



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, JUNE 24, 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

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.

Steele County is committed to respectful behavior in its work environment and in its Boardroom. Speakers should show dignity and respect towards others. Speakers will address all comments to the Board as a whole and not one individual commissioner and will not make comments about any elected or appointed officials or staff. 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.

Comments from speakers may be curtailed by the Board Chair if the speaker is argumentative, disrespectful, redundant, or repetitive. There will be no name-calling or abusive language permitted. Disrespectful behavior will result in being asked to return to his/her seat or to leave the Boardroom.

Correspondence

4. NACo 2025 Achievement Award for Steele County's Annual Budgeting Process

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

5. Approve June 10, 2025 Board Minutes

6. Approve June 10, 2025 Board Work Session Minutes
7. Approve June 17, 2025 Board of Appeal and Equalization Minutes
8. Approve Bills and Journal Entries
9. Approve Personnel Report
10. Approve updated Fee Schedule with state mandated changes to marriage license cost.
11. Approve the extension of the Public Works Farmland Lease Agreement with Jankes for the next two years, 2026 – 2027.
12. Approve repair invoice from Dahle Enterprises for over the \$10,000 Ditch Inspector approval threshold on CD21 at Section 21 Meriden.
13. Approve Advanced Correctional Healthcare Contract Amendment option #2.
14. Approve contract renewal with MN DOC Work Release Program increasing daily rate from \$60 to \$75 per day starting 7/2025 to 6/2026.

General Agenda

15. Action Items

County Board Work Session – June 27, 2025

16. Action Items

Public Works Committee - June 10, 2025

17. Adopt **Resolution** 2025-032 authorizing the acquisition by Expedited Eminent Domain Proceedings for SAP 074-628-004.

Public Safety & Health Committee – June 17, 2025

18. Adopt **Resolution** 2025-033 accepting a donation of \$2,500.00 from the Owatonna VFW Post 3723 to be used for the purpose of establishing a Honor Guard Detail within the Steele County Sheriff's office.

Information Items

- 19. Public Works Committee Minutes – Tuesday, June 10, 2025
- 20. Land Use and Records Committee Minutes – Thursday, June 12, 2025
- 21. Public Safety & Health Committee Minutes – Thursday, June 17, 2025

Commissioner Reports:

Next Meeting Notices:

- Internal Central Services – **July 1st at 8 a.m. in the Boardroom**
- Property & Maintenance Committee – **July 3rd at 8 a.m. in the Boardroom**
- Public Works Committee – **July 8th at 8 a.m., Public Works Facility**
- County Board Work Session – **July 8th at 4 p.m. in the Boardroom**
- County Board Meeting – **July 8th 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.

2025 Achievement Award Winner

“Without continual growth and progress, such words as improvement, achievement, and success have no meaning.”—Benjamin Franklin

The National Association of Counties is proud to award
Steele County, Minn.

A 2025 Achievement Award for its program titled:
Annual Budgeting Process



Matthew Chase, CEO/Executive Director



Supervisor James Gore, NACo President



PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

June 10, 2025

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on June 10, 2025 with Commissioner's Brady, Glynn, Prokopec, Abbe and Krueger present. Also present were Human Resources Director Gina McGuire, Finance Director Candi Lemarr, IT Director Dave Purscell, Interim Engineer Al Goodman, PT&E Director Jennifer Mueller, County Assessor Brian Anderson, County Attorney Robert Jarrett, Public Health Director Amber Aaseth, and County Administrator Renae Fry.

Call to order and Pledge of Allegiance.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to approve the agenda.
Ayes all.

Comments and Correspondence:

Public Comment: Six people spoke regarding the Eastside Corridor and Al Goodman introduced himself.

Correspondence: None

Consent Agenda:

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

- A. Approve the minutes of May 27, 2025 Board Meeting
- B. Approve the minutes of May 27, 2025 Board Work Session
- C. Approve Bills
- D. Approve the Personnel Report

New Hires/Promotions/Demotions/Transfers:

Name	Position/Dept.	Rating/Step	Date
Ann Schroeder	PHN/Care Coordinator	C43/4	06/23/2025

Resignations/Retirements/Terminations:

Name	Position	Department	End Date
None			

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Network Security Analyst	IT	Job Description being rated
Patrol Deputy	Sheriff's Office	Recruiting
Correctional Officer (2 pst)	Detention	Cnt backgrounding/Recruiting
Procurement Specialist	Finance	Recruiting
Technical Clerk I	Recorder	Recruiting
Public Works Director	Public Works	Recruiting
Engineering Techs I/II/III (3pst)	Highway	On-hold
Hwy Maintenance Technician	Highway	Backgrounding
Accounting Support Specialist	Highway	On-hold
Accountant	Highway	Interviewing
Assistant County Engineer	Highway	On-hold
County Engineer	Highway	Working on Recruiting Mtrl
Director of Planning & Zoning	Planning & Zoning	Recruiting
Technical Clerk II	PT & E	On-hold

- E. Approve renewal of an On-Sale 3.2 Beer and Wine License for Blooming Prairie Country Club.
- F. Approve delegation of power to abate current year late payment penalty to County Finance Director.
- G. Adopt **Resolution 2025-031** appointing Ed Nelson the Steele County Snowmobile Trail Administrator. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.
- H. Approve amended Fee Schedule with additions of Off-Sale Liquor License and Cannabis Registration Fees.
- I. Approve entering into a Cooperative Agreement with the City of Owatonna for the construction of CPKC rail crossing improvements at CR 180 School Street and authorize the Chair and Administrator to execute the Agreement.

General Agenda:

Human Resource Director read the June Anniversary Report

Name:	Position:	Department:	Annv. Date:	Yrs Srvc:
Teresa Dudley	Victim Services Coordinator	Attorney	June 2nd	21
Steven Schroht	Director of P & R	Parks and Recreation	June 3rd	29
Alison Ellingson	GIS Technician	GIS	June 3rd	1
Anthony Buttera	Jail Administrator	Detention Center	June 4th	18
Travis Avelar	Correctional Officer	Detention Center	June 4th	18
Kolten Flynn	Correctional Officer	Detention Center	June 4th	1
Robert Jarrett	County Attorney	Attorney	June 5th	1
Campbell Housh	Assistant County Attorney II	Attorney	June 6th	3
Nikola Miller	Custodian	Facilities and Fleet	June 7th	3
Tanner Wobschall	Maintenance Worker	Facilities and Fleet	June 10th	12
Tara Pitzl	Adult Probation Officer II	Community Corrections	June 12th	8

Mark Holm	Deputy Sheriff Patrol	Sheriff	June 13th	2
Renae Fry	County Administrator	Administration	June 17th	1
Kristen Sailer	E & R Management Director	Emergency Management	June 21st	4
Karen Meier	Administrative Assistant	Sheriff	June 22nd	27
Timothy Larson	Landfill Operator	Landfill	June 22nd	15
Karson Vigeland	Deputy Sheriff Patrol	Sheriff	June 24th	1
Sarah Danielson	Adult Probation Officer I	Community Corrections	June 24th	1
Sierra Gleason	Engineering Technician I	Highway	June 26th	2
Katya Krueger	Correctional Officer	Detention Center	June 26th	2

Motion by Commissioner Abbe, seconded by Commissioner Glynn to deny the abatement of penalty for late payment of taxes request from taxpayer – Lee Holdings. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Prokopec to approve IUP #2025-06 for Loren Lauver - 2nd dwelling on property with six conditions based on the findings of fact. Ayes all.

Commissioner Reports:

Commissioner Glynn reported his attendance at ICS and Work Session.

Commissioner Prokopec reported his attendance at Spero, CCA Open House, SEMCAC, Public Works Policy Committee and the Work Session.

Commissioner Abbe reported his attendance at the AMC Region 9 meeting, Rice Steele 911 JPB, Planning Commission, and Work Session.

Commissioner Krueger reported his attendance at CCA Open House, AMC Region 9 meeting, South Country Health Alliance JPB, South Country Health Alliance Quality Meeting, Emergency Communications Board, Public Works Policy Committee and Work Session.

Commissioner Brady reported his attendance at Spero. Extension Committee, Planning Commission, ICS, Rice Steel 911 JPB, Childrens Mental Health Collaborative and Work Session.

County Attorney did not report.

County Administrator reported attendance at AMC Region 9 meeting and gave a few updates form that meeting.

LISTING OF BILLS

June 10, 2025

Vendor Name	Amount
Advanced Correctional Healthcare Inc	19,676.59
All Traffic Solutions Inc	9,125.87
Canadian Pacific Railway Company	7,719.55
Diverse Construction Services LLC	4,780.00
Jones Haugh & Smith Inc	4,810.00
Kraft Mechanical LLC	5,330.00
L & L Street Rods & Sport Trucks	5,462.35

Liberty Tire Recycling LLC	2,214.75
Magtech Ammunition Company Inc	14,929.73
Metro Sales Inc	7,663.00
Metropolitan Mechanical Contractors Inc	4,209.28
Paape Companies Inc	5,530.00
Pictometry International Corp	25,898.12
RDO Equipment Co, Inc.	9,824.23
Revize LLC	3,000.00
Roemhildt/Brenda	5,060.00
Short Elliott Hendrickson Inc	4,278.48
Sign Solutions	7,463.02
Summit Food Services LLC	8,313.18
Thompson Sanitation	75,722.74
Trugreen Processing Center	2,720.07
WHKS & Co	3,398.81
Willies Painting LLC	6,640.00
Wold Architects and Engineers	3,861.22
WSB & Associates Inc	173,859.25
107 Payments less than 2000	<u>38,172.76</u>
Final Total:	459,663.00

Motion by Commissioner Prokopec, seconded by Commissioner Abbe to close the public portion of the meeting to go into closed session for the purpose of evaluating the performance of Renae Fry, County Administrator at 5:36 p.m. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to end the closed session and re-open the public portion of the meeting at 6:20 p.m. Ayes all.

The Board conducted the first annual evaluation of the County Administrator in closed session and therein concluded that Renae Fry exceeded expectations. Upon motion made by Commissioner Krueger, seconded by Commissioner Glynn, the Board approved a pay increase for Renae Fry, setting her new annual salary at \$175,000, with an increased PTO accrual.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to adjourn to the Call of the Chair at 6:25 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

June 10, 2025

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on June 10, 2025 with Commissioner's Brady, Glynn, Prokopec, Abbe and Krueger present. Also present were Human Resources Director Gina McGuire, Finance Director Candi Lemarr, IT Director Dave Purscell, County Assessor Brian Anderson, County Attorney Robert Jarrett, PT&E Director Jennifer Mueller, Public Health Director Amber Aaseth, and County Administrator Renae Fry.

Julie Summy, the Co-Founder of the Teen Lodge provided an overview of this new organization in Steele County. As a 5013C, they were established in January 2023. Homeless teens were brought to Julie's attention three years ago. Although the number of homeless teens changes in our community, to the Teen Lodge board, one homeless teen is too many. Their goal is to create home settings. The organization feels if these teens have a home setting to grow, thrive, and hopefully they can form them into responsible adults. With the help of the Eagles, Teen Lodge has put \$ 5,000 into the pantry at the high school and alternative school. Through social media they have received 18 duffel bags to donate. They have raised \$40,000 through fundraising and have identified dates and themes. With a shortfall of funding, Teen Lodge is looking into DHS and state level for funding.

Lorrie Rugg, Master Gardener Coordinator and Lisa Dierks, Regional Director at the Extension Office gave an update on the Master Gardener Program. From 2020 to today we have grown from 17 to 41 Active Master Gardener's. They currently have 12 projects they work with. The largest of them would be the Community Garden and the Blue-Ribbon Learning Garden. Steele County Master Gardener volunteers reported over 2,300 hours of research-based gardening knowledge we shared with our community. The University values those hours at \$34.77 which equates to almost \$80,000.00 worth of free gardening education. All members log well more than the minimum of 25 hours as they have such a passion for gardening. Currently they have 8 interns who are working hard on becoming Master Gardeners.

Renae Fry gave a brief update regarding human services. HMA is in contact with DHS and DCYF. They need Steele County to confirm the desired date of transition and with that information, they will develop their own internal timeline for establishing the necessary accounts with each agency.

HMA is gathering and reviewing client data to use in identifying the structures and related best practices that will serve the anticipated needs of Steele County clients. Renae will be meeting with Tara to discuss the HR and IT services contracts. Both arrangements will end as of December 2025 and MNPrairie is interested in extending the IT contract.

Meeting was adjourned at 4:36 p.m.

Chairman

ATTEST:

Administrator

PROCEEDINGS OF THE STEELE COUNTY BOARD OF APPEAL AND EQUALIZATION

BOARD OF EQUALIZATION

June 17, 2025

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Special Session at 7:00 p.m. on June 17, 2025 with Commissioner's Brady, Glynn, Prokopec, Abbe and Krueger present. Also present were County Assessor Brian Anderson and PTE Director Jennifer Mueller.

Call to order and Pledge of Allegiance.

The Oath of Office was taken.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve the Steele County Board of Appeal and Equalization Agenda. Ayes all.

County Assessor Brian Anderson reported on the 2025 Assessment activity. Agricultural increased the tillable acres up to .10%, residential up 5.7%, apartments up 5.1%, commercial properties up 2.6% and industrial properties up 4.4%.

To appear before the County Board of Appeals & Equalization, property owners must have attended the Local Board of Appeal and Equalization meeting. Berlin, Clinton Falls, Deerfield, Havana, Lemond, Medford, Meriden, Merton, and Somerset Townships along with the City of Blooming Prairie, Ellendale, and Medford currently utilize Open Book meetings. Property owners in these entities may appeal to the County Board of Equalization. The Assessor's Office make every attempt to resolve issues prior to this meeting.

There were no residents present to question their value and classification.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to adopt the Assessor's recommendations as follows. Ayes all.

County Board of Appeal & Equalization June 17, 2025

<u>Parcel #</u>	<u>Owner</u>	<u>Original Value</u>	<u>Adjusted Value</u>	<u>\$ Change</u>
03-008-2401	SELOVER/GARY F	\$510,500	\$468,300	-\$ 42,200
03-020-2101	MISGEN/NICHOLAS ALLEN	\$751,300	\$751,300	\$0
03-023-3201	BYRON/THOMAS E & PATRICA C	\$525,900	\$525,900	\$0
03-036-4401	FIRST LUTH CHURCH CEMITTRY	\$47,900	\$47,900	\$0
03-101-0112	BROSKOFF/DAVID FRANCIS	\$1,131,400	\$1,131,400	\$0
03-105-0201	CARLSON/JEFF & MICHELLE	\$644,900	\$600,300	-\$ 44,600

03-105-0206	MISGEN/JOHN T DONALD/& MEGAN A MISGEN	\$623,800	\$623,800	\$0
04-001-4200	PRESTEGARD/BRUCE E	\$372,200	\$166,900	-\$ 205,300
04-001-4200	PRESTEGARD/BRUCE E	\$78,200	\$203,800	\$ 125,600
04-021-2401	CHELMO/BRIAN R	\$351,400	\$351,400	\$0
04-022-4100	LAMMERS/BEAU G	\$854,500	\$854,500	\$0
04-030-3100	SEXTER/JOHN R	\$814,400	\$814,400	\$0
04-030-3100	SEXTER/JOHN R	\$139,900	\$139,900	\$0
04-030-3100	SEXTER/JOHN R	\$135,000	\$135,000	\$0
05-017-2202	HAGE/TASHN& JENNIFER ATKINS ROBER1SON/KENNE1H W/&	\$824,500	\$824,500	\$0
05-018-3401	DEVINNY-LEWIS/PATRICA G	\$90,500	\$90,500	\$0
07-016-2301	WENCL/LOUIS R	\$230,100	\$230,100	\$0
09-023-4101	CLEMENS/JOSHUA RICHARD	\$212,300	\$212,300	\$0
09-023-4102	CLEMENS/JOSHUA R	\$43,000	\$43,000	\$0
10-035-3301	WELKE/JOSHUA	\$897,800	\$843,700	-\$ 54,100
11-004-2300	KAVITZ/TODD & CAMILLE	\$130,500	\$130,500	\$0
11-010-4302	JOHNSTON/BONNIE	\$ 322,500	\$322,500	\$0
11-981-4003	GOSSE/ROBERT D	\$ 7,200	\$7,200	\$0
14-025-1004	NH COMPANY, LLC	\$1,589,500	\$1,589,500	\$0
14-036-1003	GOFF/DOUGLAS L & MARY MCCORD/ALARIS/&	\$183,100	\$183,100	\$0
14-105-0214	GOFF/DOUGLAS L & MARY CAMERY/MIRANDA &THOMAS	\$ 174,300	\$174,300	\$0
15-025-1202	30 AG LLC	\$28,300	\$28,300	\$0
15-025-1203	30 AG LLC	\$286,900	\$286,900	\$0
15-025-1300	30 AG LLC	\$123,800	\$123,800	\$0
17-010-2313	SCHRADER/MYRTLE I	\$91,200	\$33,600	-\$ 57,600
17-022-4409	ROEMHILDT FAMILY PROPERTIES LLC	\$727,200	\$681,700	-\$ 45,500
17-106-0200	CRK PROPERTIES LLC	\$9,600	\$9,600	\$0
17-107-0201	BROCHMAN/DEBORAH L & JAMES	\$432,700	\$411,300	-\$ 21,400
17-138-0110	DBI HOLDING LLC	\$402,600	\$402,600	\$0
17-138-0321	KRAAY/JEFFERY T	\$55,000	\$44,800	-\$ 10,200
17-155-0109	WERSAL/JULIE A/ET AL WERSAL/LEONARD G/LIFE ESTATE	\$213,300	\$213,300	\$0
17-163-0111	KIRCHNER/RAYMOND L & CAROL	\$212,000	\$212,000	\$0

17-197-0007	PIKE CONSULTING LLC	\$222,900	\$186,800	-\$ 36,100
17-241-0203	CRK PROPERTIES LLC	\$896,300	\$896,300	\$0
17-241-0204	CRK PROPERTIES LLC	\$1,396,500	\$1,227,700	-\$168,800
17-241-0205	CRK PROPERTIES LLC	\$71,300	\$ 71,300	\$0
17-340-0102	GERHARTZ/DAVID A & SUSAN M	\$374,600	\$374,600	\$0
17-394-0101	OLSON/DAVIDE/JR & LYNN M	\$487,800	\$460,400	-\$27,400

Motion by Commissioner Abbe, seconded by Commissioner Krueger to adjourn to the Call of the Chair at 7:12 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

SBENDORF

6/17/25

3:33PM

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
6/17/25 3:33PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	1099
301	DEPT			Administration			
5	8251 BRN Lawn & Landscape LLC		1,620.00	Lawn care - May	3589	Bldg Repair & Maintenance	Y
	10-301-000-0000-6512						
	8251 BRN Lawn & Landscape LLC		1,620.00		1 Transactions		
9	61505 Gopher State One-Call						
	10-301-000-0000-6260		85.05	May locates	5051495	Consultants/Admin Fee	N
	61505 Gopher State One-Call		85.05		1 Transactions		
20	52300 Mn Counties Insurance Trust						
	10-301-000-0000-6350		115.00	Insurance - melter	13940	Property & Liability Insurance	N
	52300 Mn Counties Insurance Trust		115.00		1 Transactions		
26	85167 Stewart Sanitation						
	10-301-000-0000-6250		114.61	Garbage Services - May	926677	Utilities	N
	85167 Stewart Sanitation		114.61		1 Transactions		
301	DEPT Total:		1,934.66	Administration	4 Vendors	4 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
11	10195 Jackson's Heavy Equipment Training LLC						
	10-302-000-0000-6261		3,896.05	Motor grader training	bjhe-00-106	Conference & Training	Y
	10195 Jackson's Heavy Equipment Training LLC		3,896.05		1 Transactions		
14	48700 M-R Sign Company, Inc						
	10-302-000-0000-6534		121.35	Dir arrow dble BW	228038	Supplies - Signing	N
15			150.55	No parking signs	228041	Supplies - Signing	N
16			1,001.90	Blank signs	228041	Supplies - Signing	N
	48700 M-R Sign Company, Inc		1,273.80		3 Transactions		
19	8711 Minnesota Paving & Materials						
	10-302-000-0000-6525		443.45	12.67 tons rip rap CSAH23	1881790	CSAH Supplies - Aggregate/Asphalt	N
	8711 Minnesota Paving & Materials		443.45		1 Transactions		
302	DEPT Total:		5,613.30	Road & Bridge Maintenance Expense	3 Vendors	5 Transactions	
303	DEPT			Construction Expense			
	46551 Locators & Supplies Inc						

SBENDORF
6/17/25 3:33PM
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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
13	10-303-000-0000-6510		984.19	Handles, grips, spades	0321130	Engineering & Surveying Supplies	N
46551	Locators & Supplies Inc		984.19	1 Transactions			
303	DEPT Total:		984.19	Construction Expense	1 Vendors	1 Transactions	
304	DEPT			Equipment Maintenance & Shops			
10067	Auto Value Owatonna						
1	10-304-000-0000-6520		74.16	Custom brake hose - #2022	197010707	Machinery/Vehicle Parts	N
2	10-304-000-0000-6520		28.96	Grommet, wiper - #2194	197011843	Machinery/Vehicle Parts	N
3	10-304-000-0000-6520		147.00	Bed mat - #2202	197013320	Machinery/Vehicle Parts	N
4	10-304-000-0000-6520		30.98	V-Belts - #9998	197013378	Machinery/Vehicle Parts	N
10067	Auto Value Owatonna		281.10	4 Transactions			
36550	IFACS						
10	10-304-000-0000-6520		0.95	Hex screw,hex nut,flat washer	5360814	Machinery/Vehicle Parts	Y
36550	IFACS		0.95	1 Transactions			
3729	L & D Ag Service Inc						
12	10-304-000-0000-6520		153.84	Fan cap, tip, nozzle - #2217	S19963	Machinery/Vehicle Parts	N
3729	L & D Ag Service Inc		153.84	1 Transactions			
49625	Matejcek Implement Co						
17	10-304-000-0000-6520		1,148.20	Seal, ring, filter, oil	IB41908	Machinery/Vehicle Parts	N
49625	Matejcek Implement Co		1,148.20	1 Transactions			
1308	Miner's Outdoor & Rec						
18	10-304-000-0000-6520		13.49	Fuel hose assembly #9997	224861	Machinery/Vehicle Parts	N
1308	Miner's Outdoor & Rec		13.49	1 Transactions			
9922	Owatonna Ace Hardware						
21	10-304-000-0000-6520		10.99	Ball valve #2245	3086/5	Machinery/Vehicle Parts	N
22	10-304-000-0000-6520		33.98	Ball valve, battery #2237	3108/5	Machinery/Vehicle Parts	N
23	10-304-000-0000-6520		38.95	Ball valve, hoses #2217	3164/5	Machinery/Vehicle Parts	N
9922	Owatonna Ace Hardware		83.92	3 Transactions			
61520	Owatonna Motor Company						
24	10-304-000-0000-6520		5.73	Fuse - #2202	173827	Machinery/Vehicle Parts	N
61520	Owatonna Motor Company		5.73	1 Transactions			

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
25	9923	Steve James Excavating Inc						
		10-304-000-0000-6520		54.48	Forklift propane fill	17652	Machinery/Vehicle Parts	N
	9923	Steve James Excavating Inc		54.48	1 Transactions			
27	7629	Waseca Glass LLC						
		10-304-000-0000-6252		200.00	Replace windshield	10385	Contracted Services	Y
28		10-304-000-0000-6252		200.00	Replace windshield	10385	Contracted Services	Y
	7629	Waseca Glass LLC		400.00	2 Transactions			
304	DEPT Total:			2,141.71	Equipment Maintenance & Shops	9 Vendors	15 Transactions	
310	DEPT				Capital Construction			
	22460	Erickson Engineering Co LLC						
6		10-310-000-0000-6262		4,259.50	Prof services 074-618-031	17274	Sales Tax Consultants	Y
7		10-310-000-0000-6262		4,259.50	Prof services 074-599-044	17295	Sales Tax Consultants	Y
8		10-310-000-0000-6262		95.00	Prof services 074-599-045	17300	Sales Tax Consultants	Y
	22460	Erickson Engineering Co LLC		8,614.00	3 Transactions			
310	DEPT Total:			8,614.00	Capital Construction	1 Vendors	3 Transactions	
10	Fund Total:			19,287.86	Road & Bridge Fund		28 Transactions	
	Final Total:			19,287.86	18 Vendors	28 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	19,287.86	Road & Bridge Fund	
	All Funds	19,287.86	Total	Approved by, ...
				
				

SBENDORF

6/17/25

4:40PM

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

6/17/25 4:40PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3	DEPT			County Wide			
	40 Southeast Service Cooperative						
116	01-003-000-0000-6241		425.00	Membership dues-200 employees	6319	Membership Dues	N
	40 Southeast Service Cooperative		425.00	1 Transactions			
3	DEPT Total:		425.00	County Wide	1 Vendors	1 Transactions	
13	DEPT			Law Library			
	70550 Thomson Reuters - West						
76	01-013-000-0000-6501		1,266.08	West information chg- May	852009405	Books	N
	70550 Thomson Reuters - West		1,266.08	1 Transactions			
13	DEPT Total:		1,266.08	Law Library	1 Vendors	1 Transactions	
32	DEPT			Human Resources			
	8338 Verified First LLC						
206	01-032-000-0000-6260		217.00	Background checks	INV000544436	Background Checks	Y
	8338 Verified First LLC		217.00	1 Transactions			
32	DEPT Total:		217.00	Human Resources	1 Vendors	1 Transactions	
41	DEPT			Auditor			
	10207 Laue/Christine						
111	01-041-000-0000-6330		7.52	Meal - MACATFO conference	June 2025	Travel Expenses	N
	10207 Laue/Christine		7.52	1 Transactions			
	84035 Tri-M Graphics						
83	01-041-000-0000-6410		157.41	Steele Co seal embosser	107340	Office Supplies	N
	84035 Tri-M Graphics		157.41	1 Transactions			
41	DEPT Total:		164.93	Auditor	2 Vendors	2 Transactions	
44	DEPT			Financial Administrator			
	6032 APG Media of Southern Minnesota LLC						
3	01-044-000-0000-6242		330.00	1st half RE tax - 4 ads	13098-0525	Publishing	N
	6032 APG Media of Southern Minnesota LLC		330.00	1 Transactions			

SBENDORF

6/17/25 4:40PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8589	Baker Tilly US, LLP					
7	01-044-000-0000-6279		7,250.00	Progress billing-Fin audit	BT3212840	Audit Costs Y
8	01-044-000-0000-6279		450.00	Progress billing-Single audit	BT3212840	Audit Costs Y
9	01-044-000-0000-6279		2,747.50	PERA & tech fee	BT3212840	Audit Costs Y
8589	Baker Tilly US, LLP		10,447.50	3 Transactions		
8948	Townsquare Media Faribault					
79	01-044-000-0000-6242		240.00	1st half taxes KRFO-AM radio	5742535-1	Publishing Y
80	01-044-000-0000-6242		174.00	1st half taxes KRFO-AM radio	5742535-1	Publishing Y
81	01-044-000-0000-6242		60.00	1st half taxes KRFO-AM online	5742535-1	Publishing Y
82	01-044-000-0000-6242		58.00	1st half taxes KRFO-AM online	5742535-1	Publishing Y
8948	Townsquare Media Faribault		532.00	4 Transactions		
44	DEPT Total:		11,309.50	Financial Administrator	3 Vendors	8 Transactions
62	DEPT			Central Services		
8919	ArchKey Technologies					
4	01-062-000-0000-6801		355.60	Rewire SCAC doors	S0010462882	General Expense Y
5	01-062-000-0000-6301		9,844.00	Cam & access control renewal	S0010862883	Equip/Software Maint Y
8919	ArchKey Technologies		10,199.60	2 Transactions		
16282	Crosstown Cartage Inc					
22	01-062-000-0000-6801		324.00	Contracted mail services	06/06/2025	General Expense N
23	01-062-000-0000-6802		205.00	Additional mail services	06/06/2025	Internal Chargeback N
16282	Crosstown Cartage Inc		529.00	2 Transactions		
5655	High Point Networks					
28	01-062-000-0000-6301		1,092.00	CradlePoint renewals	273265	Equip/Software Maint Y
5655	High Point Networks		1,092.00	1 Transactions		
49325	Mantronics Mailing Mach					
112	01-062-000-0000-6301		35.00	Brush kit	56114	Equip/Software Maint N
49325	Mantronics Mailing Mach		35.00	1 Transactions		
3778	SHI International Corp					
65	01-062-000-0000-6301		2,566.80	Microsoft SA license renewals	B19843653	Equip/Software Maint N
3778	SHI International Corp		2,566.80	1 Transactions		
9767	UKG Kronos Systems LLC					

SBENDORF
6/17/25 4:40PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
86	01-062-000-0000-6301		HRIS operating costs-May	I10080005477	Equip/Software Maint	N
9767	UKG Kronos Systems LLC		1 Transactions			
62	DEPT Total:	18,070.56	Central Services	6 Vendors	8 Transactions	
91	DEPT		County Attorney			
70550	Thomson Reuters - West					
77	01-091-000-0000-6410	1,339.23	Westlaw charges - April	852003314	Office Supplies	N
78	01-091-000-0000-6410	111.23	Library charges	852081930	Office Supplies	N
70550	Thomson Reuters - West	1,450.46	2 Transactions			
91	DEPT Total:	1,450.46	County Attorney	1 Vendors	2 Transactions	
101	DEPT		County Recorder			
9789	Imaging Spectrum Inc					
110	01-101-000-0000-6410	271.42	Passport media	INV49059	Office Supplies	N
9789	Imaging Spectrum Inc	271.42	1 Transactions			
101	DEPT Total:	271.42	County Recorder	1 Vendors	1 Transactions	
103	DEPT		Assessor			
6032	APG Media of Southern Minnesota LLC					
109	01-103-000-0000-6242	1.05	Notice-Appeal & Equal mtg	1473928	Publishing	N
6032	APG Media of Southern Minnesota LLC	1.05	1 Transactions			
3693	Loffler Companies Inc					
35	01-103-000-0000-6301	10.04	Meter billing for copier	5040149	Equip/Software Maint	N
3693	Loffler Companies Inc	10.04	1 Transactions			
84035	Tri-M Graphics					
84	01-103-000-0000-6410	291.59	Regular white envelopes	107332	Office Supplies	N
85	01-103-000-0000-6410	516.69	Regular natural envelopes	107333	Office Supplies	N
84035	Tri-M Graphics	808.28	2 Transactions			
103	DEPT Total:	819.37	Assessor	3 Vendors	4 Transactions	
105	DEPT		Planning & Zoning			
13000	City Of Blooming Prairie					

SBENDORF

6/17/25 4:40PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
20	01-105-000-0000-6805		Bldg permit reimb - May	May bldg permit	Bl Pr Reimb-Bldg Permit	N
13000	City Of Blooming Prairie		1 Transactions			
51300	Metro Sales Inc					
41	01-105-000-0000-6410		Copier contract	INV2805113	Office Supplies	N
51300	Metro Sales Inc		1 Transactions			
105	DEPT Total:	1,042.31	Planning & Zoning	2 Vendors	2 Transactions	
111	DEPT		Buildings & Grounds			
8251	BRN Lawn & Landscape LLC					
11	01-111-040-0000-6380	720.00	Weekly mow & trim-Admin	3590	Grounds Maintenance	Y
12	01-111-041-0000-6380	300.00	Weekly mow & trim-Annex	3590	Grounds Maintenance	Y
13	01-111-042-0000-6380	280.00	Weekly mow & trim-CH	3590	Grounds Maintenance	Y
14	01-111-043-0000-6380	120.00	Weekly mow & trim-Atty	3590	Grounds Maintenance	Y
15	01-111-044-0000-6380	620.00	Weekly mow & trim-DC	3590	Grounds Maintenance	Y
16	01-111-049-0000-6380	180.00	Weekly mow & trim-Alex	3590	Grounds Maintenance	Y
10	01-111-040-0000-6380	195.00	Plant & shrub trimming	3592	Grounds Maintenance	Y
8251	BRN Lawn & Landscape LLC	2,415.00	7 Transactions			
8521	From the Ground Up LLC					
27	01-111-042-0000-6380	1,295.00	Lot gravel work	611	Grounds Maintenance	Y
8521	From the Ground Up LLC	1,295.00	1 Transactions			
9161	Kraft Mechanical LLC					
36	01-111-044-0000-6300	5,330.00	Preventative maint agreement	39777	Bldg Repairs & Maintenance	N
9161	Kraft Mechanical LLC	5,330.00	1 Transactions			
7860	Metropolitan Mechanical Contractors Inc					
44	01-111-042-0000-6300	1,449.06	Replace shaft seals HWP	10022479	Bldg Repairs & Maintenance	N
7860	Metropolitan Mechanical Contractors Inc	1,449.06	1 Transactions			
9683	Northland Pest Control					
50	01-111-043-0000-6300	75.00	Pest control - Atty	15886	Bldg Repairs & Maintenance	Y
51	01-111-042-0000-6300	105.00	Pest control - CH	15887	Bldg Repairs & Maintenance	Y
54	01-111-045-0000-6300	65.00	Pest control - CCA	15888	Bldg Repairs & Maintenance	Y
52	01-111-041-0000-6300	85.00	Pest control - Annex	15892	Bldg Repairs & Maintenance	Y
53	01-111-040-0000-6300	65.00	Pest control - Admin	15893	Bldg Repairs & Maintenance	Y

