOT crash calculator with the following results:

Intersection Crash Rate = per million entering vehicles

Based on the crash data provided at this location, there is a need to address safety issues. Angle crashes are severe crash types at high speeds.

Alternative 1

The proposed 5-leg roundabout combines two closely spaced skewed intersections and reduces the number of conflict points.

Studies show that roundabout control improves safety in the following ways:

1. Slower vehicle speeds
2. Decreased number of conflict points
3. Reduction of accident severity

Installing a roundabout is an accepted traffic calming technique which is achieved by controlling geometrics. Speed reduction can be realized at all times of the day and during various traffic volumes. Roundabout control is a flexible type of control that handles varying traffic volumes efficiently. Installing a roundabout may reduce crashes by 44% (p. 30, DRCRF⁽¹⁾) and may reduce property damage only crashes by 42% and injuries by 82% (p. 31, DRCRF⁽¹⁾). Actual crash reductions vary due to site-specific factors.

The rerouting of SE 18th Street to the south to remove the skew of the intersection may also reduce crashes by 9% (p. 33, DRCRF⁽¹⁾).

Alternatives 2-4

The new realigned intersection of CSAH 43, CSAH 2/CR 180, and CR 171 will remove the skew and increase the separation from the railroad crossing. The new realigned intersection combines two closely spaced intersections, reducing the overall number of conflict points. Turn lanes will also be added on CSAH 43 to remove turning traffic from the through movement. Installing right turn lanes on the major road approaches may reduce crashes by 26% (DRCRF⁽¹⁾). Installing left turn lanes on the major road approaches may reduce crashes by 48% (DRCRF⁽¹⁾). Removing the skew of the intersection may also reduce crashes by 9% (p. 33, DRCRF⁽¹⁾). No crash reduction factor was available for combining

The logo for Western Hills Kingdom School (whks) features the lowercase letters "whks" in a bold, blue, sans-serif font. A light blue curved line sweeps under the letters from the left.

intersections; however, it is expected to reduce the number of crashes significantly. Actual crash reductions vary due to site-specific factors.

The rerouting of SE 18th Street to the south to remove the skew of the intersection may also reduce crashes by 9% (p. 33, DRCRF⁽¹⁾).

Warrant Analysis

A warrant analysis was performed in accordance with the *Minnesota Manual on Uniform Traffic Control Devices (MnMUTCD)* utilizing Highway Capacity Software (HCS). There are no warrants for the installation of roundabouts. However, MnDOT's current policy states that roundabouts are considered warranted if traffic volumes meet the criteria for either multi-way stop or traffic signal control warrants. The peak hour traffic was also analyzed using the NCHRP report 825 Exhibit 17⁽³⁾.

Multi-way stop control warrants:

1. Crash Experience
2. Sight Distance
3. Transition to Signal or Roundabout
4. 8-Hour Volume
5. Other

Signal control warrants:

1. 8-Hour Volume
2. 4-Hour Volume
3. Peak Hour
4. Pedestrian Volume
5. School Crossing
6. Coordinated Signal System
7. Crash Experience
8. Roadway Network
9. Intersection Near a Grade Crossing

Multi-way stop warrants 1 through 5 are not met.

Signal control warrants 1 through 8 are not met. There are currently 5 trains a day at the grade crossing. Signal warrant 9 will be met if the future traffic is observed and the existing intersection configuration is not improved. The existing queue distance is approximately 65 feet and meets the requirements for existing traffic. To meet the needs of the future traffic, 130 feet of queue distance will be required. All proposed alternatives will meet the queue requirement.

NCHRP report 825 Exhibit 17 suggests that two-way stop control is appropriate for all proposed alternatives.

A summary of the warrant analysis is shown in Appendix G

Site Review

Right of Way

All four Alternatives will require additional right-of-way (ROW) to be constructed.

Alternative 1 will require the acquisition of approximately 17 acres of property and result in the relocation of four single-family residential houses.

Alternative 2 will require the acquisition of approximately 22 acres of ROW and result in the relocation of three single-family residential houses and one multi-family apartment unit.

Alternative 3 will require the acquisition of approximately 21 acres of ROW and result in the relocation of three single-family residential houses.

Alternative 4 will require the acquisition of approximately 14 acres of ROW and the relocation of one single-family residential house.

Cost Analysis

The estimated construction cost for Alternative 1 is estimated to be \$3,440,000.

The estimated construction cost for Alternative 2 is estimated to be \$4,710,000.

The estimated construction cost for Alternative 3 is estimated to be \$4,500,000.

The estimated construction cost for Alternative 4 is estimated to be \$5,620,000.

Findings and Recommendations

Capacity Analysis

Alternative 1

It has been determined that roundabout control for CSAH 2/CR 180 / CR 171 / CSAH 43, and side-street stop control for 18th Street/CSAH 43 is acceptable.

Alternatives 2-4

It has been determined that side-street stop, multi-way stop, and traffic signal control for CSAH 2/CR 180 / CR 171, and CSAH 43 is acceptable. Side-street stop control for 18th Street/CSAH 43 is acceptable.

Safety Analysis

Based on the crash data provided at this location, there is a need to address safety issues. Angle crashes are severe crash types at high speeds. Using the MNDOT crash calculator, an Intersection Crash Rate of 1.81 was calculated. MnDOT has a crash rate goal of 1.0 crash per million entering vehicles (MEV) for all intersections.

Alternative 1

Roundabouts offer significant safety benefits including an overall reduction in vehicle speed, elimination of dangerous intersection conditions such as stop sign running, and removes serious conflict points including angle, left-turn, and head-on crashes.⁽²⁾

Alternatives 2-4

The new realigned intersection of CSAH 43, CSAH 2/CR 180, and CR 171 will remove the skew and increase the separation from the railroad crossing. The new realigned intersection combines two closely spaced intersections, reducing the overall number of conflict points. Turn lanes will also be added on CSAH 43 to remove turning traffic from the through movement.

Warrant Analysis

Multi-way stop warrants are not met. It is not recommended that multi-way stop be implemented if unwarranted. Multi-way stop control is suitable only at intersections with moderate and relatively balanced volume levels on the intersection approaches. Under other conditions, the use of Multi-way stop control may create unnecessary delays and aggressive driver behavior. Not every two-way stop-controlled intersection should be considered as a candidate for multi-way stop control. This strategy should be used selectively, recognizing patterns and volumes of traffic and potentially adverse reaction by the driving population to being stopped for no apparent reason. If drivers encounter substantial delays, they may become impatient and act irrationally, which can lead to crash patterns of the type that the strategy is intended to correct.⁽⁵⁾

Signal control warrants 1 through 8 are not met. There are currently 5 trains a day at the grade crossing. Signal warrant 9 will be met if the future traffic is observed and the existing intersection configuration is not improved. The existing queue distance between the railroad crossing and the highway is approximately 65 feet and meets the requirements for existing traffic. To meet the needs of the future traffic, 130 feet of queue distance will be required. All proposed alternatives will meet the queue requirement. Based on the signal warrants not being met, it is not recommended that a signal be installed. Unwarranted signals can increase crash rate by 24%⁽¹⁾.

NCHRP report 825 Exhibit 17 suggests that two-way stop control is appropriate for all proposed alternatives.

Summary of Findings

All alternatives presented and types of intersection control will provide an acceptable Level of Service for future traffic. Warrants related to crashes, sight distance, and traffic volumes are not met for multi-way stop or signal control and roundabout control based on signal and multi-way stop findings. Signal warrant 9 related to the railroad crossing will be met if the future traffic is observed and the existing intersection configuration is not improved. The existing queue distance between the railroad crossing and the highway is approximately 65 feet and meets the requirements for existing traffic. To meet the needs of the future traffic, 130 feet of queue distance will be required. All proposed alternatives will meet the queue requirement for existing and future traffic. Based on the signal warrants not being met, it is not recommended that a signal be installed. Unwarranted signals can increase crash rate by 24%⁽¹⁾.

Based on the crash data provided, there are specific safety issues that need to be addressed in the proposed improvements. Roundabout control is an accepted traffic calming technique. Reduced vehicle speed is achieved by controlling geometrics and therefore, speed reduction can be realized at all times of the day and under varying traffic volumes. The redesigned intersections in Alternatives 2-4 that eliminates the skew and tight spaced intersections will also improve safety.

While not recommended as a permanent solution to the intersection based on the analysis performed in this report, multi-way stop could be implemented as a temporary traffic control. It would help reduce the number of right angle crashes at the intersection caused by poor sight distances and skewed geometry, and could be implemented immediately until the improved intersection is reconstructed. Multi-way stop would also provide an opportunity to prepare drivers for the switch in stop control from CSAH 43 to CSAH 2/CR 180 as recommended in this report. Additional pavement markings and advanced warning signs should also be updated at all approaches of the intersection to improve driver awareness to the interim control change. Dynamic changeable message signs should also be used in the short term to draw more attention to the changes.

Alternative 4 was found to require the least amount of additional ROW acquisition and require the least amount of housing relocations. Alternatives 1,2 and 3 all required higher amounts of acquisition and additional housing relocations.

Alternative 1 was found to be the cheapest alternative at \$3,440,000. The remaining alternatives were similar in cost, with Alternative 3 at \$4,500,000, then Alternative 2 at \$4,710,000, and Alternative 4 being the most expensive at \$5,620,000.

Based on these factors and the analyses performed in this study, Alternative 4 is the recommended Alternative. While all four alternatives had adequate safety and capacity requirements, Alternative 4 provides the most separation from the railroad tracks and other intersections for future upgrades to the intersection of CSAH 2/ CR 180 and CSAH 43 for a similar cost compared to the other alternatives. This was the only alternative that also provides enough space for construction of a future railroad overpass. Alternative 4 also requires the least amount of ROW acquisition and relocation of properties to construct. The two-way stop control in Alternatives 4 could be upgraded to multi-way stop or traffic signal in the future if the traffic demand requires it.

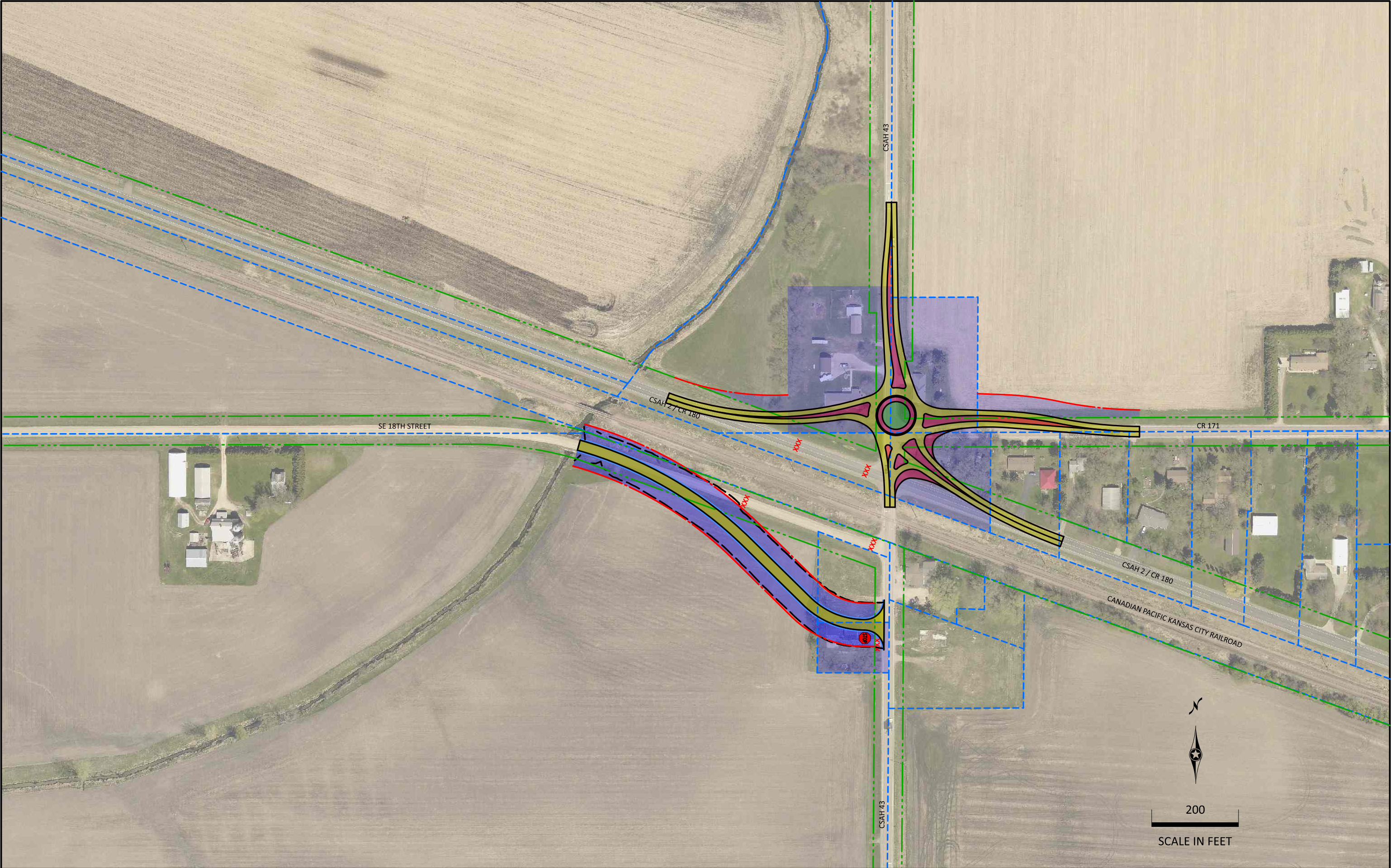
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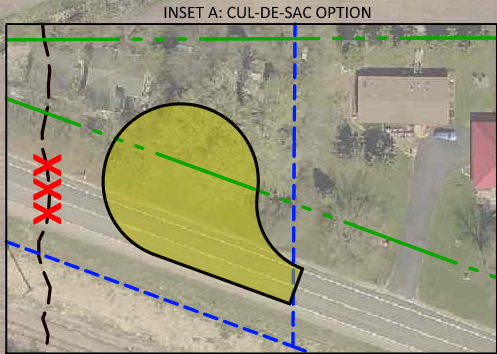
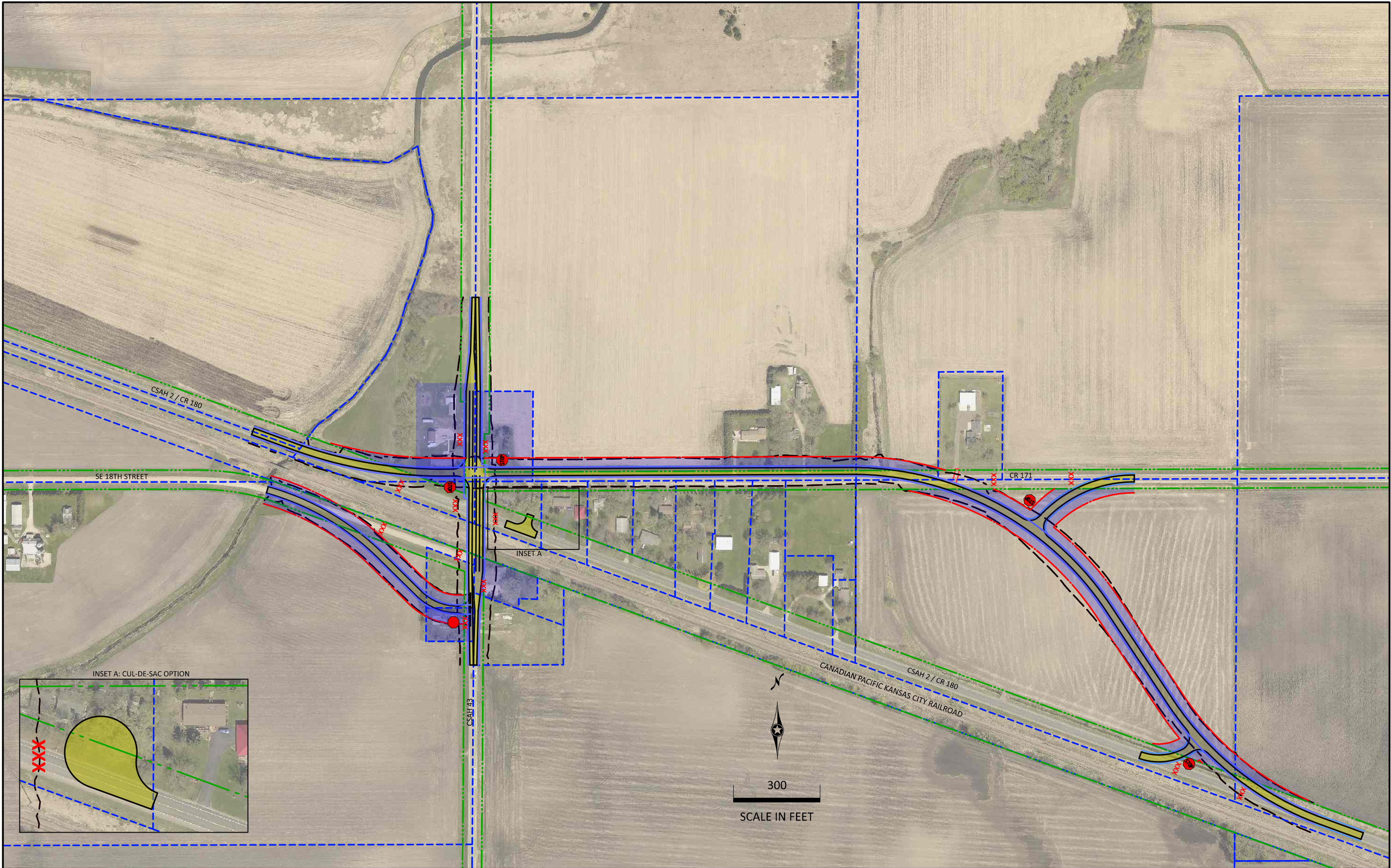
- (1) Geni Bahar, Maurice Masliah, Rhys Wolff, Peter Park, Desktop Reference for Crash Reduction Factors, Report No. FHWA-SA-08-011 (Washington, D.C.: US Department of Transportation Federal Highway Administration, 2008).
- (2) Christopher W. Jenks et. al, ROUNDABOUTS: An Informational Guide. Second Edition, Report No. 672 (Washington, D.C.: US Department of Transportation Federal Highway Administration, 2010), p.3-33.
- (3) Richard Dowling et. al, Planning and Preliminary Engineering Applications Guide to the Highway Capacity Manual Report No. 825 (Washington, D.C.: US Department of Transportation Federal Highway Administration, 2016), p.31.
- (4) MNDOT, Traffic Engineering https://www.dot.state.mn.us/trafficeng/safety/crash_complex.html
- (5) TIMOTHY R. NEUMAN et. al, Guidance for Implementation of the AASHTO Strategic Highway Safety Plan Volume 5: A Guide for Addressing Unsignalized Intersection Collisions Report No. 500 (Washington, D.C.: US Department of Transportation Federal Highway Administration, 2003), p.V-90.