SBENDORF

6/17/25 4:40PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9683	Northland Pest Control		395.00	5 Transactions		
85167	Stewart Sanitation					
71	01-111-041-0000-6300		138.06	Trash/recycling-Annex-May	926675	Bldg Repairs & Maintenance N
70	01-111-042-0000-6300		86.67	Trash/recycling-CH-May	926678	Bldg Repairs & Maintenance N
69	01-111-043-0000-6300		64.27	Trash/recycling-Atty-May	926678	Bldg Repairs & Maintenance N
67	01-111-040-0000-6300		203.06	Trash/recycling-Admin-June	926916	Bldg Repairs & Maintenance N
85167	Stewart Sanitation		492.06	4 Transactions		
111	DEPT Total:		11,376.12	Buildings & Grounds	6 Vendors	19 Transactions
201	DEPT			Sheriff		
9292	Faul Psychological					
26	01-201-000-0000-6801		665.00	Pre-employment eval-FSE	2399	Misc Expense 6
9292	Faul Psychological		665.00	1 Transactions		
37469	Insty Prints					
33	01-201-000-0000-6293		725.50	25 receipt books	164953	Gun Permit Expenses N
32	01-201-000-0000-6410		725.50	25 receipt books	164953	Office Supplies N
37469	Insty Prints		1,451.00	2 Transactions		
3298	Kwik Trip Inc					
37	01-201-000-0000-6562		35.22	Fuel for squad - 7402	221259	Gas & Oil Squads N
3298	Kwik Trip Inc		35.22	1 Transactions		
4877	L & L Street Rods & Sport Trucks					
38	01-201-000-0000-6320		884.73	Push bumper for new squad	4377	Vehicle Maintenance Y
4877	L & L Street Rods & Sport Trucks		884.73	1 Transactions		
5487	LexisNexis Risk Data Management					
39	01-201-000-0000-6425		200.00	Searches/reports - May 2025	1100148059	Investigation Expense N
5487	LexisNexis Risk Data Management		200.00	1 Transactions		
8422	Mayo Clinic					
40	01-201-000-0000-6801		237.00	Pre-employment exam-FSE	700004026	Misc Expense 6
8422	Mayo Clinic		237.00	1 Transactions		
52304	Mn Counties Intergovernmental Trust					
47	01-201-000-0000-6350		4,236.00	Bldg/content 5/28/25-1/1/26	14292	Property & Liability Insurance N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
52304	Mn Counties Intergovernmental Trust		4,236.00	1 Transactions		
61520	Owatonna Motor Company					
56	01-201-000-0000-6320		50.02	Oil change - 7418	731088	Vehicle Maintenance N
57	01-201-000-0000-6320		50.02	Oil change - 7406	761119	Vehicle Maintenance N
61520	Owatonna Motor Company		100.04	2 Transactions		
3248	Personnel Evaluation, Inc					
58	01-201-000-0000-6801		25.00	Personnel evaluation - AS	55055	Misc Expense 6
3248	Personnel Evaluation, Inc		25.00	1 Transactions		
9332	PITNEY BOWES INC					
59	01-201-000-0000-6293		182.58	Red cartridge ink	1027577236	Gun Permit Expenses N
9332	PITNEY BOWES INC		182.58	1 Transactions		
201	DEPT Total:		8,016.57	Sheriff	10 Vendors	12 Transactions
204	DEPT			Sheriff Boat & Water Enf		
410	Adventure Specialties Llc					
1	01-204-000-0000-6410		188.80	4 rescue throw bags	24-3270	Supplies N
410	Adventure Specialties Llc		188.80	1 Transactions		
204	DEPT Total:		188.80	Sheriff Boat & Water Enf	1 Vendors	1 Transactions
251	DEPT			Jail		
3134	Dash Medical Gloves					
24	01-251-000-0000-6451		470.00	Latex gloves	1331980	Operating Supplies N
3134	Dash Medical Gloves		470.00	1 Transactions		
5830	Midwest Monitoring & Surveillance					
45	01-251-000-0000-6451		517.03	UA testing	DT0525123	Operating Supplies Y
5830	Midwest Monitoring & Surveillance		517.03	1 Transactions		
4879	Shred Right					
115	01-251-000-0000-6304		42.53	Document shredding - April	0046398	Contract Serv./Bldg Maint Y
114	01-251-000-0000-6304		42.53	Document shredding - May	0048321	Contract Serv./Bldg Maint Y
113	01-251-000-0000-6304		42.53	Document shredding - June	0050252	Contract Serv./Bldg Maint Y

SBENDORF

6/17/25 4:40PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 8

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
4879	Shred Right		127.59	3 Transactions		
85167	Stewart Sanitation					
72	01-251-000-0000-6254		262.86	Waste pick up-June	926914	Garbage Disposal N
85167	Stewart Sanitation		262.86	1 Transactions		
8247	Summit Food Services LLC					
74	01-251-000-0000-6441		3,876.10	Inmate meals 5/24 - 5/30/25	INV2000244097	Prisoner Meals N
8247	Summit Food Services LLC		3,876.10	1 Transactions		
618	Turnkey Corrections					
118	01-251-000-0000-6418		4.96	Indigent fees	18568	Lock-Up Supplies N
618	Turnkey Corrections		4.96	1 Transactions		
251	DEPT Total:		5,258.54	Jail	6 Vendors	8 Transactions
252	DEPT			Community Corrections		
4064	Alcohol Monitoring System Inc					
2	01-252-000-0000-6274		733.30	SCRAM monitoring fee	344431	Scram Monitoring N
4064	Alcohol Monitoring System Inc		733.30	1 Transactions		
8263	CRK Properties LLC					
21	01-252-000-0000-6341		215.28	Utilities	1381	Office Rent Y
8263	CRK Properties LLC		215.28	1 Transactions		
6884	Language Line Services Inc					
34	01-252-000-0000-6284		325.92	Translator services	11617509	Interpreter Services Y
6884	Language Line Services Inc		325.92	1 Transactions		
5830	Midwest Monitoring & Surveillance					
46	01-252-000-0000-6270		1,218.11	Drug testing & supplies	DT0525122	Chemical Testing Y
5830	Midwest Monitoring & Surveillance		1,218.11	1 Transactions		
1769	Schultz/Ashley					
63	01-252-000-0000-6410		37.05	Reimb icebreaker tools	4/23/2025	Office Supplies N
1769	Schultz/Ashley		37.05	1 Transactions		
4879	Shred Right					
66	01-252-000-0000-6410		42.53	Paper shredding	0049528	Office Supplies Y

SBENDORF

6/17/25 4:40PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 9

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
4879	Shred Right		42.53	1 Transactions		
252	DEPT Total:		2,572.19	Community Corrections	6 Vendors	6 Transactions
281	DEPT			Emergency Management		
51300	Metro Sales Inc					
43	01-281-000-0000-6410		262.19	Copier use	INV2804131	Office Supplies N
51300	Metro Sales Inc		262.19	1 Transactions		
8843	SafeAssure Consultants Inc					
61	01-281-000-0000-6260		10,193.24	Safety training renewal	3822	Consultant Y
8843	SafeAssure Consultants Inc		10,193.24	1 Transactions		
4035	Uline Inc					
120	01-281-000-1001-6801		6,332.54	Pallet racking system	193376097	CERT Program Expenditures N
119	01-281-000-0000-6801		1,556.10	9 step angle ladder	193537787	Disaster/Emerg Fund N
4035	Uline Inc		7,888.64	2 Transactions		
281	DEPT Total:		18,344.07	Emergency Management	3 Vendors	4 Transactions
391	DEPT			Environmental Services		
51300	Metro Sales Inc					
42	01-391-000-0000-6410		224.68	Copier contract-EnviroShow	INV2805113	Office Supplies N
51300	Metro Sales Inc		224.68	1 Transactions		
391	DEPT Total:		224.68	Environmental Services	1 Vendors	1 Transactions
481	DEPT			Public Health Nursing		
115	Aaseth/Amber					
158	01-481-465-6056-6331		44.80	Mileage - May 2025	June 2025	Mileage Reimbursement N
115	Aaseth/Amber		44.80	1 Transactions		
8204	Adams/Penny					
159	01-481-460-6009-6331		70.00	Mileage - May 2025	June 2025	Mileage Reimbursement N
8204	Adams/Penny		70.00	1 Transactions		
8815	Amazon Capital Services Inc					
140	01-481-461-6031-6464		117.00	Items for Family Fun Day	1461812	General Supplies & Outreach N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
141	01-481-461-6031-6464	43.24	Items for Family Fun Day	3409065	General Supplies & Outreach	N
145	01-481-461-6031-6464	5.95	Items for Family Fun Day	3804244	General Supplies & Outreach	N
143	01-481-461-6031-6464	104.89	Items for Family Fun Day	4321864	General Supplies & Outreach	N
146	01-481-461-6031-6464	178.61	Items for Family Fun Day	4847430	General Supplies & Outreach	N
147	01-481-461-6066-6464	457.27	Awards, office supplies-YOLO	4847430	General Supplies & Outreach	N
148	01-481-461-6066-6464	272.04	Storage cabinets	5160247	General Supplies & Outreach	N
144	01-481-461-6031-6464	16.99	Items for Family Fun Day	6045811	General Supplies & Outreach	N
183	01-481-464-6065-6480	1,867.80	Portable cooler	7393864	Non Capitalized Inventory	N
142	01-481-461-6031-6464	133.42	Items for Family Fun Day	9927464	General Supplies & Outreach	N
8815	Amazon Capital Services Inc	3,197.21	10 Transactions			
3566	Anderson/Gaynelle					
160	01-481-460-6009-6331	28.00	Mileage - May 2025	June 2025	Mileage Reimbursement	N
3566	Anderson/Gaynelle	28.00	1 Transactions			
9803	Anselmo/Jocelyn M					
190	01-481-461-6066-6464	80.00	Tobacco Grant student payment	June 2025	General Supplies & Outreach	Y
9803	Anselmo/Jocelyn M	80.00	1 Transactions			
2574	Archambault/Kristi					
149	01-481-460-6009-6331	4.20	Mileage - May 2025	June 2025	Mileage Reimbursement	N
2574	Archambault/Kristi	4.20	1 Transactions			
8783	Availity LLC					
121	01-481-460-6009-6383	20.00	Medicare billing charges	INV01384254	Contract Services	N
8783	Availity LLC	20.00	1 Transactions			
7	Bartsch/Christine					
161	01-481-460-6009-6331	57.40	Mileage - May 2025	June 2025	Mileage Reimbursement	N
7	Bartsch/Christine	57.40	1 Transactions			
8486	Baumgartner/Ann					
162	01-481-460-6009-6331	18.20	Mileage - May 2025	June 2025	Mileage Reimbursement	N
8486	Baumgartner/Ann	18.20	1 Transactions			
9966	Benschoter/Paula					
163	01-481-460-6009-6331	7.00	Mileage - May 2025	June 2025	Mileage Reimbursement	N
9966	Benschoter/Paula	7.00	1 Transactions			

SBENDORF

6/17/25 4:40PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 11

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9413	Benson/Robert					
164	01-481-460-6009-6331	39.20	Mileage - May 2025	June 2025	Mileage Reimbursement	N
9413	Benson/Robert	39.20	1 Transactions			
9772	Blooming Prairie Chamber of Commerce					
122	01-481-461-6032-6241	500.00	2026 Membership dues	1309	Membership Dues	N
9772	Blooming Prairie Chamber of Commerce	500.00	1 Transactions			
6267	Brinkman/Stacie Lynn					
150	01-481-461-6025-6331	26.95	Mileage - May 2025	June 2025	Mileage Reimbursement	N
152	01-481-461-6030-6331	2.10	Mileage - May 2025	June 2025	Mileage Reimbursement	N
151	01-481-461-6068-6331	5.60	Mileage - May 2025	June 2025	Mileage Reimbursement	N
6267	Brinkman/Stacie Lynn	34.65	3 Transactions			
186	Cavalier Coaches Inc					
123	01-481-461-6066-6464	995.00	Bus for Room to Breath conf	11164	General Supplies & Outreach	N
186	Cavalier Coaches Inc	995.00	1 Transactions			
10200	Cedar Valley Services Inc					
124	01-481-460-6012-6465	400.00	Transit ticket sales - June	599810	Pass Thru - Patient Supplies & Service	N
10200	Cedar Valley Services Inc	400.00	1 Transactions			
10128	Christenson/Sandra					
165	01-481-460-6009-6331	43.40	Mileage - May 2025	June 2025	Mileage Reimbursement	N
10128	Christenson/Sandra	43.40	1 Transactions			
12590	Christenson/Yukari					
166	01-481-460-6009-6331	107.10	Mileage - May 2025	June 2025	Mileage Reimbursement	N
12590	Christenson/Yukari	107.10	1 Transactions			
14805	Corporate Recognition Inc					
128	01-481-461-6031-6464	7,712.97	Spinners,pens,etc for FAPCC	23491	General Supplies & Outreach	N
127	01-481-461-6031-6464	20.00	Artwork recreation	23497	General Supplies & Outreach	N
126	01-481-461-6066-6464	8,120.92	Wand, banner for YOLO	23497	General Supplies & Outreach	N
14805	Corporate Recognition Inc	15,853.89	3 Transactions			
15550	Court Sports And More Inc					
129	01-481-461-6066-6464	192.00	YOLO sweatshirts	62868	General Supplies & Outreach	N

SBENDORF

6/17/25 4:40PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 12

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
15550	Court Sports And More Inc		192.00	1 Transactions		
10123	Cupkie/Madilyn					
191	01-481-461-6066-6464		20.00	Tobacco Grant student payment	June 2025	General Supplies & Outreach Y
10123	Cupkie/Madilyn		20.00	1 Transactions		
9742	DeLaRosa/Aliyanna					
192	01-481-461-6066-6464		120.00	Tobacco Grant student payment	June 2025	General Supplies & Outreach Y
9742	DeLaRosa/Aliyanna		120.00	1 Transactions		
9741	DeLaRosa/Naomie					
193	01-481-461-6066-6464		120.00	Tobacco Grant student payment	June 2025	General Supplies & Outreach Y
9741	DeLaRosa/Naomie		120.00	1 Transactions		
2739	Edel/Erin					
130	01-481-461-6031-6464		225.14	Snacks-Family Fun Day	06/06/2025	General Supplies & Outreach N
2739	Edel/Erin		225.14	1 Transactions		
10203	Edwards/Aaliyah					
194	01-481-461-6066-6464		80.00	Tobacco Grant student payment	June 2025	General Supplies & Outreach Y
10203	Edwards/Aaliyah		80.00	1 Transactions		
10070	Escobedo/Sofia					
195	01-481-461-6066-6464		60.00	Tobacco Grant student payment	June 2025	General Supplies & Outreach Y
10070	Escobedo/Sofia		60.00	1 Transactions		
9999	Fandel/Kate Corinne					
196	01-481-461-6066-6464		60.00	Tobacco Grant student payment	June 2025	General Supplies & Outreach Y
9999	Fandel/Kate Corinne		60.00	1 Transactions		
9841	Farr/Whitney					
167	01-481-460-6012-6331		25.90	Mileage - May 2025	June 2025	Mileage Reimbursement N
9841	Farr/Whitney		25.90	1 Transactions		
10130	Fleming/Bobbi Jo					
168	01-481-460-6012-6331		11.20	Mileage - May 2025	June 2025	Mileage Reimbursement N
169	01-481-460-6012-6331		1.40	Mileage - April 2025	June 2025	Mileage Reimbursement N
10130	Fleming/Bobbi Jo		12.60	2 Transactions		

SBENDORF

6/17/25 4:40PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 13

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10012	Fox/Vivien Lee						
197	01-481-461-6066-6464		60.00	Tobacco Grant student payment	June 2025	General Supplies & Outreach	N
10012	Fox/Vivien Lee		60.00	1 Transactions			
10209	Grunklee/Korey						
170	01-481-460-6012-6331		4.90	Mileage - May 2025	June 2025	Mileage Reimbursement	N
10209	Grunklee/Korey		4.90	1 Transactions			
10210	Halverson/Ainsley Mae						
198	01-481-461-6066-6464		60.00	Tobacco Grant student payment	June 2025	General Supplies & Outreach	N
10210	Halverson/Ainsley Mae		60.00	1 Transactions			
10027	Hanson/Danika C						
199	01-481-461-6066-6464		20.00	Tobacco Grant student payment	June 2025	General Supplies & Outreach	Y
10027	Hanson/Danika C		20.00	1 Transactions			
8735	Hanson/Julie						
171	01-481-460-6012-6331		3.50	Mileage - May 2025	June 2025	Mileage Reimbursement	N
8735	Hanson/Julie		3.50	1 Transactions			
9892	Haroldson/Julie						
172	01-481-460-6009-6331		53.20	Mileage - May 2025	June 2025	Mileage Reimbursement	N
173	01-481-460-6009-6331		7.00	Mileage - April 2025	June 2025	Mileage Reimbursement	N
9892	Haroldson/Julie		60.20	2 Transactions			
8389	Healthcare First						
131	01-481-460-6009-6383		116.57	HHCAHPS survey	5524379	Contract Services	N
8389	Healthcare First		116.57	1 Transactions			
10132	Hedervare/Sara						
174	01-481-460-6012-6331		3.50	Mileage - May 2025	June 2025	Mileage Reimbursement	N
10132	Hedervare/Sara		3.50	1 Transactions			
37025	Innovative Office Solutions LLC						
132	01-481-000-0000-6410		17.13	9 x 12 envelopes	4856519	Office Supplies	Y
37025	Innovative Office Solutions LLC		17.13	1 Transactions			
10043	Johnson/Emma						
176	01-481-461-6032-6331		14.00	Mileage - May 2025	June 2025	Mileage Reimbursement	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
175	01-481-461-6066-6331		Mileage - May 2025	June 2025	Mileage Reimbursement	N
10043	Johnson/Emma	182.70	2 Transactions			
9458	Jongbloedt/Beth					
153	01-481-460-6009-6331	61.60	Mileage - May 2025	June 2025	Mileage Reimbursement	N
9458	Jongbloedt/Beth	61.60	1 Transactions			
3629	Kent/Leah					
154	01-481-460-6009-6331	26.25	Mileage - May 2025	June 2025	Mileage Reimbursement	N
3629	Kent/Leah	26.25	1 Transactions			
10211	Klemmensen/Attley					
200	01-481-461-6066-6464	80.00	Tobacco Grant student payment	June 2025	General Supplies & Outreach	N
10211	Klemmensen/Attley	80.00	1 Transactions			
41040	KOWZ-KRUE Radio					
186	01-481-461-6031-6243	612.00	Ads for Family Fun Day-July	7/1-7/15	Advertising,Marketing & Promotional	N
185	01-481-461-6031-6243	480.00	Ads for Family Fun Day-Live	7/10-7/15	Advertising,Marketing & Promotional	N
41040	KOWZ-KRUE Radio	1,092.00	2 Transactions			
10212	Leckner/Leah					
201	01-481-461-6066-6464	60.00	Tobacco Grant student payment	June 2025	General Supplies & Outreach	N
10212	Leckner/Leah	60.00	1 Transactions			
46450	Little Professor Books Center					
184	01-481-461-6031-6464	1,186.02	Books for ages 0-5 outreach	61625A	General Supplies & Outreach	G
46450	Little Professor Books Center	1,186.02	1 Transactions			
9769	Maas/Carlin Ray					
202	01-481-461-6066-6464	60.00	Tobacco Grant student payment	June 2025	General Supplies & Outreach	Y
9769	Maas/Carlin Ray	60.00	1 Transactions			
10009	Martinez/Stephanie					
177	01-481-460-6009-6331	11.90	Mileage - May 2025	June 2025	Mileage Reimbursement	N
10009	Martinez/Stephanie	11.90	1 Transactions			
10006	MCHHSA					
133	01-481-465-6069-6261	100.00	MCHHSA conference-EEdel	June 2025	Conference & Training	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
10006	MCHHSA		100.00	1 Transactions			
5754	McMann/Katy						
155	01-481-460-6009-6331		30.28	Mileage - May 2025	June 2025	Mileage Reimbursement	N
5754	McMann/Katy		30.28	1 Transactions			
51087	Medtox Laboratories Inc						
134	01-481-461-6025-6383		32.76	Lead blood test	0520251690896	Contract Services	N
51087	Medtox Laboratories Inc		32.76	1 Transactions			
62300	Owatonna Area Chamber Of Commerce						
135	01-481-461-6032-6241		470.00	2025 membership dues	38275	Membership Dues	N
62300	Owatonna Area Chamber Of Commerce		470.00	1 Transactions			
61528	Owatonna Park and Recreation						
125	01-481-461-6032-6464		2,310.23	CommPartner Award-holders	June 2025	General Supplies & Outreach	N
61528	Owatonna Park and Recreation		2,310.23	1 Transactions			
9616	Parrott & Smith LLC						
187	01-481-461-6066-6341		295.00	Rent - July	June 2025	Office Rent	N
9616	Parrott & Smith LLC		295.00	1 Transactions			
10131	Prestegard/Amanda						
156	01-481-461-6030-6331		4.20	Mileage - May 2025	June 2025	Mileage Reimbursement	N
10131	Prestegard/Amanda		4.20	1 Transactions			
7944	Red Oxygen						
188	01-481-461-6011-6210		35.79	Texting services	672412	Telephone	N
189	01-481-461-6040-6210		35.79	Texting services	672412	Telephone	N
7944	Red Oxygen		71.58	2 Transactions			
10166	Roemhildt/Brenda						
178	01-481-460-6012-6331		4.20	Mileage - May 2025	June 2025	Mileage Reimbursement	N
10166	Roemhildt/Brenda		4.20	1 Transactions			
77316	Schroeder/Greg						
137	01-481-460-6009-6331		50.40	Mileage - May 2025	June 2025	Mileage Reimbursement	Y
136	01-481-460-6009-6383		867.83	Physical therapist - May 2025	June 2025	Contract Services	Y

SBENDORF

6/17/25 4:40PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 16

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
77316	Schroeder/Greg		918.23	2 Transactions		
10013	Silva/Genesis					
203	01-481-461-6066-6464		20.00	Tobacco Grant student payment	June 2025	General Supplies & Outreach N
10013	Silva/Genesis		20.00	1 Transactions		
7978	Steffensmeier/Carey L					
179	01-481-460-6012-6331		1.75	Mileage - May 2025	June 2025	Mileage Reimbursement N
7978	Steffensmeier/Carey L		1.75	1 Transactions		
9818	Steinberg/Meagan					
157	01-481-461-6034-6331		4.20	Mileage - May 2025	June 2025	Mileage Reimbursement N
9818	Steinberg/Meagan		4.20	1 Transactions		
10208	The Lighthouse of Southern MN					
138	01-481-461-6032-6464		1,999.48	CommPartner Award-fridge	June 2025	General Supplies & Outreach N
10208	The Lighthouse of Southern MN		1,999.48	1 Transactions		
5619	Tonche/Denise					
180	01-481-460-6009-6331		77.00	Mileage - May 2025	June 2025	Mileage Reimbursement N
5619	Tonche/Denise		77.00	1 Transactions		
90165	UC Lab					
139	01-481-463-6049-6322		204.68	Well water testing	124152	Well Water Service Agreements N
90165	UC Lab		204.68	1 Transactions		
9622	Wencl/Alexa					
181	01-481-460-6012-6331		2.80	Mileage - May 2025	June 2025	Mileage Reimbursement N
9622	Wencl/Alexa		2.80	1 Transactions		
4100	Wencl/Dianne Marie					
182	01-481-460-6009-6331		23.80	Mileage - May 2025	June 2025	Mileage Reimbursement N
4100	Wencl/Dianne Marie		23.80	1 Transactions		
10001	Wright/Megan Amelia					
204	01-481-461-6066-6464		60.00	Tobacco Grant student payment	June 2025	General Supplies & Outreach Y
10001	Wright/Megan Amelia		60.00	1 Transactions		
10028	Zeman/Elianna					

SBENDORF

6/17/25 4:40PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 17

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
205	01-481-461-6066-6464		Tobacco Grant student payment	June 2025	General Supplies & Outreach	Y
10028	Zeman/Elianna		1 Transactions			
481	DEPT Total:	32,232.15	Public Health Nursing	66 Vendors	85 Transactions	
502	DEPT		Steele Co Community Ctr			
8251	BRN Lawn & Landscape LLC					
17	01-502-000-0000-6380	140.00	Weekly mow & trim-Comm Ctr	3590	Grounds Maintenance	Y
8251	BRN Lawn & Landscape LLC	140.00	1 Transactions			
33550	Hillyard -Hutchinson					
30	01-502-000-0000-6560	282.36	Explorer floor wax	605844405	Janitorial Supplies	N
33550	Hillyard -Hutchinson	282.36	1 Transactions			
9683	Northland Pest Control					
49	01-502-000-0000-6300	65.00	Pest control - Comm Ctr	15885	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control	65.00	1 Transactions			
85167	Stewart Sanitation					
68	01-502-000-0000-6300	36.50	Trash/recycling-ComCtr-May	926676	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation	36.50	1 Transactions			
502	DEPT Total:	523.86	Steele Co Community Ctr	4 Vendors	4 Transactions	
521	DEPT		Park And Recreation			
8251	BRN Lawn & Landscape LLC					
18	01-521-000-0000-6304	475.00	Beaver Lake mowings-May	3587	Lawn Mowing Contract	Y
19	01-521-000-0000-6304	200.00	Canoe landing mowings-May	3588	Lawn Mowing Contract	Y
8251	BRN Lawn & Landscape LLC	675.00	2 Transactions			
7771	MN Dept of Labor & Industry					
48	01-521-000-0000-6320	70.00	Annual electrical inspections	221601	Stage Expense	N
7771	MN Dept of Labor & Industry	70.00	1 Transactions			
71066	R & K Electric Inc					
60	01-521-000-0000-6320	400.00	Electric upgrades-Showmobile	66299	Stage Expense	N
71066	R & K Electric Inc	400.00	1 Transactions			

SBENDORF

6/17/25 4:40PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 18

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
84725	Steele County Trail Assoc						
117	01-521-291-0000-5301		2,663.76	BM4 Steele Co Trails	June 2025	State Grants	N
84725	Steele County Trail Assoc		2,663.76	1 Transactions			
87305	Thompson Sanitation						
75	01-521-000-0000-6823		190.27	Beaver Lake dumpster-May	88930	Beaver Lake	N
87305	Thompson Sanitation		190.27	1 Transactions			
521	DEPT Total:		3,999.03	Park And Recreation	5 Vendors	6 Transactions	
550	DEPT			Four Seasons			
4331	Athletica Sports Systems Unlimited Corp						
6	01-550-000-0000-6410		614.03	Hockey board cleaning supplies	423673	Operating Supplies - Contracts	N
4331	Athletica Sports Systems Unlimited Corp		614.03	1 Transactions			
23800	Fastenal Company						
25	01-550-000-0000-6410		99.72	Cable ties	MNOWA250043	Operating Supplies - Contracts	N
23800	Fastenal Company		99.72	1 Transactions			
33550	Hillyard -Hutchinson						
29	01-550-000-0000-6410		418.95	Towels, bath tissue, etc	605852357	Operating Supplies - Contracts	N
33550	Hillyard -Hutchinson		418.95	1 Transactions			
37025	Innovative Office Solutions LLC						
31	01-550-000-0000-6410		73.20	Cash box, markers	4860752	Operating Supplies - Contracts	Y
37025	Innovative Office Solutions LLC		73.20	1 Transactions			
62300	Owatonna Area Chamber Of Commerce						
55	01-550-000-0000-6261		799.00	Annual membership	38208	Building Promotion	N
62300	Owatonna Area Chamber Of Commerce		799.00	1 Transactions			
77390	Schilling Supply Company						
62	01-550-000-0000-6410		90.96	Urinal screens, air fresheners	1006888	Operating Supplies - Contracts	N
77390	Schilling Supply Company		90.96	1 Transactions			
74005	Sherwin-Williams Company						
64	01-550-000-0000-6410		76.62	Paint for doors	2979-3	Operating Supplies - Contracts	N
74005	Sherwin-Williams Company		76.62	1 Transactions			

SBENDORF
6/17/25 4:40PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 19

Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
85167	Stewart Sanitation					
73	01-550-000-0000-6254		171.91	Monthly garbage	926894	Garbage Disposal N
85167	Stewart Sanitation		171.91	1 Transactions		
550	DEPT Total:		2,344.39	Four Seasons	8 Vendors	8 Transactions
1	Fund Total:		120,117.03	General Revenue Fund		184 Transactions

SBENDORF

6/17/25 4:40PM

23 Bixby Maintenance Operati

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 20

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
609	DEPT			Bixby Sewer Project				
	9159 Gopher Septic Service Inc							
87	23-609-000-0000-6264		4,295.00	ServiceProvider contract-Bixby	53737	Service Provider		N
	9159 Gopher Septic Service Inc		4,295.00	1 Transactions				
	5235 Wolff & Son's Inc							
88	23-609-000-0000-6380		765.00	Weed control - Bixby	45244	Grounds Maintenance		N
	5235 Wolff & Son's Inc		765.00	1 Transactions				
609	DEPT Total:		5,060.00	Bixby Sewer Project	2 Vendors	2 Transactions		
23	Fund Total:		5,060.00	Bixby Maintenance Operations		2 Transactions		

SBENDORF
6/17/25 4:40PM
38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 21

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	1099
111	DEPT			Buildings & Grounds			
89	8919 ArchKey Technologies		340.82	Troubleshoot CCA bldg door	S0010762546	Capital Outlay - CCA Bldg	Y
	8919 ArchKey Technologies		340.82	1 Transactions			
90	8288 Four Seasons Electric		32,228.44	Office remodel, shop wiring	14877	Capital Outlay - B&G Shop	N
	8288 Four Seasons Electric		32,228.44	1 Transactions			
91	3832 I & S Group Inc		5,487.25	Admin pkg lot bill thru May	118822	Capital Outlay - SCAC	Y
	3832 I & S Group Inc		5,487.25	1 Transactions			
93	64054 Phone Station Inc		892.35	CCA bldg cell booster	80688	Capital Outlay - CCA Bldg	N
	64054 Phone Station Inc		892.35	1 Transactions			
111	DEPT Total:		38,948.86	Buildings & Grounds	4 Vendors	4 Transactions	
502	DEPT			Steele Co Community Ctr			
92	3832 I & S Group Inc		4,395.90	CommCtr bill thru May	118585	Capital Outlay-Community Center	Y
	3832 I & S Group Inc		4,395.90	1 Transactions			
502	DEPT Total:		4,395.90	Steele Co Community Ctr	1 Vendors	1 Transactions	
38	Fund Total:		43,344.76	Capital Outlay Fund		5 Transactions	

SBENDORF
6/17/25 4:40PM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 22

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	1099
398	DEPT			Landfill			
	5465 B To Z Hardware						
94	53-398-000-0000-6410		109.93	Paper products	15230	Office Supplies	N
	5465 B To Z Hardware		109.93	1 Transactions			
	11215 Central Farm Services						
99	53-398-000-0000-6541		810.06	540 gals LP	188566	Heating Fuel	N
95	53-398-000-0000-6540		2,076.40	725 gals diesel	28558	Machine Fuel	N
96	53-398-000-0000-6540		1,147.06	415 gals diesel	28595	Machine Fuel	N
97	53-398-000-0000-6540		1,413.29	485 gals diesel	28652	Machine Fuel	N
98	53-398-000-0000-6540		1,019.90	350 gals diesel	28669	Machine Fuel	N
100	53-398-000-0000-6540		1,646.80	575 gals diesel	28699	Machine Fuel	N
	11215 Central Farm Services		8,113.51	6 Transactions			
	8424 Cintas						
101	53-398-000-0000-6304		186.18	Rugs	4231310724	Contract Services	Y
	8424 Cintas		186.18	1 Transactions			
	38160 J R's Advanced Recyclers Inc						
102	53-398-000-0000-6304		860.00	151 appliances	115628	Contract Services	N
	38160 J R's Advanced Recyclers Inc		860.00	1 Transactions			
	52975 Minnesota Valley Testing Labs						
104	53-398-000-0000-6545		163.20	Stormwater testing	1308124	Water Testing	N
105	53-398-000-0000-6545		163.20	Stormwater testing	1308125	Water Testing	N
103	53-398-000-0000-6545		642.80	Stormwater testing	1308446	Water Testing	N
	52975 Minnesota Valley Testing Labs		969.20	3 Transactions			
	3743 RDO Equipment Co, Inc.						
107	53-398-000-0000-6301		9,824.23	Service Bomag	W1962302	Equip Repairs	N
106	53-398-000-0000-6301		8,475.49	Service JD loader	W1975702	Equip Repairs	N
	3743 RDO Equipment Co, Inc.		18,299.72	2 Transactions			
	85167 Stewart Sanitation						
108	53-398-000-0000-6544		1,642.68	Waste treatment plant bill	926716	Leachate Treatment	N
	85167 Stewart Sanitation		1,642.68	1 Transactions			
398	DEPT Total:		30,181.22	Landfill	7 Vendors	15 Transactions	

SBENDORF
6/17/25 4:40PM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 23

Vendor		Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.		Account/Formula		Accr	Amount		Service Dates	Paid On Bhf #	On Behalf of Name
53	Fund Total:				30,181.22		Landfill Fund		15 Transactions
	Final Total:				198,703.01		151 Vendors	206 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	120,117.03	General Revenue Fund	
	23	5,060.00	Bixby Maintenance Operations	
	38	43,344.76	Capital Outlay Fund	
	53	30,181.22	Landfill Fund	
	All Funds	198,703.01	Total	Approved by, ...
				
				

Description 03 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	3/31/25	904	72-860-000-0000-2100 Mn State Treasurer - Mortgage Regis Tax	26,743.84	D	State Mortgage Tax				1
2	3/31/25	904	72-000-000-0000-1001 Cash	802.32	C	State Mortgage Tax				1
3	3/31/25	904	72-000-000-0000-1001 Cash	25,941.52	C	State Mortgage Tax				1
4	3/31/25	904	01-000-000-0000-1001 Cash	802.32	D	State Mortgage Tax				1
5	3/31/25	904	01-003-000-0000-5013 Mortgage Registry Tax Revenue	802.32	C	State Mortgage Tax				1
6	3/31/25	904	72-861-000-0000-2100 Mn State Treasurer - State Deed Tax	43,521.69	D	State Deed Tax				1
7	3/31/25	904	72-000-000-0000-1001 Cash	1,305.65	C	State Deed Tax				1
8	3/31/25	904	72-000-000-0000-1001 Cash	42,216.04	C	State Deed Tax				1
9	3/31/25	904	01-000-000-0000-1001 Cash	1,305.65	D	State Deed Tax				1
10	3/31/25	904	01-003-000-0000-5014 State Deed Tax Revenue	1,305.65	C	State Deed Tax				1
11	3/31/25	904	72-862-000-0000-2100 Mn State Treasurer - Sales Tax	2,532.00	D	Sales Tax				1
12	3/31/25	904	72-000-000-0000-1001 Cash	2,532.00	C	Sales Tax				1
13	3/31/25	904	53-398-000-0000-6540 Machine Fuel	246.00	D	Usage Diesel Tax				1
14	3/31/25	904	53-000-000-0000-1001 Cash	246.00	C	Usage Diesel Tax				1
15	3/31/25	904	53-398-000-0000-6540 Machine Fuel	79.50	D	Diesel Tax				1
16	3/31/25	904	53-000-000-0000-1001 Cash	79.50	C	Diesel Tax				1
17	3/31/25	904	10-304-000-0000-6522 Diesel Fuel Tax	795.32	D	Diesel Tax				1
18	3/31/25	904	10-000-000-0000-1001 Cash	795.32	C	Diesel Tax				1
19	3/31/25	904	01-003-000-0000-6961 Visa One Card Program	41,474.47	D	BMO One Card Payment				1
20	3/31/25	904	01-000-000-0000-1001 Cash	41,474.47	C	BMO One Card Payment				1

Steele County

JOURNAL ENTRIES



Description 03 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	3/31/25	904	53-398-000-0000-6801 General Expense	337.15	D	Landfill CC Fees				1
22	3/31/25	904	53-000-000-0000-1001 Cash	337.15	C	Landfill CC Fees				1
23	3/31/25	904	01-032-000-0000-6540 Gas & Oil	17.90	D	WEX Enterprise Payment Mar2025				1
24	3/31/25	904	01-044-000-0000-6540 Gas & Oil	20.95	D	WEX Enterprise Payment Mar2025				1
25	3/31/25	904	01-252-000-0000-6540 Gas & Oil	65.80	D	WEX Enterprise Payment Mar2025				1
26	3/31/25	904	01-251-000-0000-6562 Gas & Oil	31.15	D	WEX Enterprise Payment Mar2025				1
27	3/31/25	904	01-201-000-0000-6562 Gas & Oil Squads	52.18	D	WEX Enterprise Payment Mar2025				1
28	3/31/25	904	01-000-000-0000-1001 Cash	187.98	C	WEX Enterprise Payment Mar2025				1
29	3/31/25	904	01-521-000-0000-6540 Gas & Oil	21.88	D	WEX NASPO Payment Mar 2025				1
30	3/31/25	904	01-111-000-0000-6540 Gas & Oil	19.72	D	WEX NASPO Payment Mar 2025				1
31	3/31/25	904	01-000-000-0000-1001 Cash	41.60	C	WEX NASPO Payment Mar 2025				1
32	3/31/25	904	10-304-000-0000-6540 Fuel & Lubricants	354.15	D	WEX NASPO Payment Mar 2025				1
33	3/31/25	904	10-000-000-0000-1001 Cash	354.15	C	WEX NASPO Payment Mar 2025				1
34	3/31/25	904	01-032-000-0000-6260 Background Checks	33.08	D	Background Checks				1
35	3/31/25	904	01-000-000-0000-1001 Cash	33.08	C	Background Checks				1
36	3/31/25	904	01-111-043-0000-6250 Utilities	232.51	D	OPU Payment Invoice # 718547				1
37	3/31/25	904	01-000-000-0000-1001 Cash	232.51	C	OPU Payment Invoice # 718547				1
38	3/31/25	904	01-111-043-0000-6250 Utilities	30.62	D	OPU Payment Invoice # 705296				1
39	3/31/25	904	01-000-000-0000-1001 Cash	30.62	C	OPU Payment Invoice # 705296				1
40	3/31/25	904	01-111-043-0000-6250 Utilities	739.04	D	OPU Payment Invoice # 718546				1

Steele County

JOURNAL ENTRIES



Description 03 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	3/31/25	904	01-000-000-0000-1001 Cash	739.04	C	OPU Payment Invoice # 718546				1
42	3/31/25	904	01-502-000-0000-6250 Utilities	1,201.43	D	OPU Payment Invoice # 718550				1
43	3/31/25	904	01-000-000-0000-1001 Cash	1,201.43	C	OPU Payment Invoice # 718550				1
44	3/31/25	904	10-304-000-0000-6514 Utility Services	96.69	D	OPU Payment Invoice # 718553				1
45	3/31/25	904	10-000-000-0000-1001 Cash	96.69	C	OPU Payment Invoice # 718553				1
46	3/31/25	904	01-111-047-0000-6250 Utilities	139.68	D	OPU Payment Invoice # 716285				1
47	3/31/25	904	01-000-000-0000-1001 Cash	139.68	C	OPU Payment Invoice # 716285				1
48	3/31/25	904	01-111-041-0000-6250 Utilities	3,209.52	D	OPU Payment Invoice # 718556				1
49	3/31/25	904	01-000-000-0000-1001 Cash	3,209.52	C	OPU Payment Invoice # 718556				1
50	3/31/25	904	01-111-042-0000-6250 Utilities	6,698.90	D	OPU Payment Invoice # 718555				1
51	3/31/25	904	01-000-000-0000-1001 Cash	6,698.90	C	OPU Payment Invoice # 718555				1
52	3/31/25	904	01-111-040-0000-6250 Utilities	8,865.34	D	OPU Payment Invoice # 718557				1
53	3/31/25	904	01-000-000-0000-1001 Cash	8,865.34	C	OPU Payment Invoice # 718557				1
54	3/31/25	904	01-111-044-0000-6250 Utilities	20,969.35	D	OPU Payment Invoice # 718563				1
55	3/31/25	904	01-000-000-0000-1001 Cash	20,969.35	C	OPU Payment Invoice # 718563				1
56	3/31/25	904	10-304-000-0000-6514 Utility Services	6,379.48	D	OPU Payment Invoice # 718562				1
57	3/31/25	904	10-000-000-0000-1001 Cash	6,379.48	C	OPU Payment Invoice # 718562				1
58	3/31/25	904	01-111-049-0000-6250 Utilities	1,206.53	D	OPU Payment Invoice # 747497				1
59	3/31/25	904	01-000-000-0000-1001 Cash	1,206.53	C	OPU Payment Invoice # 747497				1
60	3/31/25	904	01-201-296-0000-6250 T#9 Utilities	442.47	D	OPU Payment Invoice # 718561				1

Steele County

JOURNAL ENTRIES



Description 03 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	3/31/25	904	01-000-000-0000-1001 Cash	442.47	C	OPU Payment Invoice # 718561				1
62	3/31/25	904	01-111-045-0000-6250 Utilities	703.88	D	OPU Payment Invoice # 749804				1
63	3/31/25	904	01-000-000-0000-1001 Cash	703.88	C	OPU Payment Invoice # 749804				1
64	3/31/25	904	01-000-000-0000-1001 Cash	836.27	D	Void Check # 184188				1
65	3/31/25	904	01-201-000-0000-6320 Vehicle Maintenance	836.27	C	Void Check # 184188				1
66	3/31/25	904	01-000-000-0000-1001 Cash	20.00	D	Void Check # 178627				1
67	3/31/25	904	01-481-461-6066-6464 General Supplies & Outreach	20.00	C	Void Check # 178627				1
68	3/31/25	904	01-254-000-0000-6801 Misc. Expense	275,956.43	D	Steele County Q1 Pmnt to JD				1
69	3/31/25	904	01-000-000-0000-1001 Cash	275,956.43	C	Steele County Q1 Pmnt to JD				1
70	3/31/25	904	81-000-000-0000-1001 Cash	275,956.43	D	Steele County Q1 Pmnt to JD				1
71	3/31/25	904	81-230-000-0000-5251 Revenue From Other Counties	275,956.43	C	Steele County Q1 Pmnt to JD				1
72	3/31/25	904	70-000-000-0000-2101 Unapportioned Current Tax	8,520.00	D	Reclass Prepaid 09-002-1000				1
73	3/31/25	904	70-000-000-0000-2112 Unapportioned Advanced Real & Pers Prop	8,520.00	C	Reclass Prepaid 09-002-1000				1
74	3/31/25	904	01-121-000-0000-6540 Gas & Oil	213.46	D	Veteran Services Fuel				1
75	3/31/25	904	01-061-000-0000-6540 Gas & Oil	30.95	D	IT Fuel				1
76	3/31/25	904	01-105-000-0000-6540 Gas & Oil	109.53	D	PZ Fuel: Dave,Amber,Dale,Katie				1
77	3/31/25	904	01-111-000-0000-6562 Fuel And Gas	74.92	D	Buildings & Grounds Fuel -Mark				1
78	3/31/25	904	01-111-000-0000-6562 Fuel And Gas	140.22	D	Buildings & Grounds Fuel -TW				1
79	3/31/25	904	01-111-000-0000-6562 Fuel And Gas	82.33	D	Buildings & Grounds Fuel -Mike				1
80	3/31/25	904	01-111-000-0000-6562 Fuel And Gas	80.76	D	Buildings & Grounds Fuel -Todd				1

Steele County

JOURNAL ENTRIES



Description 03 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	3/31/25	904	01-111-000-0000-6562 Fuel And Gas	2.15	D	Buildings & Grounds Fuel -Tax				1
82	3/31/25	904	01-111-000-0000-6562 Fuel And Gas	8.94	C	Buildings & Grounds Fuel -Cred				1
83	3/31/25	904	01-201-000-0000-6562 Gas & Oil Squads	5,636.01	D	SCSO Squad Fuel				1
84	3/31/25	904	01-251-000-0000-6562 Gas & Oil	376.35	D	Detention Center Fuel				1
85	3/31/25	904	01-101-000-0000-6540 Gas & Oil	23.19	D	Recorders Fuel				1
86	3/31/25	904	01-252-000-0000-6540 Gas & Oil	120.53	D	Community Corrections Fuel				1
87	3/31/25	904	01-103-000-0000-6540 Gas & Oil	22.47	D	Assessors Fuel				1
88	3/31/25	904	01-481-465-6057-6540 Gas & Oil	177.38	D	Public Health Fuel				1
89	3/31/25	904	01-000-000-0000-1001 Cash	7,081.31	C	Fuel to Highway - Mar				1
90	3/31/25	904	53-398-000-0000-6388 Labor costs-Highway	804.16	D	Work for Landfill				1
91	3/31/25	904	53-398-000-0000-6301 Equip Repairs	1,153.18	D	Pump Repairs				1
92	3/31/25	904	53-000-000-0000-1001 Cash	1,957.34	C	Payment to Highway				1
93	3/31/25	904	10-000-000-0000-1001 Cash	9,038.65	D	Fuel to Highway - Mar				1
94	3/31/25	904	10-304-000-0000-5514 Reimburse Against Expense	9,038.65	C	Fuel to Highway - Mar				1
95	3/31/25	904	01-003-000-0000-5710 Interest From Investments	11,328.46	C	Magic 1 Interest				1
96	3/31/25	904	01-003-000-0000-5710 Interest From Investments	6,428.48	C	Magic 2 Interest				1
97	3/31/25	904	01-003-000-0000-5710 Interest From Investments	33.70	C	Payroll Interest				1
98	3/31/25	904	01-000-000-0000-1001 Cash	17,790.64	D	Bank Interest				1
99	3/31/25	904	05-445-000-0000-5710 Interest Income	628.91	C	Homeless Prevent Interest				1
100	3/31/25	904	05-445-000-0000-5710 Interest Income	580.49	C	Housing Afford Interest				1

Description 03 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	3/31/25	904	05-000-000-0000-1001 Cash, Human Services Fund	1,209.40	D	Bank Interest				1
102	3/31/25	904	81-230-000-0000-5710 Interest	337.51	C	E911 Interest				1
103	3/31/25	904	81-000-000-0000-1001 Cash	337.51	D	Bank Interest				1
104	3/31/25	904	01-003-000-0000-6357 Bank Charges	484.60	D	Magic 1 Bank Fees				1
105	3/31/25	904	01-003-000-0000-6357 Bank Charges	19.91	D	Magic 2 Bank Fees				1
106	3/31/25	904	01-003-000-0000-6357 Bank Charges	48.30	D	Payroll Bank Fees				1
107	3/31/25	904	01-000-000-0000-1001 Cash	552.81	C	Bank Fees				1
108	3/31/25	904	01-003-000-0000-6355 Wex Benefit Administration	522.50	D	WEX Admin Service Fees				1
109	3/31/25	904	01-000-000-0000-1001 Cash	522.50	C	WEX Admin Service Fees				1
110	3/31/25	904	81-230-000-0000-6355 Wex Benefit Administration	49.50	D	WEX Admin Service Fees				1
111	3/31/25	904	81-000-000-0000-1001 Cash	49.50	C	WEX Admin Service Fees				1
112	3/31/25	904	01-521-000-0000-6831 Ice Rental Pymts	1,988.75	D	Open Ice Charges to Park & Rec				1
113	3/31/25	904	01-550-000-0000-5836 Steele Co Park & Rec	1,988.75	C	Open Ice Charges to Park & Rec				1
114	3/31/25	904	70-000-000-0000-2112 Unapportioned Advanced Real & Pers Prop	233,522.54	D	Real Estate Prepaids for 2025				1
115	3/31/25	904	70-000-000-0000-2101 Unapportioned Current Tax	231,813.22	C	Real Estate Prepaids for 2025				1
116	3/31/25	904	70-000-000-0000-2104 Tax Overpymt/Refund	1,708.00	C	Real Estate Prepaids for 2025				1
117	3/31/25	904	70-000-000-0000-1001 Cash	1.32	C	Real Estate Prepaids for 2025				1
118	3/31/25	904	01-000-000-0000-1001 Cash	1.32	D	Real Estate Prepaids for 2025				1
119	3/31/25	904	01-041-000-0000-5520 Fees	1.32	C	Real Estate Prepaids for 2025				1
120	3/31/25	904	01-111-050-0000-6320 Vehicle Repairs & Maintenance	369.04	D	Enterprise Full Maint Fee Admn				1

Steele County
JOURNAL ENTRIES



Description 03 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	3/31/25	904	01-251-000-0000-6320 Vehicle Maintenance	30.00	D	Enterprise Full Maint Fee DC				1
122	3/31/25	904	01-201-000-0000-6320 Vehicle Maintenance	1,740.16	D	Enterprise Full Maint Fee SO				1
123	3/31/25	904	01-000-000-0000-1001 Cash	2,139.20	C	Admin-DC Enterprise Mar 2025				1
124	3/31/25	904	01-111-050-0000-6347 Enterprise Fleet Leasing	5,410.16	D	County Fleet Lease - Mar 25				1
125	3/31/25	904	01-201-000-0000-6347 Enterprise Fleet Leasing	8,506.51	D	Sheriff Fleet Lease - Mar 25				1
126	3/31/25	904	01-000-000-0000-1001 Cash	13,916.67	C	Fleet Lease Payments - Mar 25				1
Debit Total				1,020,776.40		Credit Total	1,020,776.40	Net:	0.00	

Description 04 2025 JE UPLOAD - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	4/30/25	901	01-031-000-0000-6210 Telephone	49.08	D	Phone Charges - Verizon				1
2	4/30/25	901	01-005-000-0000-6210 Telephone	44.08	D	Phone Charges - Verizon				1
3	4/30/25	901	01-032-000-0000-6210 Telephone	49.08	D	Phone Charges - Verizon				1
4	4/30/25	901	01-044-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
5	4/30/25	901	01-061-000-0000-6210 Telephone	69.10	D	Phone Charges - Verizon				1
6	4/30/25	901	01-091-000-0000-6210 Telephone	353.57	D	Phone Charges - Verizon				1
7	4/30/25	901	01-103-000-0000-6210 Telephone	245.40	D	Phone Charges - Verizon				1
8	4/30/25	901	01-105-000-0000-6210 Telephone	250.07	D	Phone Charges - Verizon				1
9	4/30/25	901	01-111-000-0000-6210 Telephone	440.80	D	Phone Charges - Verizon				1
10	4/30/25	901	01-121-000-0000-6210 Telephone	60.03	D	Phone Charges - Verizon				1
11	4/30/25	901	01-251-000-0000-6210 Telephone	181.32	D	Phone Charges - Verizon				1
12	4/30/25	901	01-252-000-0000-6210 Telephone	726.20	D	Phone Charges - Verizon				1
13	4/30/25	901	01-281-000-0000-6210 Telephone	187.25	D	Phone Charges - Verizon				1
14	4/30/25	901	01-602-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
15	4/30/25	901	01-481-460-6009-6210 Telephone	44.08	D	Phone Charges - QA				1
16	4/30/25	901	01-481-460-6009-6210 Telephone	44.08	D	Phone Charges - QA				1
17	4/30/25	901	01-481-460-6012-6210 Telephone	49.08	D	Phone Charges - LTC				1
18	4/30/25	901	01-481-461-6040-6210 Telephone	49.73	D	Phone Charges - WIC				1
19	4/30/25	901	01-481-461-6011-6210 Telephone	22.04	D	Phone Charges - CTC				1
20	4/30/25	901	01-481-462-6047-6210 Telephone	22.04	D	Phone Charges - CID				1

Steele County

JOURNAL ENTRIES



Description 04 2025 JE UPLOAD - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	4/30/25	901	01-481-461-6040-6210 Telephone	33.06	D	Phone Charges - WIC				1
22	4/30/25	901	01-481-461-6030-6210 Telephone	11.02	D	Phone Charges - MCH				1
23	4/30/25	901	01-481-460-6009-6210 Telephone	44.08	D	Phone Charges - QA				1
24	4/30/25	901	01-481-461-6059-6210 Telephone	11.02	D	Phone Charges - SEMN				1
25	4/30/25	901	01-481-461-6034-6210 Telephone	33.06	D	Phone Charges - TANF				1
26	4/30/25	901	01-481-461-6059-6210 Telephone	44.08	D	Phone Charges - SEMN				1
27	4/30/25	901	01-481-460-6009-6210 Telephone	44.08	D	Phone Charges - QA				1
28	4/30/25	901	01-481-460-6009-6210 Telephone	44.08	D	Phone Charges - QA				1
29	4/30/25	901	01-481-460-6009-6210 Telephone	44.08	D	Phone Charges - QA				1
30	4/30/25	901	01-481-461-6059-6210 Telephone	22.04	D	Phone Charges - SEMN				1
31	4/30/25	901	01-481-461-6040-6210 Telephone	13.22	D	Phone Charges - WIC				1
32	4/30/25	901	01-481-462-6047-6210 Telephone	8.82	D	Phone Charges - CID				1
33	4/30/25	901	01-481-460-6012-6210 Telephone	36.70	C	Phone Charges - LTC				1
34	4/30/25	901	01-481-460-6012-6210 Telephone	49.08	D	Phone Charges - LTC				1
35	4/30/25	901	01-481-461-6040-6210 Telephone	40.01	D	Phone Charges - WIC				1
36	4/30/25	901	01-481-460-6012-6210 Telephone	49.73	D	Phone Charges - LTC				1
37	4/30/25	901	01-481-465-6057-6210 Telephone	49.08	D	Phone Charges - LPHG				1
38	4/30/25	901	01-481-465-6057-6210 Telephone	44.08	D	Phone Charges - LPHG				1
39	4/30/25	901	01-481-460-6012-6210 Telephone	29.45	D	Phone Charges - LTC				1
40	4/30/25	901	01-481-464-6052-6210 Telephone	19.63	D	Phone Charges - PHEP				1

Steele County
JOURNAL ENTRIES



Description 04 2025 JE UPLOAD - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	4/30/25	901	01-201-000-0000-6211 Radio-Computers-Cameras	670.47	D	Squad Connections - Verizon				1
42	4/30/25	901	01-201-000-0000-6210 Telephone	1,068.09	D	Phone Charges - Verizon				1
43	4/30/25	901	01-000-000-0000-1001 Cash	5,302.61	C	Verizon Charges April				1
44	4/30/25	901	10-301-000-0000-6210 Telephone	717.68	D	Phone Charges - Verizon				1
45	4/30/25	901	10-000-000-0000-1001 Cash	717.68	C	Phone Charges - Verizon				1
46	4/30/25	901	53-398-000-0000-6210 Telephone	84.09	D	Phone Charges - Verizon				1
47	4/30/25	901	53-000-000-0000-1001 Cash	84.09	C	Phone Charges - Verizon				1
Debit Total				6,141.08		Credit Total	6,141.08	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 04 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	4/30/25	902	01-000-000-0000-1001 Cash	10,127.75	D	BMO One Card Allocation Apr	BMO One Card Allocation Apr			1
2	4/30/25	902	01-003-000-0000-6961 Visa One Card Program	34,022.11	C	BMO Charges Apr	BMO Charges Apr			1
3	4/30/25	902	01-003-565-0000-6801 General Expense - COVID 19	101.98	D	Batteries	Amazon.Com, Inc.			1
4	4/30/25	902	01-005-000-0000-6261 Conference & Training	921.95	D	Annual County Township meeting	Hy-Vee, Inc.			1
5	4/30/25	902	01-032-000-0000-6241 Membership Dues	538.00	D	National SHRM Membership	Societyforhumanresource			1
6	4/30/25	902	01-032-000-0000-6410 Office Supplies	60.97	D	Printing Paper & Badge Holders	Amazon.Com, Inc.			1
7	4/30/25	902	01-042-000-0000-6410 Office Supplies	94.98	D	Privacy screens for finance	Amazon.Com, Inc.			1
8	4/30/25	902	01-044-000-0000-6330 Travel Expenses	118.11	D	Restorative Justice conference	Fullsteam Operations Llc			1
9	4/30/25	902	01-044-000-0000-6410 Office Supplies	5.94	D	Office supplies	Amazon.Com, Inc.			1
10	4/30/25	902	01-044-000-0000-6410 Office Supplies	189.75	D	Office supplies	Amazon.Com, Inc.			1
11	4/30/25	902	01-061-000-0000-6260 Computer Support	152.00	D	IT Document Management	Kaseya US Llc			1
12	4/30/25	902	01-061-000-0000-6260 Computer Support	917.25	D	Ticketing Software (JAN-MAR)	Connectwise, Llc			1
13	4/30/25	902	01-061-000-0000-6260 Computer Support	436.00	D	Performance Mgmt SW	Brightgauge Software, In			1
14	4/30/25	902	01-061-000-0000-6330 Travel Expenses	110.69	D	MSP Parking (ESRI CIO Summit)	Metropolitan Airports Com			1
15	4/30/25	902	01-061-000-0000-6330 Travel Expenses	148.23	D	Lodging - MNCITLA Day on Hill	Capitol Ridge			1
16	4/30/25	902	01-061-000-0000-6330 Travel Expenses	365.88	D	Lodging (MN Tech Connect)	Tpi Core Inc			1
17	4/30/25	902	01-061-000-0000-6410 Office Supplies	8.99	D	USB Adapters	Amazon.Com, Inc.			1
18	4/30/25	902	01-061-000-0000-6410 Office Supplies	37.98	D	Clocks	Amazon.Com, Inc.			1
19	4/30/25	902	01-061-000-0000-6413 Computer Supplies	47.98	D	Mouse & USB Dock	Amazon.Com, Inc.			1
20	4/30/25	902	01-062-000-0000-6301 Equip/Software Maint	39.95	D	SSL Certificate	Exact Hosting			1

Description 04 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	4/30/25	902	01-062-000-0000-6301 Equip/Software Maint	279.30	D	EMCO Renewal/Upgrade	Emco Ehf			1
22	4/30/25	902	01-062-000-0000-6801 General Expense	83.23	D	Velcro, Rack Keystone	Amazon.Com, Inc.			1
23	4/30/25	902	01-062-000-0000-6801 General Expense	93.75	D	Display cable restock	Amazon.Com, Inc.			1
24	4/30/25	902	01-062-000-0000-6801 General Expense	2,613.77	D	Monthly AWS Backup	Amazon.Com, Inc.			1
25	4/30/25	902	01-091-000-0000-6241 Membership Dues	305.00	D	Annual attorney registration	State Of Minnesota			1
26	4/30/25	902	01-091-000-0000-6261 Conference & Training	25.00	D	BCA CLE-Kristin Otto	State Of Minnesota			1
27	4/30/25	902	01-091-000-0000-6261 Conference & Training	25.00	D	BCA CLE - Julia Spatenka	State Of Minnesota			1
28	4/30/25	902	01-091-000-0000-6261 Conference & Training	305.00	D	Gregory - Attorney Registrati	State Of Minnesota			1
29	4/30/25	902	01-091-000-0000-6410 Office Supplies	75.99	D	Camera mount for SCAO	Cdw Llc			1
30	4/30/25	902	01-091-000-0000-6410 Office Supplies	46.92	D	3 ring binder dividers; drives	Amazon.Com, Inc.			1
31	4/30/25	902	01-091-000-0000-6410 Office Supplies	83.97	D	report covers for BCA requirem	Amazon.Com, Inc.			1
32	4/30/25	902	01-091-000-0000-6801 County Attorney Misc	29.65	D	traveling trophy	Amazon.Com, Inc.			1
33	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
34	4/30/25	902	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
35	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
36	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
37	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
38	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
39	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport postage	United States Postal Serv			1
40	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1

Description 04 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
42	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
43	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
44	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
45	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
46	4/30/25	902	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
47	4/30/25	902	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
48	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
49	4/30/25	902	01-101-000-0000-6215 Postage	27.20	D	Passport postage	United States Postal Serv			1
50	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
51	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
52	4/30/25	902	01-101-000-0000-6215 Postage	27.20	D	Birth Certificate	United States Postal Serv			1
53	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
54	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
55	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport postage	United States Postal Serv			1
56	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
57	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
58	4/30/25	902	01-101-000-0000-6215 Postage	27.20	D	Birth Certificate Postage	United States Postal Serv			1
59	4/30/25	902	01-101-000-0000-6215 Postage	27.20	D	passport postage	United States Postal Serv			1
60	4/30/25	902	01-101-000-0000-6215 Postage	27.20	D	passport postage	United States Postal Serv			1

Description 04 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
62	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
63	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
64	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
65	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
66	4/30/25	902	01-101-000-0000-6215 Postage	27.20	D	Birth Certificate Postage	United States Postal Serv			1
67	4/30/25	902	01-101-000-0000-6215 Postage	27.70	D	passport postage	United States Postal Serv			1
68	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
69	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
70	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
71	4/30/25	902	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
72	4/30/25	902	01-101-000-0000-6215 Postage	27.20	D	passport postage	United States Postal Serv			1
73	4/30/25	902	01-103-000-0000-6261 Conference & Training	24.67	D	BREAKFAST FOR MEETING - HOST	Bridge Db9 Llc			1
74	4/30/25	902	01-103-000-0000-6261 Conference & Training	4.29	D	ORANGE JUICE FOR MEETING	Kwik Trip Inc			1
75	4/30/25	902	01-103-000-0000-6261 Conference & Training	12.27	D	Coffee for Meeting	Kwik Trip Inc			1
76	4/30/25	902	01-103-000-0000-6301 Equip/Software Maint	23.20	D	PEOPLE'S PRESS MONTHLY SUB.	Apg Media Of Southern Min			1
77	4/30/25	902	01-103-000-0000-6301 Equip/Software Maint	34.99	D	Keyboard/Mouse for ASR	Amazon.Com, Inc.			1
78	4/30/25	902	01-103-000-0000-6330 Travel Expenses	21.25	D	BRYAN MEAL AT WEEKLONG COURSE	Minntaco, Inc.			1
79	4/30/25	902	01-103-000-0000-6330 Travel Expenses	9.04	D	BRYAN'S MEAL @ WEEKLONG COURSE	Bruegger's Enterprises,			1
80	4/30/25	902	01-103-000-0000-6330 Travel Expenses	624.78	D	BRYAN HOTEL FOR COURSE	Apple Ten Hospitality Man			1