APPENDIX H

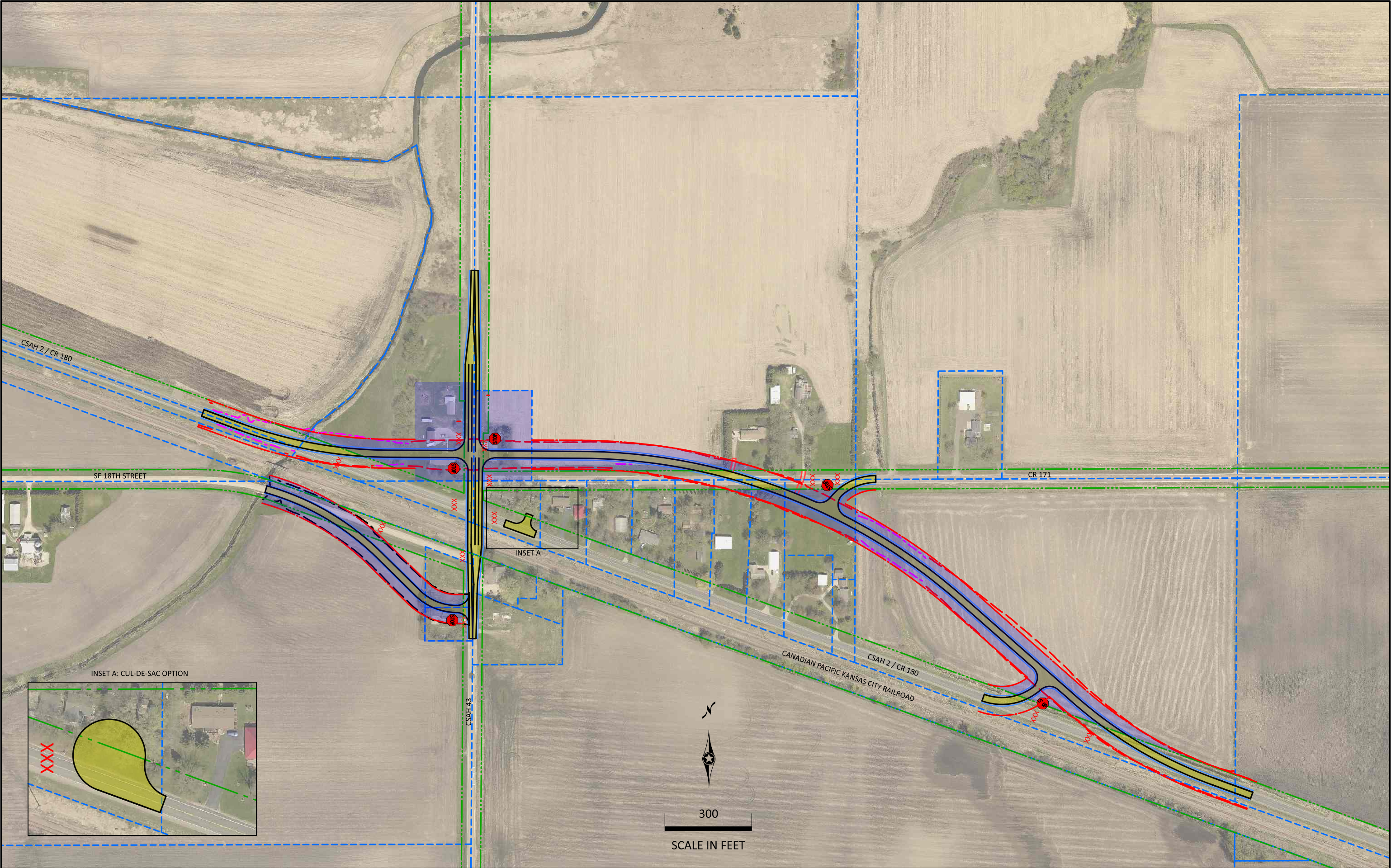
Alternative Exhibits

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PLOTTED/REVISED: 1-NOV-2024



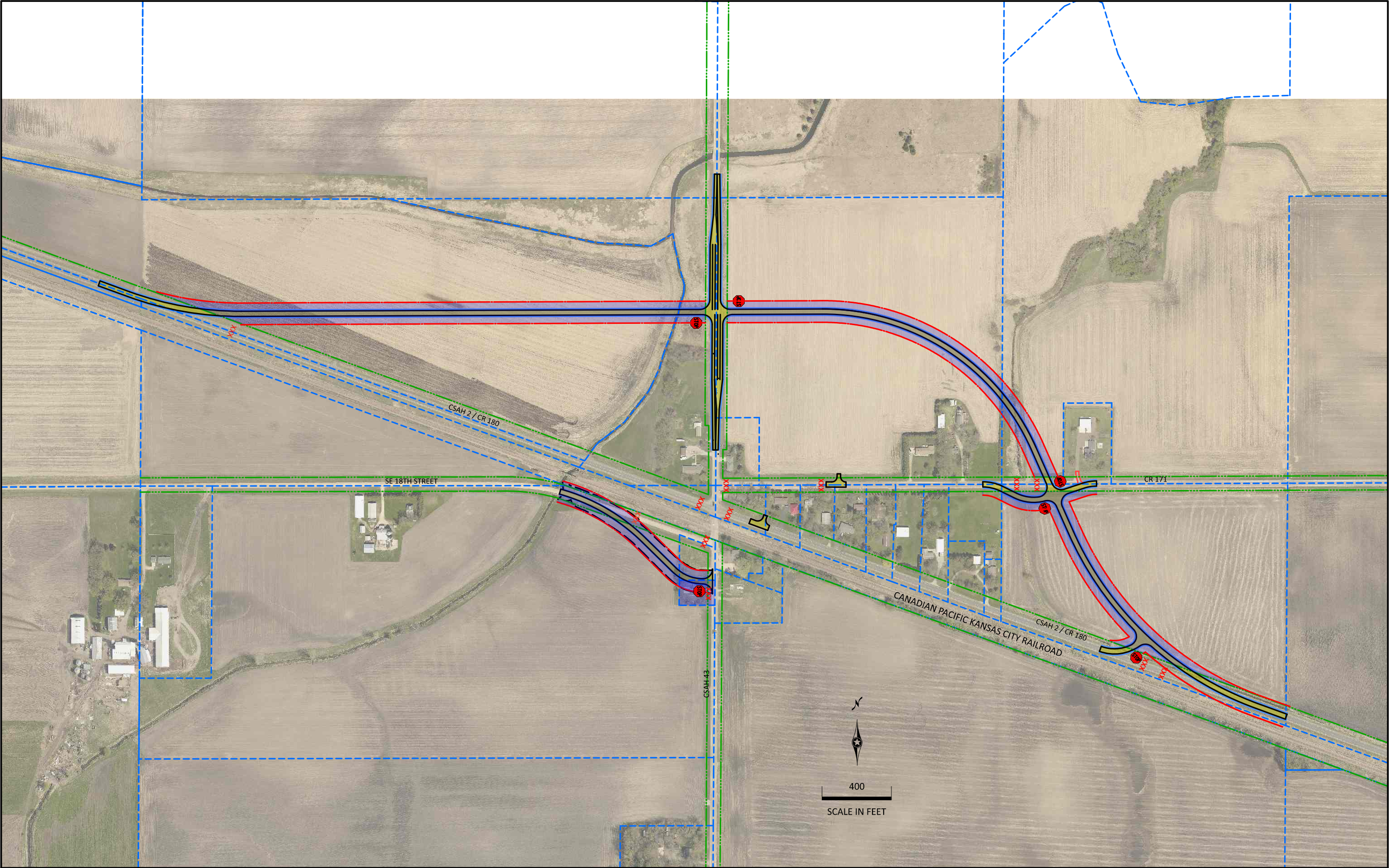


PLOT NAME: Conceptual Layout3 Exhibit
PATH & FILENAME: MN Steele County 10073 Havana ICE Report Conceptual Layout3 Exhibit.dgn
PLOTTED/REVISED: 4-NOV-2024



PLOTTED/REVISED: 4-NOV-2024

PLOT NAME: Conceptual Layout4 Exhibit
PATH & FILENAME: MN\Steele County\10073 Havana\ICE Report\Conceptual Layout4 Exhibit.dgn



ALTERNATIVE 4 LAYOUT
CSAH 2/CR 180, CSAH 43 & CR 171 INTERSECTION IMPROVEMENTS
STEELE COUNTY, MN
2025
S.A.P. XXX-XXX-XXX

SCALE: AS SHOWN	DRAWN BY: BGC
WHKS PROJECT NO: 10073	CHECKED BY: BWT
Page 193 of 275	



Steele County Agenda Item

Request for Board Action

Subject: Review of CUP 299 (Loken Excavation & Drainage – Deitz Pit)

Department: Planning & Zoning

Committee: Planning Commission

Committee Meeting Date: April 7, 2025

Work Session Date: Enter a date.

Board Meeting Date: April 22, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Staff Recommendation:

Planning Commission recommends approving CUP #299 with 17 conditions based on the Findings of Fact.

Background*(Including Budget Impact):*

This request is from Loken Excavation & Drainage to renew Conditional Use Permit #299 allowing the mining and processing of sand and gravel on property owned by David Dietz and located in the SW 1/4 of the SW 1/4, and the N 1/2 of the SW 1/4, and the E 1/2 of the NW 1/4, Section 29, Owatonna Township.

Attachments:

Findings of Fact

Location Map

Site Maps

Staff Report

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #299

Loken Excavation & Drainage – Dietz Pit

Applicant:

Loken Excavation & Drainage

Land Owner:

David Dietz

Project Description:

The review of CUP #299 allowing the mining, processing and washing of sand and gravel material and the stockpiling and processing of recyclable aggregate material.

Zoning District:

Agricultural District

Ordinance Section:

Condition #15 of CUP #299 requires the permit to be renewed.

Property Description:

The SW 1/4 of the SW 1/4, and the N 1/2 of the SW 1/4, and the E 1/2 of the NW 1/4, Section 29, T-107-N, R-20-W, Steele County Minnesota.

General Criteria for considering an Interim Use Permit:

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

The planning commission find the project will have no impact on parks and schools. No utilities or public facilities are used other than CSAH 18. This is a 9 ton per axel weight limit road and adequate to hand the expected traffic.

2) The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:

The planning commission find the surrounding land use includes mostly agricultural land, several rural residences, and other gravel pits. This project should not affect nearby agricultural operations or the gravel pits. A limit on the hours of operations has been imposed to mitigate potential effects on neighboring residences.

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

The planning commission find the appearance of the pit will be similar to others in the area and is setback adequate distance to screened it from neighboring residences and the road.

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

The planning commission find the existing land use is an active mine, areas of reclaimed mine that are now cropland and open water. The proposed use shall be consistent with past mining operations.

- 5) **The use is consistence with the purpose of the zoning ordinance and zoning district:**
The planning commission find gravel mining of aggregate material and the temporary storage, crushing and processing of recyclable aggregate material is consistent with the Zoning Ordinance if approved as an Interim Use.
- 6) **The use will not creation a traffic hazards or congestion:**
The planning commission find the site will access onto County Road 18. There have been no reported issues with traffic from this site.
- 7) **Existing businesses will not be adversely affected because of curtailment of customers trade:**
The planning commission find the operation does not affect nearby businesses.
- 8) **Adequate utilities, access roads, drainage and other facilities will be provided:**
The planning commission find:
Access: The existing access road is adequate.
DNR Permit: A water appropriation permit has been issued.
Wetland: There are no jurisdictional wetlands on the site.

Planning Commission Recommendations:

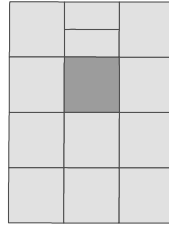
Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the renewal of CUP #299 with the following conditions.

(~~Strike through~~ is deleted, underlined is added.)

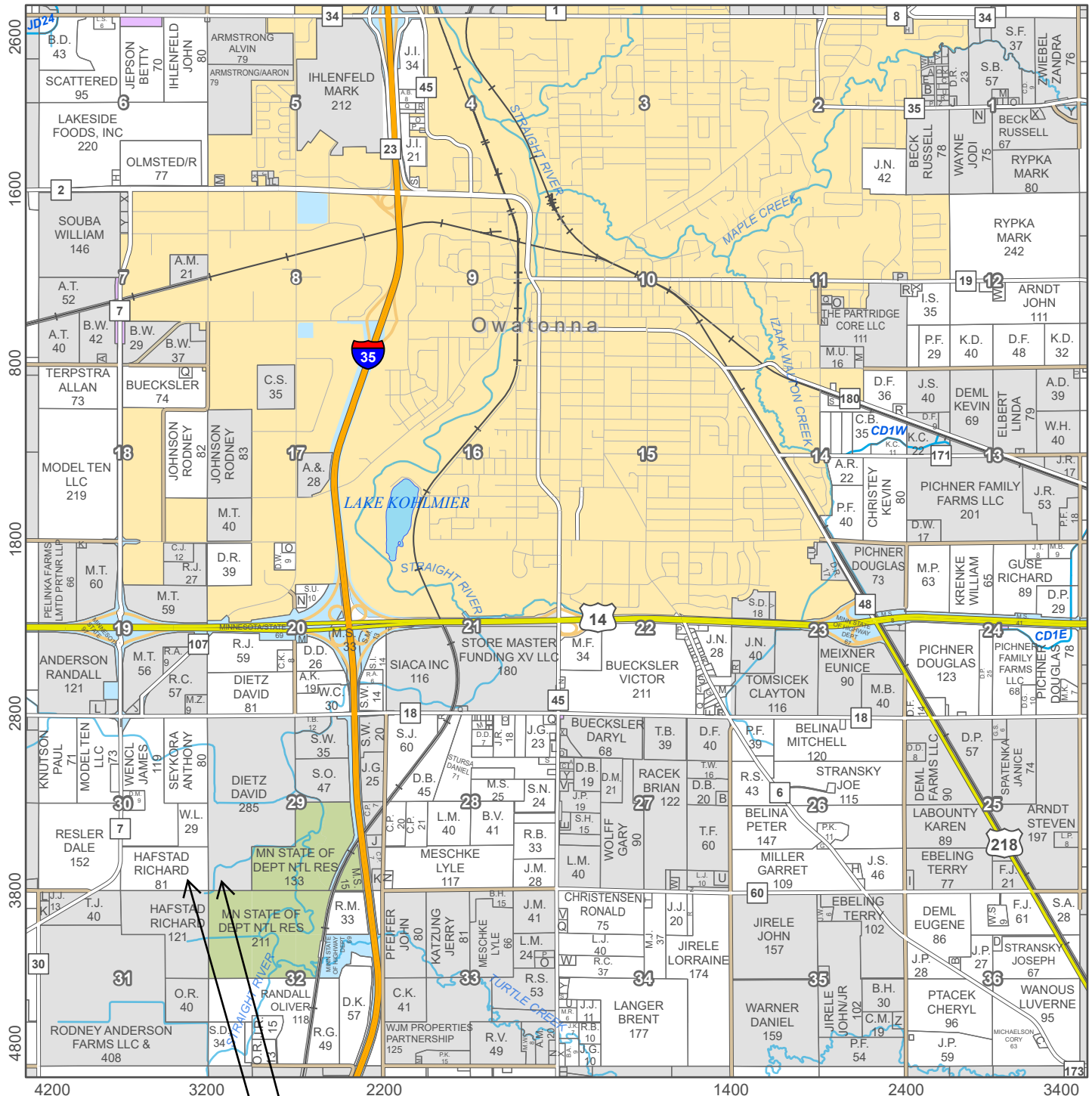
1. Mining is limited to areas identified on the submitted site map.
2. Mining is limited to a bottom depth of 1125 feet.
3. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
4. A stop sign shall be maintained on the access road as it enters onto County Road 18.
5. Signage warning of truck traffic shall be located along county road 18, as directed by the Steele County Highway Department
6. Hours of operation shall be between 6:00 AM and 7:00 PM Monday thru Saturday.
7. The applicant shall be responsible to maintain dust control on the access road, and in the pit if necessary.
8. A 30 foot unexcavated buffer with 3:1 side slopes shall remain adjacent to all property lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant. Setbacks between properties may be eliminated by written agreement of both property owners.
9. A 30 foot vegetated buffer shall be left adjacent to the drainage ditch.
10. Stockpiles of aggregate material, recycled material and any equipment shall not be placed in a manner that will impede water flow during a flood event.
11. No hazardous material may be stored in the floodplain areas.
12. To prevent erosion and minimize visual impacts, interim closure (e.g., stabilized slopes and vegetation) shall occur on excavation exposures and soil storage areas inactive for greater than 18 months.
13. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
14. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
15. Applicant is responsible to initiate renewal proceeding on or before May 1st, ~~2020~~ 2025.

16. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
17. The access road shall be maintained in a manner that prevents trucks from tracking material onto the public road.

Owatonna

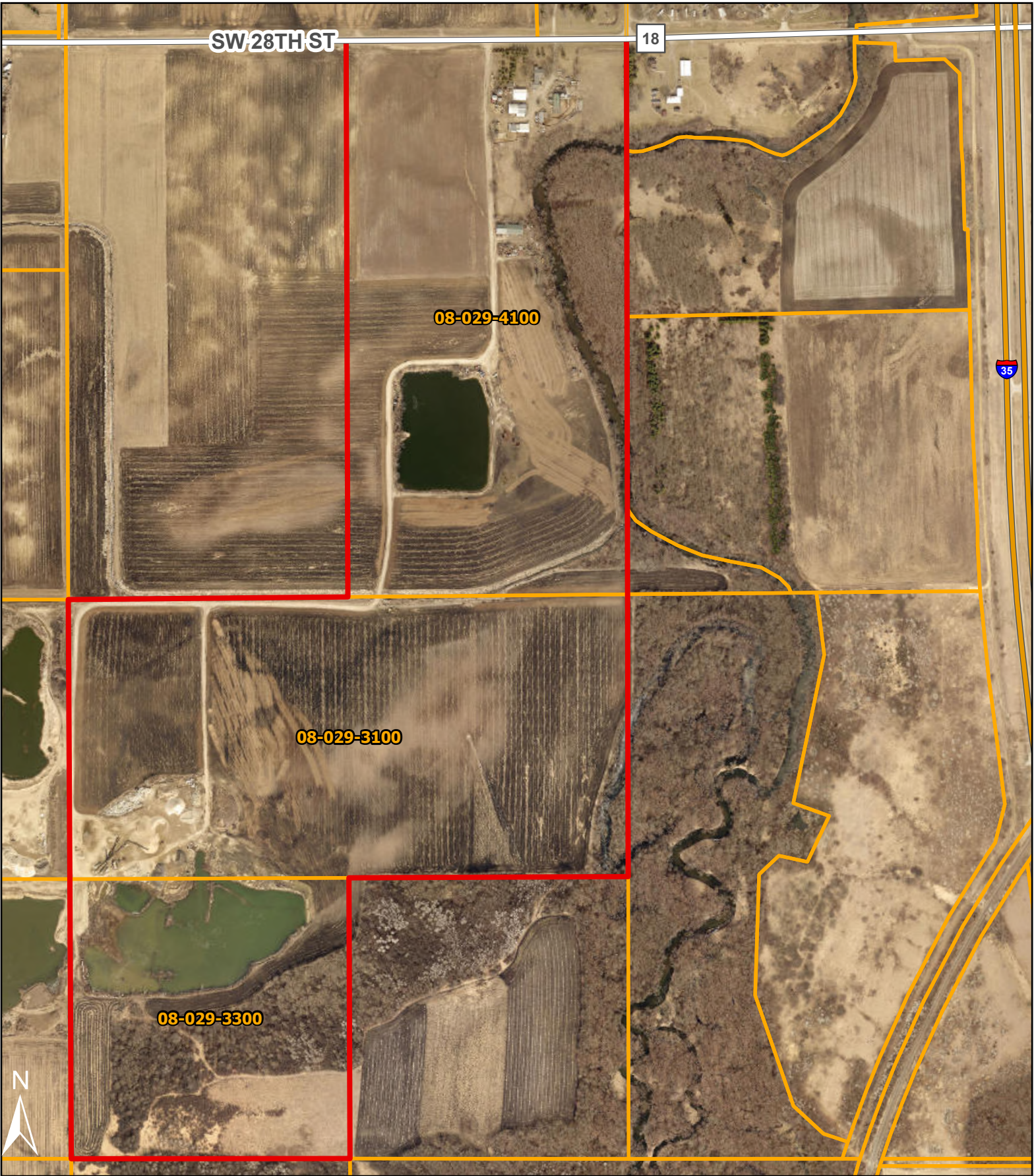


T.107N. - R.20W.



Review of CUP 299 (Deitz Pit)

Review of IUP 2015-02 (Hafstad Pit)



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Dietz Pit

Aerial Imagery: Spring 2022



Dietz Pit

14. Reclaimed Acres 1.67 Acres

Legend

 Polygon Measure

Google Earth

Page 200 of 275

Image © 2025 Airbus



800 ft



Dietz Pit

- 12. Mineable Acres Future 1.5 Acres
- 13. Active Acres 0.0 Acres

Legend

 Polygon Measure



800 ft

Dietz Pit

11. Total Disturbed Area 8 acres

Legend

 Polygon Measure



800 ft



Staff Report
for
2025 Review of Conditional Use Permit # 299
Loken Excavation & Drainage – Dietz Pit
(Section 29 of Owatonna Township)

Operator: Loken Excavation and Drainage

Owner(s): David Dietz

Project Location: The SW 1/4 of the SW 1/4, and the N 1/2 of the SW 1/4, and the E 1/2 of the NW 1/4, Section 29, T-107-N, R-20-W, Steele County Minnesota.

Zoning District: Agricultural District.

Permitted Uses: Sand and Gravel Excavation, Crushing, Stockpile of Aggregate Material, Stockpile and Processing of Recycled Aggregate Material, and the operation of a Wash Plant.