Steele County

JOURNAL ENTRIES



Description 04 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	4/30/25	902	01-103-000-0000-6330 Travel Expenses	26.09	D	BRYAN MEAL @ WEEKLONG COURSE	Minntaco, Inc.			1
82	4/30/25	902	01-103-000-0000-6330 Travel Expenses	23.87	D	BRYAN'S MEAL @ WEEKLONG COURSE	Minntaco, Inc.			1
83	4/30/25	902	01-103-000-0000-6330 Travel Expenses	9.91	D	BRYAN'S MEAL @ WEEKLONG COURSE	Bruegger's Enterprises,			1
84	4/30/25	902	01-103-000-0000-6330 Travel Expenses	53.27	D	BRYAN'S MEAL @ WEEKLONG COURSE	Seabeileey Company			1
85	4/30/25	902	01-103-000-0000-6330 Travel Expenses	34.94	D	BRYAN'S MEAL @ WEEKLONG COURSE	Civitali Restaurant Corpo			1
86	4/30/25	902	01-103-000-0000-6330 Travel Expenses	23.87	D	BRYAN'S MEAL @ WEEKLONG COURSE	Minntaco, Inc.			1
87	4/30/25	902	01-103-000-0000-6330 Travel Expenses	14.48	D	BRYAN'S MEAL @ WEEKLONG COURSE	Bruegger's Enterprises,			1
88	4/30/25	902	01-103-000-0000-6330 Travel Expenses	17.08	D	BRYAN'S MEAL @ WEEKLONG COURSE	Border Foods Llc			1
89	4/30/25	902	01-103-000-0000-6330 Travel Expenses	13.50	D	BRYAN'S MEAL @ WEEKLONG COURSE	Bruegger's Enterprises,			1
90	4/30/25	902	01-104-000-0000-6410 Office Supplies	49.58	D	42" roll paper for plotter	Gs Direct			1
91	4/30/25	902	01-104-000-0000-6410 Office Supplies	722.00	D	GIS Technician Desk	Upliftdesk			1
92	4/30/25	902	01-104-000-0000-6410 Office Supplies	255.30	D	Plotter Ink	Planet Green Cartridges,			1
93	4/30/25	902	01-105-000-0000-6261 Conference & Training	17.94	D	Noxious Weed Training Event	Kwik Trip Inc			1
94	4/30/25	902	01-105-000-0000-6261 Conference & Training	3.64	D	Noxious Weed Training Event	Walmart Stores Inc			1
95	4/30/25	902	01-111-000-0000-6320 Fleet Vehicle Maintenance	83.82	D	Fleet GeoTabs - Admin, SO, DC	T-Mobile Usa, Inc.			1
96	4/30/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	64.40	D	Regulators	Block Plumbing & Heating			1
97	4/30/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	10.48	D	Clear Vinyl	Lowes Companies, Inc.			1
98	4/30/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	7.28	D	3/8X1/4" pipe	Lowes Companies, Inc.			1
99	4/30/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	14.98	D	Extension and nuts and washers	Owt Hardware Inc			1
100	4/30/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	6.21	D	1/4"x1/4" pipe	Lowes Companies, Inc.			1

Description 04 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	4/30/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	75.00	D	Car wash cards	Kwik Trip Inc			1
102	4/30/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	20.95	D	Plunger and clamps	Block Plumbing & Heating			1
103	4/30/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	107.98	D	POW Flags	Amazon.Com, Inc.			1
104	4/30/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	224.97	D	Flags	Amazon.Com, Inc.			1
105	4/30/25	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	9.99	D	Super Glue	Owt Hardware Inc			1
106	4/30/25	902	01-111-040-0000-6560 Janitorial Supplies	50.11	D	Toilet seat Covers	Hillyard Inc			1
107	4/30/25	902	01-111-040-0000-6560 Janitorial Supplies	1,013.04	D	Janitorial Supplies	Hillyard Inc			1
108	4/30/25	902	01-111-040-0000-6560 Janitorial Supplies	11.98	D	Cleaning rags	Harbor Freight Tools Usa			1
109	4/30/25	902	01-111-041-0000-6300 Bldg Repairs & Maintenance	4.79	D	Loctite super glue	Owt Hardware Inc			1
110	4/30/25	902	01-111-041-0000-6300 Bldg Repairs & Maintenance	9.58	D	4.5X.045X7/8" Pipe	Owt Hardware Inc			1
111	4/30/25	902	01-111-041-0000-6560 Janitorial Supplies	23.96	D	Cleaning Rags	Harbor Freight Tools Usa			1
112	4/30/25	902	01-111-041-0000-6560 Janitorial Supplies	203.24	D	Non-Streaking Cleaner	Amrep Inc			1
113	4/30/25	902	01-111-042-0000-6300 Bldg Repairs & Maintenance	3.99	D	Door Stop	Alexander Lumber Company			1
114	4/30/25	902	01-111-042-0000-6300 Bldg Repairs & Maintenance	19.98	D	Screw Driver	Owt Hardware Inc			1
115	4/30/25	902	01-111-043-0000-6300 Bldg Repairs & Maintenance	4.79	D	Duplex receptacle	Owt Hardware Inc			1
116	4/30/25	902	01-111-043-0000-6300 Bldg Repairs & Maintenance	8.99	D	3/8 clamp	Block Plumbing & Heating			1
117	4/30/25	902	01-111-043-0000-6300 Bldg Repairs & Maintenance	31.97	D	Pipes and Plumbing supplies	Owt Hardware Inc			1
118	4/30/25	902	01-111-043-0000-6300 Bldg Repairs & Maintenance	9.53	D	Returned unused Items	Owt Hardware Inc			1
119	4/30/25	902	01-111-043-0000-6300 Bldg Repairs & Maintenance	258.62	D	Library painting supplies	Lowes Companies, Inc.			1
120	4/30/25	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	48.96	D	Flag supplies and drawer org	Lowes Companies, Inc.			1

Description 04 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	4/30/25	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	211.13	D	Fill Solenoid	Amazon.Com, Inc.			1
122	4/30/25	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	48.66	D	20A Commercial Glue	Lowes Companies, Inc.			1
123	4/30/25	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	26.33	D	Screws	Lowes Companies, Inc.			1
124	4/30/25	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	24.38	D	Screws	Lowes Companies, Inc.			1
125	4/30/25	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	26.33	C	Returned Screws	Lowes Companies, Inc.			1
126	4/30/25	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	22.94	D	Flex Duct	Lowes Companies, Inc.			1
127	4/30/25	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	20.36	D	Tool set	Lowes Companies, Inc.			1
128	4/30/25	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	76.77	D	Pest Control	Plunketts Pest Control In			1
129	4/30/25	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	49.94	D	Utility Hose	Lowes Companies, Inc.			1
130	4/30/25	902	01-111-049-0000-6300 Bldg Repairs & Maintenance	126.17	D	Paint	The Sherwin-Williams Comp			1
131	4/30/25	902	01-111-049-0000-6300 Bldg Repairs & Maintenance	53.20	D	Parts for Shower	Block Plumbing & Heating			1
132	4/30/25	902	01-111-049-0000-6300 Bldg Repairs & Maintenance	65.00	D	Pest Control	Plunketts Pest Control In			1
133	4/30/25	902	01-201-000-0000-6210 Telephone	0.99	D	Evidence Data Storage/GB Plan	Apple Inc.			1
134	4/30/25	902	01-201-000-0000-6211 Radio-Computers-Cameras	199.79	D	SHF Keyboard	Amazon.Com, Inc.			1
135	4/30/25	902	01-201-000-0000-6215 Postage	19.36	D	2/Letter to K.Haskell Co.Atty	United States Postal Serv			1
136	4/30/25	902	01-201-000-0000-6261 Conference & Training	425.00	D	2025 Executive Training	Intuit Payment Solutions,			1
137	4/30/25	902	01-201-000-0000-6261 Conference & Training	50.00	D	S.Taylor-Basic Data Practices	State Of Minnesota			1
138	4/30/25	902	01-201-000-0000-6293 Gun Permit Expenses	18.95	D	Lobby music	Cloud Cover Media Inc			1
139	4/30/25	902	01-201-000-0000-6293 Gun Permit Expenses	9.68	D	Void/Permit to Carry	United States Postal Serv			1
140	4/30/25	902	01-201-000-0000-6320 Vehicle Maintenance	16.10	D	7423-Coolant for overheat	Genuine Parts Company			1

Steele County

JOURNAL ENTRIES



Description 04 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	4/30/25	902	01-201-000-0000-6320 Vehicle Maintenance	55.88	D	Fleet GeoTabs - Admin, SO, DC	T-Mobile Usa, Inc.			1
142	4/30/25	902	01-201-000-0000-6410 Office Supplies	613.97	D	2 Boot Scrubbers	Amazon.Com, Inc.			1
143	4/30/25	902	01-201-000-0000-6410 Office Supplies	19.89	D	Desk Organizer	Amazon.Com, Inc.			1
144	4/30/25	902	01-201-000-0000-6410 Office Supplies	39.78	D	File Organizer	Amazon.Com, Inc.			1
145	4/30/25	902	01-201-000-0000-6410 Office Supplies	46.65	D	Mouse pad,staple,scissors,Tray	Amazon.Com, Inc.			1
146	4/30/25	902	01-201-000-0000-6410 Office Supplies	76.98	C	Return of Extension cord	Lowes Companies, Inc.			1
147	4/30/25	902	01-201-000-0000-6410 Office Supplies	45.98	D	Extension cord	Lowes Companies, Inc.			1
148	4/30/25	902	01-201-000-0000-6410 Office Supplies	43.93	D	office chair arms rests	Secretlab Us, Inc.			1
149	4/30/25	902	01-201-000-0000-6410 Office Supplies	76.98	D	Extension cord	Lowes Companies, Inc.			1
150	4/30/25	902	01-201-000-0000-6410 Office Supplies	66.48	D	Felt tip pens & organizers	Amazon.Com, Inc.			1
151	4/30/25	902	01-201-000-0000-6410 Office Supplies	239.00	D	Time stamp clock	Amazon.Com, Inc.			1
152	4/30/25	902	01-201-000-0000-6410 Office Supplies	160.92	D	Misc office supplies	Amazon.Com, Inc.			1
153	4/30/25	902	01-201-000-0000-6410 Office Supplies	156.14	D	2/trash cans	Amazon.Com, Inc.			1
154	4/30/25	902	01-201-000-0000-6410 Office Supplies	89.95	D	4/Desk holders	Amazon.Com, Inc.			1
155	4/30/25	902	01-201-000-0000-6410 Office Supplies	266.70	D	Misc office supplies	Amazon.Com, Inc.			1
156	4/30/25	902	01-201-000-0000-6410 Office Supplies	59.93	D	1/Paper cutter	Amazon.Com, Inc.			1
157	4/30/25	902	01-201-000-0000-6410 Office Supplies	339.98	D	2/Keurig	Amazon.Com, Inc.			1
158	4/30/25	902	01-201-000-0000-6410 Office Supplies	58.38	D	Pads,badge,,clip bd,organizer	Amazon.Com, Inc.			1
159	4/30/25	902	01-201-000-0000-6410 Office Supplies	95.27	D	2/box pen refills & organizer	Amazon.Com, Inc.			1
160	4/30/25	902	01-201-000-0000-6410 Office Supplies	4.82	D	for office mailboxes	Fleet Farm Group, Llc			1

Steele County

JOURNAL ENTRIES



Description 04 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	4/30/25	902	01-201-000-0000-6410 Office Supplies	15.40	C	Credit for Return of folders	Amazon.Com, Inc.			1
162	4/30/25	902	01-201-000-0000-6410 Office Supplies	53.18	D	Power strips for offices	Fleet Farm Group, Llc			1
163	4/30/25	902	01-201-000-0000-6438 K-9 Expenses	579.23	D	k-9 Vet Check up	Bauer Venterinary Service			1
164	4/30/25	902	01-201-000-0000-6801 Misc Expense	1,044.07	D	Podium for conference room	Takkt America Holding, In			1
165	4/30/25	902	01-201-000-0000-6801 Misc Expense	148.09	D	1/Streamlight	Amazon.Com, Inc.			1
166	4/30/25	902	01-251-000-0000-6110 Full-Time Wages	65.00	D	Minnesota Filing Fee	Tyler Technologies, Inc.			1
167	4/30/25	902	01-251-000-0000-6110 Full-Time Wages	5.00	D	Minnesota Filing Fee	Tyler Technologies, Inc.			1
168	4/30/25	902	01-251-000-0000-6210 Telephone	44.52	D	lobby phone	Amazon.Com, Inc.			1
169	4/30/25	902	01-251-000-0000-6320 Vehicle Maintenance	139.70	D	Fleet GeoTabs - Admin, SO, DC	T-Mobile Usa, Inc.			1
170	4/30/25	902	01-251-000-0000-6406 Program Supplies	72.48	D	program supplies	Dollar Tree Stores, Inc.			1
171	4/30/25	902	01-251-000-0000-6406 Program Supplies	17.85	D	program supplies	Dollar General Corporatio			1
172	4/30/25	902	01-251-000-0000-6406 Program Supplies	10.73	D	PROGRAM MUSIC	Sirius Xm Radio Llc			1
173	4/30/25	902	01-251-000-0000-6406 Program Supplies	99.84	D	PROGRAM TV	Hulu. Llc			1
174	4/30/25	902	01-251-000-0000-6410 Office Supplies	16.99	D	Lobby Signage	Amazon.Com, Inc.			1
175	4/30/25	902	01-251-000-0000-6410 Office Supplies	58.31	D	Wall hangers	Amazon.Com, Inc.			1
176	4/30/25	902	01-251-000-0000-6432 Medical Payments	21.58	D	stock meds	Amazon.Com, Inc.			1
177	4/30/25	902	01-251-000-0000-6451 Operating Supplies	41.90	D	pod timers	Amazon.Com, Inc.			1
178	4/30/25	902	01-251-000-0000-6451 Operating Supplies	348.80	D	taser cart for new pod	Axon Enterprise, Inc			1
179	4/30/25	902	01-251-000-0000-6451 Operating Supplies	4.93	D	batteries	Amazon.Com, Inc.			1
180	4/30/25	902	01-251-000-0000-6562 Gas & Oil	57.92	D	TRANSPORT FUEL	Speedway Llc			1

Steele County

JOURNAL ENTRIES



Description 04 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	4/30/25	902	01-251-000-0000-6562 Gas & Oil	55.84	D	TRANSPORT FUEL	Kwik Trip Inc			1
182	4/30/25	902	01-251-000-0000-6801 Misc Expense	14.30	D	transport toll	The Illinois State Toll			1
183	4/30/25	902	01-251-000-0000-6801 Misc Expense	8.29	D	transport meal	Omakin Restaurants Llc			1
184	4/30/25	902	01-251-000-0000-6801 Misc Expense	26.98	D	lobby signage	Amazon.Com, Inc.			1
185	4/30/25	902	01-251-000-0000-6801 Misc Expense	7.34	D	1st aide stickers	Amazon.Com, Inc.			1
186	4/30/25	902	01-252-000-0000-6261 Conference & Training	11.60	D	Reunification Training	Chipotle Mexican Grill			1
187	4/30/25	902	01-252-000-0000-6261 Conference & Training	14.79	D	Reunification Training	Chipotle Mexican Grill			1
188	4/30/25	902	01-252-000-0000-6410 Office Supplies	9.99	D	Keyboard Wrist Rest	Amazon.Com, Inc.			1
189	4/30/25	902	01-252-000-0000-6410 Office Supplies	19.95	D	Date Stamp	Amazon.Com, Inc.			1
190	4/30/25	902	01-252-000-0000-6410 Office Supplies	15.90	D	Stamp	Amazon.Com, Inc.			1
191	4/30/25	902	01-252-000-0000-6410 Office Supplies	5.99	D	hanging putty	Amazon.Com, Inc.			1
192	4/30/25	902	01-281-000-0000-6199 Safety Program	930.00	D	Safety Conference Registration	Minnesota Safety Council			1
193	4/30/25	902	01-281-000-0000-6199 Safety Program	548.00	D	AED Supplies	Advanced First Aid Inc			1
194	4/30/25	902	01-281-000-0000-6251 Other Administrative Costs	50.98	D	Oil soak pads	Amazon.Com, Inc.			1
195	4/30/25	902	01-281-000-1001-6801 CERT Program Expenditures	40.63	D	CERT Graduation	Hy-Vee, Inc.			1
196	4/30/25	902	01-281-000-1001-6801 CERT Program Expenditures	26.45	D	CERT Graduation	Coborn's Incorporated			1
197	4/30/25	902	01-281-000-1001-6801 CERT Program Expenditures	3.19	D	CERT Graduation	Coborn's Incorporated			1
198	4/30/25	902	01-481-000-0000-6410 Office Supplies	31.72	D	Flex Notebook/Tabs/Protectors	Amazon.Com, Inc.			1
199	4/30/25	902	01-481-460-6009-6434 Medical Supplies	39.18	D	Safety Lancets 1.8 Gray	Amazon.Com, Inc.			1
200	4/30/25	902	01-481-460-6009-6465 Patient Supplies & Services	41.98	D	Absorbent Dressing for Wound	Amazon.Com, Inc.			1

Description 04 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
201	4/30/25	902	01-481-461-6031-6464 General Supplies & Outreach	13.90	D	Planners	Amazon.Com, Inc.			1
202	4/30/25	902	01-481-461-6040-6434 Medical Supplies	78.36	D	Safety Lancets 1.8 Gray	Amazon.Com, Inc.			1
203	4/30/25	902	01-481-461-6040-6464 General Supplies & Outreach	9.90	D	Nonslip Pads for WIC Room	Amazon.Com, Inc.			1
204	4/30/25	902	01-481-461-6066-6464 General Supplies & Outreach	45.63	D	YOLO Meeting Breakfast	Block, Inc.			1
205	4/30/25	902	01-481-464-6061-6261 Conference & Training	25.45	D	All Staff Training Lunch	Hy-Vee, Inc.			1
206	4/30/25	902	01-481-464-6061-6261 Conference & Training	186.83	D	All Staff Training Lunch	Kerr-McCauley Investments			1
207	4/30/25	902	01-481-465-6057-6241 Membership Dues	150.00	D	GFOA Membership/Erin E	Gouvernement Finance Offic			1
208	4/30/25	902	01-502-000-0000-6300 Bldg Repairs & Maintenance	1,052.00	D	Electrified Lock	Mayflower Sales Co Llc			1
209	4/30/25	902	01-521-000-0000-6410 Operating Supplies/Truck Repairs	175.14	D	FS TV	Charter Communications Op			1
210	4/30/25	902	01-521-000-0000-6410 Operating Supplies/Truck Repairs	124.99	D	ComtCtr Internet	Charter Communications Op			1
211	4/30/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	35.98	D	Exit Lights	Amazon.Com, Inc.			1
212	4/30/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	35.97	D	Supplies Dry Floor Transition	Fleet Farm Group, Llc			1
213	4/30/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	163.84	D	Emergency Lights	Amazon.Com, Inc.			1
214	4/30/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	14.32	D	Misc. Shop Supplies	Lowes Companies, Inc.			1
215	4/30/25	902	01-550-000-0000-6410 Operating Supplies - Contracts	66.10	D	Receptacle Replacement East	Lowes Companies, Inc.			1
216	4/30/25	902	07-000-000-0000-1001 Cash	220.00	C	BMO Charges Apr	BMO Charges Apr			1
217	4/30/25	902	07-483-000-0000-6464 General Supplies & Outreach	220.00	D	SC Mental Health Collab Lunch	Hy-Vee, Inc.			1
218	4/30/25	902	10-000-000-0000-1001 Cash	2,665.90	C	BMO Charges Apr	BMO Charges Apr			1
219	4/30/25	902	10-301-000-0000-6261 Conference & Training	273.22	D	MCHAA registration	Block, Inc.			1
220	4/30/25	902	10-301-000-0000-6410 Office Supplies	31.34	D	HWY Keyboard	Amazon.Com, Inc.			1

Steele County

JOURNAL ENTRIES



Description 04 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
221	4/30/25	902	10-301-000-0000-6410 Office Supplies	21.92	D	AA batteries	Amazon.Com, Inc.			1
222	4/30/25	902	10-302-000-0000-6801 Osha/Safety Supplies	121.41	D	Snow Storm Lodging-Robinson	Midwest Heritage Inn Of O			1
223	4/30/25	902	10-302-000-0000-6801 Osha/Safety Supplies	121.41	D	Snow Storm lodging-Born	Midwest Heritage Inn Of O			1
224	4/30/25	902	10-302-000-0000-6801 Osha/Safety Supplies	121.41	D	Snow Storm lodging-Kasper	Midwest Heritage Inn Of O			1
225	4/30/25	902	10-303-000-0000-6261 Conference & Training	75.00	D	UofM training - Tschopp	Regents Of The Universit			1
226	4/30/25	902	10-303-000-0000-6330 Travel Expenses	140.16	D	Lodging - Gleason week 2	Mounds View Lodging, Llc			1
227	4/30/25	902	10-303-000-0000-6330 Travel Expenses	480.27	D	Lodging-Gleason Training	Mounds View Lodging, Llc			1
228	4/30/25	902	10-303-000-0000-6330 Travel Expenses	120.56	D	Bridge Train lodging-Gleason	Mounds View Lodging, Llc			1
229	4/30/25	902	10-303-000-0000-6330 Travel Expenses	485.18	D	Lodging Gleason-Bridge Train	Mounds View Lodging, Llc			1
230	4/30/25	902	10-303-000-0000-6510 Engineering & Surveying Supplies	9.82	D	Batteries for lab	Amazon.Com, Inc.			1
231	4/30/25	902	10-303-000-0000-6510 Engineering & Surveying Supplies	15.99	D	Screen Protectors	Ppinc Usd Pro 1			1
232	4/30/25	902	10-304-000-0000-6512 Bldg Repair & Maintenance	1.98	D	Pipe insulation	Lowes Companies, Inc.			1
233	4/30/25	902	10-304-000-0000-6512 Bldg Repair & Maintenance	44.97	D	Adaptors	Fleet Farm Group, Llc			1
234	4/30/25	902	10-304-000-0000-6520 Machinery/Vehicle Parts	34.98	D	Aluminum angle piece	Lowes Companies, Inc.			1
235	4/30/25	902	10-304-000-0000-6520 Machinery/Vehicle Parts	9.99	D	Drink holder, unit#2022	Fleet Farm Group, Llc			1
236	4/30/25	902	10-304-000-0000-6520 Machinery/Vehicle Parts	269.10	D	10' wheel drums (4)	Northstar Recreation Llc			1
237	4/30/25	902	10-304-000-0000-6520 Machinery/Vehicle Parts	34.07	D	Connectors & wire kit	Fleet Farm Group, Llc			1
238	4/30/25	902	10-304-000-0000-6520 Machinery/Vehicle Parts	223.56	D	4-10" brake assembly	Northstar Recreation Llc			1
239	4/30/25	902	10-304-000-0000-6520 Machinery/Vehicle Parts	29.56	D	Bolt on D Ring	Fleet Farm Group, Llc			1
240	4/30/25	902	38-000-000-0000-1001 Cash	2,876.78	C	BMO Charges Apr	BMO Charges Apr			1

Steele County

JOURNAL ENTRIES



Description 04 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
241	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	75.99	D	Window Tint	Amazon.Com, Inc.			1
242	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	44.93	D	Cable Management	Cdw Llc			1
243	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	33.56	D	Power Strips for TV mounts	Amazon.Com, Inc.			1
244	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	431.00	C	1/Return Microwave	Lowes Companies, Inc.			1
245	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	431.00	C	1/Return Microwave	Lowes Companies, Inc.			1
246	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	164.44	D	Window film for offices	Amazon.Com, Inc.			1
247	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	77.59	D	TV Wall Mount for SCSO	Amazon.Com, Inc.			1
248	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	449.99	D	TV for SCSO	Amazon.Com, Inc.			1
249	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	206.72	D	Box truck rental-Evidence	Penske Truck Leasing Co			1
250	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	1,489.87	D	TVs for SCSO	Amazon.Com, Inc.			1
251	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	33.74	D	Diesel fuel for box truck	Coborn's Incorporated			1
252	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	67.38	D	Power Strips & 3M strips	Fleet Farm Group, Llc			1
253	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	87.94	D	Supplies for new bldg	Fleet Farm Group, Llc			1
254	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	8.99	D	Grommets for conf rm table	Amazon.Com, Inc.			1
255	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	9.29	D	HDMI cable for Conf Rm	Amazon.Com, Inc.			1
256	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	33.94	D	Display wall mount	Amazon.Com, Inc.			1
257	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	179.00	D	Mini Fridge for Conference Rm	Lowes Companies, Inc.			1
258	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	328.99	D	HDMI Extenders for SCSO	Amazon.Com, Inc.			1
259	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	165.90	D	Wired Keyboard/Mice	Amazon.Com, Inc.			1
260	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	70.40	D	Speakers for workstations	Amazon.Com, Inc.			1

Steele County

JOURNAL ENTRIES



Description 04 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
261	4/30/25	902	38-201-000-0000-6600 Capital Outlay - Sheriff	210.12	D	Speakers for workstations	Amazon.Com, Inc.			1
262	4/30/25	902	81-000-000-0000-1001 Cash	4,365.07	C	BMO Charges Apr	BMO Charges Apr			1
263	4/30/25	902	81-230-000-0000-6210 Telephone	99.84	D	Cable TV	Hulu. Llc			1
264	4/30/25	902	81-230-000-0000-6243 Advertising	135.32	D	Public Event Handouts	Amazon.Com, Inc.			1
265	4/30/25	902	81-230-000-0000-6261 Conference & Training	475.00	D	Training	Association Of Public-Saf			1
266	4/30/25	902	81-230-000-0000-6261 Conference & Training	950.00	D	Training	Association Of Public-Saf			1
267	4/30/25	902	81-230-000-0000-6261 Conference & Training	50.00	D	BCA Training	State Of Minnesota			1
268	4/30/25	902	81-230-000-0000-6261 Conference & Training	50.00	D	BCA Training	State Of Minnesota			1
269	4/30/25	902	81-230-000-0000-6261 Conference & Training	50.00	D	BCA Training	State Of Minnesota			1
270	4/30/25	902	81-230-000-0000-6261 Conference & Training	50.00	D	BCA Training	State Of Minnesota			1
271	4/30/25	902	81-230-000-0000-6301 Equip Maint	70.55	D	USB Expander & Splitter	Amazon.Com, Inc.			1
272	4/30/25	902	81-230-000-0000-6410 Office Supplies	11.70	D	Dish Wand & Sponge Refills	Amazon.Com, Inc.			1
273	4/30/25	902	81-230-000-0000-6410 Office Supplies	27.94	D	Tab Dividers	Amazon.Com, Inc.			1
274	4/30/25	902	81-230-000-0000-6410 Office Supplies	20.70	D	Plaque Name Plate	Awards Direct Inc			1
275	4/30/25	902	81-230-000-0000-6600 Capital Outlay	2,374.02	D	Protocol Call-Take Training	Association Of Public-Saf			1
Debit Total				45,130.57		Credit Total	45,130.57	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 04 2025 JE UPLOAD ? C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	4/30/25	903	01-031-000-0000-6215 Postage	2.07	D	Postage - Admin				1
2	4/30/25	903	01-103-000-0000-6215 Postage	72.04	D	Postage - Assessor				1
3	4/30/25	903	01-041-000-0000-6215 Postage	403.43	D	Postage - PT&E				1
4	4/30/25	903	01-252-000-0000-6215 Postage	144.52	D	Postage - CCA				1
5	4/30/25	903	01-062-000-0000-6802 Internal Chargeback	993.97	D	Postage - Court Admin				1
6	4/30/25	903	01-251-000-0000-6215 Postage	0.69	D	Postage - Detention Center				1
7	4/30/25	903	01-063-000-0000-6215 Postage	99.21	D	Postage - Elections				1
8	4/30/25	903	01-602-000-0000-6215 Postage	28.77	D	Postage - Extension				1
9	4/30/25	903	01-044-000-0000-6215 Postage	53.41	D	Postage - Finance				1
10	4/30/25	903	01-550-000-0000-6215 Postage	2.07	D	Postage - Four Seasons				1
11	4/30/25	903	01-032-000-0000-6215 Postage	6.90	D	Postage - Human Resources				1
12	4/30/25	903	01-061-000-0000-6215 Postage	0.69	D	Postage - IT				1
13	4/30/25	903	01-062-000-0000-6802 Internal Chargeback	39.20	D	Postage - MRCI				1
14	4/30/25	903	01-105-000-0000-6215 Postage	94.86	D	Postage - Planning and Zoning				1
15	4/30/25	903	01-101-000-0000-6215 Postage	156.87	D	Postage - Recorder				1
16	4/30/25	903	01-201-000-0000-6215 Postage	8.97	D	Postage - Sheriff				1
17	4/30/25	903	01-121-000-0000-6215 Postage	37.37	D	Postage - Veterans				1
18	4/30/25	903	01-481-460-6009-6215 Postage	32.00	D	Postage - QA				1
19	4/30/25	903	01-481-460-6012-6215 Postage	77.85	D	Postage - LTC				1
20	4/30/25	903	01-481-461-6025-6215 Postage	63.92	D	Postage - FAP/HCB/FC				1

Steele County
JOURNAL ENTRIES



Description 04 2025 JE UPLOAD ? C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	4/30/25	903	01-481-461-6030-6215 Postage	42.97	D	Postage - MCH				1
22	4/30/25	903	01-481-461-6040-6215 Postage	5.63	D	Postage - WIC				1
23	4/30/25	903	01-481-461-6059-6215 Postage	6.57	D	Postage - SEMN/FHV				1
24	4/30/25	903	01-481-462-6047-6215 Postage	1.38	D	Postage - CID				1
25	4/30/25	903	01-481-465-6057-6215 Postage	0.69	D	Postage - LPHG/INF/MISC/ENV				1
26	4/30/25	903	01-062-000-0000-6215 Postage	2,376.05	C	GF Postage Allocation				1
27	4/30/25	903	10-301-000-0000-6215 Postage	0.69	D	Highway Postage				1
28	4/30/25	903	10-000-000-0000-1001 Cash	0.69	C	Highway Postage				1
29	4/30/25	903	01-000-000-0000-1001 Cash	0.69	D	Highway Postage				1
30	4/30/25	903	01-062-000-0000-5831 Miscellaneous	0.69	C	Highway Postage				1
31	4/30/25	903	53-398-000-0000-6215 Postage	25.70	D	Landfill Postage				1
32	4/30/25	903	53-000-000-0000-1001 Cash	25.70	C	Landfill Postage				1
33	4/30/25	903	01-000-000-0000-1001 Cash	25.70	D	Landfill Postage				1
34	4/30/25	903	01-062-000-0000-5831 Miscellaneous	25.70	C	Landfill Postage				1
Debit Total				2,428.83		Credit Total	2,428.83	Net:	0.00	

Description 04 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	4/30/25	904	72-860-000-0000-2100 Mn State Treasurer-Mortgage Regis Tax	24,958.26	D	State Mortgage Tax				1
2	4/30/25	904	72-000-000-0000-1001 Cash	748.75	C	State Mortgage Tax				1
3	4/30/25	904	72-000-000-0000-1001 Cash	24,209.51	C	State Mortgage Tax				1
4	4/30/25	904	01-000-000-0000-1001 Cash	748.75	D	State Mortgage Tax				1
5	4/30/25	904	01-003-000-0000-5013 Mortgage Registry Tax Revenue	748.75	C	State Mortgage Tax				1
6	4/30/25	904	72-861-000-0000-2100 Mn State Treasurer-State Deed Tax	32,646.00	D	State Deed Tax				1
7	4/30/25	904	72-000-000-0000-1001 Cash	979.38	C	State Deed Tax				1
8	4/30/25	904	72-000-000-0000-1001 Cash	31,666.62	C	State Deed Tax				1
9	4/30/25	904	01-000-000-0000-1001 Cash	979.38	D	State Deed Tax				1
10	4/30/25	904	01-003-000-0000-5014 State Deed Tax Revenue	979.38	C	State Deed Tax				1
11	4/30/25	904	72-862-000-0000-2100 Mn State Treasurer-Sales Tax	4,360.00	D	Sales Tax				1
12	4/30/25	904	72-000-000-0000-1001 Cash	4,360.00	C	Sales Tax				1
13	4/30/25	904	53-398-000-0000-6540 Machine Fuel	243.00	D	Usage Diesel Tax				1
14	4/30/25	904	53-000-000-0000-1001 Cash	243.00	C	Usage Diesel Tax				1
15	4/30/25	904	53-398-000-0000-6540 Machine Fuel	127.84	D	Diesel Tax				1
16	4/30/25	904	53-000-000-0000-1001 Cash	127.84	C	Diesel Tax				1
17	4/30/25	904	10-304-000-0000-6522 Diesel Fuel Tax	897.71	D	Diesel Tax				1
18	4/30/25	904	10-000-000-0000-1001 Cash	897.71	C	Diesel Tax				1
19	4/30/25	904	01-003-000-0000-6961 Visa One Card Program	34,022.11	D	BMO One Card Payment				1
20	4/30/25	904	01-000-000-0000-1001 Cash	34,022.11	C	BMO One Card Payment				1

Steele County

JOURNAL ENTRIES



Description 04 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	4/30/25	904	53-398-000-0000-6801 General Expense	491.47	D	Landfill CC Fees				1
22	4/30/25	904	53-000-000-0000-1001 Cash	491.47	C	Landfill CC Fees				1
23	4/30/25	904	01-044-000-0000-6540 Gas & Oil	38.05	D	WEX Enterprise Payment Apr2025				1
24	4/30/25	904	01-000-000-0000-1001 Cash	38.05	C	WEX Enterprise Payment Apr2025				1
25	4/30/25	904	01-521-000-0000-6540 Gas & Oil	99.04	D	WEX NASPO Payment Apr 2025				1
26	4/30/25	904	01-111-000-0000-6540 Gas & Oil	46.54	D	WEX NASPO Payment Apr 2025				1
27	4/30/25	904	01-000-000-0000-1001 Cash	145.58	C	WEX NASPO Payment Apr 2025				1
28	4/30/25	904	01-032-000-0000-6260 Background Checks	25.52	D	Background Checks				1
29	4/30/25	904	01-281-000-0000-6801 Disaster/Emerg Fund	244.52	D	Background Checks				1
30	4/30/25	904	01-000-000-0000-1001 Cash	270.04	C	Background Checks				1
31	4/30/25	904	01-111-043-0000-6250 Utilities	138.84	D	OPU Payment Invoice # 718547				1
32	4/30/25	904	01-000-000-0000-1001 Cash	138.84	C	OPU Payment Invoice # 718547				1
33	4/30/25	904	01-111-043-0000-6250 Utilities	30.62	D	OPU Payment Invoice # 705296				1
34	4/30/25	904	01-000-000-0000-1001 Cash	30.62	C	OPU Payment Invoice # 705296				1
35	4/30/25	904	01-111-043-0000-6250 Utilities	489.17	D	OPU Payment Invoice # 718546				1
36	4/30/25	904	01-000-000-0000-1001 Cash	489.17	C	OPU Payment Invoice # 718546				1
37	4/30/25	904	01-502-000-0000-6250 Utilities	1,002.45	D	OPU Payment Invoice # 718550				1
38	4/30/25	904	01-000-000-0000-1001 Cash	1,002.45	C	OPU Payment Invoice # 718550				1
39	4/30/25	904	10-304-000-0000-6514 Utility Services	96.69	D	OPU Payment Invoice # 718553				1
40	4/30/25	904	10-000-000-0000-1001 Cash	96.69	C	OPU Payment Invoice # 718553				1

Steele County

JOURNAL ENTRIES



Description 04 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	4/30/25	904	01-111-047-0000-6250 Utilities	73.33	D	OPU Payment Invoice # 716285				1
42	4/30/25	904	01-000-000-0000-1001 Cash	73.33	C	OPU Payment Invoice # 716285				1
43	4/30/25	904	01-111-041-0000-6250 Utilities	2,366.70	D	OPU Payment Invoice # 718556				1
44	4/30/25	904	01-000-000-0000-1001 Cash	2,366.70	C	OPU Payment Invoice # 718556				1
45	4/30/25	904	01-111-042-0000-6250 Utilities	4,802.10	D	OPU Payment Invoice # 718555				1
46	4/30/25	904	01-000-000-0000-1001 Cash	4,802.10	C	OPU Payment Invoice # 718555				1
47	4/30/25	904	01-111-040-0000-6250 Utilities	6,763.52	D	OPU Payment Invoice # 718557				1
48	4/30/25	904	01-000-000-0000-1001 Cash	6,763.52	C	OPU Payment Invoice # 718557				1
49	4/30/25	904	01-111-044-0000-6250 Utilities	15,909.88	D	OPU Payment Invoice # 718563				1
50	4/30/25	904	01-000-000-0000-1001 Cash	15,909.88	C	OPU Payment Invoice # 718563				1
51	4/30/25	904	10-304-000-0000-6514 Utility Services	4,456.01	D	OPU Payment Invoice # 718562				1
52	4/30/25	904	10-000-000-0000-1001 Cash	4,456.01	C	OPU Payment Invoice # 718562				1
53	4/30/25	904	01-111-049-0000-6250 Utilities	762.54	D	OPU Payment Invoice # 747497				1
54	4/30/25	904	01-000-000-0000-1001 Cash	762.54	C	OPU Payment Invoice # 747497				1
55	4/30/25	904	01-201-296-0000-6250 T#9 Utilities	426.91	D	OPU Payment Invoice # 718561				1
56	4/30/25	904	01-000-000-0000-1001 Cash	426.91	C	OPU Payment Invoice # 718561				1
57	4/30/25	904	01-111-045-0000-6250 Utilities	385.58	D	OPU Payment Invoice # 749804				1
58	4/30/25	904	01-000-000-0000-1001 Cash	385.58	C	OPU Payment Invoice # 749804				1
59	4/30/25	904	38-000-000-0000-1001 Cash	2,528.50	D	Void Check # 184372				1
60	4/30/25	904	38-201-000-0000-6600 Capital Outlay - Sheriff	1,279.00	C	Void Check # 184372				1

Description 04 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	4/30/25	904	38-201-000-0000-6600 Capital Outlay - Sheriff	1,199.00	C	Void Check # 184372				1
62	4/30/25	904	38-201-000-0000-6600 Capital Outlay - Sheriff	50.50	C	Void Check # 184372				1
63	4/30/25	904	53-000-000-0000-1001 Cash	380.15	D	Void Check # 184273				1
64	4/30/25	904	53-398-000-0000-6301 Equip Repairs	380.15	C	Void Check # 184273				1
65	4/30/25	904	01-000-000-0000-1001 Cash	20.00	D	Void Check # 178663				1
66	4/30/25	904	01-481-461-6066-6464 General Supplies & Outreach	20.00	C	Void Check # 178663				1
67	4/30/25	904	01-000-000-0000-1001 Cash	20.00	D	Void Check # 181373				1
68	4/30/25	904	01-481-461-6066-6464 General Supplies & Outreach	20.00	C	Void Check # 181373				1
69	4/30/25	904	01-121-000-0000-6540 Gas & Oil	195.35	D	Veteran Services Fuel				1
70	4/30/25	904	01-061-000-0000-6540 Gas & Oil	13.24	D	IT Fuel				1
71	4/30/25	904	01-105-000-0000-6540 Gas & Oil	40.60	D	PZ Fuel: Dave,Amber,Dale,Katie				1
72	4/30/25	904	01-111-000-0000-6562 Fuel And Gas	90.92	D	Buildings & Grounds Fuel - Mark				1
73	4/30/25	904	01-111-000-0000-6562 Fuel And Gas	88.36	D	Buildings & Grounds Fuel - TW				1
74	4/30/25	904	01-111-000-0000-6562 Fuel And Gas	125.94	D	Buildings & Grounds Fuel - Mike				1
75	4/30/25	904	01-111-000-0000-6562 Fuel And Gas	42.93	D	Buildings & Grounds Fuel - Todd				1
76	4/30/25	904	01-111-000-0000-6562 Fuel And Gas	5.21	D	Buildings & Grounds Fuel - FB				1
77	4/30/25	904	01-111-000-0000-6562 Fuel And Gas	526.73	D	Buildings & Grounds Maint				1
78	4/30/25	904	01-201-000-0000-6562 Gas & Oil Squads	6,226.83	D	SCSO Squad Fuel				1
79	4/30/25	904	01-251-000-0000-6562 Gas & Oil	221.62	D	Detention Center Fuel				1
80	4/30/25	904	01-252-000-0000-6540 Gas & Oil	87.35	D	Community Corrections Fuel				1

Steele County

JOURNAL ENTRIES



Description 04 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	4/30/25	904	01-103-000-0000-6540 Gas & Oil	21.25	D	Assessors Fuel				1
82	4/30/25	904	01-481-465-6057-6540 Gas & Oil	170.73	D	Public Health Fuel				1
83	4/30/25	904	01-000-000-0000-1001 Cash	7,857.06	C	Fuel to Highway - Mar				1
84	4/30/25	904	10-000-000-0000-1001 Cash	7,857.06	D	Fuel to Highway - Apr				1
85	4/30/25	904	10-304-000-0000-5514 Reimburse Against Expense	7,857.06	C	Fuel to Highway - Apr				1
86	4/30/25	904	01-550-000-0000-6410 Operating Supplies - Contracts	100.00	D	Ice Jam Special Deputy				1
87	4/30/25	904	01-207-000-0000-5840 Security Income	100.00	C	Ice Jam Special Deputy				1
88	4/30/25	904	01-481-464-6061-5430 COVID-19 Revenues	18,012.42	D	Correct Receipt # 300539				1
89	4/30/25	904	01-481-461-6033-5562 TANF: CHW Services BP	233.50	C	Correct Receipt # 300539				1
90	4/30/25	904	01-481-461-6033-5562 TANF: CHW Services BP	17,778.92	C	Correct Receipt # 300539				1
91	4/30/25	904	01-000-000-0000-1001 Cash	44,985.12	D	Fitness Equipment at SO/DC				1
92	4/30/25	904	01-251-000-0000-6600 Capital Outlay	44,985.12	C	Fitness Equipment at SO/DC				1
93	4/30/25	904	38-201-000-0000-6600 Capital Outlay - Sheriff	44,985.12	D	Fitness Equipment at SO/DC				1
94	4/30/25	904	38-000-000-0000-1001 Cash	44,985.12	C	Fitness Equipment at SO/DC				1
95	4/30/25	904	53-398-000-0000-6172 Unemployment Benefit	488.50	D	Q1 2025 Unemployment				1
96	4/30/25	904	53-000-000-0000-1001 Cash	488.50	C	Q1 2025 Unemployment				1
97	4/30/25	904	01-003-000-0000-6172 Unemployment Benefit	3,520.52	D	Q1 2025 Unemployment				1
98	4/30/25	904	01-000-000-0000-1001 Cash	3,520.52	C	Q1 2025 Unemployment				1
Debit Total				268,386.98		Credit Total	268,386.98	Net:		0.00

Steele County
JOURNAL ENTRIES



Description 04 2025 JE UPLOAD - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	4/30/25	905	01-111-050-0000-6320 Vehicle Repairs & Maintenance	30.00	D	Enterprise Full Maint Fee Admn				1
2	4/30/25	905	01-251-000-0000-6320 Vehicle Maintenance	394.44	D	Enterprise Full Maint Fee DC				1
3	4/30/25	905	01-201-000-0000-6320 Vehicle Maintenance	2,860.56	D	Enterprise Full Maint Fee SO				1
4	4/30/25	905	01-000-000-0000-1001 Cash	3,285.00	C	Admin-DC Enterprise Apr 2025				1
5	4/30/25	905	01-111-050-0000-6347 Enterprise Fleet Leasing	5,433.62	D	County Fleet Lease - Apr 25				1
6	4/30/25	905	01-201-000-0000-6347 Enterprise Fleet Leasing	8,741.01	D	Sheriff Fleet Lease - Apr 25				1
7	4/30/25	905	01-000-000-0000-1001 Cash	14,174.63	C	Fleet Lease Payments - Apr 25				1
8	4/30/25	905	38-201-000-0000-6600 Capital Outlay - Sheriff	28,510.00	D	CapReduction 1FMUK8DH0SGA51840				1
9	4/30/25	905	38-000-000-0000-1001 Cash	28,510.00	C	CapReduction 1FMUK8DH0SGA51840				1
10	4/30/25	905	07-483-000-0000-6464 General Supplies & Outreach	6,500.00	D	SCSO Opioids Award				1
11	4/30/25	905	07-000-000-0000-1001 Cash	6,500.00	C	SCSO Opioids Award				1
12	4/30/25	905	01-000-000-0000-1001 Cash	6,500.00	D	SCSO Opioids Award				1
13	4/30/25	905	01-201-000-0000-5831 Miscellaneous	6,500.00	C	SCSO Opioids Award				1
Debit Total				58,969.63		Credit Total	58,969.63	Net:	0.00	

Steele County
JOURNAL ENTRIES



Description 04 2025 JE UPLOAD - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	4/30/25	906	01-003-000-0000-5710 Interest From Investments	10,781.63	C	Magic 1 Interest				1
2	4/30/25	906	01-003-000-0000-5710 Interest From Investments	8,538.24	C	Magic 2 Interest				1
3	4/30/25	906	01-000-000-0000-1001 Cash	19,319.87	D	Bank Interest				1
4	4/30/25	906	05-445-000-0000-5710 Interest Income	467.85	C	Homeless Prevent Interest				1
5	4/30/25	906	05-445-000-0000-5710 Interest Income	431.84	C	Housing Afford Interest				1
6	4/30/25	906	05-000-000-0000-1001 Cash, Human Services Fund	899.69	D	Bank Interest				1
7	4/30/25	906	81-230-000-0000-5710 Interest	326.38	C	E911 Interest				1
8	4/30/25	906	81-000-000-0000-1001 Cash	326.38	D	Bank Interest				1
9	4/30/25	906	01-003-000-0000-6357 Bank Charges	477.69	D	Magic 1 Bank Fees				1
10	4/30/25	906	01-003-000-0000-6357 Bank Charges	19.90	D	Magic 2 Bank Fees				1
11	4/30/25	906	01-000-000-0000-1001 Cash	497.59	C	Bank Fees				1
12	4/30/25	906	01-003-000-0000-6355 Wex Benefit Administration	514.25	D	WEX Admin Service Fees				1
13	4/30/25	906	01-000-000-0000-1001 Cash	514.25	C	WEX Admin Service Fees				1
14	4/30/25	906	81-230-000-0000-6355 Wex Benefit Administration	49.50	D	WEX Admin Service Fees				1
15	4/30/25	906	81-000-000-0000-1001 Cash	49.50	C	WEX Admin Service Fees				1
Debit Total				21,607.28		Credit Total	21,607.28	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 05 2025 JE UPLOAD - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	5/14/25	901	70-000-000-0000-2101 Unapportioned Current Tax	2,696.00	D	Returned Check 7268				1
2	5/14/25	901	70-000-000-0000-1001 Cash	2,696.00	C	Returned Check 7268				1
3	5/14/25	901	70-000-000-0000-2101 Unapportioned Current Tax	19,070.00	D	Returned Check 2039				1
4	5/14/25	901	70-000-000-0000-1001 Cash	19,070.00	C	Returned Check 2039				1
5	5/15/25	901	01-521-000-0000-6410 Operating Supplies/Truck Repairs	17.00	D	Ditch Assessment 17-099-0001				1
6	5/15/25	901	01-000-000-0000-1001 Cash	17.00	C	Ditch Assessment 17-099-0001				1
7	5/15/25	901	70-000-000-0000-1001 Cash	17.00	D	Ditch Assessment 17-099-0001				1
8	5/15/25	901	70-000-000-0000-2101 Unapportioned Current Tax	17.00	C	Ditch Assessment 17-099-0001				1
9	5/15/25	901	10-302-000-0000-6564 Intergovernmental Expense	5,247.90	D	Ditch Assessment Hwy				1
10	5/15/25	901	10-000-000-0000-1001 Cash	5,247.90	C	Ditch Assessment Hwy				1
11	5/15/25	901	70-000-000-0000-1001 Cash	5,247.90	D	Ditch Assessment Hwy				1
12	5/15/25	901	70-000-000-0000-2101 Unapportioned Current Tax	5,247.90	C	Ditch Assessment Hwy				1
13	5/15/25	901	53-398-000-0000-6801 General Expense	1,402.00	D	Tax Payment 04-028-2100				1
14	5/15/25	901	53-000-000-0000-1001 Cash	1,402.00	C	Tax Payment 04-028-2100				1
15	5/15/25	901	70-000-000-0000-1001 Cash	1,402.00	D	Tax Payment 04-028-2100				1
16	5/15/25	901	70-000-000-0000-2101 Unapportioned Current Tax	1,402.00	C	Tax Payment 04-028-2100				1
17	5/15/25	901	01-003-000-0000-6801 General Expense	1,874.00	D	RB Hwy 14 Prop Tax 17-005-3400				1
18	5/15/25	901	01-003-000-0000-6801 General Expense	24,634.00	D	2655 Alexander St 17-550-0202				1
19	5/15/25	901	01-003-000-0000-6801 General Expense	742.00	D	Alexander St SW 17-550-0206				1
20	5/15/25	901	01-000-000-0000-1001 Cash	27,250.00	C	Steele Co Prop Tax				1

Steele County
JOURNAL ENTRIES



Description 05 2025 JE UPLOAD - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	5/15/25	901	70-000-000-0000-1001 Cash	27,250.00	D	Steele Co Prop Tax				1
22	5/15/25	901	70-000-000-0000-2101 Unapportioned Current Tax	1,874.00	C	RE Tax 17-005-3400				1
23	5/15/25	901	70-000-000-0000-2101 Unapportioned Current Tax	24,634.00	C	RE Tax 17-550-0202				1
24	5/15/25	901	70-000-000-0000-2101 Unapportioned Current Tax	742.00	C	RE Tax 17-550-0206				1
Debit Total				89,599.80		Credit Total	89,599.80	Net:	0.00	

Steele County
JOURNAL ENTRIES



Description 05 2025 - JE C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	5/15/25	902	01-041-000-0000-5520 Fees	31.19	D	Receipt 1606 Correction				1
2	5/15/25	902	01-000-000-0000-1001 Cash	31.19	C	Receipt 1606 Correction				1
3	5/15/25	902	70-000-000-0000-1001 Cash	31.19	D	Receipt 1606 Correction				1
4	5/15/25	902	70-000-000-0000-2113 Unapportioned Penalties & Int Delinquent	31.19	C	Receipt 1606 Correction				1
5	5/15/25	902	70-000-000-0000-2104 Tax Overpymt/Refund	0.20	D	Correction on Receipt 1528				1
6	5/15/25	902	70-000-000-0000-1001 Cash	0.20	C	Correction on Receipt 1528				1
7	5/15/25	902	01-000-000-0000-1001 Cash	0.20	D	Correction on Receipt 1528				1
8	5/15/25	902	01-044-000-0000-5831 Misc Revenue	0.20	C	Correction on Receipt 1528				1
Debit Total				62.78		Credit Total	62.78	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 05 2025 JE UPLOAD - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	5/31/25	903	01-031-000-0000-6215 Postage	3.45	D	Postage - Admin				1
2	5/31/25	903	01-103-000-0000-6215 Postage	59.34	D	Postage - Assessor				1
3	5/31/25	903	01-041-000-0000-6215 Postage	227.78	D	Postage - PT&E				1
4	5/31/25	903	01-252-000-0000-6215 Postage	201.82	D	Postage - CCA				1
5	5/31/25	903	01-062-000-0000-6802 Internal Chargeback	777.18	D	Postage - Court Admin				1
6	5/31/25	903	01-063-000-0000-6215 Postage	2.07	D	Postage - Elections				1
7	5/31/25	903	01-602-000-0000-6215 Postage	12.29	D	Postage - Extension				1
8	5/31/25	903	01-044-000-0000-6215 Postage	580.07	D	Postage - Finance				1
9	5/31/25	903	01-550-000-0000-6215 Postage	6.49	D	Postage - Four Seasons				1
10	5/31/25	903	01-032-000-0000-6215 Postage	2.07	D	Postage - Human Resources				1
11	5/31/25	903	01-062-000-0000-6802 Internal Chargeback	52.72	D	Postage - MRCI				1
12	5/31/25	903	01-105-000-0000-6215 Postage	65.28	D	Postage - Planning and Zoning				1
13	5/31/25	903	01-101-000-0000-6215 Postage	129.38	D	Postage - Recorder				1
14	5/31/25	903	01-121-000-0000-6215 Postage	21.70	D	Postage - Veterans				1
15	5/31/25	903	01-481-460-6009-6215 Postage	20.70	D	Postage - QA				1
16	5/31/25	903	01-481-460-6012-6215 Postage	99.83	D	Postage - LTC				1
17	5/31/25	903	01-481-461-6025-6215 Postage	44.93	D	Postage - FAP/HCB/FC				1
18	5/31/25	903	01-481-461-6030-6215 Postage	37.82	D	Postage - MCH				1
19	5/31/25	903	01-481-461-6040-6215 Postage	0.69	D	Postage - WIC				1
20	5/31/25	903	01-481-462-6047-6215 Postage	1.38	D	Postage - CID				1

Steele County
JOURNAL ENTRIES



Description 05 2025 JE UPLOAD - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	5/31/25	903	01-062-000-0000-6215 Postage	2,346.99	C	GF Postage Allocation				1
22	5/31/25	903	10-301-000-0000-6215 Postage	5.00	D	Highway Postage				1
23	5/31/25	903	10-000-000-0000-1001 Cash	5.00	C	Highway Postage				1
24	5/31/25	903	01-000-000-0000-1001 Cash	5.00	D	Highway Postage				1
25	5/31/25	903	01-062-000-0000-5831 Miscellaneous	5.00	C	Highway Postage				1
26	5/31/25	903	53-398-000-0000-6215 Postage	27.51	D	Landfill Postage				1
27	5/31/25	903	53-000-000-0000-1001 Cash	27.51	C	Landfill Postage				1
28	5/31/25	903	01-000-000-0000-1001 Cash	27.51	D	Landfill Postage				1
29	5/31/25	903	01-062-000-0000-5831 Miscellaneous	27.51	C	Landfill Postage				1
Debit Total				2,412.01		Credit Total	2,412.01	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 05 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	5/31/25	904	01-000-000-0000-1001 Cash	20,131.92	D	BMO One Card Allocation May	BMO One Card Allocation May			1
2	5/31/25	904	01-003-000-0000-6961 Visa One Card Program	54,426.62	C	BMO Charges May	BMO Charges May			1
3	5/31/25	904	01-003-000-0000-6801 General Expense	72.42	D	Board budget meeting	Coborn's Incorporated			1
4	5/31/25	904	01-003-972-0000-6801 Aquatic Invasive Species Grant Expense	2.14	D	Door Key Boat House BeaverLake	Fleet Farm Group, Llc			1
5	5/31/25	904	01-031-000-0000-6410 Office Supplies	13.67	D	markers and magnets	Amazon.Com, Inc.			1
6	5/31/25	904	01-031-000-0000-6410 Office Supplies	277.94	D	Cart, whiteboard, post notes	Amazon.Com, Inc.			1
7	5/31/25	904	01-032-000-0000-6330 Travel Expenses	166.29	D	Emma Hotel Stay for Conference	Silver Leaf Lodging Grou			1
8	5/31/25	904	01-032-000-0000-6410 Office Supplies	67.50	D	Keyboard	Amazon.Com, Inc.			1
9	5/31/25	904	01-041-000-0000-6261 Conference & Training	70.00	D	MACATFO Summer Conf JM&CL	Affinipay Llc			1
10	5/31/25	904	01-041-000-0000-6330 Travel Expenses	682.94	D	MACATFO Summer Conf Hotel CL	Fullsteam Operations Llc			1
11	5/31/25	904	01-041-000-0000-6330 Travel Expenses	682.94	D	MACTFO Summer Conf Hotel JM	Fullsteam Operations Llc			1
12	5/31/25	904	01-041-000-0000-6410 Office Supplies	90.00	D	Torrens Totes	Target Corporation			1
13	5/31/25	904	01-041-000-0000-6410 Office Supplies	90.00	D	Torrens Totes	Target Corporation			1
14	5/31/25	904	01-041-000-0000-6410 Office Supplies	90.00	D	Torrens Totes	Target Corporation			1
15	5/31/25	904	01-041-000-0000-6410 Office Supplies	36.00	D	Torrens Totes	Target Corporation			1
16	5/31/25	904	01-041-000-0000-6410 Office Supplies	90.00	D	Torrens Totes	Target Corporation			1
17	5/31/25	904	01-041-000-0000-6410 Office Supplies	54.00	D	Torrens Totes	Target Corporation			1
18	5/31/25	904	01-041-000-0000-6410 Office Supplies	90.00	D	Torrens Totes	Target Corporation			1
19	5/31/25	904	01-041-000-0000-6410 Office Supplies	90.00	D	Storage bins for Torrens Certs	Target Corporation			1
20	5/31/25	904	01-041-000-0000-6410 Office Supplies	9.00	D	Storage Bin Torrens Certs	Target Corporation			1

Steele County

JOURNAL ENTRIES



Description 05 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	5/31/25	904	01-041-000-0000-6410 Office Supplies	40.00	C	Refund Storage big for Torrens	Target Corporation			1
22	5/31/25	904	01-041-000-0000-6410 Office Supplies	40.00	D	Storage Boxes for Torrens Cert	Target Corporation			1
23	5/31/25	904	01-044-000-0000-6215 Postage	5.58	D	IRS filing report	United States Postal Serv			1
24	5/31/25	904	01-044-000-0000-6241 Membership Dues	35.00	D	Membership fees	Affinipay Llc			1
25	5/31/25	904	01-044-000-0000-6261 Conference & Training	35.00	D	MACATFO Summer Conf - Melcher	Affinipay Llc			1
26	5/31/25	904	01-044-000-0000-6330 Travel Expenses	341.47	D	Conference hotel fees	Fullsteam Operations Llc			1
27	5/31/25	904	01-044-000-0000-6330 Travel Expenses	682.94	D	MACATFO Conf - Hotel Melcher	Fullsteam Operations Llc			1
28	5/31/25	904	01-044-000-0000-6330 Travel Expenses	682.94	D	Hotel for conference	Fullsteam Operations Llc			1
29	5/31/25	904	01-044-000-0000-6410 Office Supplies	49.99	D	Office Calendar project planni	Amazon.Com, Inc.			1
30	5/31/25	904	01-044-000-0000-6480 Non-Capitalized Inventory	198.99	D	Office Chair	Amazon.Com, Inc.			1
31	5/31/25	904	01-061-000-0000-6260 Computer Support	152.00	D	PSA / IT Document Management	Kaseya US Llc			1
32	5/31/25	904	01-061-000-0000-6260 Computer Support	305.79	D	PSA -Ticketing Software	Connectwise, Llc			1
33	5/31/25	904	01-061-000-0000-6260 Computer Support	436.00	D	Performance Mgmt SW	Brightgauge Software, In			1
34	5/31/25	904	01-061-000-0000-6410 Office Supplies	42.00	D	Command Velcro Strips	Amazon.Com, Inc.			1
35	5/31/25	904	01-061-000-0000-6410 Office Supplies	32.92	D	IT Tools	Lowes Companies, Inc.			1
36	5/31/25	904	01-061-000-0000-6410 Office Supplies	4.58	D	IT Tools	Lowes Companies, Inc.			1
37	5/31/25	904	01-061-000-0000-6410 Office Supplies	54.84	D	IT Tools	Lowes Companies, Inc.			1
38	5/31/25	904	01-061-000-0000-6410 Office Supplies	6.98	C	IT Tools Refund	Lowes Companies, Inc.			1
39	5/31/25	904	01-061-000-0000-6413 Computer Supplies	9.55	D	DB9 Console Cable	Amazon.Com, Inc.			1
40	5/31/25	904	01-061-000-0000-6413 Computer Supplies	186.99	D	Cell Booster (single)	Amazon.Com, Inc.			1

Steele County

JOURNAL ENTRIES



Description 05 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	5/31/25	904	01-061-000-0000-6413 Computer Supplies	424.79	D	Storage Bins for Transport	Amazon.Com, Inc.			1
42	5/31/25	904	01-061-000-0000-6413 Computer Supplies	251.99	D	USB Extender	Amazon.Com, Inc.			1
43	5/31/25	904	01-062-000-0000-6301 Equip/Software Maint	11.95	D	SSL Certificate	Sslstore			1
44	5/31/25	904	01-062-000-0000-6410 Office Supplies	7.94	D	HDMI Cable for Testing	Amazon.Com, Inc.			1
45	5/31/25	904	01-062-000-0000-6801 General Expense	126.34	D	USB Camera for Testing	Amazon.Com, Inc.			1
46	5/31/25	904	01-062-000-0000-6801 General Expense	219.99	D	Camera POE Extender	Amazon.Com, Inc.			1
47	5/31/25	904	01-062-000-0000-6801 General Expense	2,329.91	D	AWS Backup Storage	Amazon.Com, Inc.			1
48	5/31/25	904	01-091-000-0000-6330 Travel Expenses	533.22	D	Hotel for Kristin Otto	Westport Investment Group			1
49	5/31/25	904	01-091-000-0000-6330 Travel Expenses	533.22	D	Hotel For Katty Hernandez	Westport Investment Group			1
50	5/31/25	904	01-091-000-0000-6330 Travel Expenses	126.97	D	parking	Minneapolis St Paul Metro			1
51	5/31/25	904	01-091-000-0000-6330 Travel Expenses	533.22	D	Hotel for Teresa Dudley	Westport Investment Group			1
52	5/31/25	904	01-091-000-0000-6330 Travel Expenses	363.80	D	Car Rental	Budget Rac Systems Inc			1
53	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
54	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
55	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
56	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
57	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
58	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
59	5/31/25	904	01-101-000-0000-6215 Postage	90.00	D	Torrens Totes	Target Corporation			1
60	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1

Steele County
JOURNAL ENTRIES



Description 05 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
62	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
63	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
64	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
65	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
66	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
67	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
68	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
69	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
70	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
71	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
72	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
73	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
74	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
75	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
76	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
77	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
78	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
79	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
80	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1

Description 05 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
82	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
83	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
84	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport postage	United States Postal Serv			1
85	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
86	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
87	5/31/25	904	01-101-000-0000-6215 Postage	9.20	D	Passport Postage	United States Postal Serv			1
88	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
89	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
90	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
91	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
92	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
93	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
94	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
95	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
96	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Marriage Certificate postage	United States Postal Serv			1
97	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
98	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
99	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
100	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1

Description 05 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
102	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
103	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
104	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
105	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
106	5/31/25	904	01-101-000-0000-6215 Postage	27.20	D	Birth Certificate	United States Postal Serv			1
107	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
108	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
109	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
110	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
111	5/31/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
112	5/31/25	904	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	23.03	D	Deputy Recorder Meeting Winona	Beno's Deli Llc			1
113	5/31/25	904	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	1,024.41	D	MCRA Summer Conference	Fullsteam Operations Llc			1
114	5/31/25	904	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	1,024.41	D	MCRA Conference Kristi	Fullsteam Operations Llc			1
115	5/31/25	904	01-103-000-0000-6261 Conference & Training	680.00	D	GRANT INCOME COURSE	Minnesota Association Of			1
116	5/31/25	904	01-103-000-0000-6261 Conference & Training	325.00	D	GRANT'S SUMMER SEMINARS	Minnesota Association Of			1
117	5/31/25	904	01-103-000-0000-6261 Conference & Training	325.00	D	BRIAN'S SUMMER SEMINARS	Minnesota Association Of			1
118	5/31/25	904	01-103-000-0000-6261 Conference & Training	325.00	D	BENJI SUMMER SEMINARS	Minnesota Association Of			1
119	5/31/25	904	01-103-000-0000-6301 Equip/Software Maint	23.20	D	PEOPLE'S PRESS MONTHLY SUB.	Apg Media Of Southern Min			1
120	5/31/25	904	01-103-000-0000-6501 Publications/Manuals	149.00	D	Appraiser Job Posting on MAAO	Yourmembership, Inc.			1