Permit History: 2003 – CUP 299 issued to David Dietz
2006 – CUP 299 reviewed and amended to include wash plant.
2015 – CUP 299 reviewed and transferred to Loken.
2020 – CUP 299 reviewed

Conditions:

1. Mining is limited to areas identified on the submitted site map.
2. Mining is limited to a bottom depth of 1125 feet.
3. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
4. A stop sign shall be maintained on the access road as it enters onto County Road 18.
5. Signage warning of truck traffic shall be located along county road 18, as directed by the Steele County Highway Department
6. Hours of operation shall be between 6:00 AM and 7:00 PM Monday thru Saturday.
7. The applicant shall be responsible to maintain dust control on the access road, and in the pit if necessary.
8. A 30 foot unexcavated buffer with 3:1 side slopes shall remain adjacent to all property lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
9. A 30 foot vegetated buffer shall be left adjacent to the drainage ditch.
10. Stockpiles of aggregate material, recycled material and any equipment shall not be placed in a manner that will impede water flow during a flood event.
11. No hazardous material may be stored in the floodplain areas.
12. To prevent erosion and minimize visual impacts, interim closure (e.g., stabilized slopes and vegetation) shall occur on excavation exposures and soil storage areas inactive for greater than 18 months.
13. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
14. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
15. Applicant is responsible to initiate renewal proceeding on or before May 1st, 2025.
16. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a

delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.

17. The access road shall be maintained in a manner that prevents trucks from tracking material onto the public road.

Total Property: 200 ac.
Minable Area: Total of 60 acres.

- 20 ac. in E ½, NW ¼.
- 40 ac. in SW ¼.

Reclaimed Area: 47 acres.

- 16 ac. in E1/2, NW ¼.
- 31 ac. in SW ¼.

Active Areas: 0 acres.
Mined Amount: 2024 – 0 yards
2023 – 0 yards
2022 – 0 yards
2021 – 0 yards
2020 – 0 yards
Recyclable Amt: approximately 4000 cu. yds. of uncrushed material.

Surface Elev: 1140 - 1144 feet
Permitted Elev: 1125 feet.
Mining Elevation: 1125 feet.
Water Elev: 1135 feet.

Road Access: CSAH #18 (SW 28th St.) paved county road with 9 ton per axle weight limit.

Other Permits: NPDES – General Permit MNG490076
DNR Permit #2006-0580 (50 MG/Y)
2024 – 49.77 MG
2023 – 48.15 MG
2022 – 39.42 MG
2021 – 41.22 MG
2020 – 37.08 MG

Comments: Reclamation is progressing with areas being filled in as material is available.
Re-cyclable material is being crushed periodically.
Area is mostly being used for processing and storage of material from Hafstad Pit.
Dietz and Wencil have submitted a signed agreement allowing mining to the shared property line.
Because it was originally issued as a CUP, it is recommended we do not add the bond requirement.
We should however change condition #15 to reflect a review in another 5 years.

15. Applicant is responsible to initiate renewal proceeding on or before May 1st, ~~2025~~ 2030.

CONDITIONAL USE PERMIT**PERMIT#** 299 2025
Renewal

PARCEL #:	08-029-3100		
	08-029-3300		
	08-029-4100	HEARING DATE:	04/07/25
DISTRICT:	Agricultural	DECISION DATE:	
APPLICANT:	Loken Excavation & Drainage	LANDOWNER:	David Dietz
ADDRESS:	3695 Hoffman Drive	ADDRESS:	2817 SW 28th St.
	Owatonna, MN 55060		Owatonna, MN 55060

LEGAL DESCRIPTION OF PROPERTY:

The SW 1/4 of the SW 1/4, and the N 1/2 of the SW 1/4, and the E 1/2 of the NW 1/4, Section 29, T-107-N, R-20-W, Steele County Minnesota.

REFERENCE ORDINANCE FOR CUP:

Section 1524.02 of the Steele County Ordinance requires a Conditional Use Permit for mining.

PROPOSED USE(S):

Sand and Gravel Excavation, Crushing, Stockpile of Aggregate Material, Stockpiling and Processing of Recycled Aggregate Material, and the operation of a Wash Plant

DECISION OF BOARD OF COMMISSIONERSDeny ☐Approve ☒

with 17 conditions.

Facts supporting this decision are hereby certified to be the Findings of the Steele County Board of Commissioners.

Chair, Steele County Board of Commissioners

Date

Conditions

- 1 Mining is limited to areas identified on the submitted site map.
- 2 Mining is limited to a bottom depth of 1125 feet.
- 3 The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
- 4 A stop sign shall be maintained on the access road as it enters onto County Road 18.
- 5 Signage warning of truck traffic shall be located along county road 18, as directed by the Steele County Highway Department.
- 6 Hours of operation shall be between 6:00 AM and 7:00 PM Monday thru Saturday.
- 7 The applicant shall be responsible to maintain dust control on the access road, and in the pit if necessary.
- 8 A 30 foot unexcavated buffer with 3:1 side slopes shall remain adjacent to all property lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant. Setbacks between properties may be eliminated by written agreement of both property owners.
- 9 A 30 foot vegetated buffer shall be left adjacent to the drainage ditch.
- 10 Stockpiles of aggregate material, recycled material and any equipment shall not be placed in a manner that will impede water flow during a flood event.
- 11 No hazardous material may be stored in the floodplain areas.
- 12 To prevent erosion and minimize visual impacts, interim closure (e.g., stabilized slopes and vegetation) shall occur on excavation exposures and soil storage areas inactive for greater than 18 months.
- 13 Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
- 14 Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
- 15 Applicant is responsible to initiate renewal proceeding on or before May 1st, 2030 or this permit becomes invalid.
- 16 This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
- 17 The access road shall maintained in a manner that prevents trucks from tracking material onto the public road.

CONDITIONAL USE PERMIT

PERMIT# 299 2025
Renewal

CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the _____ day of _____, 2025.

Steele County Administrator

Date

This document prepared by Steele County Planning and Zoning Building Official

Building Official, Steele County Planning & Zoning

Date



Steele County Agenda Item

Request for Board Action

Subject: CUP 441 (Richland Grain LLC)

Department: Planning & Zoning

Committee: Planning Commission

Committee Meeting Date: April 7, 2025

Work Session Date:

Board Meeting Date: April 22, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Staff Recommendation:

Planning Commission recommends approving CUP #441 with 6 conditions based on the Findings of Fact.

Background(*Including Budget Impact*):

This request is from Matt Holland with Richland Grain LLC to use a silage bunker, two (2) manure pits, and a slurry store, currently located on property located in the NW ¼, of the SW ¼, Section 20, Clinton Falls Township, for the temporary storage of the following industrial by-products (IBP): sweet corn silage and sweetcorn leachate. The property address is 3151 NW 50th St.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

**COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #441**

Applicant:

Matt Holland

Land Owner(s):

Richland Grain LLC

Zoning District(s):

Agricultural

Property Address:

3151 NW 50th St
Medford, MN 55049

Parcel Number:

12-020-3400

Project Site Legal Description:

The West 1/3 of the Southwest Quarter of Section 20, Township 108 North, Range 20 West, Steele County Minnesota, lying Northwesterly of Crane Creek,

EXCEPT: Beginning at the Northwest corner of said Southwest Quarter; thence N 89°42'23" E, assumed bearing, 14.00 feet along the North line of said Southwest Quarter; thence S 0°38'02" E 305.48 feet along a line parallel with the West line of said Southwest Quarter; thence S 88°37'50" W 14.00 feet to the West line of said Southwest Quarter; thence N 0°38'02" W 305.75 feet to beginning.

Ordinance Section:

Section 704.1 of the Steele County Ordinance allows agricultural related businesses as a conditional use in the agricultural district.

Project Description:

Matt Holland with Richland Grain LLC requests to use a silage bunker, (2) manure pits, and a slurry store, currently located on the property, for temporary storage of the following industrial by-products (IBP): sweet corn silage and sweetcorn leachate. Up to 5,000 dry tons of silage may be stored in the silage bunker seasonally. Silage is expected to be onsite temporarily before being transferred to Hometown BioEnergy in Le Sueur, MN. Some of the silage may also be land applied or fed to beef cattle in the adjacent feedlot. Silage leachate and stormwater runoff will be collected and stored in a 550,000-gallon storage tank (slurry store).

This facility has a current feedlot registration 147-92029. Runoff from the feedlot is also collected and diverted to the slurry store. The leachate/stormwater runoff may be land applied or transferred to Hometown Bio Energy.

General Criteria for considering a Conditional Use Permit:

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

The planning commission finds the proposal will not affect parks or schools, public facilities and utilities.

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

The planning commission finds the site is surrounded by mostly agricultural land and several rural residences. The planning commission finds that the proposed use will be mostly similar to its current use.

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

The planning commission finds the appearance will not change and have no adverse effect on adjacent properties.

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

The planning commission finds the proposal will be consistent with the existing site and the needs of the county.

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

Zoning Ordinance:

The planning commission finds the proposed will be consistent with an agricultural related business.

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

The planning commission finds the proposal should not create traffic hazards or congestion.

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

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

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

The planning commission finds:

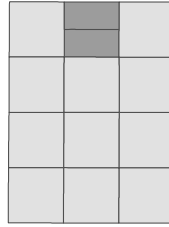
- Water: will not change.
- Access: will not change.
- Drainage: will not change.

Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of Conditional Use Permit request #440 to Michael Herrmann with the following conditions.

1. The site must be operated in a manner that does not create offensive odors to the neighboring residential used properties.
2. The site must be rodent free at all times.
3. Silage and manure pit wall height must be certified as above the base flood elevation.
4. PVC holes in manure pit wall must be plugged.
5. Storage of industrial by-products must comply with all MPCA requirements.
6. Once issued, this CUP may be revoked, following notice and hearing, and upon finding(s) established by the Planning Commission that the Subject Property and/or use is not in compliance with the Conditions of Approval as stated herein.

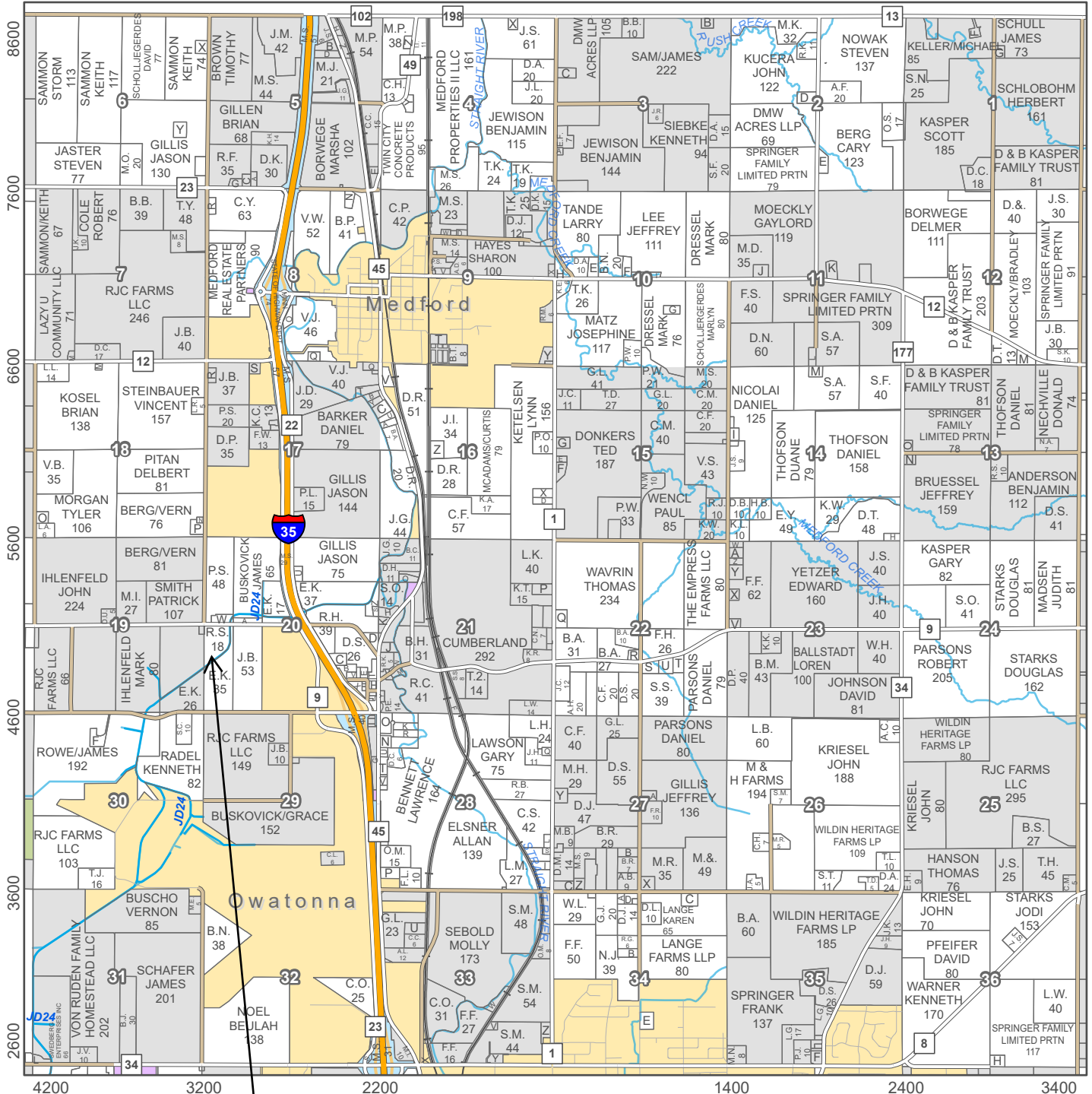
Medford & Clinton Falls



T.108N. - R.20W.



Rice Co.



Richland Grain LLC CUP Location
1351 NW 50th St, Owatonna



Tax Parcel Viewer

March 05, 2025



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Arinez
Consulting, Inc.
1700 Technology Drive NE
Suite 130
Willmar, MN 56201
(320) 235-1970

MATT HOLLAND
TANK CERTIFICATION
SHEET_NAME
3205 NW 50TH STREET
MEDFORD, MN

Scale 1"=100'	Date OCTOBER 31, 2024
Project Number PROJECTNO	Sheet Number SHEETNO

ESTIMATED
VOLUME OF TANK
- 750,000 GAL

ESTIMATED
VOLUME OF
CONTAINMENT @
2-FT DEPTH -
2,214,888 GAL

Staff Report
for
Conditional Use Permit Application #441
Richland Grain LLC IBP Storage

I. Applicant:

Matt Holland

II. Property Owner(s):

Richland Grain LLC

III. Property Address:

6821 W Hwy 30

IV. Project Legal Description:

The West 1/3 of the Southwest Quarter of Section 20, Township 108 North, Range 20 West, Steele County Minnesota, lying Northwesterly of Crane Creek,

EXCEPT: Beginning at the Northwest corner of said Southwest Quarter; thence N 89°42'23" E, assumed bearing, 14.00 feet along the North line of said Southwest Quarter; thence S 0°38'02" E 305.48 feet along a line parallel with the West line of said Southwest Quarter; thence S 88°37'50" W 14.00 feet to the West line of said Southwest Quarter; thence N 0°38'02" W 305.75 feet to beginning.

V. Project Description:

Matt Holland with Richland Grain LLC requests to use a silage bunker, (2) manure pits, and a slurry store, currently located on the property, for temporary storage of the following industrial by-products (IBP): sweet corn silage and sweetcorn leachate. Up to 5,000 dry tons of silage may be stored in the silage bunker seasonally. Silage is expected to be onsite temporarily before being transferred to Hometown BioEnergy in Le Sueur, MN. Some of the silage may also be land applied or fed to beef cattle in the adjacent feedlot. Silage leachate and stormwater runoff will be collected and stored in a 550,000-gallon storage tank (slurry store).

This facility has a current feedlot registration 147-92029. Runoff from the feedlot is also collected and diverted to the slurry store. The leachate/stormwater runoff may be land applied or transferred to Hometown Bio Energy.

VI. Reason for Conditional Use Permit Application:

Section 704.1 of the Steele County Ordinance allows agricultural related businesses as a conditional use in the agricultural district.

VII. General Criteria for Issuing Conditional Use Permit:

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

The proposal will not affect parks or schools. Primary public facilities used by this proposal will be County Road 9. County Road 9 is a 9 ton per axel weight limit paved road and is adequate to handle any expected traffic.

2) The use is compatible, separated, or screening from adjacent agricultural or residential land:

The property is surrounded by agricultural land and several rural residents that are located predominantly along county road 9. The nearest residences to this property are approximately 270 feet north, 310 feet west, and 730 feet northeast of the proposed site. To the east, Crane Creek is approximately 350 feet from the proposed storage site, and Revol Greens is approximately 1580 feet to the east of the site. The site is located within the 100-year flood plain. The greatest potential to affect the neighboring residential properties would be if odors, rodents, or noise became an issue.

The utilization of the existing infrastructure for Industrial By-Products (IBP) could have the potential to create odors, attract rodents from the silage and leachate that is stored there. The storage and land application of IBP requires the issuance of an MPCA permit which was issued January 1st, 2025. That permit determines if the slurry store can environmentally contain the IBP and if it can be land applied as a fertilizer product. A MPCA permit does require minimum separation distances from the storage area and residences, wells, and etcetera which should help with the potential odor reaching nearby residents. The MPCA permit also includes some language requiring the storage pit to not generate offensive odors and attract rodents but generally speaking this is not the emphasis of the permit. Steele County should consider conditions concerning odors and rodents if this permit is granted.

With one to two trucks coming and going a day, noise and lights shining into windows may also be an issue to neighboring residents. Steele County should also consider conditions concerning hours of operation if this permit granted.

Being located in the flood plain, another potential effect is runoff polluting the surface water. The MPCA permit has language concerning runoff from the storage area as well and Richfield Grain obtained a slurry tank certification from Anez Consulting. This certifies that the slurry tank can contain the leachate and if it fails, the land around is able to contain a spill. Planning and Zoning would like the silage bunker and manure pit walls certified as above the base flood elevation (BFE) to prevent silage leachate from polluting flood waters. A site inspection also revealed cracks in these walls and PVC holes. The cracks should be repaired and the PVC holes plugged.

We have sent additional questions to the Minnesota Pollution Control Agency (PCA) regarding various aspects of the property and permit. At the time of the board packet being sent, we have not yet received those answers.

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

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

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

The existing site is a 18.16 acre rural agriculture site containing a registered feedlot. The site contains two livestock buildings, a silage bunker, two manure pits, a slurry store, and a storage shed.

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

The property is located in the Agricultural Zoning District. The applicant is applying under Section 704.1 of the Zoning Ordinance as an agricultural related business or 704.16 which allows other similar uses as determine by the planning Commission and the County Board. There is no definition for ag. related business in our ordinance as that has been left up to interpretation for individual requests. Historically we, have been more open to uses when they involve the re-use of existing structures or facilities. The planning commission should make a determination if this use should be allowed in the agricultural district.

6) The use will not create a traffic hazard or congestion:

Additional traffic will be minimal. The applicant plans on one or two extra vehicle trips occurring per day. The site accesses onto County Road 9 (NW 50th St.). This is a paved 9 ton / axle rated road and is capable of handling the expected traffic. In the past, Steele County Highway has received complaints about the lack of sight distance for the east bound traffic and traffic coming from those driveways as well as the township road at that hill. The top of the hill is at NW 32nd Ave, and approximately 250 feet from the west driveway. The speed limit is 55mph with a 45mph advisory sign. The advisory sign was installed within the past couple years. There is no significant crash history here. The Steele County Highway Engineer has requested that the driveway to the east be used due to lack of sight distance for the east bound traffic while utilizing the driveway to the west. They would like the west driveway removed.

7) Existing businesses will not be adversely affected because of curtailment of customers trade:

The nearest existing business is Revol Greens. No effect is expected on this business.

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

Access: The current access onto County Road 9 will be used.

Drainage: Drainage should not change from existing. Run-off from storage operations should not be allowed.

Water: Water is provided by a private well.

VIII. Staff Comments:

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

1. The site must be operated in a manner that does not create offensive odors to the neighboring residential used properties.
2. The site must be rodent free at all times.
3. Equipment, including trucks entering and exiting, shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
4. Silage and manure pit wall height must be certified as above the base flood elevation.
5. PVC holes in manure pit wall must be plugged.
6. Storage of industrial by-products must comply with all MPCA requirements.
7. The driveway to the west must be removed.
8. Once issued, this CUP may be revoked, following notice and hearing, and upon finding(s) established by the Planning Commission that the Subject Property and/or use is not in compliance with the Conditions of Approval as stated herein.