Steele County

JOURNAL ENTRIES



Description 05 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	5/31/25	904	01-105-000-0000-6330 Travel Expenses	275.90	D	MACFO Conference	Holland Motel Inc			1
122	5/31/25	904	01-105-000-0000-6410 Office Supplies	17.48	D	Velcro Tape for Dave	Amazon.Com, Inc.			1
123	5/31/25	904	01-105-000-0000-6410 Office Supplies	38.06	D	Disposable Boot Covers-FL Insp	Kfs Of Hope, Llc			1
124	5/31/25	904	01-111-000-0000-6261 Conference & Training	240.00	D	2 HR CEU - Reg UNL Licenses	Minnesota State Colleges			1
125	5/31/25	904	01-111-000-0000-6320 Fleet Vehicle Maintenance	83.82	D	Fleet GeoTabs - ADMIN, DC, SO	T-Mobile Usa, Inc.			1
126	5/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	750.00	D	May Service	Intuit Payment Solutions,			1
127	5/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	1.75	D	Fasteners For MNPrairie	Owt Hardware Inc			1
128	5/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	27.81	D	3.6V Lithium Batteries	Bpb, Llc			1
129	5/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	8.98	D	Screw Driver	Lowes Companies, Inc.			1
130	5/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	7.80	D	Screws for door closure	Owt Hardware Inc			1
131	5/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	252.03	D	Table for display	Amazon.Com, Inc.			1
132	5/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	100.40	D	3 Class RK5 Fuses	Van Meter Inc			1
133	5/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	334.67	D	600V Fuse	Van Meter Inc			1
134	5/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	13.99	D	Compression brass valve	Owt Hardware Inc			1
135	5/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	13.99	C	Compression Brass Valve	Owt Hardware Inc			1
136	5/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	14.99	D	Straight brass fitting	Owt Hardware Inc			1
137	5/31/25	904	01-111-040-0000-6560 Janitorial Supplies	1,123.49	D	Janitorial Supplies	Hillyard Inc			1
138	5/31/25	904	01-111-041-0000-6560 Janitorial Supplies	79.76	D	Tile Cleaner	Hillyard Inc			1
139	5/31/25	904	01-111-041-0000-6560 Janitorial Supplies	20.90	D	Nitrile Gloves	Hillyard Inc			1
140	5/31/25	904	01-111-041-0000-6560 Janitorial Supplies	146.74	D	Cleaners	Hillyard Inc			1

Steele County

JOURNAL ENTRIES



Description 05 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	5/31/25	904	01-111-041-0000-6560 Janitorial Supplies	249.44	D	Hand Towels	Hillyard Inc			1
142	5/31/25	904	01-111-041-0000-6560 Janitorial Supplies	31.85	D	Scrim Wipes	Hillyard Inc			1
143	5/31/25	904	01-111-041-0000-6560 Janitorial Supplies	136.98	D	Tissues	Hillyard Inc			1
144	5/31/25	904	01-111-042-0000-6560 Janitorial Supplies	658.78	D	Janitorial Supplies	Hillyard Inc			1
145	5/31/25	904	01-111-042-0000-6560 Janitorial Supplies	63.10	D	Cleaning Cart	Amazon.Com, Inc.			1
146	5/31/25	904	01-111-043-0000-6300 Bldg Repairs & Maintenance	12.00	D	Recycling bulbs	Ivy Computer Inc			1
147	5/31/25	904	01-111-043-0000-6300 Bldg Repairs & Maintenance	11.79	D	New part for kitchen sink	Lowes Companies, Inc.			1
148	5/31/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	21.46	D	Saw Blades	Peaches Hardware Inc.			1
149	5/31/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	24.64	D	Dishwasher Rubber Gasket	Amazon.Com, Inc.			1
150	5/31/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	47.90	D	Ball Bearing Door Hinge	Amazon.Com, Inc.			1
151	5/31/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	291.94	D	Glue	Lowes Companies, Inc.			1
152	5/31/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	12.99	D	Can opener Replacement blades	Amazon.Com, Inc.			1
153	5/31/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	37.99	D	SDS Safety Binder	Amazon.Com, Inc.			1
154	5/31/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	47.52	D	Replacement Gasket	Amazon.Com, Inc.			1
155	5/31/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	68.98	D	Infinity base	Lowes Companies, Inc.			1
156	5/31/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	29.94	D	Caulk	Lowes Companies, Inc.			1
157	5/31/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	76.77	D	Pest Control	Plunketts Pest Control In			1
158	5/31/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	40.27	D	Pest Control	Plunketts Pest Control In			1
159	5/31/25	904	01-111-045-0000-6300 Bldg Repairs & Maintenance	0.55	D	Fasteners	Owt Hardware Inc			1
160	5/31/25	904	01-111-045-0000-6300 Bldg Repairs & Maintenance	60.00	D	Welding on door handles	Intuit Payment Solutions,			1

Steele County

JOURNAL ENTRIES



Description 05 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	5/31/25	904	01-111-045-0000-6300 Bldg Repairs & Maintenance	35.41	D	30 CT 3/16-in bolts	Lowes Companies, Inc.			1
162	5/31/25	904	01-111-045-0000-6300 Bldg Repairs & Maintenance	28.99	D	Belt/ for outside unit	Wen-Col Inc			1
163	5/31/25	904	01-111-045-0000-6560 Janitorial Supplies	69.58	D	Micro Fiber Mop and pads	Amazon.Com, Inc.			1
164	5/31/25	904	01-111-048-0000-6560 Janitorial Supplies	127.10	D	Cleaner	Hillyard Inc			1
165	5/31/25	904	01-111-048-0000-6560 Janitorial Supplies	381.10	D	Janitorial Supplies	Hillyard Inc			1
166	5/31/25	904	01-111-048-0000-6560 Janitorial Supplies	20.90	D	Nitrile Gloves	Hillyard Inc			1
167	5/31/25	904	01-111-048-0000-6560 Janitorial Supplies	249.44	D	Hand Towels	Hillyard Inc			1
168	5/31/25	904	01-111-048-0000-6560 Janitorial Supplies	31.85	D	Scrim Wipes	Hillyard Inc			1
169	5/31/25	904	01-111-048-0000-6560 Janitorial Supplies	45.66	D	Tissues	Hillyard Inc			1
170	5/31/25	904	01-111-049-0000-6300 Bldg Repairs & Maintenance	65.00	D	Pest Control	Plunketts Pest Control In			1
171	5/31/25	904	01-201-000-0000-6210 Telephone	0.99	D	Evidence data storage/gb plan	Apple Inc.			1
172	5/31/25	904	01-201-000-0000-6285 Firearms/Ammo Training	93.96	D	Towels & Sheathing	Lowes Companies, Inc.			1
173	5/31/25	904	01-201-000-0000-6293 Gun Permit Expenses	18.95	D	Lobby Music	Cloud Cover Media Inc			1
174	5/31/25	904	01-201-000-0000-6320 Vehicle Maintenance	55.88	D	Fleet GeoTabs - ADMIN, DC, SO	T-Mobile Usa, Inc.			1
175	5/31/25	904	01-201-000-0000-6330 Travel Expenses	749.16	D	SRobbins SOTA Conf. Motel	St. Cloud Downtown Hotel,			1
176	5/31/25	904	01-201-000-0000-6330 Travel Expenses	12.00	D	Exec. Trng. Institute Parking	Sp Plus Corporation			1
177	5/31/25	904	01-201-000-0000-6410 Office Supplies	89.99	D	Hose Reel for Garage	Fleet Farm Group, Llc			1
178	5/31/25	904	01-201-000-0000-6410 Office Supplies	790.79	D	11 Chair Mats for Patrol Area	Amazon.Com, Inc.			1
179	5/31/25	904	01-201-000-0000-6410 Office Supplies	134.99	D	Recycle / Trash Can	Amazon.Com, Inc.			1
180	5/31/25	904	01-201-000-0000-6410 Office Supplies	33.90	D	S. Taylor-Notary Stamp	American Association Of			1

Steele County

JOURNAL ENTRIES



Description 05 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	5/31/25	904	01-201-000-0000-6410 Office Supplies	8.99	D	money bag	Amazon.Com, Inc.			1
182	5/31/25	904	01-201-000-0000-6425 Investigation Expense	366.74	D	10 Drug Test Kits	Detectachem Inc			1
183	5/31/25	904	01-201-000-0000-6425 Investigation Expense	16.10	D	Take It To The Box Trash Bags	Fleet Farm Group, Llc			1
184	5/31/25	904	01-201-000-0000-6438 K-9 Expenses	312.62	D	K9 Kennelld 6 Nights	Old Oak Kennel			1
185	5/31/25	904	01-201-000-0000-6801 Misc Expense	8.95	D	Building PA System	Amazon.Com, Inc.			1
186	5/31/25	904	01-251-000-0000-6192 Uniform Allowance	214.23	D	training polos	Midwest Operations, Llc			1
187	5/31/25	904	01-251-000-0000-6320 Vehicle Maintenance	139.70	D	Fleet GeoTabs - ADMIN, DC, SO	T-Mobile Usa, Inc.			1
188	5/31/25	904	01-251-000-0000-6406 Program Supplies	29.80	D	program supplies	Dollar Tree Stores, Inc.			1
189	5/31/25	904	01-251-000-0000-6406 Program Supplies	10.73	D	PROGRAM MUSIC	Sirius Xm Radio Llc			1
190	5/31/25	904	01-251-000-0000-6406 Program Supplies	99.84	D	PROGRAM TV	Hulu. Llc			1
191	5/31/25	904	01-251-000-0000-6407 Training Supplies	1,248.00	D	taser training	Axon Enterprise, Inc			1
192	5/31/25	904	01-251-000-0000-6407 Training Supplies	199.68	D	taser cart	Axon Enterprise, Inc			1
193	5/31/25	904	01-251-000-0000-6432 Medical Payments	27.12	D	medical supplies	Wal-Mart Stores, Inc.			1
194	5/31/25	904	01-251-000-0000-6432 Medical Payments	24.88	D	medical supplies	Wal-Mart Stores, Inc.			1
195	5/31/25	904	01-251-000-0000-6432 Medical Payments	110.88	D	Diabetic kits	Amazon.Com, Inc.			1
196	5/31/25	904	01-251-000-0000-6451 Operating Supplies	28.97	D	Leash Tethers	Amazon.Com, Inc.			1
197	5/31/25	904	01-251-000-0000-6801 Misc Expense	16.62	D	transport meal	Berr Management Llc			1
198	5/31/25	904	01-251-000-0000-6801 Misc Expense	16.10	C	amazon refund	Amazon.Com, Inc.			1
199	5/31/25	904	01-252-000-0000-6261 Conference & Training	247.22	D	MI Hotel	Elk Inn Partners Lp			1
200	5/31/25	904	01-252-000-0000-6261 Conference & Training	28.79	D	MNATSA Lunch	Perkins Llc			1

Steele County

JOURNAL ENTRIES



Description 05 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
201	5/31/25	904	01-252-000-0000-6261 Conference & Training	14.82	D	MI Lunch	Block, Inc.			1
202	5/31/25	904	01-252-000-0000-6261 Conference & Training	40.63	D	MI Supper	Toast, Inc.			1
203	5/31/25	904	01-252-000-0000-6261 Conference & Training	23.48	D	MI Supper	Toast, Inc.			1
204	5/31/25	904	01-252-000-0000-6261 Conference & Training	15.52	D	Advisory Board water/coffee	Kwik Trip Inc			1
205	5/31/25	904	01-252-000-0000-6261 Conference & Training	156.44	D	Advisory Board lunch	Ezcater, Inc			1
206	5/31/25	904	01-252-000-0000-6261 Conference & Training	24.15	D	Officer Safety Lunch	3 D Burritos			1
207	5/31/25	904	01-252-000-0000-6261 Conference & Training	6.53	D	Officer Safety Lunch	Block, Inc.			1
208	5/31/25	904	01-252-000-0000-6410 Office Supplies	85.00	D	Are You Safe Subscription	Paypal Avistatech			1
209	5/31/25	904	01-252-000-0000-6410 Office Supplies	9.48	D	wall&door handle set	Amazon.Com, Inc.			1
210	5/31/25	904	01-252-000-0000-6410 Office Supplies	72.75	D	coffee cups,syrup,pads, coffee	Amazon.Com, Inc.			1
211	5/31/25	904	01-252-000-0000-6410 Office Supplies	12.59	D	tension rods	Amazon.Com, Inc.			1
212	5/31/25	904	01-252-000-0000-6410 Office Supplies	72.12	D	Air fryer	Block, Inc.			1
213	5/31/25	904	01-252-000-0000-6410 Office Supplies	16.99	D	Journal	Amazon.Com, Inc.			1
214	5/31/25	904	01-252-000-0000-6410 Office Supplies	15.28	D	Pens, glue sticks	Wal-Mart Stores, Inc.			1
215	5/31/25	904	01-252-000-0000-6480 Non-Capitalized Inventory	1,299.00	D	Refrigerator	The Home Depot Inc			1
216	5/31/25	904	01-253-000-0000-6215 Postage	9.68	D	JFarr Permit to carry void	United States Postal Serv			1
217	5/31/25	904	01-253-000-0000-6410 Office Supplies	23.83	D	Pens	Amazon.Com, Inc.			1
218	5/31/25	904	01-253-000-0000-6410 Office Supplies	43.28	D	Disks, USB, DVD	Amazon.Com, Inc.			1
219	5/31/25	904	01-281-000-0000-6199 Safety Program	44.24	D	CPR instructor video	American Heart Assoc			1
220	5/31/25	904	01-281-000-0000-6199 Safety Program	37.50	D	CPR eCards	Minnesota State Colleges			1

Description 05 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
221	5/31/25	904	01-281-000-0000-6199 Safety Program	21.00	D	CPR Cert eCard	Minnesota State Colleges			1
222	5/31/25	904	01-281-000-0000-6199 Safety Program	390.00	D	KristenSailerSafetyConfReg	Minnesota Safety Council			1
223	5/31/25	904	01-281-000-0000-6199 Safety Program	35.95	D	OSHASafetyTraining7hours	Kwik Trip Inc			1
224	5/31/25	904	01-281-000-0000-6199 Safety Program	42.00	D	CPR eCards	Minnesota State Colleges			1
225	5/31/25	904	01-281-000-0000-6199 Safety Program	239.19	D	7 hr OSHA safety trng for Hwy	Kerr-McCauley Investments			1
226	5/31/25	904	01-281-000-0000-6241 Membership Dues	200.00	D	Kristen Sailer Annual renewal	Association Of Minnesota			1
227	5/31/25	904	01-281-000-0000-6251 Other Administrative Costs	85.85	D	Weather Radar Subscription KS	Bright Market Llc			1
228	5/31/25	904	01-281-000-0000-6251 Other Administrative Costs	85.85	D	Weath Radr Subscrip MeganNorbe	Bright Market Llc			1
229	5/31/25	904	01-281-000-0000-6261 Conference & Training	40.00	D	TZD Grant Car Seat Tech Trng	Childrens Mn Cashier			1
230	5/31/25	904	01-281-000-0000-6806 Skywarn System	125.00	D	TZD Grant Event	Intuit Payment Solutions,			1
231	5/31/25	904	01-481-000-0000-6410 Office Supplies	29.57	D	Project Organizer/Label Tape	Amazon.Com, Inc.			1
232	5/31/25	904	01-481-000-0000-6410 Office Supplies	31.97	D	Post Its	Amazon.Com, Inc.			1
233	5/31/25	904	01-481-460-6009-6434 Medical Supplies	94.49	D	Wound Care Supplies	Amazon.Com, Inc.			1
234	5/31/25	904	01-481-460-6009-6434 Medical Supplies	18.99	D	Gauze Sponges	Amazon.Com, Inc.			1
235	5/31/25	904	01-481-460-6009-6465 Patient Supplies & Services	35.00	D	Wound Care Supplies	Amazon.Com, Inc.			1
236	5/31/25	904	01-481-460-6009-6465 Patient Supplies & Services	61.86	D	Client Wound Care Supplies	Amazon.Com, Inc.			1
237	5/31/25	904	01-481-460-6009-6465 Patient Supplies & Services	15.99	D	Client Wound Care Supplies	Amazon.Com, Inc.			1
238	5/31/25	904	01-481-460-6012-6465 Pass Thru - Patient Supplies & Services	27.10	D	Stockings Donner	Amazon.Com, Inc.			1
239	5/31/25	904	01-481-460-6012-6465 Pass Thru - Patient Supplies & Services	103.33	D	Patient Supplies	Amazon.Com, Inc.			1
240	5/31/25	904	01-481-461-6011-6464 General Supplies & Outreach	72.50	D	Hygiene Products	Wal-Mart Stores, Inc.			1

Steele County

JOURNAL ENTRIES



Description 05 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
241	5/31/25	904	01-481-461-6011-6464 General Supplies & Outreach	87.50	D	Hygiene Products	Dollar Tree Stores, Inc.			1
242	5/31/25	904	01-481-461-6032-6464 General Supplies & Outreach	84.18	D	SHIP CLT Mtg Lunch - MN EATS	Block, Inc.			1
243	5/31/25	904	01-481-461-6066-6330 Travel Expenses	384.94	D	Tobacco Conference	411 Minnesota Street Llc			1
244	5/31/25	904	01-481-461-6066-6464 General Supplies & Outreach	83.89	D	YOLO Meeting Food	Block, Inc.			1
245	5/31/25	904	01-481-461-6066-6464 General Supplies & Outreach	21.96	D	Cookies for NRHEG YOLO Mtg	Hy-Vee, Inc.			1
246	5/31/25	904	01-481-464-6051-6464 General Supplies & Outreach	118.43	D	Pens/Note Pads	Amazon.Com, Inc.			1
247	5/31/25	904	01-481-464-6051-6464 General Supplies & Outreach	336.00	D	Backpacks	A D Sutton & Sons Inc			1
248	5/31/25	904	01-481-464-6051-6464 General Supplies & Outreach	186.14	D	Leather Gloves	Dura-Wear Glove & Safety			1
249	5/31/25	904	01-481-464-6051-6464 General Supplies & Outreach	166.19	D	Reclosable Vinyl Envelopes	Uline, Inc.			1
250	5/31/25	904	01-481-464-6065-6330 Travel Expenses	169.50	D	PHEP Conference Hotel	Brooklyn Hotel Partners			1
251	5/31/25	904	01-481-465-6069-6261 Conference & Training	256.25	D	Supervisor Training - EE	Wix.Com Inc			1
252	5/31/25	904	01-502-000-0000-6301 Equip/Software Maint	124.99	D	Internet	Charter Communications Op			1
253	5/31/25	904	01-521-000-0000-6261 Conference & Training	180.00	D	2 HR CEU - Reg UNL Licenses	Minnesota State Colleges			1
254	5/31/25	904	01-521-000-0000-6410 Operating Supplies/Truck Repairs	175.14	D	TV	Charter Communications Op			1
255	5/31/25	904	01-550-000-0000-6410 Operating Supplies - Contracts	63.56	D	Supplies - West rink setup	Fleet Farm Group, Llc			1
256	5/31/25	904	01-550-000-0000-6410 Operating Supplies - Contracts	195.00	D	Light Fixture - Mezzanine	Winsupply, Inc			1
257	5/31/25	904	01-602-000-0000-6410 Office Supplies	69.98	D	Keyboards	Amazon.Com, Inc.			1
258	5/31/25	904	10-000-000-0000-1001 Cash	3,069.52	C	BMO Charges May	BMO Charges May			1
259	5/31/25	904	10-301-000-0000-6261 Conference & Training	35.00	D	MACATFO fees - Holmen	Affinipay Llc			1
260	5/31/25	904	10-301-000-0000-6331 Mileage Reimbursement	26.83	D	Gas, Holmen Hwy conference	Kwik Trip Inc			1

Description 05 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
261	5/31/25	904	10-302-000-0000-6261 Conference & Training	532.58	D	Food for MSHA training	Hy-Vee, Inc.			1
262	5/31/25	904	10-302-000-0000-6261 Conference & Training	266.68	D	HWY conference- Holmen	Kelly Midwest Ventures Lp			1
263	5/31/25	904	10-302-000-0000-6553 Weed Spray & Vegetation Supplies	94.98	D	25lb bag seeder & grass seed	Fleet Farm Group, Llc			1
264	5/31/25	904	10-302-000-0000-6801 Osha/Safety Supplies	160.77	D	Hydraulics, tubing & safety	Amazon.Com, Inc.			1
265	5/31/25	904	10-302-000-0000-6801 Osha/Safety Supplies	41.61	C	Refund of sales tax	Saferite Solutions Inc.			1
266	5/31/25	904	10-302-000-0000-6801 Osha/Safety Supplies	605.79	D	Harnesses & visors	Saferite Solutions Inc.			1
267	5/31/25	904	10-303-000-0000-6261 Conference & Training	350.00	D	Lighting & signal train - Blum	State Of Minnesota			1
268	5/31/25	904	10-303-000-0000-6261 Conference & Training	7.53	D	Credit card fee-Blum	Us Bank National Associat			1
269	5/31/25	904	10-303-000-0000-6510 Engineering & Surveying Supplies	51.52	D	Wicks for lab	Fleet Farm Group, Llc			1
270	5/31/25	904	10-303-000-0000-6510 Engineering & Surveying Supplies	22.14	D	Phone case protector - Blum	Amazon.Com, Inc.			1
271	5/31/25	904	10-304-000-0000-6261 Conference & Training	89.74	D	Food for MSHA training	Hy-Vee, Inc.			1
272	5/31/25	904	10-304-000-0000-6511 Maint Shop Supplies & Materials	149.44	D	Brush, roller,paint	Fleet Farm Group, Llc			1
273	5/31/25	904	10-304-000-0000-6513 Tools	14.78	D	Crimped wire wheel	Fleet Farm Group, Llc			1
274	5/31/25	904	10-304-000-0000-6513 Tools	144.93	D	Guard rail & sign truck tools	Harbor Freight Tools Usa			1
275	5/31/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	246.49	D	Tarp for landfill truck	Carolina Tarps Inc			1
276	5/31/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	6.58	D	Coupling, unit#2122	Fleet Farm Group, Llc			1
277	5/31/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	239.34	D	Hydraulics, tubing & safety	Amazon.Com, Inc.			1
278	5/31/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	61.54	D	Auto connector caps	Amazon.Com, Inc.			1
279	5/31/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	4.47	D	Nuts & bolts	Fleet Farm Group, Llc			1
280	5/31/25	904	38-000-000-0000-1001 Cash	13,381.22	C	BMO Charges May	BMO Charges May			1

Steele County

JOURNAL ENTRIES



Description 05 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
281	5/31/25	904	38-111-045-0000-6600 Capital Outlay - CCA Bldg	50.00	D	Paging Adapter License	Algo Communication Pro			1
282	5/31/25	904	38-111-045-0000-6600 Capital Outlay - CCA Bldg	479.80	D	PDU for Lift Desks	Amazon.Com, Inc.			1
283	5/31/25	904	38-111-045-0000-6600 Capital Outlay - CCA Bldg	454.84	D	CCA TV & Accessories	Amazon.Com, Inc.			1
284	5/31/25	904	38-111-045-0000-6600 Capital Outlay - CCA Bldg	14.99	D	Velcro for TVs	Amazon.Com, Inc.			1
285	5/31/25	904	38-111-045-0000-6600 Capital Outlay - CCA Bldg	3,443.67	D	Video Distribution Hardware	Brightlink Av Ltd			1
286	5/31/25	904	38-111-045-0000-6600 Capital Outlay - CCA Bldg	360.74	D	CCA Monitor	Dell International L.L.C			1
287	5/31/25	904	38-111-045-0000-6600 Capital Outlay - CCA Bldg	33.94	D	TV Mount	Amazon.Com, Inc.			1
288	5/31/25	904	38-111-045-0000-6600 Capital Outlay - CCA Bldg	35.99	D	Server Rack Shelf	Amazon.Com, Inc.			1
289	5/31/25	904	38-111-045-0000-6600 Capital Outlay - CCA Bldg	18.64	D	CCA Fiber Cable	Cdw Llc			1
290	5/31/25	904	38-111-045-0000-6600 Capital Outlay - CCA Bldg	359.44	D	CCA Cable Managers	Cdw Llc			1
291	5/31/25	904	38-111-045-0000-6600 Capital Outlay - CCA Bldg	3,813.94	D	TVs for CCA	Amazon.Com, Inc.			1
292	5/31/25	904	38-201-000-0000-6600 Capital Outlay - Sheriff	3,366.18	D	11 Wall Guards for New Offices	Bluesnap Inc			1
293	5/31/25	904	38-201-000-0000-6600 Capital Outlay - Sheriff	949.05	D	Conference Rm Equipment	Cdw Llc			1
294	5/31/25	904	81-000-000-0000-1001 Cash	3,681.18	C	BMO Charges May	BMO Charges May			1
295	5/31/25	904	81-230-000-0000-6210 Telephone	99.84	D	Cable TV	Hulu. Llc			1
296	5/31/25	904	81-230-000-0000-6261 Conference & Training	250.00	D	Training	Association Of Public-Saf			1
297	5/31/25	904	81-230-000-0000-6330 Travel Expenses	69.00	D	Lunch for Protocal Training	Block, Inc.			1
298	5/31/25	904	81-230-000-0000-6330 Travel Expenses	14.02	D	Snacks for Protocol Training	Kwik Trip Inc			1
299	5/31/25	904	81-230-000-0000-6330 Travel Expenses	90.00	D	Lunch for Protocal Training	Block, Inc.			1
300	5/31/25	904	81-230-000-0000-6330 Travel Expenses	42.68	D	Snacks for Protocol Training	Wal-Mart Stores, Inc.			1

Steele County
JOURNAL ENTRIES



Description 05 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
301	5/31/25	904	81-230-000-0000-6330 Travel Expenses	75.00	D	Lunch for Protocal Training	Block, Inc.			1
302	5/31/25	904	81-230-000-0000-6330 Travel Expenses	13.62	D	Snacks for Protocol Training	Kwik Trip Inc			1
303	5/31/25	904	81-230-000-0000-6330 Travel Expenses	76.90	D	Staff Lunch Protocol Training	Jmmn Llc			1
304	5/31/25	904	81-230-000-0000-6330 Travel Expenses	48.96	D	Snacks for Protocol Training	Wal-Mart Stores, Inc.			1
305	5/31/25	904	81-230-000-0000-6410 Office Supplies	14.99	D	Laminating Paper	Amazon.Com, Inc.			1
306	5/31/25	904	81-230-000-0000-6410 Office Supplies	134.97	D	Copy Paper	Amazon.Com, Inc.			1
307	5/31/25	904	81-230-000-0000-6410 Office Supplies	99.96	D	Water Filters	Amazon.Com, Inc.			1
308	5/31/25	904	81-230-000-0000-6480 Non-Capitalized Inventory	174.66	D	Headsets	Amazon.Com, Inc.			1
309	5/31/25	904	81-230-000-0000-6480 Non-Capitalized Inventory	102.56	D	Phone Keypad	Cdw Llc			1
310	5/31/25	904	81-230-000-0000-6600 Capital Outlay	2,374.02	D	APCO Protocol Training	Association Of Public-Saf			1
Debit Total				74,677.22		Credit Total	74,677.22	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 05 2025 JE UPLOAD ? C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	5/31/25	905	01-031-000-0000-6210 Telephone	49.11	D	Phone Charges - Verizon				1
2	5/31/25	905	01-005-000-0000-6210 Telephone	44.11	D	Phone Charges - Verizon				1
3	5/31/25	905	01-032-000-0000-6210 Telephone	49.11	D	Phone Charges - Verizon				1
4	5/31/25	905	01-044-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
5	5/31/25	905	01-061-000-0000-6210 Telephone	69.13	D	Phone Charges - Verizon				1
6	5/31/25	905	01-091-000-0000-6210 Telephone	351.10	D	Phone Charges - Verizon				1
7	5/31/25	905	01-103-000-0000-6210 Telephone	245.55	D	Phone Charges - Verizon				1
8	5/31/25	905	01-105-000-0000-6210 Telephone	216.45	D	Phone Charges - Verizon				1
9	5/31/25	905	01-111-000-0000-6210 Telephone	441.10	D	Phone Charges - Verizon				1
10	5/31/25	905	01-121-000-0000-6210 Telephone	60.03	D	Phone Charges - Verizon				1
11	5/31/25	905	01-251-000-0000-6210 Telephone	181.44	D	Phone Charges - Verizon				1
12	5/31/25	905	01-252-000-0000-6210 Telephone	726.65	D	Phone Charges - Verizon				1
13	5/31/25	905	01-281-000-0000-6210 Telephone	187.34	D	Phone Charges - Verizon				1
14	5/31/25	905	01-602-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
15	5/31/25	905	01-481-460-6009-6210 Telephone	44.10	D	QA				1
16	5/31/25	905	01-481-460-6009-6210 Telephone	44.10	D	QA				1
17	5/31/25	905	01-481-460-6012-6210 Telephone	49.11	D	LTC				1
18	5/31/25	905	01-481-461-6040-6210 Telephone	49.11	D	LTC				1
19	5/31/25	905	01-481-460-6011-6210 Telephone	22.05	D	CTC				1
20	5/31/25	905	01-481-462-6047-6210 Telephone	22.06	D	CID				1

Description 05 2025 JE UPLOAD ? C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	5/31/25	905	01-481-461-6040-6210 Telephone	22.05	D	FAP				1
22	5/31/25	905	01-481-461-6030-6210 Telephone	22.06	D	MCH				1
23	5/31/25	905	01-481-461-6030-6210 Telephone	44.11	D	MCH				1
24	5/31/25	905	01-481-461-6059-6210 Telephone	6.62	D	SEMNFHV				1
25	5/31/25	905	01-481-461-6031-6210 Telephone	4.41	D	FAPCC				1
26	5/31/25	905	01-481-461-6034-6210 Telephone	33.08	D	TANF				1
27	5/31/25	905	01-481-461-6059-6210 Telephone	28.67	D	SEMNFHV				1
28	5/31/25	905	01-481-461-6025-6210 Telephone	6.61	D	HCB				1
29	5/31/25	905	01-481-461-6030-6210 Telephone	2.21	D	MCH				1
30	5/31/25	905	01-481-461-6034-6210 Telephone	6.61	D	TANF				1
31	5/31/25	905	01-481-460-6009-6210 Telephone	44.10	D	QA				1
32	5/31/25	905	01-481-460-6009-6210 Telephone	44.10	D	QA				1
33	5/31/25	905	01-481-460-6009-6210 Telephone	44.11	D	QA				1
34	5/31/25	905	01-481-461-6059-6210 Telephone	15.44	D	SEMNFHV				1
35	5/31/25	905	01-481-461-6040-6210 Telephone	17.64	D	WIC				1
36	5/31/25	905	01-481-461-6025-6210 Telephone	4.41	D	HCB				1
37	5/31/25	905	01-481-461-6030-6210 Telephone	2.20	D	MCH				1
38	5/31/25	905	01-481-461-6034-6210 Telephone	4.41	D	TANF				1
39	5/31/25	905	01-481-460-6012-6210 Telephone	77.76	D	LTC				1
40	5/31/25	905	01-481-460-6012-6210 Telephone	49.10	D	LTC				1

Steele County
JOURNAL ENTRIES



Description 05 2025 JE UPLOAD ? C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	5/31/25	905	01-481-461-6040-6210 Telephone	40.01	D	LTC				1
42	5/31/25	905	01-481-460-6012-6210 Telephone	49.11	D	LTC				1
43	5/31/25	905	01-481-465-6057-6210 Telephone	49.11	D	LPHG				1
44	5/31/25	905	01-481-465-6057-6210 Telephone	44.10	D	LPHG				1
45	5/31/25	905	01-481-460-6012-6210 Telephone	49.11	D	LTC				1
46	5/31/25	905	01-201-000-0000-6211 Radio-Computers-Cameras	670.47	D	Squad Connections - Verizon				1
47	5/31/25	905	01-201-000-0000-6210 Telephone	1,068.40	D	Phone Charges - Verizon				1
48	5/31/25	905	01-000-000-0000-1001 Cash	5,381.68	C	Verizon Charges May				1
49	5/31/25	905	10-301-000-0000-6210 Telephone	706.21	D	Phone Charges - Verizon				1
50	5/31/25	905	10-000-000-0000-1001 Cash	706.21	C	Phone Charges - Verizon				1
51	5/31/25	905	53-398-000-0000-6210 Telephone	84.12	D	Phone Charges - Verizon				1
52	5/31/25	905	53-000-000-0000-1001 Cash	84.12	C	Phone Charges - Verizon				1
Debit Total				6,172.01		Credit Total	6,172.01	Net:	0.00	

Description 05 2025 JE UPLOAD - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	5/31/25	906	72-860-000-0000-2100 Mn State Treasurer -Mortgage Regis Tax	58,076.67	D	State Mortgage Tax				1
2	5/31/25	906	72-000-000-0000-1001 Cash	1,742.30	C	State Mortgage Tax				1
3	5/31/25	906	72-000-000-0000-1001 Cash	56,334.37	C	State Mortgage Tax				1
4	5/31/25	906	01-000-000-0000-1001 Cash	1,742.30	D	State Mortgage Tax				1
5	5/31/25	906	01-003-000-0000-5013 Mortgage Registry Tax Revenue	1,742.30	C	State Mortgage Tax				1
6	5/31/25	906	72-861-000-0000-2100 Mn State Treasurer-State Deed Tax	62,119.68	D	State Deed Tax				1
7	5/31/25	906	72-000-000-0000-1001 Cash	1,863.59	C	State Deed Tax				1
8	5/31/25	906	72-000-000-0000-1001 Cash	60,256.09	C	State Deed Tax				1
9	5/31/25	906	01-000-000-0000-1001 Cash	1,863.59	D	State Deed Tax				1
10	5/31/25	906	01-003-000-0000-5014 State Deed Tax Revenue	1,863.59	C	State Deed Tax				1
11	5/31/25	906	72-862-000-0000-2100 Mn State Treasurer-Sales Tax	5,436.00	D	Sales Tax				1
12	5/31/25	906	72-000-000-0000-1001 Cash	5,436.00	C	Sales Tax				1
13	5/31/25	906	53-398-000-0000-6540 Machine Fuel	208.00	D	Usage Diesel Tax				1
14	5/31/25	906	53-000-000-0000-1001 Cash	208.00	C	Usage Diesel Tax				1
15	5/31/25	906	53-398-000-0000-6540 Machine Fuel	245.18	D	Diesel Tax				1
16	5/31/25	906	53-000-000-0000-1001 Cash	245.18	C	Diesel Tax				1
17	5/31/25	906	10-304-000-0000-6522 Diesel Fuel Tax	193.02	D	Diesel Tax				1
18	5/31/25	906	10-000-000-0000-1001 Cash	193.02	C	Diesel Tax				1
19	5/31/25	906	01-003-000-0000-6961 Visa One Card Program	54,426.62	D	BMO One Card Payment				1
20	5/31/25	906	01-000-000-0000-1001 Cash	54,426.62	C	BMO One Card Payment				1

Steele County

JOURNAL ENTRIES



Description 05 2025 JE UPLOAD - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	5/31/25	906	53-398-000-0000-6801 General Expense	677.48	D	Landfill CC Fees				1
22	5/31/25	906	53-000-000-0000-1001 Cash	677.48	C	Landfill CC Fees				1
23	5/31/25	906	01-032-000-0000-6540 Gas & Oil	25.89	D	WEX Enterprise Payment May2025				1
24	5/31/25	906	01-105-000-0000-6540 Gas & Oil	43.66	D	WEX Enterprise Payment May2025				1
25	5/31/25	906	01-251-000-0000-6562 Gas & Oil	18.97	D	WEX Enterprise Payment May2025				1
26	5/31/25	906	01-000-000-0000-1001 Cash	88.52	C	WEX Enterprise Payment May2025				1
27	5/31/25	906	01-521-000-0000-6540 Gas & Oil	84.38	D	WEX NASPO Payment May 2025				1
28	5/31/25	906	01-000-000-0000-1001 Cash	84.38	C	WEX NASPO Payment May 2025				1
29	5/31/25	906	01-032-000-0000-6260 Background Checks	123.98	D	Background Checks				1
30	5/31/25	906	01-000-000-0000-1001 Cash	123.98	C	Background Checks				1
31	5/31/25	906	01-111-043-0000-6250 Utilities	134.98	D	OPU Payment Invoice # 718547				1
32	5/31/25	906	01-000-000-0000-1001 Cash	134.98	C	OPU Payment Invoice # 718547				1
33	5/31/25	906	01-111-043-0000-6250 Utilities	30.62	D	OPU Payment Invoice # 705296				1
34	5/31/25	906	01-000-000-0000-1001 Cash	30.62	C	OPU Payment Invoice # 705296				1
35	5/31/25	906	01-111-043-0000-6250 Utilities	489.68	D	OPU Payment Invoice # 718546				1
36	5/31/25	906	01-000-000-0000-1001 Cash	489.68	C	OPU Payment Invoice # 718546				1
37	5/31/25	906	01-502-000-0000-6250 Utilities	631.72	D	OPU Payment Invoice # 718550				1
38	5/31/25	906	01-000-000-0000-1001 Cash	631.72	C	OPU Payment Invoice # 718550				1
39	5/31/25	906	10-304-000-0000-6514 Utility Services	96.69	D	OPU Payment Invoice # 718553				1
40	5/31/25	906	10-000-000-0000-1001 Cash	96.69	C	OPU Payment Invoice # 718553				1

Steele County

JOURNAL ENTRIES



Description 05 2025 JE UPLOAD - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	5/31/25	906	01-111-047-0000-6250 Utilities	47.16	D	OPU Payment Invoice # 716285				1
42	5/31/25	906	01-000-000-0000-1001 Cash	47.16	C	OPU Payment Invoice # 716285				1
43	5/31/25	906	01-111-041-0000-6250 Utilities	1,987.74	D	OPU Payment Invoice # 718556				1
44	5/31/25	906	01-000-000-0000-1001 Cash	1,987.74	C	OPU Payment Invoice # 718556				1
45	5/31/25	906	01-111-042-0000-6250 Utilities	4,114.62	D	OPU Payment Invoice # 718555				1
46	5/31/25	906	01-000-000-0000-1001 Cash	4,114.62	C	OPU Payment Invoice # 718555				1
47	5/31/25	906	01-111-040-0000-6250 Utilities	6,141.07	D	OPU Payment Invoice # 718557				1
48	5/31/25	906	01-000-000-0000-1001 Cash	6,141.07	C	OPU Payment Invoice # 718557				1
49	5/31/25	906	01-111-044-0000-6250 Utilities	14,852.99	D	OPU Payment Invoice # 718563				1
50	5/31/25	906	01-000-000-0000-1001 Cash	14,852.99	C	OPU Payment Invoice # 718563				1
51	5/31/25	906	10-304-000-0000-6514 Utility Services	3,919.69	D	OPU Payment Invoice # 718562				1
52	5/31/25	906	10-000-000-0000-1001 Cash	3,919.69	C	OPU Payment Invoice # 718562				1
53	5/31/25	906	01-111-049-0000-6250 Utilities	583.13	D	OPU Payment Invoice # 747497				1
54	5/31/25	906	01-000-000-0000-1001 Cash	583.13	C	OPU Payment Invoice # 747497				1
55	5/31/25	906	01-201-296-0000-6250 T#9 Utilities	350.78	D	OPU Payment Invoice # 718561				1
56	5/31/25	906	01-000-000-0000-1001 Cash	350.78	C	OPU Payment Invoice # 718561				1
57	5/31/25	906	01-111-045-0000-6250 Utilities	1,243.36	D	OPU Payment Invoice # 749804				1
58	5/31/25	906	01-000-000-0000-1001 Cash	1,243.36	C	OPU Payment Invoice # 749804				1
59	5/31/25	906	01-000-000-0000-1001 Cash	122.02	D	Void Check # 184620				1
60	5/31/25	906	01-201-000-0000-6320 Vehicle Maintenance	122.02	C	Void Check # 184620				1

Steele County

JOURNAL ENTRIES



Description 05 2025 JE UPLOAD - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	5/31/25	906	53-000-000-0000-1001 Cash	516.28	D	Void Check # 183434				1
62	5/31/25	906	53-398-000-0000-6301 Equip Repairs	516.28	C	Void Check # 183434				1
63	5/31/25	906	70-000-000-0000-2101 Unapportioned Current Tax	1,718.00	D	Returned PMT 14-102-0005				1
64	5/31/25	906	70-000-000-0000-1001 Cash	1,718.00	C	Returned PMT 14-102-0005				1
65	5/31/25	906	70-000-000-0000-2101 Unapportioned Current Tax	2,458.00	D	Returned PMT 17-494-0101				1
66	5/31/25	906	70-000-000-0000-1001 Cash	2,458.00	C	Returned PMT 17-494-0101				1
67	5/31/25	906	01-121-000-0000-6540 Gas & Oil	134.93	D	Veteran Services Fuel				1
68	5/31/25	906	01-105-000-0000-6540 Gas & Oil	113.19	D	PZ Fuel: Dave,Amber,Dale,Katie				1
69	5/31/25	906	01-111-000-0000-6562 Fuel And Gas	119.07	D	Buildings & Grounds Fuel -Mark				1
70	5/31/25	906	01-111-000-0000-6562 Fuel And Gas	90.69	D	Buildings & Grounds Fuel -TW				1
71	5/31/25	906	01-111-000-0000-6562 Fuel And Gas	72.52	D	Buildings & Grounds Fuel -Mike				1
72	5/31/25	906	01-111-000-0000-6562 Fuel And Gas	6.91	D	Buildings & Grounds Fuel -FB				1
73	5/31/25	906	01-201-000-0000-6562 Gas & Oil Squads	5,960.73	D	SCSO Squad Fuel				1
74	5/31/25	906	01-251-000-0000-6562 Gas & Oil	175.62	D	Detention Center Fuel				1
75	5/31/25	906	01-101-000-0000-6540 Gas & Oil	33.79	D	Recorders Fuel				1
76	5/31/25	906	01-252-000-0000-6540 Gas & Oil	66.27	D	Community Corrections Fuel				1
77	5/31/25	906	01-103-000-0000-6540 Gas & Oil	62.85	D	Assessors Fuel				1
78	5/31/25	906	01-481-465-6057-6540 Gas & Oil	239.81	D	Public Health Fuel				1
79	5/31/25	906	01-521-000-0000-6540 Gas & Oil	50.65	D	Four Seasons Fuel				1
80	5/31/25	906	01-000-000-0000-1001 Cash	7,127.03	C	Fuel to Highway - May				1

Description 05 2025 JE UPLOAD - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	5/31/25	906	53-398-000-0000-6388 Labor costs-Highway	689.28	D	Work for Landfill				1
82	5/31/25	906	53-398-000-0000-6300 Bldg Repairs & Maintenance	359.68	D	New Signs				1
83	5/31/25	906	53-398-000-0000-6388 Labor costs-Highway	1,148.80	D	Work for Landfill				1
84	5/31/25	906	53-398-000-0000-6301 Equip Repairs	487.67	D	Tarp & Measuring				1
85	5/31/25	906	53-000-000-0000-1001 Cash	2,685.43	C	Payment to Highway				1
86	5/31/25	906	10-000-000-0000-1001 Cash	9,812.46	D	Fuel to Highway - May				1
87	5/31/25	906	10-304-000-0000-5514 Reimburse Against Expense	9,812.46	C	Fuel to Highway - May				1
88	5/31/25	906	70-000-000-0000-2101 Unapportioned Current Tax	2,424.00	D	Returned Check # 151				1
89	5/31/25	906	70-000-000-0000-1001 Cash	2,424.00	C	Returned Check # 151				1
90	5/31/25	906	01-000-000-0000-1001 Cash	20.00	D	Void Check # 184561				1
91	5/31/25	906	01-481-461-6066-6464 General Supplies & Outreach	20.00	C	Void Check # 184561				1
92	5/31/25	906	01-201-000-0000-5100 Gun Permit Fees Income	100.00	D	Returned Check # 12087				1
93	5/31/25	906	01-000-000-0000-1001 Cash	100.00	C	Returned Check # 12087				1
94	5/31/25	906	01-521-000-0000-6831 Ice Rental Pymts	7,955.00	D	Spring Ice Rentals				1
95	5/31/25	906	01-550-000-8302-5560 Ice Rentals Seasonal	7,955.00	C	Spring Ice Rentals				1
96	5/31/25	906	70-000-000-0000-2162 Unapportioned Rev Sale Forfeited Land	31.02	D	Deed Tax 17-301-0201				1
97	5/31/25	906	70-000-000-0000-1001 Cash	31.02	C	Deed Tax 17-301-0201				1
98	5/31/25	906	70-000-000-0000-2162 Unapportioned Rev Sale Forfeited Land	46.00	D	Recording Fee 17-301-0201				1
99	5/31/25	906	70-000-000-0000-1001 Cash	46.00	C	Recording Fee 17-301-0201				1
100	5/31/25	906	01-062-000-0000-6215 Postage	8,000.00	D	Postage Machine Payment				1

Description 05 2025 JE UPLOAD - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	5/31/25	906	01-000-000-0000-1001 Cash	8,000.00	C	Postage Machine Payment				1
102	5/31/25	906	70-000-000-0000-2460 School District 2168	170,000.00	D	1st Ad 1st Stmt 2025 - NRHEG				1
103	5/31/25	906	70-000-000-0000-1001 Cash	170,000.00	C	1st Ad 1st Stmt 2025 - NRHEG				1
104	5/31/25	906	70-000-000-0000-2454 School District 761	4,340,000.00	D	1st Ad 1st Stmt 2025 - Owatonn				1
105	5/31/25	906	70-000-000-0000-1001 Cash	4,340,000.00	C	1st Ad 1st Stmt 2025 - Owatonn				1
106	5/31/25	906	70-000-000-0000-2460 School District 2168	170,000.00	D	2nd Ad 1st Stmt 2025 - NRHEG				1
107	5/31/25	906	70-000-000-0000-1001 Cash	170,000.00	C	2nd Ad 1st Stmt 2025 - NRHEG				1
108	5/31/25	906	70-000-000-0000-2454 School District 761	4,340,000.00	D	2nd Ad 1st Stmt 2025 - Owatonn				1
109	5/31/25	906	70-000-000-0000-1001 Cash	4,340,000.00	C	2nd Ad 1st Stmt 2025 - Owatonn				1
110	5/31/25	906	70-000-000-0000-2163 Unapportioned Other State Revenue	997,000.00	D	1st Ad 1st Stmt 2025 - StateMN				1
111	5/31/25	906	70-000-000-0000-1001 Cash	997,000.00	C	1st Ad 1st Stmt 2025 - StateMN				1
112	5/31/25	906	70-000-000-0000-2163 Unapportioned Other State Revenue	997,000.00	D	2nd Ad 1st Stmt 2025 - StateMN				1
113	5/31/25	906	70-000-000-0000-1001 Cash	997,000.00	C	2nd Ad 1st Stmt 2025 - StateMN				1
114	5/31/25	906	01-041-000-0000-5520 Fees	2,500.00	D	Correction on Receipt # 1627				1
115	5/31/25	906	01-041-000-0000-5520 Fees	200.00	D	Correction on Receipt # 1627				1
116	5/31/25	906	01-041-000-0000-5100 Licenses	2,500.00	C	Correction on Receipt # 1627				1
117	5/31/25	906	01-041-000-0000-5100 Licenses	200.00	C	Correction on Receipt # 1627				1
118	5/31/25	906	01-481-462-6042-5401 Bridge Access Program (93.268)	1,112.14	D	CSUP - March 2025				1
119	5/31/25	906	01-481-461-6038-5301 Cannabis Grant Revenue	1,112.14	C	CSUP - March 2025				1
120	5/31/25	906	01-481-462-6042-5401 Bridge Access Program (93.268)	449.21	D	CSUP - Feb 2025				1

Steele County
JOURNAL ENTRIES



Description 05 2025 JE UPLOAD - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	5/31/25	906	01-481-461-6038-5301 Cannabis Grant Revenue	449.21	C	CSUP - Feb 2025				1
122	5/31/25	906	01-481-462-6042-5401 Bridge Access Program (93.268)	554.13	D	CSUP - Jan 2025				1
123	5/31/25	906	01-481-461-6038-5301 Cannabis Grant Revenue	554.13	C	CSUP - Jan 2025				1
124	5/31/25	906	01-481-460-6007-5563 Private Pay	67.50	D	Reclass Deposit LTC from QA				1
125	5/31/25	906	01-481-460-6012-5565 Private Pay	67.50	C	Reclass Deposit LTC from QA				1
126	5/31/25	906	01-481-461-6032-6464 General Supplies & Outreach	1,100.00	D	Reclass Lincoln PTO to Corr GL				1
127	5/31/25	906	01-481-461-6032-6383 Contract Services	1,100.00	C	Reclass Lincoln PTO to Corr GL				1
Debit Total				11,282,907.87		Credit Total	11,282,907.87	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 05 2025 JE UPLOAD - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	5/31/25	907	01-111-050-0000-6320 Vehicle Repairs & Maintenance	80.02	D	Enterprise Full Maint Fee Admn				1
2	5/31/25	907	01-251-000-0000-6320 Vehicle Maintenance	30.00	D	Enterprise Full Maint Fee DC				1
3	5/31/25	907	01-201-000-0000-6320 Vehicle Maintenance	3,729.19	D	Enterprise Full Maint Fee SO				1
4	5/31/25	907	01-000-000-0000-1001 Cash	3,839.21	C	Admin-DC Enterprise May 2025				1
5	5/31/25	907	01-111-050-0000-6347 Enterprise Fleet Leasing	5,155.28	D	County Fleet Lease - May 25				1
6	5/31/25	907	01-201-000-0000-6347 Enterprise Fleet Leasing	8,741.01	D	Sheriff Fleet Lease - May 25				1
7	5/31/25	907	01-000-000-0000-1001 Cash	13,896.29	C	Fleet Lease Payments - May 25				1
8	5/31/25	907	38-000-000-0000-1001 Cash	27,258.86	D	Gain on Settled Unit				1
9	5/31/25	907	38-000-000-0000-5920 Gain/Loss On Sale Of Assets	27,258.86	C	Gain on Settled Unit				1
10	5/31/25	907	01-003-000-0000-5710 Interest From Investments	66,905.55	C	Magic 1 Interest				1
11	5/31/25	907	01-003-000-0000-5710 Interest From Investments	14,260.79	C	Magic 2 Interest				1
12	5/31/25	907	01-000-000-0000-1001 Cash	81,166.34	D	Bank Interest				1
13	5/31/25	907	05-445-000-0000-5710 Interest Income	480.20	C	Homeless Prevent Interest				1
14	5/31/25	907	05-445-000-0000-5710 Interest Income	443.23	C	Housing Afford Interest				1
15	5/31/25	907	05-000-000-0000-1001 Cash, Human Services Fund	923.43	D	Bank Interest				1
16	5/31/25	907	81-230-000-0000-5710 Interest	398.02	C	E911 Interest				1
17	5/31/25	907	81-000-000-0000-1001 Cash	398.02	D	Bank Interest				1
18	5/31/25	907	01-003-000-0000-6357 Bank Charges	504.25	D	Magic 1 Bank Fees				1
19	5/31/25	907	01-003-000-0000-6357 Bank Charges	19.52	D	Magic 2 Bank Fees				1
20	5/31/25	907	01-000-000-0000-1001 Cash	523.77	C	Bank Fees				1

Steele County
JOURNAL ENTRIES



Description 05 2025 JE UPLOAD - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	5/31/25	907	01-003-000-0000-6355 Wex Benefit Administration	506.00	D	WEX Admin Service Fees				1
22	5/31/25	907	01-000-000-0000-1001 Cash	506.00	C	WEX Admin Service Fees				1
23	5/31/25	907	81-230-000-0000-6355 Wex Benefit Administration	52.25	D	WEX Admin Service Fees				1
24	5/31/25	907	81-000-000-0000-1001 Cash	52.25	C	WEX Admin Service Fees				1
Debit Total				128,564.17		Credit Total	128,564.17	Net:	0.00	

Steele County
JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - C10

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/24	910	21-000-000-0000-2520 Advance From Other Funds	74,060.40	D	Loan Payback for Ditches 2024				1
2	12/31/24	910	21-000-000-0000-1001 Cash	74,060.40	C	Loan Payback for Ditches 2024				1
3	12/31/24	910	01-000-000-0000-1001 Cash	74,060.40	D	Loan Payback for Ditches 2024				1
4	12/31/24	910	01-000-000-0000-1410 Advances To Other Funds	74,060.40	C	Loan Payback for Ditches 2024				1
5	12/31/24	910	01-481-460-6033-5562 Blue Plus	1,862.84	D	Blue Plus Deposit Correction				1
6	12/31/24	910	01-481-461-6033-5562 TANF: CHW Services BP	1,862.84	C	Blue Plus Deposit Correction				1
7	12/31/24	910	01-032-010-0000-5301 Wellness Grant	6,000.00	D	Wellness Fund Correction 2024				1
8	12/31/24	910	01-481-461-6067-5301 State Grants	6,000.00	C	Wellness Fund Correction 2024				1
Debit Total				155,983.64		Credit Total	155,983.64	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - NC5 - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/24	900	01-481-000-0000-6110 Full-Time Wages	1,089.36	C	Coding Changes Payroll Charges				1
2	12/31/24	900	01-481-000-0000-6111 Perm Part-Time Wages	1,005.22	C	Coding Changes Payroll Charges				1
3	12/31/24	900	01-481-000-0000-6160 Pera	155.18	C	Coding Changes Payroll Charges				1
4	12/31/24	900	01-481-000-0000-6170 Fica	129.87	C	Coding Changes Payroll Charges				1
5	12/31/24	900	01-481-000-0000-6180 Medicare	30.36	C	Coding Changes Payroll Charges				1
6	12/31/24	900	01-481-461-6025-6110 Full-Time Wages	1,089.36	D	Coding Changes Payroll Charges				1
7	12/31/24	900	01-481-460-6009-6111 Perm Part-Time Wages	1,005.22	D	Coding Changes Payroll Charges				1
8	12/31/24	900	01-481-460-6009-6160 Pera	155.18	D	Coding Changes Payroll Charges				1
9	12/31/24	900	01-481-460-6009-6170 Fica	129.87	D	Coding Changes Payroll Charges				1
10	12/31/24	900	01-481-460-6009-6180 Medicare	30.36	D	Coding Changes Payroll Charges				1
11	12/31/24	900	01-481-460-6009-6240 License & Permits	85.00	D	Record Coding Changes				1
12	12/31/24	900	01-481-460-6009-6261 Conference & Training	85.00	C	Record Coding Changes				1
13	12/31/24	900	01-481-000-0000-6322 Service Agreements	88.12	D	Record Coding Changes				1
14	12/31/24	900	01-481-460-6009-6322 Service Agreements	88.12	C	Record Coding Changes				1
15	12/31/24	900	01-481-465-6057-6330 Travel Expenses	15.99	D	Record Coding Changes				1
16	12/31/24	900	01-481-460-6009-6330 Travel Expenses	15.99	C	Record Coding Changes				1
17	12/31/24	900	01-481-465-6057-6330 Travel Expenses	408.69	D	Record Coding Changes				1
18	12/31/24	900	01-481-460-6009-6330 Travel Expenses	408.69	C	Record Coding Changes				1
19	12/31/24	900	01-481-460-6009-6240 License & Permits	1.83	D	Record Coding Changes				1
20	12/31/24	900	01-481-460-6009-6383 Contract Services	1.83	C	Record Coding Changes				1

Description 12 2024 JE UPLOAD - NC5 - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/24	900	01-481-461-6032-6464 General Supplies & Outreach	1,000.00	D	Record Coding Changes				1
22	12/31/24	900	01-481-461-6032-6383 Contract Services	1,000.00	C	Record Coding Changes				1
23	12/31/24	900	01-111-043-0000-6300 Bldg Repairs & Maintenance	1.83	C	Record Coding Changes				1
24	12/31/24	900	01-111-043-0000-6801 General Expense	1.83	D	Record Coding Changes				1
25	12/31/24	900	01-111-043-0000-6300 Bldg Repairs & Maintenance	20.39	C	Record Coding Changes				1
26	12/31/24	900	01-111-043-0000-6480 Non-Capitalized Inventory	20.39	D	Record Coding Changes				1
27	12/31/24	900	01-111-043-0000-6300 Bldg Repairs & Maintenance	21.30	C	Record Coding Changes				1
28	12/31/24	900	01-111-000-0000-6320 Fleet Vehicle Maintenance	21.30	D	Record Coding Changes				1
29	12/31/24	900	01-111-043-0000-6300 Bldg Repairs & Maintenance	21.30	C	Record Coding Changes				1
30	12/31/24	900	01-111-000-0000-6320 Fleet Vehicle Maintenance	21.30	D	Record Coding Changes				1
31	12/31/24	900	01-111-042-0000-6300 Bldg Repairs & Maintenance	290.85	C	Record Coding Changes				1
32	12/31/24	900	01-111-042-0000-6801 General Expense	290.85	D	Record Coding Changes				1
33	12/31/24	900	01-111-042-0000-6300 Bldg Repairs & Maintenance	11.97	C	Record Coding Changes				1
34	12/31/24	900	01-111-042-0000-6300 Bldg Repairs & Maintenance	74.99	C	Record Coding Changes				1
35	12/31/24	900	01-111-042-0000-6300 Bldg Repairs & Maintenance	17.99	C	Record Coding Changes				1
36	12/31/24	900	01-111-042-0000-6480 Non-Capitalized Inventory	104.95	D	Record Coding Changes				1
37	12/31/24	900	01-111-042-0000-6300 Bldg Repairs & Maintenance	3.99	C	Record Coding Changes				1
38	12/31/24	900	01-111-042-0000-6300 Bldg Repairs & Maintenance	84.21	C	Record Coding Changes				1
39	12/31/24	900	01-111-042-0000-6300 Bldg Repairs & Maintenance	34.47	C	Record Coding Changes				1
40	12/31/24	900	01-111-042-0000-6300 Bldg Repairs & Maintenance	55.00	C	Record Coding Changes				1

Steele County

JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - NC5 - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	12/31/24	900	01-111-042-0000-6560 Janitorial Supplies	3.99	D	Record Coding Changes				1
42	12/31/24	900	01-111-042-0000-6480 Non-Capitalized Inventory	84.21	D	Record Coding Changes				1
43	12/31/24	900	01-111-000-0000-6320 Fleet Vehicle Maintenance	34.47	D	Record Coding Changes				1
44	12/31/24	900	01-111-042-0000-6480 Non-Capitalized Inventory	55.00	D	Record Coding Changes				1
45	12/31/24	900	01-111-041-0000-6300 Bldg Repairs & Maintenance	261.60	C	Record Coding Changes				1
46	12/31/24	900	01-111-041-0000-6801 General Expense	261.60	D	Record Coding Changes				1
47	12/31/24	900	01-111-000-0000-6330 Travel Expenses	53.05	C	Record Coding Changes				1
48	12/31/24	900	01-111-000-0000-6330 Travel Expenses	48.57	C	Record Coding Changes				1
49	12/31/24	900	01-111-000-0000-6331 Mileage Reimbursement	53.05	D	Record Coding Changes				1
50	12/31/24	900	01-111-000-0000-6331 Mileage Reimbursement	48.57	D	Record Coding Changes				1
51	12/31/24	900	01-111-040-0000-6480 Non-Capitalized Inventory	10,036.95	C	Record Coding Changes				1
52	12/31/24	900	01-111-040-0000-6600 Capital Outlay	10,036.95	D	Record Coding Changes				1
53	12/31/24	900	01-111-040-0000-6300 Bldg Repairs & Maintenance	100.00	C	Record Coding Changes				1
54	12/31/24	900	01-111-040-0000-6300 Bldg Repairs & Maintenance	261.60	C	Record Coding Changes				1
55	12/31/24	900	01-111-040-0000-6300 Bldg Repairs & Maintenance	341.47	C	Record Coding Changes				1
56	12/31/24	900	01-111-000-0000-6261 Conference & Training	100.00	D	Record Coding Changes				1
57	12/31/24	900	01-111-040-0000-6801 General Expense	261.60	D	Record Coding Changes				1
58	12/31/24	900	01-111-040-0000-6480 Non-Capitalized Inventory	341.47	D	Record Coding Changes				1
59	12/31/24	900	01-111-040-0000-6300 Bldg Repairs & Maintenance	794.99	C	Record Coding Changes				1
60	12/31/24	900	01-111-040-0000-6300 Bldg Repairs & Maintenance	6.99	C	Record Coding Changes				1

Description 12 2024 JE UPLOAD - NC5 - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	12/31/24	900	01-111-040-0000-6300 Bldg Repairs & Maintenance	85.88	C	Record Coding Changes				1
62	12/31/24	900	01-111-040-0000-6480 Non-Capitalized Inventory	794.99	D	Record Coding Changes				1
63	12/31/24	900	01-111-000-0000-6561 Small Tools	6.99	D	Record Coding Changes				1
64	12/31/24	900	01-111-000-0000-6561 Small Tools	85.88	D	Record Coding Changes				1
65	12/31/24	900	01-111-040-0000-6300 Bldg Repairs & Maintenance	34.25	C	Record Coding Changes				1
66	12/31/24	900	01-111-040-0000-6300 Bldg Repairs & Maintenance	116.98	C	Record Coding Changes				1
67	12/31/24	900	01-111-040-0000-6300 Bldg Repairs & Maintenance	49.95	C	Record Coding Changes				1
68	12/31/24	900	01-111-040-0000-6480 Non-Capitalized Inventory	34.25	D	Record Coding Changes				1
69	12/31/24	900	01-111-040-0000-6480 Non-Capitalized Inventory	116.98	D	Record Coding Changes				1
70	12/31/24	900	01-111-040-0000-6480 Non-Capitalized Inventory	49.95	D	Record Coding Changes				1
71	12/31/24	900	01-111-040-0000-6300 Bldg Repairs & Maintenance	1,017.96	C	Record Coding Changes				1
72	12/31/24	900	01-111-040-0000-6300 Bldg Repairs & Maintenance	212.15	C	Record Coding Changes				1
73	12/31/24	900	01-111-040-0000-6300 Bldg Repairs & Maintenance	454.32	C	Record Coding Changes				1
74	12/31/24	900	01-111-040-0000-6300 Bldg Repairs & Maintenance	65.94	C	Record Coding Changes				1
75	12/31/24	900	01-111-040-0000-6300 Bldg Repairs & Maintenance	1,898.92	C	Record Coding Changes				1
76	12/31/24	900	01-111-040-0000-6300 Bldg Repairs & Maintenance	50.79	C	Record Coding Changes				1
77	12/31/24	900	01-111-040-0000-6300 Bldg Repairs & Maintenance	345.06	C	Record Coding Changes				1
78	12/31/24	900	01-111-040-0000-6480 Non-Capitalized Inventory	1,017.96	D	Record Coding Changes				1
79	12/31/24	900	01-111-040-0000-6480 Non-Capitalized Inventory	212.15	D	Record Coding Changes				1
80	12/31/24	900	01-111-040-0000-6480 Non-Capitalized Inventory	454.32	D	Record Coding Changes				1

Description 12 2024 JE UPLOAD - NC5 - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	12/31/24	900	01-111-000-0000-6561 Small Tools	65.94	D	Record Coding Changes				1
82	12/31/24	900	01-111-040-0000-6480 Non-Capitalized Inventory	1,898.92	D	Record Coding Changes				1
83	12/31/24	900	01-111-000-0000-6561 Small Tools	50.79	D	Record Coding Changes				1
84	12/31/24	900	01-111-000-0000-6561 Small Tools	345.06	D	Record Coding Changes				1
85	12/31/24	900	01-032-000-0000-6801 General Expense	352.60	C	Record Coding Changes				1
86	12/31/24	900	01-032-000-0000-6801 General Expense	500.00	C	Record Coding Changes				1
87	12/31/24	900	01-032-000-0000-6801 General Expense	2,497.58	C	Record Coding Changes				1
88	12/31/24	900	01-032-000-0000-6801 General Expense	352.60	C	Record Coding Changes				1
89	12/31/24	900	01-032-000-0000-6801 General Expense	61.16	C	Record Coding Changes				1
90	12/31/24	900	01-032-000-0000-6801 General Expense	366.96	C	Record Coding Changes				1
91	12/31/24	900	01-032-000-0000-6801 General Expense	468.00	C	Record Coding Changes				1
92	12/31/24	900	01-032-000-0000-6801 General Expense	61.16	C	Record Coding Changes				1
93	12/31/24	900	01-032-000-0000-6801 General Expense	235.79	C	Record Coding Changes				1
94	12/31/24	900	01-032-000-0000-6260 Background Checks	352.60	D	Record Coding Changes				1
95	12/31/24	900	01-032-000-0000-6260 Background Checks	500.00	D	Record Coding Changes				1
96	12/31/24	900	01-032-000-0000-6410 Office Supplies	2,497.58	D	Record Coding Changes				1
97	12/31/24	900	01-032-000-0000-6260 Background Checks	352.60	D	Record Coding Changes				1
98	12/31/24	900	01-032-000-0000-6260 Background Checks	61.16	D	Record Coding Changes				1
99	12/31/24	900	01-032-000-0000-6260 Background Checks	366.96	D	Record Coding Changes				1
100	12/31/24	900	01-032-000-0000-6410 Office Supplies	468.00	D	Record Coding Changes				1