CONDITIONAL USE PERMIT**PERMIT# 441**

PARCEL #s:	12-020-3400	HEARING DATE:	04/07/25
DISTRICT:	Agricultural	DECISION DATE:	

APPLICANT:	Richland Grain LLC	LANDOWNER:	Same
ADDRESS:	6821 W. Hwy 30	ADDRESS:	
	Ellendale, MN 56026		

PROPERTY ADDRESS:

3151 NW 50th St
Medford, MN 55049

LEGAL DESCRIPTION OF PROPERTY:

The West 1/3 of the Southwest Quarter of Section 20, Township 108 North, Range 20 West, Steele County Minnesota, lying Northwesterly of Crane Creek,

EXCEPT: Beginning at the Northwest corner of said Southwest Quarter; thence N 89o42'23" E, assumed bearing, 14.00 feet along the North line of said Southwest Quarter; thence S 0o38'02" E 305.48 feet along a line parallel with the West line of said Southwest Quarter; thence S 88o37'50" W 14.00 feet to the West line of said Southwest Quarter; thence N 0o38'02" W 305.75 feet to beginning.

ZONING DISTRICT:

Agricultural

REFERENCE ORDINANCE FOR CUP:

Section 704.1 of the Steele County Ordinance allows agricultural related businesses as a conditional use in the agricultural district.

PROPOSED USE(S):

Onsite storage of industrial by-product (IBP).

CONDITIONAL USE PERMIT

PERMIT#

441

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒ with 6 conditions.

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

Chair, Steele County Board of Commissioners

Date

Conditions

- 1 The site must be operated in a manner that does not create offensive odors to the neighboring residential used properties.
- 2 The site must be rodent free at all times.
- 3 Silage and manure pit wall height must be certified as above the base flood elevation.
- 4 PVC holes in manure pit wall must be plugged.
- 5 Storage of industrial by-products must comply with all MPCA requirements.
- 6 Once issued, this CUP may be revoked, following notice and hearing, and upon finding(s) established by the Planning Commission that the Subject Property and/or use is not in compliance with the Conditions of Approval as stated herein

CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the _____ day of _____, 2025.

Steele County Administrator

Date

This document prepared by Steele County Building Official

Building Official, Steele County Planning & Zoning

Date



Steele County Agenda Item

Request for Board Action

Subject: Renewal of IUP 2010-02 (Schultz Pit)

Department: Planning & Zoning

Committee: Planning Commission

Committee Meeting Date: April 7, 2025

Work Session Date: Enter a date.

Board Meeting Date: April 22, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approving the Renewal of IUP #2010-02 with 17 conditions based on the findings of fact.

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Background (*Including Budget Impact*):

This request is from Loken Drainage Inc. to renew Interim Use Permit #2010-02 allowing the mining of sand and gravel on property located in the S ½ of the SW ¼, Section 9, Lemond Township, on property owned by Larry Schultz.

Attachments:

Findings of Fact

Location Map

Site Maps

Staff Report

Draft Permit

**COUNTY OF STEELE
FINDINGS OF FACT
INTERIM USE PERMIT #2010-02**

Don Loken Drainage Inc. – Schultz Pit

Applicant:

Don Loken Drainage Inc.

Land Owner:

Larry Schultz

Project Description:

The applicant is requesting the renewal of IUP 2010-02 allowing the mining and processing of sand and gravel material and the stockpiling and processing of recyclable aggregate material.

Zoning District:

Agricultural District

Ordinance Section:

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

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

Property Description:

The S ½ of the SW ¼, Section 9, Lemond Township

General Criteria for considering an Interim Use Permit:

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

The planning commission find the project will have no impact on parks and schools. No utilities or public facilities are used other than CSAH #7 and occasionally SW 68th St, CSAH #7 is a 9 ton per axel weight limit road and adequate to hand the expected traffic. A lesser amount of traffic may use SW 68th St. This is a gravel township road. When utilizing SW 68th St., dust control measures are required if needed.

2) The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:

The planning commission find the surrounding land use includes mostly agricultural land, and several rural residences. This project should not affect nearby agricultural operations. A limit on the hours of operations shall be imposed to mitigate potential effects on neighboring residences. There have been no reported issues from neighboring residential properties.

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

The planning commission find the appearance of the pit will be similar to others in the area. It is screened from SW 68th St. by a berm and CSAH #7 by vegetation.

- 4) **The use is related to the needs of the county and the existing land use:**
The planning commission find the existing land use has been a gravel pit for many years by several different companies. The continued use shall be consistent with past mining operations.
- 5) **The use is consistence with the purpose of the zoning ordinance and zoning district:**
The planning commission find gravel mining of aggregate material and the temporary storage, crushing and processing of recyclable aggregate material is consistent with the Zoning Ordinance if approved as an Interim Use.
- 6) **The use will not creation a traffic hazards or congestion:**
The planning commission find most of the truck traffic uses County Road 7. Occasional traffic will utilize SW 68th Street. There have been no reported issues with truck traffic from this pit.
- 7) **Existing businesses will not be adversely affected because of curtailment of customers trade:**
The planning commission find the operation does not affect nearby businesses.
- 8) **Adequate utilities, access roads, drainage and other facilities will be provided:**
The planning commission find:
Access: The existing access roads are adequate.
Wetland: Wetlands have been identified and mining will not take place in those areas.
Drainage: The operator is required to pay an industrial discharge fee to pump water into Judicial Ditch #5.

Planning Commission Recommendations:

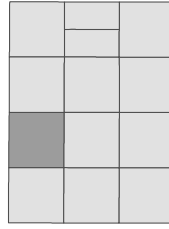
Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the re-issuance of IUP 2010-02 with the following conditions.

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

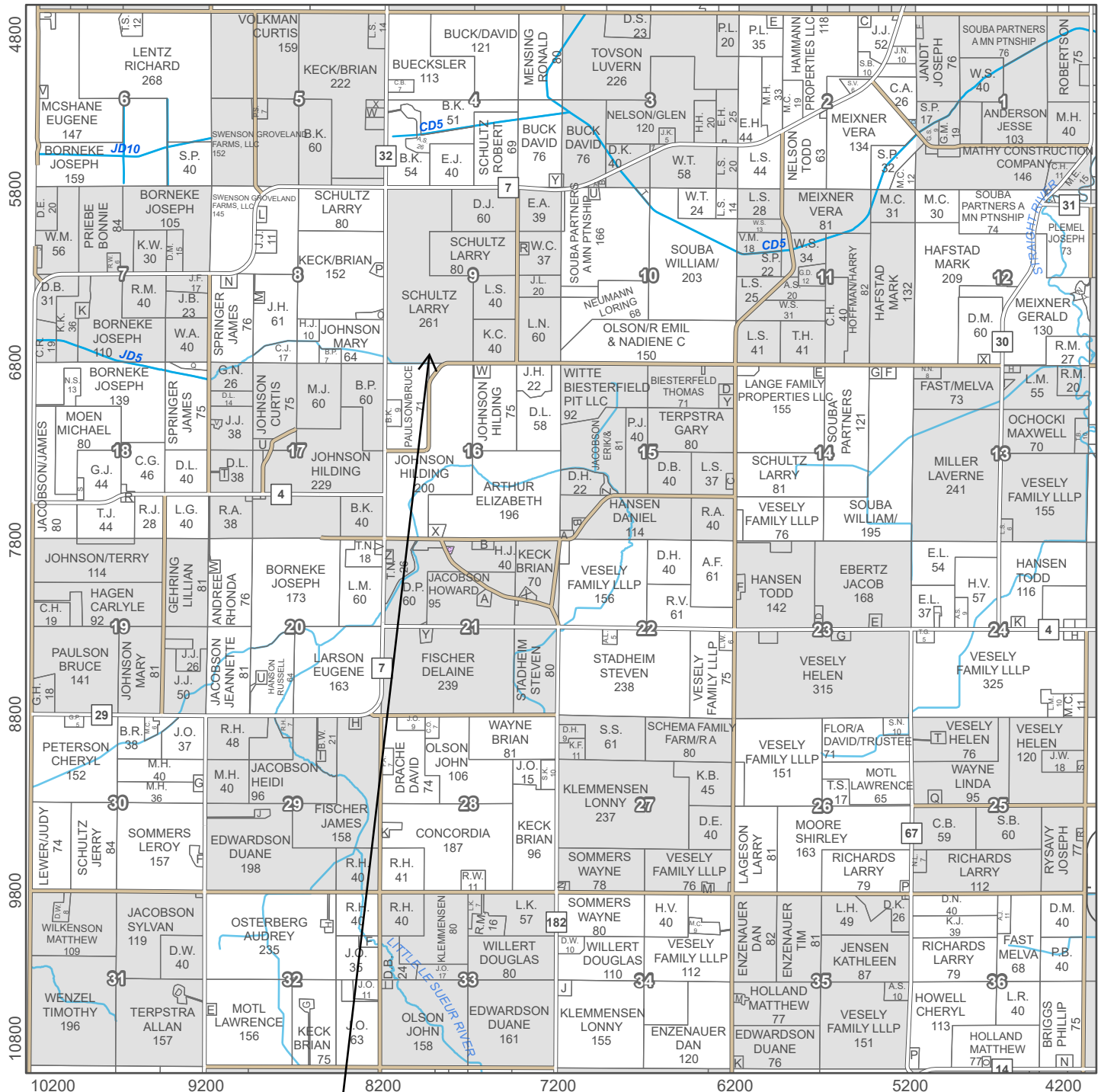
1. All mining and stockpiling activities are limited to the areas as identified in the application and marked onsite and approved by the Soil and Water Conservation District. No mining or stockpiling of soil or material shall be allowed outside of this area.
2. Mining is limited to a bottom elevation of 1148 feet. (Approximately 15 to 20 feet deep)
3. All access roads shall be gated with the gate installed so that it does not swing into the road right-of-way.
4. When more than 5 trucks per day enter the pit, signage warning of truck traffic shall be located along County Road #7 or SW 68th St if requested by the township. The size and placement of these signs shall be at the direction of the Steele County Highway Department and/or the Lemond Township.
5. Dust control shall be maintained in the pit at all times so that dust from the operation or truck traffic does not negatively affect nearby properties or traffic on County Road #7.
6. Trucks shall not track material from the pit onto public roads.
7. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
8. Trucks hauling material to and from this site shall not use "jake brakes"
9. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water. No more than 10 acres of open excavation shall be allowed at one time.
10. A 30 feet unexcavated buffer shall remain adjacent to all property lines. Any erosion to

- neighboring properties as a result of this mine shall be corrected by the applicant.
11. All excavation shall be setback from the road right-of-way a minimum of 100 feet unless a berm is installed along County Road #7. This berm shall be a minimum of 5 feet high and seeded to prevent erosion.
 12. Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed.
 13. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
 14. The operator shall pay a user fee for industrial discharge into the Judicial Ditch #5 agricultural drainage system. The discharge shall be metered by the operator with the amount of discharge and payment made to the Auditor by the 14th day of January of each year. The discharge rate shall be \$.10 per 10,000 gallons of discharge.
 15. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
 16. Applicant is responsible to initiate renewal proceeding on or before June 1, ~~2025~~ 2030 or this permit becomes invalid.
 17. Trucks hauling loads to or from this pit must comply with all road weight limits and restrictions.
 18. The permittee shall furnish bond or other financial surety as approved by the county, for potential site restoration. The bond or other financial surety shall be in an amount of \$5,000 per acre x 28 acres for a total amount of \$140,000 and remain in place for 6 years from the date this permit is issued or until the total site is reclaimed and the reclamation is approved by Steele County.

Lemond



T.106N. - R.21W.





Steele County
GIS

April 01, 2025

Schultz Pit

0 0.02 0.04 0.08 mi

Disclaimer: Steele County, MN makes no representations or warranties, express or implied, with respect to the use or accuracy of the data provided. The data is provided "AS IS" WITH NO GUARANTEE OR REPRESENTATION OF FITNESS OF THE DATA FOR ANY PARTICULAR PURPOSE. Steele County, MN is not responsible for any special, incidental, compensatory or consequential damages or third party claims resulting in the use of this data, even if the data is used in a manner not intended or for purposes not intended. This data may not be used in states that do not allow the exclusion or limitation of incidental or consequential damages.

Schultz Pit

14. Reclaimed Acres 4.66

Legend

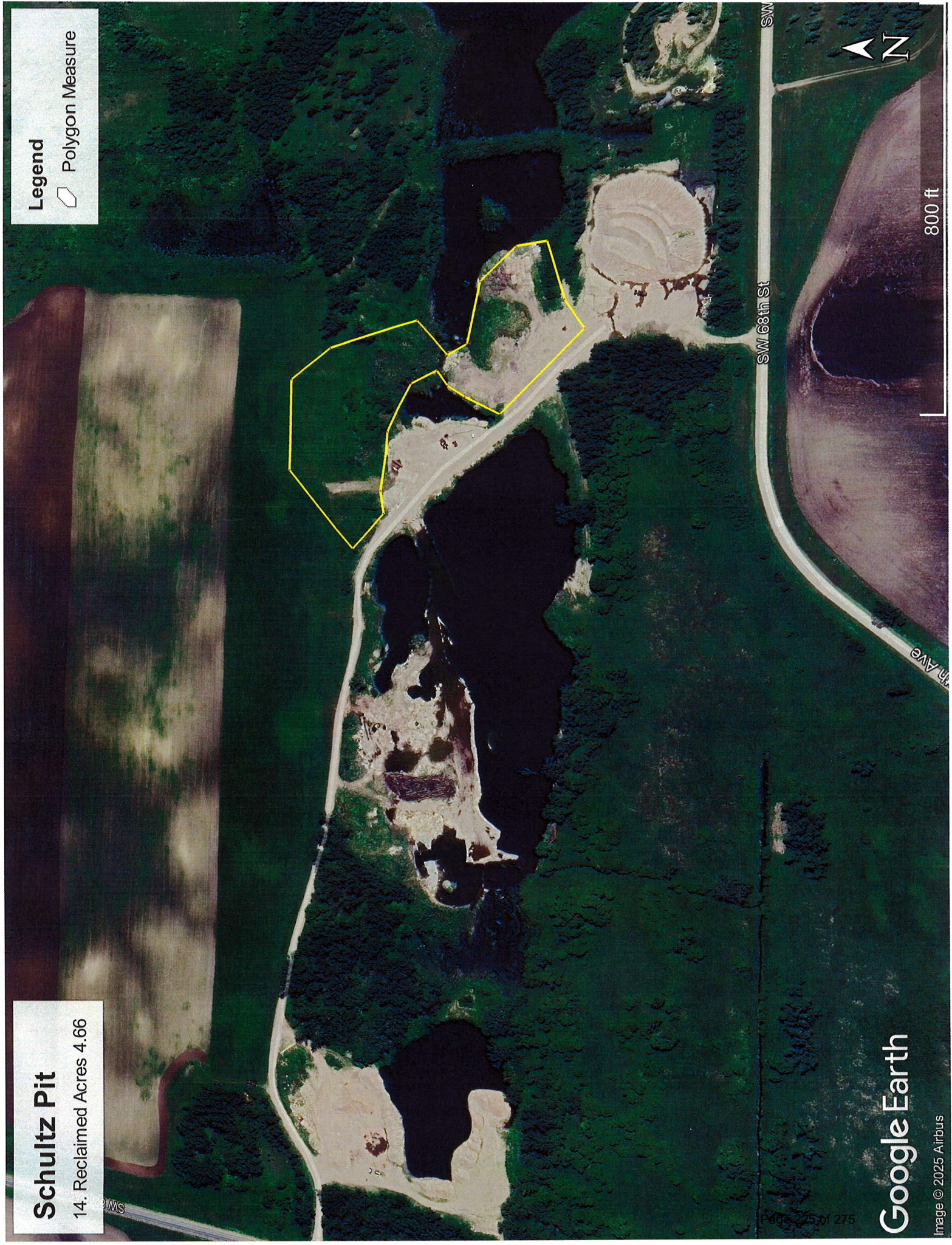
 Polygon Measure



800 ft

SW 68th St

th Ave



Schultz Pit

13. Active Acres 27.5 acres

Legend

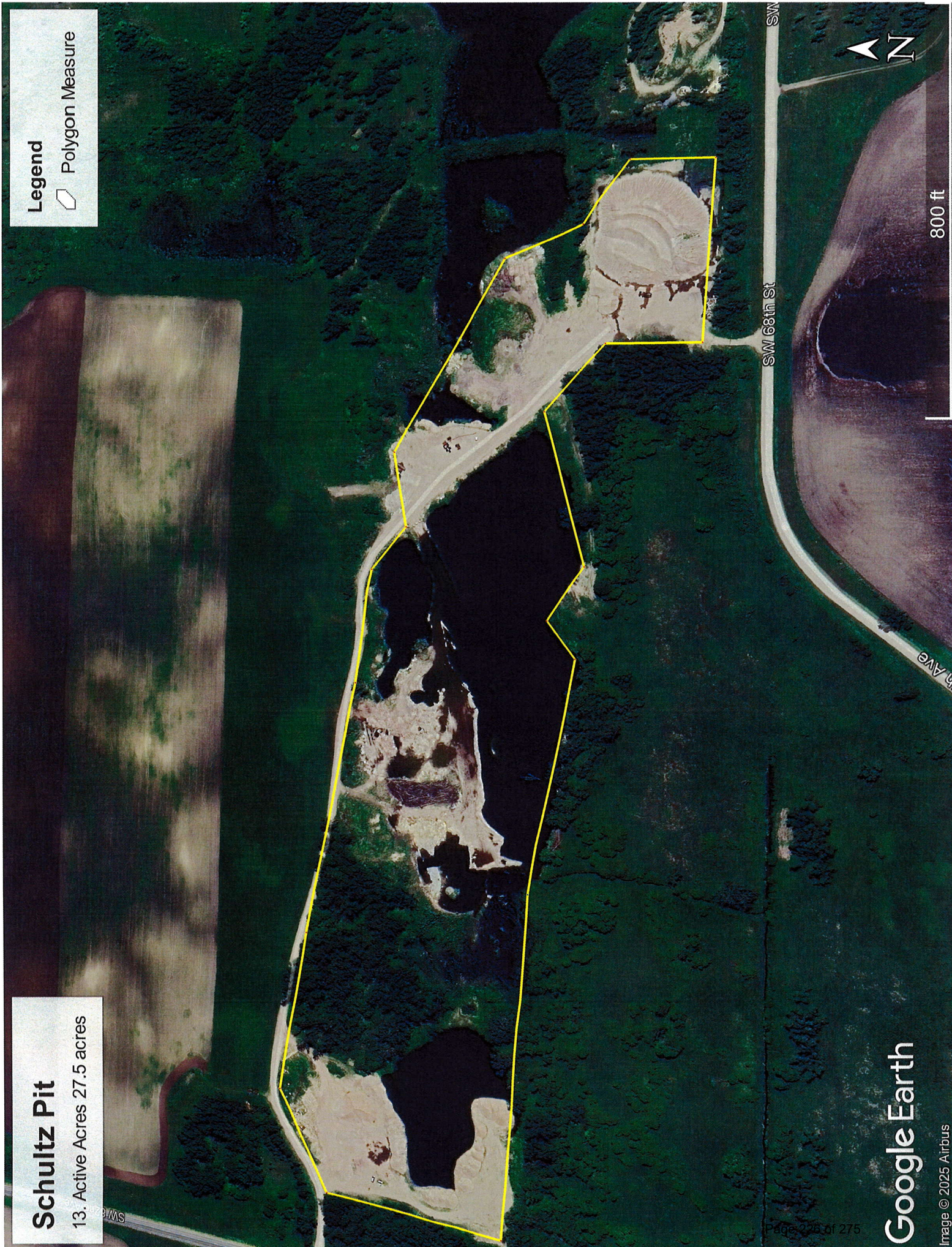
Polygon Measure



SW 68th St

SW

9 Ave

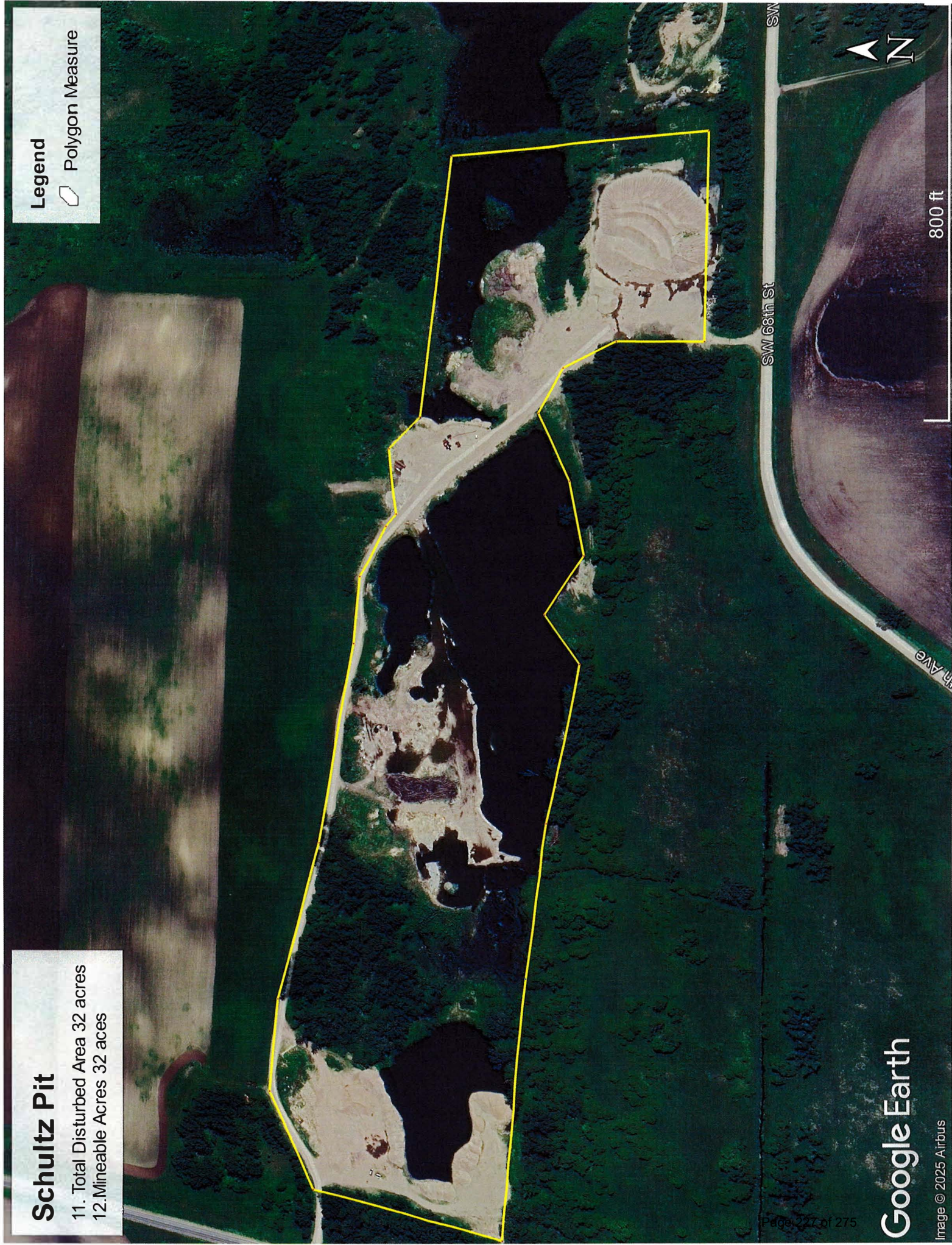


Schultz Pit

- 11. Total Disturbed Area 32 acres
- 12. Mineable Acres 32 aces

Legend

-  Polygon Measure



Staff Report
for
2025 Review of Interim Use Permit 2010-02
Loken Drainage Inc. – Schultz Pit
(Section 9, Lemond Township)

Operator: Don Loken Drainage Inc.

Owner(s): Larry Schultz

Legal Description: The S ½ of the SW ¼, Section 9, T-106-N, R-21-W, Steele Co. MN.

Zoning District: Agricultural District

Permitted Uses: The mining, crushing, and stockpiling of sand and gravel and the stockpiling and processing of recyclable aggregate material.

Permit History: 1997 - CUP 236 to Brielmaier Corporation to mine SW ¼, SE ¼, Sec. 9. Lemond Twsp.
1999 – CUP 236 amended to transfer permit to SMC and to include S ½ of SW ¼ (Shultz property).
2002 – CUP 236 reviewed
2007 - CUP 236 reviewed
2010 – IUP 2010-02 issued to Loken Drainage for just the S ½, SW ¼, (Schultz property).
2015 – IUP 2010-02 renewed
2020 – IUP 2010-02 renewed

- Conditions:**
1. All mining and stockpiling activities are limited to the areas as identified in the application and marked onsite and approved by the Soil and Water Conservation District. No mining or stockpiling of soil or material shall be allowed outside of this area.
 2. Mining is limited to a bottom elevation of 1148 feet. (Approximately 15 to 20 feet deep)
 3. All access roads shall be gated with the gate installed so that it does not swing into the road right-of-way.
 4. When more than 5 trucks per day enter the pit, signage warning of truck traffic shall be located along County Road #7 or SW 68th St if requested by the township. The size and placement of these signs shall be at the direction of the Steele County Highway Department and/or the Lemond Township.
 5. Dust control shall be maintained in the pit at all times so that dust from the operation or truck traffic does not negatively affect nearby properties or traffic on County Road #7.
 6. Trucks shall not track material from the pit onto public roads.
 7. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
 8. Trucks hauling material to and from this site shall not use “jake brakes”
 9. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water. No more than 10 acres of open excavation shall be allowed at one time.
 10. A 30 feet unexcavated buffer shall remain adjacent to all property lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
 11. All excavation shall be setback from the road right-of-way a minimum of 100 feet unless a berm is installed along County Road #7. This berm shall be a minimum of 5 feet high and seeded to prevent erosion.
 12. Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed.

13. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
14. The operator shall pay a user fee for industrial discharge into the Judicial Ditch #5 agricultural drainage system. The discharge shall be metered by the operator with the amount of discharge and payment made to the Auditor by the 14th day of January of each year. The discharge rate shall be \$.10 per 10,000 gallons of discharge.
15. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
16. Applicant is responsible to initiate renewal proceeding on or before June 1, 2025 or this permit becomes invalid.
17. Trucks hauling loads to or from this pit must comply with all road weight limits and restrictions.
18. The permittee shall furnish bond or other financial surety as approved by the county, for potential site restoration. The bond or other financial surety shall be in an amount of \$5,000 per acre x 28 acres for a total amount of \$140,000 and remain in place for 6 years from the date this permit is issued or until the total site is reclaimed and the reclamation is approved by Steele County.

Total Parcel Size: 80 acres
Minable Acres: 33 acres includes 7 acres of stockpile areas, processing areas, and roads.
Active Area: 27 acres
Reclaimed Area: 5 acres
Un-reclaimed Area: 28 acres.

Natural Elev: 1070 -1162
Permitted Elev: 1048 feet
Mining Elev: Estimated to be at 1148 feet.

Recyclable Amt: None
Road Access: County State Aid Highway #7 (SW 82nd Ave.) has a 9 ton per axel weight limit road. A secondary access is on SW 68th Street (Gravel Township Road)

Material Removed: Records indicated the following amount of material was removed the past 5 years.
 2024 – 14,678 cu. yds.
 2023 – 23,308 cu. yds.
 2022 – 16,487 cu. yds.
 2021 – 22,798 cu. yds.
 2020 – 13,453 cu. yds.

Other Permits: Nation Pollution Disposal Elimination System (NPDES): Permit MNG490064
 DNR Water Appropriations permit #2010-0505 (100, MGY)
 2024 – 0
 2023 – 0
 2022 – 0
 2021 – 0
 2020 – 0

Comments: Mining appears to be progressing as expected.
 Currently no recyclable onsite.
 Gravel Tax has been paid.

Special JD #5 user fee has been paid. – no water was pumped in 2024
No complaints have been registered regarding this site.

Reason for Interim Use Permit Application:

Section 703.2 of the Zoning Ordinance requires an Interim Use Permit for the mining of sand and gravel in the Agricultural District.

Condition #16 requires the operator to renew the permit.

General Criteria for Issuing Conditional Use Permit:

a) Burden on Existing Public Facilities and Utilities:

No utilities or public facilities are used other than CSAH 7. This is a 9 ton per axel weight limit road and adequate to hand the expected traffic.

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

A limit on hours of operation have been imposed to mitigate noise on neighboring residential properties. There have been no reported issues from neighboring residential properties concerning this pit.

c) Appearance of Structures and Site and Effect on Adjacent Properties:

The appearance is similar to other gravel pits in the area and is screened from the township road to the south by a berm and County Road #7 to the west by vegetation.

d) Relationship of Proposed Project to Existing Land Use:

The existing land use is an existing permitted gravel pit. This area has been mined for many years by several companies. The permitted area once included the 40 acres to the east that was owned and operated by SMC. The mining in that 40 acres has been completed and that land sold for a residential house.

e) Consistency with Zoning Ordinance and Zoning District:

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

f) Creation of Traffic Hazards or Congestion:

Most of the truck traffic uses County Road 7. Occasional traffic will utilize SW 68th Street. There have been no reported issues with truck traffic from this pit.

g) Nuisance Effects on Nearby Business:

The nearest permitted business is Keck's Repair located 1700 feet south of the pit. There have been no reported issues concerning effects on this business.

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

The dewatering of the pit outlets into Judicial Ditch #5. The operator pays an industrial fee to the Ditch system meant to offset any additional maintenance to the ditch because of the increased water discharge. Wetlands have been identified and mining is not to occur in those areas.

Staff Comments:

Since this permit is an Interim Use Permit and has an ending date, we are able to add conditions if we wish including the requirement for a bond. If the Planning Commission finds that this site meets the criteria to renew the permit, they may want to consider amending the following conditions. ~~Strikethrough is deleted,~~ underlined is added.

16. Applicant is responsible to initiate renewal proceeding on or before June 1, ~~2025~~ 2030 or this permit becomes invalid.

INTERIM USE PERMIT**Permit #** 2010-02
2025 Review

PARCEL #: 06-009-3100 **HEARING DATE:** 04/07/25
DISTRICT: Agricultural **DECISION DATE:** 04/22/25

APPLICANT: Don Loken Drainage Inc. **LANDOWNER:** Larry Schultz
ADDRESS: 3695 Hoffman Drive. NW. **ADDRESS:** 4950 SW 82nd Ave.
Owatonna, MN 55060 Owatonna, MN 55060

LEGAL DESCRIPTION OF PROPERTY:

South 1/2 of the SW 1/4, Section 9, T-106-N, R-21-W, Steele County, MN

REFERENCE ORDINANCE FOR CUP:

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

PROPOSED USE(S):

The mining, crushing, and stockpiling of sand and gravel.

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒ with 18 conditions.

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

Chair, Steele County Board of Commissioners

Date

Conditions

- 1 All mining and stockpiling activities are limited to the areas as identified in the application and marked onsite and approved by the Soil and Water Conservation District. No mining or stockpiling of soil or material shall be allowed outside of this area.
- 2 Mining is limited to a bottom elevation of 1148 feet. (Approximately 15 to 20 feet deep)
- 3 All access road shall be gated with the gate installed so that it does not swing into the road right-of-way.
- 4 When more than 5 trucks per day enter the pit, signage warning of truck traffic shall be located along County Road #7 or SW 68th St if requested by the township. The size and placement of these signs shall be at the direction of the Steele County Highway Department and/or the Lemond Township.
- 5 Dust control shall be maintained in the pit at all times so that dust from the operation or truck traffic does not negatively effect nearby properties or traffic on County Road #7.
- 6 Trucks shall not track material from the pit onto public roads.
- 7 Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
- 8 Trucks hauling material to and from this site shall not use "jake brakes"
- 9 The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water. No more than 10 acres of open excavation shall be allowed at one time.
- 10 A 30 foot unexcavated buffer shall remain adjacent to all property lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
- 11 All excavation shall be setback from the road right-of-way a minimum of 100 feet unless a berm is installed along County Road #7. This berm shall be a minimum of 5 feet high and seeded to prevent erosion.
- 12 Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed.
- 13 This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
- 14 The operator shall pay a user fee for industrial discharge into the Judicial Ditch #5 agricultural drainage system. The discharge shall be metered by the operator with the amount of discharge and payment made to the Auditor by the 14th day of January of each year. The discharge rate shall be \$.10 per 10,000 gallons of discharge.
- 15 Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
- 16 Applicant is responsible to initiate renewal proceeding on or before June 1, 2030 or this permit becomes invalid.

INTERIM USE PERMIT

Permit # 2010-02
2025 Review

-
- 17 Trucks hauling loads to or from this pit must comply with all road weight limits and restrictions.
- 18 The permittee shall furnish bond or other financial surety as approved by the county, for potential site restoration. The bond or other financial surety shall be in an amount of \$5,000 per acre x 28 acres for a total amount of \$140,000 and remain in place for 6 years from the date this permit is issued or until the total site is reclaimed and the reclamation is approved by Steele County
-

CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the _____ day of _____, 2025.

Steele County Administrator

Date

This document prepared by Steele County Planning Building Official

Building Official, Steele County Planning & Zoning

Date



Steele County Agenda Item

Request for Board Action

Subject: Renewal of IUP 2015-02 (Hafstad Pit)

Department: Planning & Zoning

Committee: Planning Commission

Committee Meeting Date: April 7, 2025

Work Session Date: Enter a date.

Board Meeting Date: April 22, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approving the Renewal of IUP #2015-02 with 16 conditions based on the findings of fact.

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Background (*Including Budget Impact*):

This request is from Loken Drainage Inc. to renew Interim Use Permit #2015-02 allowing the mining of sand and gravel in the SE ¼ of the SE ¼, Section 30, Owatonna Township on property owned by Richard Hafstad.

Attachments:

Findings of Fact

Location Map

Site Maps

Staff Report

Draft Permit

**COUNTY OF STEELE
FINDINGS OF FACT
INTERIM USE PERMIT #2015-02**

Don Loken Drainage Inc. – Hafstad Pit

Applicant:

Don Loken Drainage Inc.

Land Owner:

Richard Hafstad

Project Description:

The applicant is requesting the renewal of IUP 2015-02 allowing the mining and processing of sand and gravel material and the stockpiling and processing of recyclable aggregate material.

Zoning District:

Agricultural District

Ordinance Section:

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

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

Property Description:

South 1/2 of the SE 1/4, Section 30, T 107 N, R 20 W, Steele County, MN

General Criteria for considering an Interim Use Permit:

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

The planning commission find the project will have no impact on parks and schools. No utilities or public facilities are used other than CSAH 18. This is a 9 ton per axel weight limit road and adequate to hand the expected traffic.

2) The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:

The planning commission find the surrounding land use includes mostly agricultural land, several rural residences, and other gravel pits. This project should not affect nearby agricultural operations or the gravel pits. A limit on the hours of operations shall be imposed to mitigate potential effects on neighboring residences.

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

The planning commission find the appearance of the pit will be similar to others in the area and is setback far enough to screened it from neighboring residences and the road.

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

The planning commission find the existing land use is an active mine, areas of reclaimed mine that are now open water, and cropland. The proposed use shall be consistent with past mining operations.

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

The planning commission find mining of aggregate material and the temporary storage, crushing and processing of recyclable aggregate material is consistent with the Zoning Ordinance if approved as an Interim Use.

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

The planning commission find the site will access onto County Road 18 thru the Dietz Pit. There have been no reported issues with traffic from this site or the Diet Pit.

7) Existing businesses will not be adversely affected because of curtailment of customers trade:

The planning commission find the operation does not affect nearby businesses.

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

The planning commission find:

Access: The existing access road is adequate.

Wetland: There are no jurisdictional wetlands on the site.

Planning Commission Recommendations:

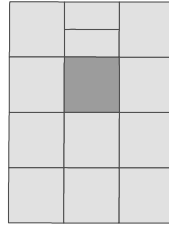
Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the re-issuance of IUP 2015-02 with the following conditions.

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

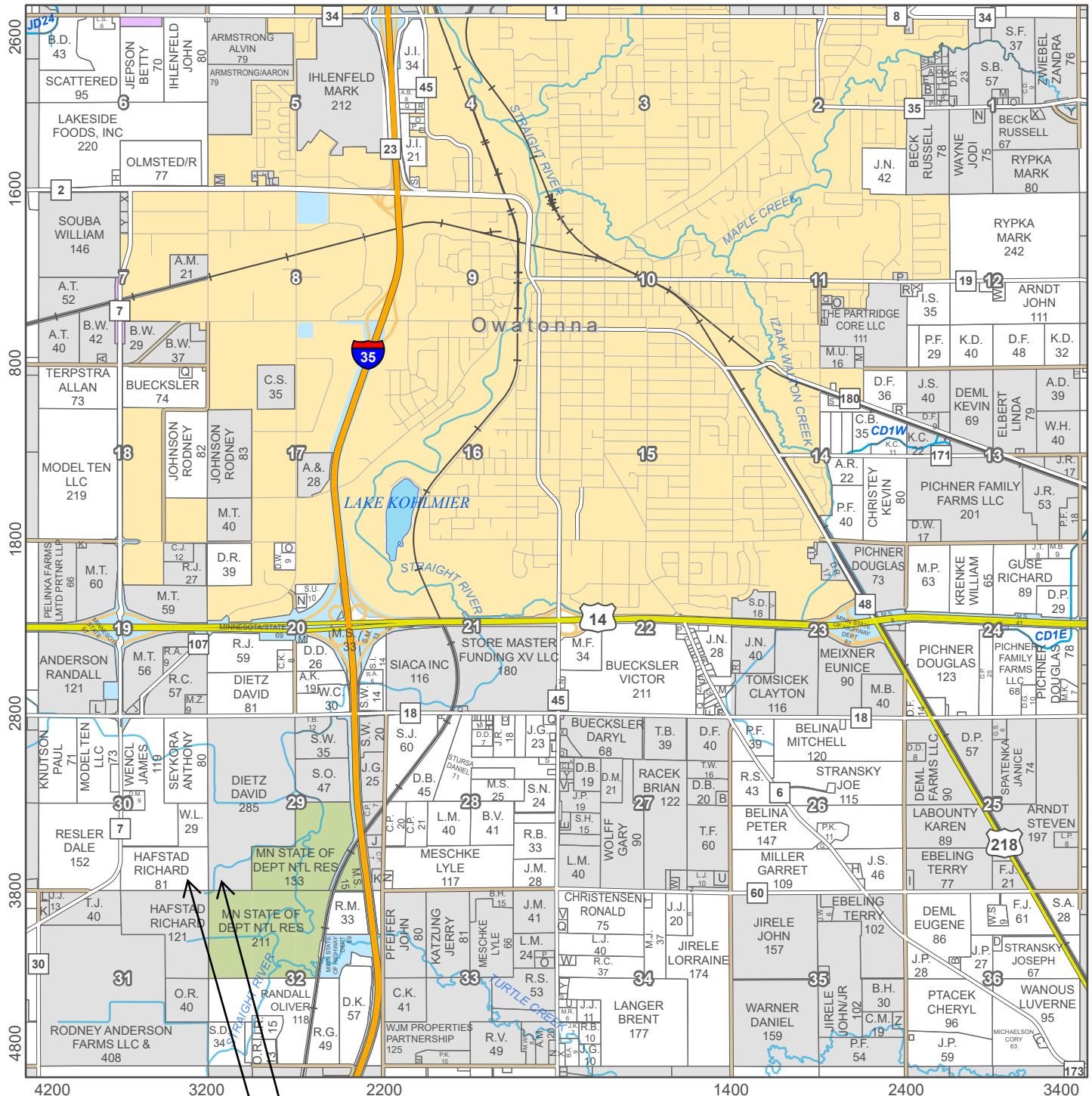
1. Mining is limited to the ~~40 acres~~ areas identified in the application. Before excavation can begin the boundary of the area shall be clearly marked onsite at the corners and a minimum of every 300 feet along all perimeters.
2. Mining is limited to a bottom elevation of 1125 feet. (Approximately 25 feet deep)
3. A 30 foot unexcavated buffer shall remain adjacent to all property lines and road right of ways. Any erosion to neighboring properties as a result of this mine shall be corrected immediately by the applicant. Setbacks between properties may be eliminated by written agreement of both property owners.
4. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
5. The operator shall use the existing access through the Dietz Pit onto County Road 18. The establishment of any new accesses shall require the permit approval by the road authority.
6. Signage warning of truck traffic shall be located along the County Road 18. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
7. Trucks shall not track material from the pit onto the public road.
8. Trucks hauling material to and from this site shall not use "jake brakes"
9. Operator is responsible to maintain dust control in the pit and on the access road so excessive dust does not negatively affect neighboring properties or highway traffic.
10. Operator shall maintain the viability of any existing private drainage system at all times during the operation of the pit.

11. Water from the pit shall not be discharged onto any neighboring property without written permission from that property owner. Discharge flowing to adjoining ditches or streams shall meet the MN Pollution Control Agency standards for total suspended solids.
- ~~12.~~ The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter. A consistent slope must be maintained below the final waterline to a ~~depth of 6 feet. Topsoil must be replaced on upland areas and re-vegetated if not used for cropland.~~
13. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
14. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
15. Applicant is responsible to initiate renewal proceeding on or before May 1st, ~~2025~~ 2030 or this permit becomes invalid.
16. The permittee shall furnish bond or other financial surety as approved by the county, for potential site restoration. The bond or other financial surety shall be in an amount of \$5,000 per acre x ~~13~~ 15 acres for a total amount of ~~\$65,000~~ \$77,500 and remain in place for 6 years from the date this permit is issued or until the total site is reclaimed and the reclamation is approved by Steele County.

Owatonna



T.107N. - R.20W.



Review of CUP 299 (Deitz Pit)

Review of IUP 2015-02 (Hafstad Pit)



Hafstad Pit

March 21, 2025



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Hafstad Pit

14. Reclaimed Acres .72

Legend

Polygon Measure



600 ft

Google Earth

Image © 2025 Airbus

Legend

Hafstad Pit

13. Active Acres. 2.5 acres



400 ft

Google Earth

Image © 2025 Airbus

Hafstad Pit

- 11. Total Disturbed Area
- 12. Mineable Acres, 15 acres

Legend



Staff Report
for
2025 Review of Interim Use Permit 2015-02
Loken Drainage Inc. – Hafstad Pit
(Section 30, Owatonna Township)

Operator: Don Loken Drainage Inc.

Owner(s): Richard Hafstad

Legal Description: South 1/2 of the SE 1/4, Section 30, T 107 N, R 20 W, Steele County, MN

Zoning District: Agricultural District

Permitted Uses: The mining, crushing, and stockpiling of sand and gravel and the stockpiling and processing of recyclable aggregate material.

Permit History: 2015 – IUP 2015-02 issued
2020 – IUP 2015-02 renewed

Conditions:

1. Mining is limited to the 10 acres areas identified in the application. Before excavation can begin the boundary of the area shall be clearly marked onsite at the corners and a minimum of every 300 feet along all perimeters.
2. Mining is limited to a bottom elevation of 1125 feet. (Approximately 25 feet deep)
3. A 30 foot unexcavated buffer shall remain adjacent to all property lines and road right of ways. Any erosion to neighboring properties as a result of this mine shall be corrected immediately by the applicant. Setbacks between properties may be eliminated by written agreement of both property owners.
4. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
5. The operator shall use the existing access through the Dietz Pit onto County Road 18. The establishment of any new accesses shall require the permit approval by the road authority.
6. Signage warning of truck traffic shall be located along the County Road 18. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
7. Trucks shall not track material from the pit onto the public road.
8. Trucks hauling material to and from this site shall not use “jake brakes”
9. Operator is responsible to maintain dust control in the pit and on the access road so excessive dust does not negatively affect neighboring properties or highway traffic.
10. Operator shall maintain the viability of any existing private drainage system at all times during the operation of the pit.
11. Water from the pit shall not be discharged onto any neighboring property without written permission from that property owner. Discharge flowing to adjoining ditches or streams shall meet the MN Pollution Control Agency standards for total suspended solids.
12. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter. A consistent slope must be maintained below the final waterline to a depth of 6 feet. Topsoil must be replaced on upland areas and re-vegetated if not used for cropland.
13. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
14. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and

Minnesota Wetland Conservation Act regulations.

15. Applicant is responsible to initiate renewal proceeding on or before May 1st, 2025 or this permit becomes invalid.
16. The permittee shall furnish bond or other financial surety as approved by the county, for potential site restoration. The bond or other financial surety shall be in an amount of \$5,000 per acre x 13 acres for a total amount of \$65,000 and remain in place for 6 years from the date this permit is issued or until the total site is reclaimed and the reclamation is approved by Steele County.

Total Parcel Size: 80 acres
Permitted Area: 15.24 acres
Disturbed Area: 15.24 acres
Future Area: 0 acres – no longer expanding this pit

Active Areas: 2.5 acres
Reclaimed Area: 0.72 acres
Mining Completed: 6 acres including 3.3 acres of pond that is considered reclaimed.
Area Un-reclaimed: 9.25 acres

Natural Elev: 1144 - 1150
Permitted Elev: 1125 feet
Mining Elev: Estimated to be at 1127 feet.

Recyclable Amt: None
Road Access: Through Dietz Pit to CSAH #18 (SW 28th St.) paved county road with 9 ton per axle weight limit.

Material Removed: Records indicated the following amount of material was removed the past 5 years.
2024 – 28,847 cu. yds.
2023 – 24,661 cu. yds.
2022 – 23,754 cu. yds.
2021 – 26,554 cu. yds.
2020 – 27,500 cu. yds.

Other Permits: DNR Water Appropriations permit pumped into Dietz Pit and discharged as part of Permit #2006-0580 (50, MGY)

Comments: Currently no recyclable material onsite.
Gravel Tax has been paid.
Hafstad and Dietz have a signed agreement on file allowing mining to the shared property line.
No complaints have been registered regarding this site.

Reason for Interim Use Permit Application:

Section 703.2 of the Zoning Ordinance requires an Interim Use Permit for the mining of sand and gravel in the Agricultural District.

Condition #15 requires the operator to renew the permit.

General Criteria for Issuing Conditional Use Permit:

a) Burden on Existing Public Facilities and Utilities:

No utilities or public facilities are used other than County road 18. This is a 9 ton per axel weight limit road and adequate to hand the expected traffic.

- b) **Compatible, Separated, or Screened from Adjacent Agricultural or Residential Properties:**
A limit on hours of operation have been imposed to mitigate noise on neighboring residential properties. There have been no reported issues from neighboring residential properties concerning this pit.
- c) **Appearance of Structures and Site and Effect on Adjacent Properties:**
The appearance is similar to other gravel pits in the area and setback from the road 1/3 mile and screened to the nearest residential uses by vegetation.
- d) **Relationship of Proposed Project to Existing Land Use:**
The existing land use is a permitted gravel pit and cropland. The final reclamation of the site will be an open pond.
- e) **Consistency with Zoning Ordinance and Zoning District:**
Gravel mining, crushing and the processing of aggregate materials is consistent with the Zoning Ordinance if approved as an Interim Use.
- f) **Creation of Traffic Hazards or Congestion:**
Truck traffic accesses thru the Dietz Pit. There have been no reported issues with truck traffic from these pits.
- g) **Nuisance Effects on Nearby Business:**
There are no permitted businesses nearby.
- h) **Adequacy of Utilities, Access Roads, Drainage and Other Facilities:**
The site will use no utilities. Access is through the Dietz Pit.

Staff Comments:

Since this permit is an Interim Use Permit and has an ending date, we are able to add conditions if we wish including the requirement for a bond. If the Planning Commission finds that this site meets the criteria to renew the permit, they may want to consider amending the following conditions. ~~Strikethrough~~ is deleted, underlined is added.

1. Mining is limited to the ~~40 acres~~ areas identified in the application. Before excavation can begin the boundary of the area shall be clearly marked onsite at the corners and a minimum of every 300 feet along all perimeters.
15. Applicant is responsible to initiate renewal proceeding on or before May 1st, ~~2020~~ 2025 or this permit becomes invalid.
16. The permittee shall furnish bond or other financial surety as approved by the county, for potential site restoration. The bond or other financial surety shall be in an amount of \$5,000 per acre x ~~13~~ 15.5 acres for a total amount of ~~\$65,000~~ \$77,500 and remain in place for 6 years from the date this permit is issued or until the total site is reclaimed and the reclamation is approved by Steele County.

INTERIM USE PERMIT**2015-02**
Permit # 2025 Renewal

PARCEL #:	08-030-2200	HEARING DATE:	04/07/25
DISTRICT:	Agricultural	DECISION DATE:	04/22/25
APPLICANT:	Loken Excavation & Drainage	LANDOWNER:	Richard Hafstad
ADDRESS:	3695 Hoffman Drive NW	ADDRESS:	3673 Lemond Rd.
	Owatonna, MN 55060		Owatonna, MN 55060

LEGAL DESCRIPTION OF PROPERTY:

South 1/2 of the SE 1/4, Section 30, T 107 N, R 20 W, Steele County, MN

ADDRESS OF PROPERTY:3673 Lemond Rd.
Owatonna, MN 55060**REFERENCE ORDINANCE FOR CUP:**

Section 703.2 of the Steele County Zoning Ordinance requires a conditional use permit for excavations.

PROPOSED USE(S):

Excavation of sand and gravel and the stockpiling of aggregate material.

DECISION OF BOARD OF COMMISSIONERSDeny ☐Approve ☒with 16 conditions.

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

Chair, Steele County Board of Commissioners_____
Date

Conditions

- 1 Mining is limited to the 10 acres areas identified in the application. Before excavation can begin the boundary of the area shall be clearly marked onsite at the corners and a minimum of every 300 feet along all perimeters.
- 2 Mining is limited to a bottom elevation of 1125 feet. (Approximately 25 feet deep)
- 3 A 30 foot unexcavated buffer shall remain adjacent to all property lines and road right of ways. Any erosion to neighboring properties as a result of this mine shall be corrected immediately by the applicant. Setbacks between properties may be eliminated by written agreement of both property owners.
- 4 Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
- 5 The operator shall use the existing access through the Dietz Pit onto County Road 18. The establishment of any new accesses shall require the permit approval by the road authority.
- 6 Signage warning of truck traffic shall be located along the County Road 18. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
- 7 Trucks shall not track material from the pit onto the public road.
- 8 Trucks hauling material to and from this site shall not use "jake brakes".
- 9 Operator is responsible to maintain dust control in the pit and on the access road so excessive dust does not negatively affect neighboring properties or highway traffic.
- 10 Operator shall maintain the viability of any existing private drainage system at all times during the operation of the pit.
- 11 Water from the pit shall not be discharged onto any neighboring property without written permission from that property owner. Discharge flowing to adjoining ditches or streams shall meet the MN Pollution Control Agency standards for total suspended solids.
- 12 The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter. A consistent slope must be maintained below the final waterline to a depth of 6 feet. Topsoil must be replaced on upland areas and re-vegetated if not used for cropland.
- 13 This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
- 14 Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.

- 15 Applicant is responsible to initiate renewal proceeding on or before May 1st, 2025 or this permit becomes invalid.
- 16 The permittee shall furnish bond or other financial surety as approved by the county, for potential site restoration. The bond or other financial surety shall be in an amount of \$5,000 per acre x 15 acres for a total amount of \$77,500 and remain in place for 6 years from the date this permit is issued or until the total site is reclaimed and the reclamation is approved by Steele County.

CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the _____ day of _____, 2025.

Steele County Administrator

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date



Steele County Agenda Item

Request for Board Action

Subject: CSAH 48 Main Street (Oak Avenue to Grove Avenue) Final Design

Department: Highway

Committee: Public Works

Committee Meeting Date: April 8, 2025

Work Session Date: NA

Board Meeting Date: April 22, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Approve amendment to agreement with Short Elliott Hendrickson, Inc (SEH). to complete final design for the CSAH 48 Main Street (Oak Avenue to Grove Avenue) and authorize County Engineer to sign the amendment.

Recommendation:

Approve amendment to agreement with Short Elliott Hendrickson, Inc (SEH). to complete final design for the CSAH 48 Main Street (Oak Avenue to Grove Avenue) and authorize County Engineer to sign the amendment.

Background *(Including Budget Impact)*:

In 2021, the county retained SEH to complete a feasibility study to evaluate the traffic operations of Main St., determine appropriate lane configurations and intersection controls, to determine pavement preservation or replacement strategies, and to review pedestrian safety throughout the corridor. In 2023, SEH completed the study and recommended reconstruction of CSAH 48 Main Street from Oak Avenue to Grove Avenue and the Board accepted their findings. SEH has prepared a proposal to amend their professional services agreement to add the final design services for a not-to-exceed cost of \$720,000. While completing the feasibility study, SEH gained significant experience and understanding of the project that could be lost if other proposals are requested. Staff has reviewed the proposal scope and costs and believe them reasonable for the project needs.

As part of the final design work, staff is recommending SEH revisit the study recommendation to construct a roundabout at the intersection of Main Street and Grove Avenue and instead replace the aging signals and modify turn lanes. Also, staff is recommending extending the west limit of the project to include reconstruction the Main Street and Oak Avenue intersection to include replacing the aging signal system.

The county budgeted \$500,000 in sales tax and city cost share funding to complete the final design of that project in 2025. The remaining \$220,000 is proposed to come from sales tax funding fund balance.

Attachments:

SEH Proposal

Agreement for Professional Services

This Agreement is effective as of April 21, 2025, between Steele County (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **CSAH 48 (Main Street) Reconstruction – Oak Avenue to Grove Avenue**

Client's Authorized Representative: Paul Sponholz
Address: 3000 Hoffman Drive NW, Owatonna, Minnesota 55060, United States
Telephone: 507.444.7671 **email:** paul.sponholz@Steelecountymn.gov

Project Manager: Jenna Obernolte
Address: 717 Third Avenue SE, Suite 101, Rochester, Minnesota 55904
Telephone: 507.316.6650 **email:** jobernolte@sehinc.com

Scope: The Basic Services to be provided by Consultant as set forth herein are provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 05.15.22), which is incorporated by reference herein and subject to Exhibits attached to this Agreement. See attached scope of work for services provided.

Schedule: A detailed schedule is provided in the attached letter proposal.

Fee: The fee is hourly estimated to be \$720,000 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under "Other Terms and Conditions". The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:
None.

Short Elliott Hendrickson Inc.

Steele County

By:



By:

Full Name:

JIM HALL

Full Name:

Title:

PRINCIPAL

Title:

Exhibit A-1
to Agreement for Professional Services
Between Steele County (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated April 21, 2025

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render Services hereunder will be for a period which may reasonably be required for the completion of said Services.
2. If Client has requested changes in the scope, extent, or character of the Project or the Services to be provided by Consultant, the time of performance and compensation for the Services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform the Services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for the Services, then Consultant shall promptly notify the Client regarding the need for additional Services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional Services and to an extension of time for completion of additional Services absent written objection by Client.
2. Additional Services, including delivery of documents, CAD files, or information not expressly included as deliverables, shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon seven days written notice or, at its option, accept an equitable adjustment of compensation provided for elsewhere in this Agreement to reflect costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the Services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for Services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the Services provided by Consultant and access to all public and private lands required for Consultant to perform its Services.

2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling, and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's Services, such as previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning; deed; and other land use restrictions; as-built drawings; and electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's Services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements, and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide Services in a timely manner.
4. Client shall require all utilities with facilities within the Project site to locate and mark said utilities upon request, relocate and/or protect said utilities to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review, and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.
6. Client agrees to reasonably cooperate, when requested, to assist Consultant with the investigation and addressing of any complaints made by Consultant's employees related to inappropriate or unwelcomed actions by Client or Client's employees or agents. This shall include, but not be limited to, providing access to Client's employees for Consultant's investigation, attendance at hearings, responding to inquiries and providing full access to Client files and information related to Consultant's employees, if any. Client agrees that Consultant retains the absolute right to remove any of its employees from Client's facilities if Consultant, in its sole discretion, determines such removal is advisable. Consultant, likewise, agrees to reasonably cooperate with Client with respect to the foregoing in connection with any complaints made by Client's employees.
7. Client acknowledges that Consultant has expended significant effort and expense in training and developing Consultant's employees. Therefore, during the term of this Agreement and for a period of two years after the termination of this Agreement or the completion of the Services under this Agreement, whichever is longer, Client shall not directly or indirectly: (1) hire, solicit or encourage any employee of Consultant to leave the employ of Consultant; (2) hire, solicit or encourage any consultant or independent contractor to cease work with Consultant; or (3) circumvent Consultant by conducting business directly with its employees. The two-year period set forth in this section shall be extended commensurately with any amount of time during which Client has violated its terms.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Services or deliverables until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding Services, deliverables, or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable

- costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
- Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
 - Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

- The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its Services.
- Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods, or procedures of construction. Consultant's Services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
- Consultant's Opinions of Probable Construction Cost are provided if agreed upon in writing and made on the basis of Consultant's experience and qualifications. Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions. Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Probable Construction Cost prepared by Consultant. If Client wishes greater assurance as to construction costs, Client shall employ an independent cost estimator.

B. Indemnity for Environmental Issues

- Consultant is not a user, generator, handler, operator, arranger, storer, transporter, or disposer of hazardous or toxic substances. Therefore the Client agrees to hold harmless, indemnify, and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims; losses; damages; liability; and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

C. Limitations on Liability

- The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed five hundred thousand dollars (\$500,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional five hundred thousand dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
- Neither Party shall be liable to the other for consequential damages, including without limitation lost rentals; increased rental expenses; loss of use; loss of income; lost profit, financing, business, or reputation; and loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them. Consultant expressly disclaims any duty to defend Client for any alleged actions or damages.
- It is intended by the parties to this Agreement that Consultant's Services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or

asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

- Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued, and the applicable statutes of limitations shall commence to run, not later than either the date of Substantial Completion for acts or failures to act occurring prior to substantial completion or the date of issuance of the final invoice for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the Services are substantially completed.

D. Assignment

- Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

E. Dispute Resolution

- Any dispute between Client and Consultant arising out of or relating to this Agreement or the Services (except for unpaid invoices which are governed by Section III) shall be submitted to mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.
- Any dispute not settled through mediation shall be settled through litigation in the state and county where the Project at issue is located.

SECTION V – INTELLECTUAL PROPERTY

A. Proprietary Information

- All documents, including reports, drawings, calculations, specifications, CAD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service"). Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
- Notwithstanding anything to the contrary, Consultant shall retain all of its rights in its proprietary information including without limitation its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge, and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be work product or work for hire and Consultant shall not be restricted in any way with respect thereto. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities.

B. Client Use of Instruments of Service

- Provided that Consultant has been paid in full for its Services, Client shall have the right in the form of a nonexclusive license to use Instruments of Service delivered to Client exclusively for purposes of constructing, using, maintaining, altering and adding to the Project. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
- Records requests or requests for additional copies of Instruments of Services outside of the scope of Services, including subpoenas directed from or on behalf of Client are available to Client subject to Consultant's current rate schedule. Consultant shall not be required to provide CAD files or documents unless specifically agreed to in writing as part of this Agreement.

C. Reuse of Documents

- All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify, and hold harmless Consultant from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.



Building a Better World
for All of Us®

April 2, 2025

Paul Sponholz, PE
County Engineer
Steele County
PO Box 890, 3000 Hoffman Dr NW
Owatonna, MN 55060-0890

Dear Mr Sponholz:

Thank you for the opportunity to continue to provide professional engineering services for the CSAH 48 (Main Street) Reconstruction Project from Oak Avenue to Grove Avenue.

BACKGROUND

In 2022 and 2023, Short Elliott Hendrickson, Inc. (SEH) worked with Steele County and the City of Owatonna to study the existing infrastructure and analyze traffic on CSAH 48 (Main Street) and prepare a feasibility study identifying improvements to the corridor. It was concluded in the study that the portion of Main Street from Oak Avenue to Elm Avenue needs a complete infrastructure reconstruction with utility replacements and adjusting the pavement width and lane and intersection configurations to enhance public safety in all modes of transportation. With the study, it was recommended to replace the aging intersection signal system at the intersection of Elm Avenue and at Oak Avenue with another signal system. It was also recommended to replace the signal system at Grove Avenue with a roundabout, however, with the relocation of the Owatonna High School, some traffic rerouting has occurred, and it has been requested that this intersection is re-evaluated again looking at a signal system prior to including its redesign in final construction documents. SEH is pleased to be given the opportunity to continue working with the County and City on this important community project.

PROJECT UNDERSTANDING

We understand that this is Phase I of the CSAH 48 (Main Street) improvements, which will involve a complete reconstruction of the corridor from Oak Avenue to east of Grove Avenue. Phase II will be a concrete rehabilitation project from the end terminus of Phase I through the Chambers Avenue intersection. Phase II will happen at a later date depending on the availability of funds and other road improvement needs in the County.

The County and the City of Owatonna have asked SEH to design the street and utility plans for the reconstruction phase (Phase I) of the project, which will include new designs for the sanitary sewer, water main, storm sewer, and lighting utilities in the corridor, as well as implement a road diet to improve safe way of passage in the right-of-way for multiple modes of transportation. This work will also include traffic signal removal/replacement at the three signalized intersections along the corridor. The ultimate geometric configuration of Grove Avenue will be fully vetted with this project, however for the basis of this proposal it is assumed to remain under traffic signal control. We understand that Highway Safety Improvement Funding (HSIP) has been received to make traffic signal and ADA improvements at the Elm Street intersection.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 717 Third Avenue SE, Suite 101, Rochester, MN 55904-7373

507.288.6464 | 888.908.8166 fax | sehinc.com

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

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PROJECT WORKPLAN

Task 1: Project Management

SEH project manager Jenna Obernolte will work with the SEH team to complete all aspects of this project to the County's satisfaction. Jenna will be responsible for tracking the budget and progress of the project as well as providing quality checks throughout the project duration.

Jenna will coordinate with the SEH team, the County, the City of Owatonna, and Owatonna Public Utilities (OPU) to ensure all critical decisions are well vetted and accurately communicated to the project stakeholders. Jenna will also track project status as it relates to the project schedule and deliverables. Effective project management for this project will require timely communication with the County and other stakeholders. At the commencement of this Contract, SEH will work with the County and City to develop the Project Management Team (PMT). These individuals will be responsible for guiding the project through final design and will help make design decisions as more information becomes available.

SEH has included weekly virtual half-hour conference calls with the County's PM for the duration of the project, assumed to be 11 months or 48 total meetings. In addition, large group PMT meetings are also proposed every month before construction documents have been completed. Twelve large group PMT meetings have been budgeted for this project.

Task 1 Deliverables: Meeting Minutes, monthly invoices, progress reports, QA/QC

Task 1 Key Staff: Jenna Obernolte, Project Manager; specialty staff as needed

Task 2: Public Involvement

Our public involvement for this project will be centered around being educational and informative with a focus on collaborating with adjacent property and business owners and partner agencies. We will also provide equivalent engagement opportunities both in-person and virtually to best align with stakeholders' preferences and schedules. Our recommended engagement plan includes the following tools and activities:

- Develop and periodically update a Public Involvement Plan (PIP) with insight from the PMT
- Host a minimum of (2) Public Open Houses – one during the finalization of the layout with the preferred geometrics and roadway improvements identified and one prior to the start of construction to provide information regarding construction detours, construction staging, business access and timelines for construction related activities
- Develop (2) Project Mailings – County to provide mailing list, SEH to print and send out
- Develop (2) Social Media Campaigns and Email Updates aligning with open house timelines
- Create and host a project website – including materials, interactive feedback opportunities and ADA accessible content

Task 2 Deliverables: PIP, project website, social media post, assist with creation of news releases, public open houses (2)

Task 2 Key Staff: Kristin Petersen, Lead Public Engagement Specialist

Task 3: Surveys and Mapping

As part of the completed feasibility study for this corridor, all topographic surveying has been completed. It is anticipated that additional supplementary surveying will be needed in order to set right of way for the project corridor. The marking of existing right of way will aid in the identification of temporary and permanent easements needed to compete all sidewalk and curb ramp work to bring the existing facilities up to ADA standards.

Task 3 Deliverables: Supplementary Topographic Surveying

Task 3 Staff: Mark Haselius PLS, Land Surveyor

Task 4: Public and Private Utility Identification and Coordination

SEH understands the importance of coordinating early and often with affected utilities to decrease the potential for delays during construction. SEH's Dan Horsch will work with the County, City of Owatonna, Owatonna Public Utilities and all private utilities to identify any potential utility adjustments and improvements that need to be made throughout the project limits. Coordination with OPU and the City of Owatonna will help inform final roadway design elements as well as ultimate construction staging, and possible temporary easement needs.

As part of this task, SEH will host three (3) utility coordination meetings. It is assumed that one meeting will occur in each phase of the project, data collection, finalization of roadway layout, and final design.

The cross sections and final roadway design plans will show all in-place utilities and proposed locations of utilities along the corridor. A utility tabulation for each utility will also be provided as part of the final design documents.

Task 4 Deliverables: Utility coordination meetings, meeting minutes

Task 4 Staff: Dan Horsch, Utility Coordination Lead

Task 5: Preliminary Hydraulics

This task will build on the work started with the feasibility study. SEH understands that the existing stormwater infrastructure is undersized throughout the project area. As part of the preliminary hydraulic analysis, we will provide a preliminary trunkline profile and sizes for the storm sewer based on State Aid standards and preliminary calculations and locations for permanent stormwater BMPs. SEH will work closely with the City of Owatonna, who currently has an ongoing study being completed evaluating the City's current stormwater systems and needs. Coordination will occur to have preliminary pipe sizing added to the City's storm sewer model and to determine whether opportunities exist for regional treatment or to develop cross sections and details for BMPs within the right of way.

Task 5 Deliverables: Draft and Final Stormwater Management Report

Task 5 Staff: Jessica Anderson, Lead Water Resources Engineer

Task 6: Environmental

Jennifer Force, PG will lead the environmental investigation of the project corridor to gain an understanding of contamination that might require mitigation during construction. In order to evaluate if contaminated soil and/or groundwater is present within the Project Corridor that would require special management or disposal during reconstruction activities, SEH will conduct a Modified Phase I Environmental Site Assessment (ESA) that will build off the results of the Environmental Desktop Review conducted as part of the Feasibility Study. As part of the Modified Phase I ESA, SEH will review and summarize available data from a range of sources including, but not limited to, regulatory databases, the Minnesota Well Index, historical topographic and fire insurance maps, historical aerial photographs, and regulatory files. We will also complete interviews and a site reconnaissance. We will prepare a Modified Phase I ESA report that summarizes and evaluates the data reviewed, ranks sites using Minnesota Department of Transportation (MnDOT) criteria and documents our findings and conclusions. The Modified Phase I ESA will be used to finalize the scope of work for the Phase II ESA and obtain

Minnesota Pollution Control Agency (MPCA) approval of a Response Action Plan/Construction Contingency Plan (RAP/CCP) and liability assurances for planned property acquisitions, as needed.

To evaluate if impacted soil and/or groundwater is present within the Project Corridor, a Phase II ESA will be conducted to collect samples for field screening and chemical analyses. Sampling locations and analytical parameters will be determined based on the results of the Modified Phase I ESA and design documents; however, for the purposes of this proposal, it is assumed up to 10, 15-foot, push probe soil borings will be advanced. One to two soil samples will be collected from each soil boring for chemical analyses for volatile organic compounds (VOCs) using United States Environmental Protection Agency (EPA) Method 8260, polynuclear aromatic hydrocarbons (PAHs) using EPA Method 8270, the 8 Resource Conservation and Recovery Act (RCRA) metals using EPA Methods 6010 and 7471, and gasoline/diesel range organics (GRO/DRO) using the Wisconsin Department of Natural Resources Method. One groundwater sample will also be collected from each soil boring for chemical analyses for VOCs, DRO and GRO. Following receipt of the analytical results, SEH will prepare a Phase II ESA Report documenting the results of the investigation. The report will include figures, tables, boring logs, laboratory reports, conclusions, and recommendations.

Information from the Phase II ESA along with the project design will be incorporated into a RAP for the project. The RAP will outline procedures for the management and handling of contaminated materials and other environmental issues that might arise during the project. Specifically, the RAP will describe how contamination will be handled, what sampling/monitoring activities will be completed during construction to characterize the Site conditions, proposed cleanup levels, and engineering controls. The RAP will also include a CCP that will outline procedures for appropriately managing and characterizing unidentified contamination that might be encountered. SEH will also incorporate information regarding the occurrence of contamination and proposed response actions into the project specifications. If desired by the County, the RAP/CCP will be submitted to the MPCA for review and approval by enrolling the project into the MPCA's Voluntary Brownfields Programs. We will also prepare Proposed Actions Letters requesting No Association Determinations on the County's behalf in the event contaminated soil or groundwater is identified on properties that will be acquired for the project. It's important to note the MPCA's Brownfields programs are fee for service programs, and they will invoice you separately for their review time.

Sam Turrentine will lead the SEH team in obtaining all information necessary to successfully complete the environmental review and documentation including the CATEX (Project Memorandum) for this project. The development of the environmental document will be processed in accordance with the May 1, 2020 FHWA/MnDOT Programmatic Categorical Exclusion Agreement. SEH will be responsible for using the Environmental Document Decision Tree to determine the appropriate level of CATEX document. The team will gather data from appropriate resource agencies and online sources to be used in the project analysis, evaluation and environmental documentation process. It is our understanding the 1st submittal of the Environmental document will be completed by December 1, 2025 with an approved environmental document by April 1, 2026.

Task 6 Deliverables: Phase I and II ESA, Project Memorandum

Task 6 Staff: Jennifer Force, Environmental Scientist; Sam Turrentine, Lead Transportation Planner

Task 7: Traffic Analysis

Led by Chad Jorgenson, an evaluation of the CSAH 48 (Main Street) and Grove Avenue intersection will be completed. This analysis will help solidify recommendations for intersection control both in the near term and long term. A 13-hour traffic video was collected at this intersection in the Spring of 2024 with

school still in session and will serve as the basis of analysis and control evaluation. The intersection video that was collected will be processed through Count Cloud and will include separating out autos, heavy vehicles, pedestrians, and bicyclists.

A traffic operations analysis will be completed for both the AM and PM peak hours. All roundabout control operations will be conducted in RODEL to ensure that the design and operational analysis work together.

A detailed summary memorandum will be developed providing a summary of the analysis, assumptions, results, and recommendations for County and City review. Data from this analysis and the previously completed corridor study will be used to create a Roundabout Justification Report (RJR) if roundabout control is the chosen alternative.

In addition to this review, Signal Justification Reports will also be prepared for County, City and MnDOT State Aid review for the following signals:

- Oak Avenue
- Elm Avenue
- Grove Avenue

A Signal Removal Letter will also be prepared for the removal of the signal system at West Park Square.

In addition, the City's Crosswalk Policy will be reviewed to determine the potential need for an enhanced crossing system at the intersection of W Park Square.

Task 7 Deliverables: 13-Hour Traffic Count at Grove Avenue, Grove Avenue Traffic Analysis Memorandum, Signal Justification Report for Oak Avenue, Grove Avenue and Elm Avenue, Signal Removal Letter for West Park Square

Task 7 Staff: Chad Jorgenson, Lead Traffic Engineer; John Gray, Traffic Signal Design Lead

Task 8: Preliminary Design and Cost Estimates

Led by Jenna Obernolte, this task will build upon the completed feasibility study. At this task's end, a final preliminary layout will be developed to serve as the base for final design documents.

SEH will provide a draft and final preliminary layout of the CSAH 48 (Main Street) corridor identifying all stormwater improvements, utility impacts, temporary and permanent easement needs, and construction limits. The layout will include draft profiles along CSAH 48 (Main Street) to help ensure design standards can be met. In addition, typical sections will be provided. Using the results from the Traffic Analysis in Task 7, the appropriate intersection control will be depicted on the final layout.

As part of this task, SEH will review the potential impacts of including an off-street, raised, cycle track along the project area and will evaluate the tradeoffs and impacts to the existing corridor, including parking, lanes widths, and intersection traffic control. Three separate alternatives will also be considered for the layout of Court Avenue SE and the connectivity of it to E Main Street. SEH will coordinate discussions with the primary stakeholders to evaluate the impacts of all alternatives and help the PMT decide the best option for the stakeholders, corridor and public.

Once a final layout is approved a preliminary cost estimate will be generated identifying cost splits between Steele County, the City of Owatonna and will identify items eligible for federal funding through the current HSIP grant award. SEH will continue to work with Steele County and the City of Owatonna to

pursue additional funding opportunity options that fit the project and would fit the design criteria already in place by the funding provided.

Task 8 Deliverables: Draft and Final Preliminary Design Layout depicting typical sections, horizontal and vertical alignment, and preliminary construction limits and proposed right of way, Preliminary Cost Estimate

Task 8 Staff: Jenna Obernolte; Chad Jorgenson; Scott Hotchkin, Lead Preliminary Design Engineer; Nate McLaughlin, Lead Designer

Task 9: Right of Way

Our team will lead the identification and acquisition of the right of way/easements needed for the project improvements. This task includes ordering title work, parcel sketches, legal descriptions, field title investigations, coordination with property owners, making offers, and negotiations in accordance with the federal aid process. We have teamed with a Certified General Appraiser to determine just compensation for the impacted parcels. Our team has also teamed with an attorney to complete conveyance documentation for any permanent easements needed. For any easements that are not settled, we will work with the City to determine the next steps, including potential eminent domain proceedings.

Task 9 Deliverables: Title search, field title investigation, parcel sketches, electronic file submission, appraisals, direct purchase activities, and negotiations.

Task 9 Staff: Tina McLaughlin, Lead ROW Specialist; Mark Haselius, Land Surveyor; Jeff Warfield, Appraiser; Beau Van Beek, Attorney

Task 10: Final Design

Following completion and acceptance of a preliminary geometric layout, final construction plans, special provisions and cost estimates will be generated. As part of the final design process, the SEH team will incorporate all public utility information and the drainage and recommendations from the drainage and hydraulic report to help develop final roadway design plans. Construction documents will follow MnDOT, MnDOT State Aid, AASHTO, Steele County, City of Owatonna and PROWAG standards.

SEH understands the need to get the roadway design to a point that right of way needs are identifiable as quickly as possible for the County to complete the right of way acquisition process prior to construction in 2028.

We propose to submit construction plans for review at the 60%, 95% and final (100%) benchmarks. Plans will be 11"x 17" half size sheets and can be provided in both hardcopy and PDF format. Estimates of construction costs (with appropriate cost splits) will be developed for all plan submittals. Plans and project documents will be prepared following submitted following the Delegated Contract Process (DCP), with plan review checklists and forms as part of SEH's internal QA/QC process. Comments received through these submittals will be reviewed and incorporated as appropriate into the final plans and special provisions.

SEH will prepare a draft project manual following Steele County and the City of Owatonna's procedures and content. The draft will be updated/finalized prior to advertising for bids by the County.

Task 10 Deliverables: 60/95/100% Roadway Design Plans, Cost Estimates, Project Manual, DCP Checklist, QA/QC Documentation

Task 10 Staff: Jenna Obernolte; Chad Jorgenson; Nate McLaughlin; specialty staff as needed.

Task 11: City Streetscaping

The streetscape plan for this project must be consistent with guidance from the 2019 Downtown Streetscape Study. A cohesive design will complement other areas of Downtown as they have been reconstructed, such as North Cedar Avenue. Improving user experience is a priority in this area. It includes safety, connectivity and circulation for people walking, rolling, biking and driving.

Streetscape elements that create or enhance pedestrian, bicycle and parking facilities and delineate space for each mode of travel provide safe passage and improve comfort for all users. Space for street furniture and pedestrian lighting must also be incorporated, along with green infrastructure options that improve water quality while enhancing aesthetics and livability.

Landscape Architect Karl Weissenborn will work with Steele County and the City of Owatonna to identify the appropriate treatments to enhance safety and the user experience along the corridor.

Task 11 Deliverables: Identification and design of streetscaping elements along the corridor to be included in final roadway design plans and specifications.

Task 11 Staff: Karl Weissenborn, Lead Landscape Architect

PROJECT TEAM

The SEH team identified in this selection has been purposefully assembled to respond to each area of need your project will require, while seamlessly coordinating with the City of Owatonna, OPU, MnDOT State Aid and other project stakeholders. Our team members have performed in the capacity on numerous projects, including many with similar challenges and opportunities to your project. We have provided information about our team members and their experience below.

Jenna Obernolte, PE (PM)

Jenna will serve as the overall project manager, responsible for oversight of the team, budget, and schedule. Jenna is an experienced municipal engineer who has designed multiple projects for numerous cities in southeastern Minnesota. She has also completed multiple State Aid and Federal Aid projects within MnDOT District 6 in cooperation with the State Aid and Central Office Review teams, having worked for and with D6 State Aid cities since 2006. Jenna's extensive career taking projects from original concept to final construction brings an invaluable viewpoint for the constructability of projects.

Chad Jorgenson, PE (Assistant Project Manager, Traffic Lead)

Chad will serve as the Traffic Engineering lead providing analysis and support through the preliminary design process as well as lead the development of temporary traffic control plans and signing and pavement marking plans. Chad is a traffic engineer with over ten years of experience leading traffic impact studies, Intersection Control Evaluation Reports, Preliminary and Final Roadway design projects and has served as the traffic lead on numerous projects across the state of Minnesota.

Dan Horsch, PE (Utilities)

Dan will serve as the utility coordination lead for the project. Dan has over ten years of experience on roadway improvement projects that include road reconstruction with full replacement of storm sewer, sanitary sewer, and water main design with incorporation of existing utilities.

Scott Hotchkin, PE (Preliminary Roadway Design Lead)

Scott will lead the finalization of the preliminary layout and will assist in the evaluation of impacts associated with a potential cycle track through the project area. Scott has over twenty years of experience designing complex intersections, interchanges, and developing preliminary geometric layouts.

Nate McLaughlin (Final Design Lead)

Nate will serve as the lead final roadway designer for the project. Nate has over twenty years of experience on roadway improvement projects that include complex urban design projects, structural bridge designs and strong design background in concrete pavements and pedestrian facilities.

John Gray, PE (Traffic Signal Design)

John Gray will lead the design of traffic signal plans and specifications. John has over 30 years of experience and has designed over 1,500 traffic signals across Minnesota.

Mark Haselius, PLS (Survey Lead)

Mark will serve as our team lead for surveying services for the project. Mark is a lead project surveyor and survey crew coordinator and offers more than 20 years of experience. Mark has worked on multiple types of survey projects including all aspects of topographic surveys and boundary surveys.

Sam Turrentine, AICP (Project Planner)

Sam will be responsible for leading the Project Memorandum. Sam offers 18 years of experience overseeing the environmental documentation process on numerous transportation projects while ensuring all applicable federal and state requirements are met.

Jessica Anderson, PE (Stormwater)

Jessica will lead the stormwater design and be responsible for creating the hydraulic memorandum for City, County and State Review. Jessica has experience in hydrologic and hydraulic modeling, water quality modeling, rural and urban drainage design, and green infrastructure permitting and design. Her projects range from feasibility and conceptual design to final design and construction administration.

Tina McLaughlin (ROW)

Tina will lead the easement and right of way tasks for the project. Tina has experience on a variety of projects that includes completing property tax search, field title reports, presenting purchase offers, completing negotiations, document preparation, and project status updates.

Kristin Peterson (Engagement)

Kristin will lead the development of the public outreach plan as well as all engagement activities. Kristin is a senior planner and lead public involvement specialist with experience in community and transportation planning. Her work focuses on identifying and managing community concerns and conflicts, and documenting, writing and providing graphic design for project planning reports. Her wide-ranging experience includes facilitating virtual and in-person public meetings, creating design workshop tools, preparing project websites and online community preference surveys, holding design charrettes, and conducting workshops for clients and project stakeholders. Kristin has been the public involvement lead on more than 130 projects at SEH including the public involvement for the feasibility study of this corridor.

Karl Weissenborn, PLA (Planning and Landscape Architecture)

Karl will be responsible for initial design concept ideation, planning, and ultimately incorporating the proposed streetscape and landscape architecture components into the final design. Karl is a senior landscape architect, manager of professional staff and project manager with 34 years of experience in both public and private practice, leading interdisciplinary professionals to successfully deliver complex projects. He is proficient at developing difficult and fiscally constrained projects, from preliminary planning stages through detailed final design. Karl's professional experience includes 17 years on-staff at MnDOT as a landscape architect, working as a project manager and designer of streetscape project throughout Minnesota.

Jennifer Force, PG (Senior Environmental Scientist)

Jennifer Force, PG will lead the environmental investigation of the project corridor to gain an understanding of contamination that that might require mitigation during construction. She will also be responsible for environmental permitting. Jennifer is a senior scientist with a diverse background in site assessment and brings vast consulting experience managing contaminated materials during transportation, public works, and redevelopment projects. Her experience leads to efficient and proper management of contamination issues during construction.

PROJECT SCHEDULE

The following is a short summary of the project schedule to highlight process of the project.

County Board Approval of Contracts	April 21, 2025
Notice to Proceed	April 22, 2025
Project Design Kickoff Meeting	April 23, 2025
Data Collection (Phase 2)	May/June 2025
Utility Meeting	May 2025
Preliminary Design Review	May 2025
Public Outreach	June 2025
30% Plan Review	June 2025
Approve Preliminary Layout (County & City)	June 2025
Start ROW Acquisition	July 2025
Utility Meeting	October 2025
60% Plan Review	November 2025
Hydraulic Memorandum Submittal	November 2025
Project Memorandum Review	November 2025
Project Memorandum Final Submittal	DECEMBER 1, 2025
Public Outreach	January 2026
Utility Meeting	January 2026
Finalize ROW Acquisition	February 2026
95% Plan Review	February 2026
Approve Plans (County & City)	March 2026
State Aid Review	March 2026
MnDOT CO Review for Federal Funding	APRIL 1, 2026
Project Manual	April/May 2026

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.




Jenna Obernolte, PE
Associate | Senior Professional Engineer
(Lic. MN)

JRO

Enclosure

c: Chad Jorgenson, PE, Melanie Niday

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<div>  <div> <div>Base Proposal</div> <div>Task / Deliverables</div> </div> </div>	PM	Sr. Traffic Engineer	Sr. Traffic Engineer	Traffic Engineer	Project Designer/ Landscape Architect	Public Engagement Specialist	Design Tech	Prof. Land Surveyor	Survey Crew Chief	ROW Specialist	Sr. Scientist	Scientist	GIS Specialist	Admin	Finance	Total Hours	Task Expenses	Subconsultant	Task Cost
Task 1 - Project Management																251	\$ 166.00	\$ -	\$ 55,683.50
Task 1.0 - Project Management Meetings	78	50	0	0	12	0	0	1	0	12	0	0	0	0	0	153	\$ 166.00		\$ 33,693.50
Task 1.1 - Budget Updates, Invoicing, Scheduling	28	0	0	0	0	0	0	0	0	0	0	0	0	0	4	32	\$ -		\$ 7,200.00
Task 1.2 - Quality Assurance/Quality Control (QA/QC)	11	0	24	0	16	0	0	15	0	0	0	0	0	0	0	66	\$ -		\$ 14,790.00
Task 2 - Public Involvement																270	\$ 3,000.00	\$ -	\$ 46,670.00
Task 2.0 - Public Involvement Plan and Updates	0	0	0	0	0	8	0	0	0	0	0	0	0	0	0	8	\$ -		\$ 1,480.00
Task 2.1 - (2) Open House Meetings	8	8	0	0	0	80	100	0	0	0	0	0	0	0	0	196	\$ 2,000.00		\$ 33,980.00
Task 2.2 - Dedicated Project Website, Social Media, and Mailings (2)	0	0	0	0	0	26	40	0	0	0	0	0	0	0	0	66	\$ 1,000.00		\$ 11,210.00
Task 3 - Surveys and Mapping																216	\$ 19,279.00	\$ -	\$ 55,579.00
Task 3.0 -Field Work	0	0	0	0	0	0	0	5	32	0	0	0	0	0	0	37	\$ 1,779.00		\$ 7,074.00
Task 3.1 - Base Map R/W	0	0	0	0	0	0	2	19	0	0	0	0	0	0	0	21	\$ -		\$ 3,975.00
Task 3.2 - Legal Descriptions & Parcel Exhibits	0	0	0	0	0	0	63	95	0	0	0	0	0	0	0	158	\$ 17,500.00		\$ 44,530.00
Task 4 - Public and Private Utility Coordination																82	\$ -	\$ -	\$ 14,310.00
Task 4.0 - Utility Coordination Meetings (3) and Relocation Letters	6	0	0	0	68	0	0	0	0	0	0	0	0	8	0	82	\$ -		\$ 14,310.00
Task 5 - Preliminary Hydraulics																162	\$ -	\$ -	\$ 29,950.00
Task 5.0 - Drainage Area, trunkline profile and sizing	0	20	0	0	50	0	0	0	0	0	0	0	0	0	0	70			\$ 13,250.00
Task 5.1 - Drainage Memorandum	0	12	0	0	80	0	0	0	0	0	0	0	0	0	0	92			\$ 16,700.00
Task 6 - Environmental																392	\$ 2,000.00	\$ 22,200.00	\$ 92,752.50
Task 6.0 - Phase I	0	0	0	0	0	0	0	0	0	0	10	86	12	0	0	108	\$ 2,000.00		\$ 20,520.00
Task 6.1 - Phase II	0	0	0	0	0	0	0	0	0	0	27	87	4	0	0	118		\$ 22,200.00	\$ 43,442.50
Task 6.2 - CatEx	4	0	0	0	0	0	0	0	0	0	16	146	0	0	0	166			\$ 28,790.00
Task 7 - Traffic Analysis																56	\$ 500.00	\$ -	\$ 11,100.00
Task 7.0 - Grove Intersection Analysis	0	8	0	0	40	0	0	0	0	0	0	0	0	0	0	48	\$ 500.00		\$ 9,300.00
Task 7.1 - Corridor Pedestrian Crossing Review	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8			\$ 1,800.00
Task 8 - Preliminary Design																370	\$ -	\$ -	\$ 61,310.00
Task 8.0 - Preliminary Street Design	18	44	0	0	32	0	158	0	0	0	0	0	0	0	0	252			\$ 41,060.00
Task 8.1 - Preliminary Utility Design	0	24	0	0	54	0	40	0	0	0	0	0	0	0	0	118			\$ 20,250.00
Task 9 - Right of Way																648	\$ 16,200.00	\$ -	\$ 108,540.00
Task 9.0 - Preacquisition Activities	0	0	0	0	0	0	0	4	0	38	0	0	0	38	0	80			\$ 11,040.00
Task 9.1 - Acquisition Activities	0	0	0	0	0	0	0	10	0	472	0	0	0	62	0	544	\$ 16,200.00		\$ 94,340.00
Task 9.2 - Project Close Out Activities	0	0	0	0	0	0	0	0	0	8	0	0	0	16	0	24			\$ 3,160.00
Task 10 - Final Design																1,398	\$ -	\$ -	\$ 235,930.00
Task 10.0 - Detail Roadway Design	29	0	0	0	128	0	412	0	0	0	0	0	0	0	0	569			\$ 84,835.00
Task 10.1 - Traffic Control Design	2	16	0	0	0	0	80	0	0	0	0	0	0	0	0	98			\$ 14,870.00
Task 10.2 - Signing and Striping	2	16	0	0	0	0	40	0	0	0	0	0	0	0	0	58			\$ 9,470.00
Task 10.3 - Signal Design	0	0	140	168	0	0	0	0	0	0	0	0	0	0	0	308			\$ 64,680.00
Task 10.4 - Lighting	0	40	2	0	0	0	0	0	0	0	0	0	0	0	0	42			\$ 9,540.00
Task 10.5 - Stormwater Design	4	15	0	0	24	0	72	0	0	0	0	0	0	0	0	115			\$ 18,235.00
Task 10.6 - Project Manual	18	0	0	0	60	0	0	0	0	0	0	0	0	14	0	92			\$ 16,480.00
Task 10.7 - Engineers Cost Estimate	12	0	0	0	24	0	80	0	0	0	0	0	0	0	0	116			\$ 17,820.00
Task 11 - City Streetscaping																45	\$ -	\$ -	\$ 8,175.00
Task 11.0 - Coordination on Streetscaping Alternatives	15	0	0	0	15	0	15	0	0	0	0	0	0	0	0	45			\$ 8,175.00
Total SEH Hours	235	261	166	168	603	114	1,102	149	32	530	53	319	16	138	4	3,889			
SEH Average Hourly Rates:	\$ 235.00	\$ 225.00	\$ 270.00	\$ 160.00	\$ 175.00	\$ 185.00	\$ 135.00	\$ 195.00	\$ 135.00	\$ 145.00	\$ 235.00	\$ 165.00	\$ 165.00	\$ 125.00	\$ 155.00	\$ 168.85			
Subtotal Labor Costs	\$ 55,225.00	\$ 58,725.00	\$ 44,820.00	\$ 26,880.00	\$ 105,437.50	\$ 21,090.00	\$ 148,770.00	\$ 29,055.00	\$ 4,320.00	\$ 76,850.00	\$ 12,337.50	\$ 52,635.00	\$ 2,640.00	\$ 17,250.00	\$ 620.00				\$ 656,655.00
Reimbursable Expenses																	\$ 41,145.00	\$ 22,200.00	
TOTAL PROJECT COST																	\$ 720,000.00		



STEELE COUNTY PLANNING COMMISSION MINUTES

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

Steele County's Mission:

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

Monday, April 7, 2025, at 7:00 p.m. – Steele County Boardroom

Call to Order:

The meeting was called to order by Chair Lammers at 7:00 pm. Present were Smith, Lammers, Pool, Gillis, Spatenka, Queen, Cole, Commissioner Brady and staff member Brooks.

Agenda:

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

Minutes:

Motion by Spatenka, second by Cole to approve the February 3rd, 2025, minutes as submitted. Motion passed unanimously.

Building Permits:

The building permits for February, and March were reviewed.

CUP 441 (Richland Grain LLC)

This request is from Matt Holland with Richland Grain LLC requests to use a silage bunker, two (2) manure pits, and a slurry store, currently located on property located in the NW ¼, of the SW ¼, Section 20, Clinton Falls Township, for the temporary storage of the following industrial by-products (IBP): sweet corn silage and sweetcorn leachate. The property address is 3151 NW 50th St.

Questions and comments of the commission.

As there were no questions or comments, from the commission hearing was closed.

The public hearing was opened.

Matt Holland- Explained that the land is currently a feedlot and stated that the operations will be the same with the addition of temporary storage of Industrial By-Products (sweet corn silage and sweetcorn leachate).

Lammers- Is the sweetcorn silage coming from Owatonna?

Holland- That was the original plan, but it didn't work out that way.

Dave Stursa- What is the smell going to be like for all the commercial properties down the road?

Voiced concerns about Crane Creek being right next to the property.

Holland- The smell would be the same as if we brought silage in to feed the cows, it would not be any different then it is now being a feedlot. The farm before worked with soil and water to design the bunkers incase of flooding to ensure that there would be no runoff.

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

Discussion by the planning commission.

Smith- How many times will the site be pumped?

Holland- Mostly in the spring and the fall.

Lammers- Is the tank open or covered?

Holland- It is open.

Spatenka- Have we had a complaint about the surrounding companies and their waste?

Brooks- No complaints

Motion by Spatenka, second by Queen to recommend approval of CUP 441 (Richland Grain LLC) with the following 6 conditions: (underlined is added, ~~strike through~~ is deleted)

1. The site must be operated in a manner that does not create offensive odors to the neighboring residential used properties.
2. The site must be rodent free at all times.
3. Silage and manure pit wall height must be certified as above the base flood elevation.
4. PVC holes in manure pit wall must be plugged.
5. Storage of industrial by-products must comply with all MPCA requirements.
6. Once issued, this CUP may be revoked, following notice and hearing, and upon finding(s) established by the Planning Commission that the Subject Property and/or use is not in compliance with the Conditions of Approval as stated herein.
- ~~7. The driveway to the west must be removed.~~
- ~~8. Equipment, including trucks entering and exiting, shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.~~
- ~~9. Limit the number of trucks to (2) two per day.~~

Motion passed unanimously.

CUP 299 (Dietz Pit)

This request is from Loken Excavation and Drainage to mine sand and gravel in the E ½ of the NW ¼ and the SW ¼ of Section 29, Owatonna Township on property owned by David Dietz.

Questions and comments of the commission.

As there were no questions or comments, from the commission hearing was closed.

The public hearing was opened.

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

Discussion by the planning commission.

Motion by Smith, second by Gillis to recommend approval of the renewal of CUP 299 (Dietz Pit)
With the following 16 conditions:

1. Mining is limited to areas identified on the submitted site map.
2. Mining is limited to a bottom depth of 1125 feet.
3. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
4. A stop sign shall be maintained on the access road as it enters onto County Road 18.
5. Signage warning of truck traffic shall be located along county road 18, as directed by the Steele County Highway Department
6. Hours of operation shall be between 6:00 AM and 7:00 PM Monday thru Saturday.
7. The applicant shall be responsible to maintain dust control on the access road, and in the pit if necessary.
8. A 30-foot unexcavated buffer with 3:1 side slope shall remain adjacent to all property lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
9. A 30-foot vegetated buffer shall be left adjacent to the drainage ditch.
10. Stockpiles of aggregate material, recycled material and any equipment shall not be placed in a manner that will impede water flow during a flood event.
11. No hazardous material may be stored in the floodplain areas.
12. To prevent erosion and minimize visual impacts, interim closure (e.g., stabilized slopes and vegetation) shall occur on excavation exposures and soil storage areas inactive for greater than 18 months.
13. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
14. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
15. Applicant is responsible to initiate renewal proceeding on or before May 1st, ~~2025~~, 2030.
16. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
17. The access road shall be maintained in a manner that prevents trucks from tracking material onto the public road.

Motion passed unanimously.

Renewal of IUP 2015-02 (Hafstad Pit)

This request is from Loken Excavation and Drainage to mine sand and gravel in the SE ¼ of the SE ¼, Section 30, Owatonna Township on property owned by Richard Hafstad.

Questions and comments of the commission.

As there were no questions or comments, from the commission hearing was closed.

The public hearing was opened.

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

Discussion by the planning commission.

Motion by Queen, second by Pool to recommend approval of the renewal of IUP 2015-02

With the following 16 conditions:

1. Mining is limited to the ~~40~~ 15.5 acres areas identified in the application. Before excavation can begin the boundary of the area shall be clearly marked onsite at the corners and a minimum of every 300 feet along all perimeters.
2. Mining is limited to a bottom elevation of 1125 feet. (Approximately 25 feet deep)
3. A 30-foot unexcavated buffer shall remain adjacent to all property lines and road right of ways. Any erosion to neighboring properties as a result of this mine shall be corrected immediately by the applicant. Setbacks between properties may be eliminated by written agreement of both property owners.
4. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
5. The operator shall use the existing access through the Dietz Pit onto County Road 18. The establishment of any new accesses shall require the permit approval by the road authority.
6. Signage warning of truck traffic shall be located along the County Road 18. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
7. Trucks shall not track material from the pit onto the public road.
8. Trucks hauling material to and from this site shall not use "jake brakes."
9. Operator is responsible to maintain dust control in the pit and on the access road so excessive dust does not negatively affect neighboring properties or highway traffic.
10. Operator shall maintain the viability of any existing private drainage system at all times during the operation of the pit.
11. Water from the pit shall not be discharged onto any neighboring property without written permission from that property owner. Discharge flowing to adjoining ditches or streams shall meet the MN Pollution Control Agency standards for total suspended solids.
12. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter. A consistent slope must be maintained below the final waterline to a depth of 6 feet. Topsoil must be replaced on upland areas and re-vegetated if not used for cropland.
13. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
14. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
15. Applicant is responsible to initiate renewal proceeding on or before May 1st, ~~2025~~, 2030 or this permit becomes invalid.
16. The permittee shall furnish bond or other financial surety as approved by the county, for potential site restoration. The bond or other financial surety shall be in an amount of \$5,000 per acre x ~~13~~ 15.5 acres for a total amount of ~~\$65,000~~ \$77,500 and remain in place for 6 years from the date this permit is issued or until the total site is reclaimed and the reclamation is approved by Steele County.

Motion passed unanimously.

Renewal of IUP 2010-02 (Schult Pit)

This request is from Loken Drainage Inc. to mine sand and gravel on property located in the S ½ of the SW ¼, Section 9, Lemond Township, on property owned by Larry Schultz.

Questions and comments of the commission.

As there were no questions or comments, from the commission hearing was closed.

The public hearing was opened.

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

Discussion by the planning commission.

Motion by Queen, second by Cole to recommend approval of the renewal of IUP 2010-02
With the following 18 conditions:

1. All mining and stockpiling activities are limited to the areas as identified in the application and marked onsite and approved by the Soil and Water Conservation District. No mining or stockpiling of soil or material shall be allowed outside of this area.
2. Mining is limited to a bottom elevation of 1148 feet. (Approximately 15 to 20 feet deep)
3. All access roads shall be gated with the gate installed so that it does not swing into the road right-of-way.
4. When more than 5 trucks per day enter the pit, signage warning of truck traffic shall be located along County Road #7 or SW 68th St if requested by the township. The size and placement of these signs shall be at the direction of the Steele County Highway Department and/or the Lemond Township.
5. Dust control shall be maintained in the pit at all times so that dust from the operation or truck traffic does not negatively affect nearby properties or traffic on County Road #7.
6. Trucks shall not track material from the pit onto public roads.
7. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
8. Trucks hauling material to and from this site shall not use "jake brakes."
9. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water. No more than 10 acres of open excavation shall be allowed at one time.
10. A 30 feet unexcavated buffer shall remain adjacent to all property lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
11. All excavation shall be setback from the road right-of-way a minimum of 100 feet unless a berm is installed along County Road #7. This berm shall be a minimum of 5 feet high and seeded to prevent erosion.
12. Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed.
13. This permit remains valid during times when the owner/operator is current on all tax

obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.

14. The operator shall pay a user fee for industrial discharge into the Judicial Ditch #5 agricultural drainage system. The discharge shall be metered by the operator with the amount of discharge and payment made to the Auditor by the 14th day of January of each year. The discharge rate shall be \$.10 per 10,000 gallons of discharge.
15. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
16. Applicant is responsible to initiate renewal proceeding on or before June 1, ~~2025~~, 2030, or this permit becomes invalid.
17. Trucks hauling loads to or from this pit must comply with all road weight limits and restrictions.
18. The permittee shall furnish bond or other financial surety as approved by the county, for potential site restoration. The bond or other financial surety shall be in an amount of \$5,000 per acre x 28 acres for a total amount of \$140,000 and remain in place for 6 years from the date this permit is issued or until the total site is reclaimed and the reclamation is approved by Steele County.

Motion passed unanimously.

Adjournment:

Motion by Spatenka, second by Cole to adjourn at 8:00 pm. Motion passed.



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.

Tuesday, April 8, 2025 at 8:00 a.m. – Public Works Conference Room

Attendees: Commissioner Krueger, Commissioner Prokopec, County Engineer Paul Sponholz, Four Seasons Director Steve Schroht, Finance Director Candi Lemarr, Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Consent:

1. Approve agreement for County to rework Water way on the Spindler property.

General:

2. Amendment to the agreement with Short Elliott Hendrickson, Inc (SEH) to complete final design for the CSAH 48 Main Street (Oak Avenue to Grove Avenue) and authorize County Engineer to sign.

Information:

The Steele County's Environmental Trade show is coming up in May. Since this is a county event, there is a possibility of offering a lower facility rental fee if necessary. The committee will look at the profit/loss statement at the May 13th meeting.

Highway Information:

- CSAH 2/CSAH 43/CR 171/CR 180 Intersection Improvement
Presenting this item at the work session today.
- CSAH 48/18th Street Rail Crossing
Continue to work with Railroad on agreement.
- East Side Corridor
Presenting information during the Board meeting tonight
- Landfill Demo Relocation
Continue to move forward. The job is currently on time. Should be done in mid to late April.

Department Head Reports

Four Seasons: Finished painting the west rink. More shows coming in the next few months like the Farm Show and the Home Show. Prom is coming up soon. The roof is set for September, and the Zamboni will be coming in June.

Finance: Closing up on Audits.



STEELE COUNTY
PUBLIC SAFETY & HEALTH 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 15, 2025, at 8:00 a.m. – Board Room

Attendees: Commissioner Prokopec, Commissioner Krueger, Sheriff Lon Thiele, EM&S Director Kristen Sailer, Community Corrections Director Tim Schammel, Jail Administrator Anthony Buttera, Public Health Director Amber Aaseth, Finance Director Candi Lemarr, Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Consent Agenda

1. Committee recommends approving the Grant Contract Agreement for Rescue Mate Throw Bags that results in a grant amount of \$192.00.
2. Committee recommends approving the Memorandum of Understanding between Spero, United Way of Steele County, and Steele County Public Health.
Fees and expenses for the training and development of the Housing Crisis Line Pilot Program will be covered by grant funds. Steele County is not responsible for any funding for this product.
The cost to Steele County is the time to train the team on how to use the hub.
3. Committee recommends approving the Summit Food Service Contract Amendment.
No cost increase. Blue Earth will be making the meals and providing them to Steele County.

Information

Commissioner Krueger reported the school mapping is moving forward. This is a \$7M grant. It costs \$3,500 to map a school indicating where safety equipment is located and the floor plan.

Department Head Reports

Administration: Received five overnight emails regarding the eastside corridor, one in which a data practice group threatened a lawsuit.

Community Corrections: Building move in dates April 24th and 25th. Monday, April 29th will be a complete opening with all staff in the new facility.

County Sheriff: New drop-off boxes are being delivered. The mandated encryption of radio traffic went live.

Detention Center: Staffing is stabilized. Female section of the detention center is open.

Emergency Management: MCIT renewal process is underway. Building appraisals are completed (every five-year process) Seventeen schools in Steele County are on board with the mapping project. This number includes public and private schools.

Finance: Joint dispatch audit submitted last week. Steele County audit is due May 15th. Budget meeting is tomorrow afternoon with the commissioners. Grant process for the homeless funds has begun.

Public Health: New case manager starts on Monday. Public Health Services will be meeting with a group at Trinity Church where PH will explain what they do.