Description 12 2024 JE UPLOAD - NC5 - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	12/31/24	900	01-032-000-0000-6260 Background Checks	61.16	D	Record Coding Changes				1
102	12/31/24	900	01-032-000-0000-6410 Office Supplies	235.79	D	Record Coding Changes				1
103	12/31/24	900	01-041-000-0000-6261 Conference & Training	147.12	C	Record Coding Changes				1
104	12/31/24	900	01-041-000-0000-6330 Travel Expenses	147.12	D	Record Coding Changes				1
105	12/31/24	900	01-041-000-0000-6261 Conference & Training	147.12	C	Record Coding Changes				1
106	12/31/24	900	01-041-000-0000-6330 Travel Expenses	147.12	D	Record Coding Changes				1
107	12/31/24	900	01-041-000-0000-6261 Conference & Training	147.12	C	Record Coding Changes				1
108	12/31/24	900	01-041-000-0000-6330 Travel Expenses	147.12	D	Record Coding Changes				1
109	12/31/24	900	01-041-000-0000-6410 Office Supplies	1,289.50	C	Record Coding Changes				1
110	12/31/24	900	01-041-000-0000-6410 Office Supplies	980.72	C	Record Coding Changes				1
111	12/31/24	900	01-041-000-0000-6410 Office Supplies	113.99	C	Record Coding Changes				1
112	12/31/24	900	01-041-000-0000-6241 Membership Dues & Subscriptions	1,289.50	D	Record Coding Changes				1
113	12/31/24	900	01-041-000-0000-6480 Non-Capitalized Inventory	980.72	D	Record Coding Changes				1
114	12/31/24	900	01-041-000-0000-6480 Non-Capitalized Inventory	113.99	D	Record Coding Changes				1
115	12/31/24	900	01-041-000-0000-6410 Office Supplies	310.40	C	Record Coding Changes				1
116	12/31/24	900	01-041-000-0000-6801 Misc Exp	59.00	C	Record Coding Changes				1
117	12/31/24	900	01-041-000-0000-6801 Misc Exp	273.00	C	Record Coding Changes				1
118	12/31/24	900	01-041-000-0000-6480 Non-Capitalized Inventory	310.40	D	Record Coding Changes				1
119	12/31/24	900	01-041-000-0000-6241 Membership Dues & Subscriptions	59.00	D	Record Coding Changes				1
120	12/31/24	900	01-041-000-0000-6241 Membership Dues & Subscriptions	273.00	D	Record Coding Changes				1

Steele County

JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - NC5 - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	12/31/24	900	01-044-000-0000-6242 Publishing	2,111.00	D	Record Coding Changes				1
122	12/31/24	900	01-042-000-0000-6242 Publishing	2,111.00	C	Record Coding Changes				1
123	12/31/24	900	01-044-000-0000-6410 Office Supplies	72.00	D	Record Coding Changes				1
124	12/31/24	900	01-042-000-0000-6410 Office Supplies	72.00	C	Record Coding Changes				1
125	12/31/24	900	01-044-000-0000-6330 Travel Expenses	57.90	C	Record Coding Changes				1
126	12/31/24	900	01-044-000-0000-6331 Mileage Reimbursement	57.90	D	Record Coding Changes				1
127	12/31/24	900	01-044-000-0000-6410 Office Supplies	224.47	C	Record Coding Changes				1
128	12/31/24	900	01-044-000-0000-6480 Non-Capitalized Inventory	224.47	D	Record Coding Changes				1
129	12/31/24	900	01-044-000-0000-6410 Office Supplies	1,047.53	C	Record Coding Changes				1
130	12/31/24	900	01-044-000-0000-6410 Office Supplies	170.58	C	Record Coding Changes				1
131	12/31/24	900	01-044-000-0000-6410 Office Supplies	39.99	C	Record Coding Changes				1
132	12/31/24	900	01-044-000-0000-6410 Office Supplies	701.20	C	Record Coding Changes				1
133	12/31/24	900	01-044-000-0000-6410 Office Supplies	274.98	C	Record Coding Changes				1
134	12/31/24	900	01-044-000-0000-6410 Office Supplies	908.72	C	Record Coding Changes				1
135	12/31/24	900	01-044-000-0000-6480 Non-Capitalized Inventory	1,047.53	D	Record Coding Changes				1
136	12/31/24	900	01-044-000-0000-6480 Non-Capitalized Inventory	170.58	D	Record Coding Changes				1
137	12/31/24	900	01-044-000-0000-6480 Non-Capitalized Inventory	39.99	D	Record Coding Changes				1
138	12/31/24	900	01-044-000-0000-6480 Non-Capitalized Inventory	701.20	D	Record Coding Changes				1
139	12/31/24	900	01-044-000-0000-6480 Non-Capitalized Inventory	274.98	D	Record Coding Changes				1
140	12/31/24	900	01-044-000-0000-6480 Non-Capitalized Inventory	908.72	D	Record Coding Changes				1

Description 12 2024 JE UPLOAD - NC5 - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	12/31/24	900	01-044-000-0000-6410 Office Supplies	310.40	C	Record Coding Changes				1
142	12/31/24	900	01-044-000-0000-6480 Non-Capitalized Inventory	310.40	D	Record Coding Changes				1
143	12/31/24	900	01-044-000-0000-6480 Non-Capitalized Inventory	9,750.00	C	Record Coding Changes				1
144	12/31/24	900	01-044-000-0000-6480 Non-Capitalized Inventory	30,640.05	C	Record Coding Changes				1
145	12/31/24	900	01-044-000-0000-6480 Non-Capitalized Inventory	129.00	C	Record Coding Changes				1
146	12/31/24	900	01-044-000-0000-6480 Non-Capitalized Inventory	2,500.00	C	Record Coding Changes				1
147	12/31/24	900	01-044-000-0000-6480 Non-Capitalized Inventory	1,764.00	C	Record Coding Changes				1
148	12/31/24	900	01-044-000-0000-6241 Membership Dues	9,750.00	D	Record Coding Changes				1
149	12/31/24	900	01-044-000-0000-6241 Membership Dues	30,640.05	D	Record Coding Changes				1
150	12/31/24	900	01-044-000-0000-6241 Membership Dues	129.00	D	Record Coding Changes				1
151	12/31/24	900	01-044-000-0000-6241 Membership Dues	2,500.00	D	Record Coding Changes				1
152	12/31/24	900	01-044-000-0000-6241 Membership Dues	1,764.00	D	Record Coding Changes				1
153	12/31/24	900	01-062-000-0000-6480 Non-Capitalized Inventory	13,743.00	C	New Wireless Access Points				1
154	12/31/24	900	01-062-000-0000-6480 Non-Capitalized Inventory	14,755.00	C	Camera Addn- Fin PTE				1
155	12/31/24	900	01-062-000-0000-6480 Non-Capitalized Inventory	48,897.00	C	Squad Car Computer Replacement				1
156	12/31/24	900	01-000-000-0000-1001 Cash	13,743.00	D	New Wireless Access Points				1
157	12/31/24	900	01-000-000-0000-1001 Cash	14,755.00	D	Camera Addn- Fin PTE				1
158	12/31/24	900	01-000-000-0000-1001 Cash	48,897.00	D	Squad Car Computer Replacement				1
159	12/31/24	900	38-000-000-0000-1001 Cash	13,743.00	C	New Wireless Access Points				1
160	12/31/24	900	38-000-000-0000-1001 Cash	14,755.00	C	Camera Addn- Fin PTE				1

Description 12 2024 JE UPLOAD - NC5 - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	12/31/24	900	38-000-000-0000-1001 Cash	48,897.00	C	Squad Car Computer Replacement				1
162	12/31/24	900	38-111-040-0000-6600 Capital Outlay - SCAC	13,743.00	D	New Wireless Access Points				1
163	12/31/24	900	38-111-040-0000-6600 Capital Outlay - SCAC	14,755.00	D	Camera Addn- Fin PTE				1
164	12/31/24	900	38-201-000-0000-6600 Capital Outlay - Sheriff	48,897.00	D	Squad Car Computer Replacement				1
165	12/31/24	900	01-062-000-0000-6801 General Expense	609.00	C	Coding Change				1
166	12/31/24	900	01-111-042-0000-6300 Bldg Repairs & Maintenance	609.00	D	Coding Change				1
167	12/31/24	900	01-062-000-0000-6801 General Expense	415.95	C	Coding Change				1
168	12/31/24	900	01-111-042-0000-6300 Bldg Repairs & Maintenance	415.95	D	Coding Change				1
169	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	25.00	C	Coding Change				1
170	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	25.00	C	Coding Change				1
171	12/31/24	900	01-103-000-0000-6261 Conference & Training	25.00	D	Coding Change				1
172	12/31/24	900	01-103-000-0000-6261 Conference & Training	25.00	D	Coding Change				1
173	12/31/24	900	01-103-000-0000-6261 Conference & Training	241.02	C	Coding Change				1
174	12/31/24	900	01-103-000-0000-6330 Travel Expenses	241.02	D	Coding Change				1
175	12/31/24	900	01-103-000-0000-6330 Travel Expenses	485.00	C	Coding Change				1
176	12/31/24	900	01-103-000-0000-6330 Travel Expenses	242.54	C	Coding Change				1
177	12/31/24	900	01-103-000-0000-6330 Travel Expenses	325.00	C	Coding Change				1
178	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	485.00	D	Coding Change				1
179	12/31/24	900	01-103-000-0000-6331 Mileage Reimbursement	242.54	D	Coding Change				1
180	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	325.00	D	Coding Change				1

Description 12 2024 JE UPLOAD - NC5 - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	12/31/24	900	01-103-000-0000-6410 Office Supplies	643.95	C	Coding Change				1
182	12/31/24	900	01-103-000-0000-6410 Office Supplies	34.99	C	Coding Change				1
183	12/31/24	900	01-103-000-0000-6480 Non-Capitalized Inventory	643.95	D	Coding Change				1
184	12/31/24	900	01-103-000-0000-6480 Non-Capitalized Inventory	34.99	D	Coding Change				1
185	12/31/24	900	01-103-000-0000-6410 Office Supplies	73.82	C	Coding Change				1
186	12/31/24	900	01-103-000-0000-6410 Office Supplies	465.60	C	Coding Change				1
187	12/31/24	900	01-103-000-0000-6410 Office Supplies	24.99	C	Coding Change				1
188	12/31/24	900	01-103-000-0000-6410 Office Supplies	157.50	C	Coding Change				1
189	12/31/24	900	01-103-000-0000-6480 Non-Capitalized Inventory	73.82	D	Coding Change				1
190	12/31/24	900	01-103-000-0000-6480 Non-Capitalized Inventory	465.60	D	Coding Change				1
191	12/31/24	900	01-103-000-0000-6480 Non-Capitalized Inventory	24.99	D	Coding Change				1
192	12/31/24	900	01-103-000-0000-6480 Non-Capitalized Inventory	157.50	D	Coding Change				1
193	12/31/24	900	01-104-000-0000-6410 Office Supplies	180.72	C	Coding Change				1
194	12/31/24	900	01-104-000-0000-6410 Office Supplies	7.14	C	Coding Change				1
195	12/31/24	900	01-104-000-0000-6410 Office Supplies	155.20	C	Coding Change				1
196	12/31/24	900	01-104-000-0000-6480 Non-Capitalized Inventory	180.72	D	Coding Change				1
197	12/31/24	900	01-104-000-0000-6480 Non-Capitalized Inventory	7.14	D	Coding Change				1
198	12/31/24	900	01-104-000-0000-6480 Non-Capitalized Inventory	155.20	D	Coding Change				1
199	12/31/24	900	01-105-000-0000-6261 Conference & Training	80.00	C	Coding Change				1
200	12/31/24	900	01-105-000-0000-6241 Membership Dues	80.00	D	Coding Change				1

Description 12 2024 JE UPLOAD - NC5 - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
201	12/31/24	900	01-031-000-0000-6261 Conference & Training	151.68	C	Coding Change				1
202	12/31/24	900	01-031-000-0000-6331 Mileage Reimbursement	151.68	D	Coding Change				1
203	12/31/24	900	01-091-000-0000-6381 Cpu Usage & Network Support	268.97	C	Coding Change				1
204	12/31/24	900	01-091-000-0000-6410 Office Supplies	268.97	D	Coding Change				1
205	12/31/24	900	01-091-000-0000-6261 Conference & Training	5,776.00	C	Coding Change				1
206	12/31/24	900	01-091-000-0000-6241 Membership Dues	5,776.00	D	Coding Change				1
207	12/31/24	900	01-103-000-0000-6261 Conference & Training	358.16	C	Coding Change				1
208	12/31/24	900	01-103-000-0000-6261 Conference & Training	241.02	C	Coding Change				1
209	12/31/24	900	01-103-000-0000-6261 Conference & Training	117.14	D	Coding Change				1
210	12/31/24	900	01-103-000-0000-6261 Conference & Training	241.02	C	Coding Change				1
211	12/31/24	900	01-103-000-0000-6330 Travel Expenses	358.16	D	Coding Change				1
212	12/31/24	900	01-103-000-0000-6330 Travel Expenses	241.02	D	Coding Change				1
213	12/31/24	900	01-103-000-0000-6330 Travel Expenses	117.14	C	Coding Change				1
214	12/31/24	900	01-103-000-0000-6330 Travel Expenses	241.02	D	Coding Change				1
215	12/31/24	900	01-103-000-0000-6301 Equip/Software Maint	69.98	C	Coding Change				1
216	12/31/24	900	01-103-000-0000-6301 Equip/Software Maint	18.87	C	Coding Change				1
217	12/31/24	900	01-103-000-0000-6301 Equip/Software Maint	550.00	C	Coding Change				1
218	12/31/24	900	01-103-000-0000-6301 Equip/Software Maint	24.68	C	Coding Change				1
219	12/31/24	900	01-103-000-0000-6301 Equip/Software Maint	18.87	C	Coding Change				1
220	12/31/24	900	01-103-000-0000-6301 Equip/Software Maint	550.00	C	Coding Change				1

Description 12 2024 JE UPLOAD - NC5 - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
221	12/31/24	900	01-103-000-0000-6301 Equip/Software Maint	18.87	C	Coding Change				1
222	12/31/24	900	01-103-000-0000-6301 Equip/Software Maint	18.87	C	Coding Change				1
223	12/31/24	900	01-103-000-0000-6301 Equip/Software Maint	18.87	C	Coding Change				1
224	12/31/24	900	01-103-000-0000-6301 Equip/Software Maint	18.87	C	Coding Change				1
225	12/31/24	900	01-103-000-0000-6301 Equip/Software Maint	18.87	C	Coding Change				1
226	12/31/24	900	01-103-000-0000-6301 Equip/Software Maint	18.87	C	Coding Change				1
227	12/31/24	900	01-103-000-0000-6301 Equip/Software Maint	18.87	C	Coding Change				1
228	12/31/24	900	01-103-000-0000-6301 Equip/Software Maint	18.87	C	Coding Change				1
229	12/31/24	900	01-103-000-0000-6301 Equip/Software Maint	18.87	C	Coding Change				1
230	12/31/24	900	01-103-000-0000-6301 Equip/Software Maint	23.20	C	Coding Change				1
231	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	69.98	D	Coding Change				1
232	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	18.87	D	Coding Change				1
233	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	550.00	D	Coding Change				1
234	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	24.68	D	Coding Change				1
235	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	18.87	D	Coding Change				1
236	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	550.00	D	Coding Change				1
237	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	18.87	D	Coding Change				1
238	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	18.87	D	Coding Change				1
239	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	18.87	D	Coding Change				1
240	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	18.87	D	Coding Change				1

Description 12 2024 JE UPLOAD - NC5 - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
241	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	18.87	D	Coding Change				1
242	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	18.87	D	Coding Change				1
243	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	18.87	D	Coding Change				1
244	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	18.87	D	Coding Change				1
245	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	18.87	D	Coding Change				1
246	12/31/24	900	01-103-000-0000-6241 Membership Dues & Subscriptions	23.20	D	Coding Change				1
247	12/31/24	900	01-111-044-0000-6300 Bldg Repairs & Maintenance	13.98	C	Coding Change				1
248	12/31/24	900	01-111-044-0000-6480 Non-Capitalized Inventory	13.98	D	Coding Change				1
249	12/31/24	900	01-111-044-0000-6300 Bldg Repairs & Maintenance	112.15	C	Coding Change				1
250	12/31/24	900	01-111-044-0000-6300 Bldg Repairs & Maintenance	122.08	C	Coding Change				1
251	12/31/24	900	01-111-044-0000-6300 Bldg Repairs & Maintenance	43.55	C	Coding Change				1
252	12/31/24	900	01-111-044-0000-6480 Non-Capitalized Inventory	112.15	D	Coding Change				1
253	12/31/24	900	01-111-044-0000-6480 Non-Capitalized Inventory	122.08	D	Coding Change				1
254	12/31/24	900	01-111-044-0000-6480 Non-Capitalized Inventory	43.55	D	Coding Change				1
255	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	109.46	C	Coding Change				1
256	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	112.93	C	Coding Change				1
257	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	999.00	C	Coding Change				1
258	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	798.00	C	Coding Change				1
259	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	118.97	C	Coding Change				1
260	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	1,069.98	C	Coding Change				1

Description 12 2024 JE UPLOAD - NC5 - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
261	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	64.98	C	Coding Change				1
262	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	4.96	C	Coding Change				1
263	12/31/24	900	01-111-049-0000-6480 Non-Capitalized Inventory	109.46	D	Coding Change				1
264	12/31/24	900	01-111-049-0000-6480 Non-Capitalized Inventory	112.93	D	Coding Change				1
265	12/31/24	900	01-111-049-0000-6480 Non-Capitalized Inventory	999.00	D	Coding Change				1
266	12/31/24	900	01-111-049-0000-6480 Non-Capitalized Inventory	798.00	D	Coding Change				1
267	12/31/24	900	01-111-049-0000-6480 Non-Capitalized Inventory	118.97	D	Coding Change				1
268	12/31/24	900	01-111-049-0000-6480 Non-Capitalized Inventory	1,069.98	D	Coding Change				1
269	12/31/24	900	01-111-049-0000-6480 Non-Capitalized Inventory	64.98	D	Coding Change				1
270	12/31/24	900	01-111-049-0000-6480 Non-Capitalized Inventory	4.96	D	Coding Change				1
271	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	497.94	C	Coding Change				1
272	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	171.79	C	Coding Change				1
273	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	26.82	C	Coding Change				1
274	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	147.77	C	Coding Change				1
275	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	29.99	C	Coding Change				1
276	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	39.95	C	Coding Change				1
277	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	65.00	C	Coding Change				1
278	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	65.00	C	Coding Change				1
279	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	21.30	C	Coding Change				1
280	12/31/24	900	01-111-049-0000-6300 Bldg Repairs & Maintenance	65.00	C	Coding Change				1

Description 12 2024 JE UPLOAD - NC5 - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
281	12/31/24	900	01-111-049-0000-6480 Non-Capitalized Inventory	497.94	D	Coding Change				1
282	12/31/24	900	01-111-049-0000-6480 Non-Capitalized Inventory	171.79	D	Coding Change				1
283	12/31/24	900	01-111-049-0000-6480 Non-Capitalized Inventory	26.82	D	Coding Change				1
284	12/31/24	900	01-111-049-0000-6480 Non-Capitalized Inventory	147.77	D	Coding Change				1
285	12/31/24	900	01-111-049-0000-6480 Non-Capitalized Inventory	29.99	D	Coding Change				1
286	12/31/24	900	01-111-049-0000-6560 Janitorial Supplies	39.95	D	Coding Change				1
287	12/31/24	900	01-111-049-0000-6380 Grounds Maintenance	65.00	D	Coding Change				1
288	12/31/24	900	01-111-049-0000-6380 Grounds Maintenance	65.00	D	Coding Change				1
289	12/31/24	900	01-111-049-0000-6560 Janitorial Supplies	21.30	D	Coding Change				1
290	12/31/24	900	01-111-049-0000-6380 Grounds Maintenance	65.00	D	Coding Change				1
291	12/31/24	900	01-111-050-0000-6320 Vehicle Repairs & Maintenance	727.00	C	Coding Change				1
292	12/31/24	900	01-111-050-0000-6480 Non-Capitalized Inventory	727.00	D	Coding Change				1
293	12/31/24	900	01-121-000-0000-6242 Publishing	262.60	C	Coding Change				1
294	12/31/24	900	01-121-000-0000-6241 Membership Dues & Subscriptions	262.60	D	Coding Change				1
295	12/31/24	900	01-121-000-0000-6330 Travel Expenses	180.90	C	Coding Change				1
296	12/31/24	900	01-121-000-0000-6331 Mileage Reimbursement	180.90	D	Coding Change				1
297	12/31/24	900	01-121-000-0000-6330 Travel Expenses	72.36	C	Coding Change				1
298	12/31/24	900	01-121-000-0000-6331 Mileage Reimbursement	72.36	D	Coding Change				1
299	12/31/24	900	01-201-000-0000-6261 Conference & Training	990.00	C	Coding Change				1
300	12/31/24	900	01-201-000-0000-6430 Swat/Firearms Supplies	990.00	D	Coding Change				1

Steele County
JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - NC5 - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
301	12/31/24	900	01-201-000-0000-6285 Firearms/Ammo Training	53.99	C	Coding Change				1
302	12/31/24	900	01-201-000-0000-6285 Firearms/Ammo Training	28.99	C	Coding Change				1
303	12/31/24	900	01-201-000-0000-6285 Firearms/Ammo Training	22.99	C	Coding Change				1
304	12/31/24	900	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	53.99	D	Coding Change				1
305	12/31/24	900	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	28.99	D	Coding Change				1
306	12/31/24	900	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	22.99	D	Coding Change				1
307	12/31/24	900	01-251-000-0000-6211 Radio - Computers - Cameras	178.48	C	Coding Change				1
308	12/31/24	900	01-251-000-0000-6408 Uniforms/Uniform Reimbursement	178.48	D	Coding Change				1
309	12/31/24	900	01-252-000-0000-6274 Scram Monitoring	883.70	C	Coding Change				1
310	12/31/24	900	01-252-000-0000-6284 Interpreter Services	883.70	D	Coding Change				1
311	12/31/24	900	01-521-000-0000-6261 Conference & Training	24.00	C	Coding Change				1
312	12/31/24	900	01-521-000-0000-6261 Conference & Training	19.00	C	Coding Change				1
313	12/31/24	900	01-521-000-0000-6241 Membership Dues	24.00	D	Coding Change				1
314	12/31/24	900	01-521-000-0000-6241 Membership Dues	19.00	D	Coding Change				1
315	12/31/24	900	01-521-000-0000-6241 Membership Dues	310.00	D	Coding Change				1
316	12/31/24	900	01-521-000-0000-6410 Operating Supplies/Truck Repairs	310.00	C	Coding Change				1
Debit Total				255,967.42		Credit Total	255,967.42	Net:		0.00

PERSONNEL REPORT

June 24, 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>
Kristin Robertson	Accountant/Highway	C43/1	06/23/2025
Campbell Housh (promotion)	Chief Deputy Attorney/Attorney	D63/6	06/30/2025

Resignations/Retirements/Terminations/Change in Status:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Kolten Flynn	Correctional Officer	Detention Center	06/27/2025
William Youngquist (retirement)	Deputy Sheriff Sergeant	Sheriff	08/22/2025

STAFFING STATUS *(Information Only – No Action Required)*

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Network Security Analyst	IT	Job Description being rated
Patrol Deputy	Sheriff's Office	Recruiting
Correctional Officer – 3 positions	Detention Center	Backgrounding/Recruiting
Procurement Specialist	Finance	Interviewing
Technical Clerk I	Recorder	Interviewing
Public Works Director	Public Works	Recruiting
Director of Planning & Zoning	Planning & Zoning	Recruiting
County Engineer	Highway	Recruiting
Engineering Techs I/II/III – 3positions	Highway	On-hold
Hwy Maintenance Technician	Highway	Backgrounding
Accounting Support Specialist	Highway	On-hold
Assistant County Engineer	Highway	On-hold
Technical Clerk II	PT & E	On-hold
Human Resources Coordinator	HR	Recruiting will begin soon
Custodial & Maintenance Assistant	Facilities & Fleet	Job Description being rated
Deputy Sheriff Sergeant	Sheriff	Recruiting will begin soon



Steele County Agenda Item

Request for Board Action

Subject: Updated Fees for Marriage Licenses

Department: Recorder's Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: June 24, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

.

Recommendation:

Approve fee schedule with increase for Marriage Licenses per MN Statute 517.08 by \$10.00 effective July 1, 2025.

Background (*Including Budget Impact*):

Minnesota Statute 517.08 requires all Minnesota counties to change the Marriage License - Regular Fee to \$125.00 (from \$115.00) and for the Marriage License - Reduced Fee to \$50.00 (from \$40.00) effective July 1, 2025.

Attachments:

NA



Steele County Agenda Item

Request for Board Action

Subject: Extend Public Works Farmland Lease Agreement with Jankes

Department: Highway

Committee: Public Works

Committee Meeting Date: June 10, 2025

Work Session Date: Enter a date.

Board Meeting Date: June 24, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends extending the lease agreement

Recommendation:

Recommend accepting the proposal from Jankes to extend the Public Works Lease Agreement for Public Works Farmland for another two years ending the 15th of November in 2027.

Background (*Including Budget Impact*):

Current Agreement for 18.5 acres of farmland adjacent to the Public Works facility to Mr. David Janke in the amount of \$361 per acre, for a total of \$6,678.50 per year.

The current agreement allows for a two-year extension upon mutual agreement.

Attachments:

Contract



Farmland Lease

This agreement, made this 12th day of December 2023 by and between Steele County (Lessor), and David Janke of the County of Steele and State of Minnesota, (Lessee).

Witnesseth, That Lessor, in consideration of the rents and covenants hereinafter mentioned, does hereby Remise, Lease and Let unto the Lessee, and Lessee does hereby hire and take from Lessor, the following described premises situated in the City of Owatonna, County of Steele, and State of Minnesota,

In section number 5, Township Number 107N, Range Number 20W, containing 18.5 acres be the same, more or less, of which described premises Lessee hereby agrees to plow and put in crops not less than 18.5 acres each year during the continuance of this lease. The specific acreage will be staked by the Lessor upon execution of this lease document and request.

To Have and to Hold, the above rented premises unto Lessee, heirs and assigns, subject to the conditions and limitations hereinafter mentioned for and during the time period from and after the 12th day of December 2023, the term of this Lease ending the 15th day of November 2025 or fifteen days after the crop is harvested, whichever is earlier.

And Lessee agrees to and with the Lessor to pay as rent for the above-mentioned premises, for and during the full term of this Lease, the sum of \$6,678.50 dollars per year payable upon execution of this lease document and no later than April 1st of each year. The lessor and lessee may upon mutual agreement renew this lease for up to one additional term (2 years).

And it is Further Agreed, by and between the parties as follows: That should Lessee fail to make the above-mentioned payment as herein specified, or fail to fulfill any of the covenants herein contained, then and in that case Lessor may re-enter and take possession of the above rented premises, and hold and enjoy the same without such re-entering working a forfeiture of the rents to be paid by Lessee for the full term of this lease. That if Lessor sells said premises during the life of this lease and before the crop is in ground, and desires to give possession to the purchaser, that Lessee will forthwith surrender possession of said leased premises upon the payment to him of \$240 per acre for each acre of said premises newly plowed by Lessee at the time said possession is demanded if sold after the crop is in, then Lessee shall have the rights to remove such crop when ready to be harvested. That if Lessor sells said premises during the term of lease, the purchaser may at any time enter upon the leased premises for the purpose of plowing, breaking more land, summer-fallowing, cultivating or otherwise improving any part of said premises not in actual cultivation by said Lessee and without such entry working any forfeiture of the rents herein agreed to be paid. That if Lessee remains in possession of said premises after the expiration of the term for which they are hereby leased, such possession shall not be construed to be renewal of this lease, but to be tenancy at the will of the Lessor, which may be terminated upon ten days' notice, given by the said Lessor in writing, either delivered to Lessee or sent to him in a sealed envelope, duly stamped and directed to him at 4677 Crane



Creek Road, Owatonna, MN 55060 which is hereby declared by Lessee to be his usual Post Office address.

And the Lessee also covenants and agrees to and with Lessor, not to assign this lease or underlet the above rented premises or any part thereof, without first obtaining the written consent of the Lessor and that he will, at the expiration of the time as herein recited, quietly yield and surrender the aforesaid premises to the Lessor, his heirs or assigns, in as good condition and repair as when taken, reasonable wear and tear and damage by the elements alone excepted. Lessee also covenants and agrees to cultivate the hereby leased premises in a careful and husband-like manner, and to maintain and keep up any fences so as to protect all crops from injury and waste, and to protect any shade trees thereon and to cut no green trees and to commit no waste or damage on said real estate and to suffer none to be done.

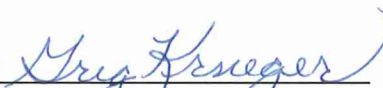
Lessee is also to destroy noxious weeds growing on said land, declared by statute to be common nuisances, within the times prescribed by law, and shall keep all roadways and other parts of the land, not in crop, mowed and free from growing weeds. And, Lessor or his agent shall have the right to enter upon said premises at any time, without injury to the standing crops, for the purpose of making any improvements, or to prepare for the succeeding crop, or for any other purpose whatsoever.

And Lessor covenants that Lessee, on paying the rent and performing the covenants aforesaid, shall peaceably and quietly have, hold and enjoy the said remised premises for the term aforesaid. In the event of any rents due hereon being collected by suit, the Lessee further agrees to pay all expenses which may be incurred thereby.

Lessee agrees that it will save and hold harmless Lessor from any and all claims, causes of action or liability whatever arising out of the use of said premises, including but not limited to property sublet by Lessee.

IN TESTIMONY WHEREOF, both parties have hereunto set their hands the day and year hereinbefore written.

County of Steele

By 
Lessor – County Board Chair

By 
Lessee – David Janke

**BID FORM FOR
RENTAL OF 18.5 ACRES OF FARMLAND IN
3000 HOFFMAN DRIVE
CITY OF OWATONNA**

TO: Steele County Board of Commissioners

RE: Bid Opening, November 27, 2023, 10:00 a.m.
Steele County Public Works
3000 Hoffinan Drive
P.O. Box 890
Owatonna, MN 55060

The undersigned hereby agrees to rent 18.5 acres of farmland from 2024-2025, as indicated on the attached map.

Lessee agrees to and with the Lessor to pay as rent for the above-mentioned premises, for and during the full term of this Lease no later than April 1st of each year. The lessor and lessee may upon mutual agreement renew this lease for up to one additional term.

a) Row crops: 18.5 Acres @ \$ 36.00 per acre

Bidder Information:

- a. Name of Bidder(s): David H. Janke
- b. Address: 4677 Crane Creek Rd
- c. Telephone Number: 507-456-0451
- d. Authorized Signature: David H. Janke



Steele County Agenda Item

Request for Board Action

Subject: Approve Repair on CD21

Department: Property Tax & Elections

Committee: Land Use & Records

Committee Meeting Date: June 12, 2025

Work Session Date: June 24, 2025

Board Meeting Date: June 24, 2025

Consent Agenda: X Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving repair.

Recommendation:

Approve repair invoice from Dahle Enterprises for over the \$10,000 Ditch Inspector approval threshold on CD21 at Section 21 Meriden

Background (*Including Budget Impact*):

Emergency repair was needed on CD21 due to a tile plugged with tree roots creating a 4-acre pond and stopping all drainage above the plug. The current balance in CD21 fund is just over \$31,000 and is currently levied at .25% or \$13,000 annually.

Attachments:

Invoice for Ditch Inspection Repairs

DITCH INSPECTION REPAIRS

DATE 6/3/25

DITCH # CD 21

LOCATION: (SECTION NUMBER AND LAND OWNER)

Township Section

Meriden 31, Roger Brase

INSPECTION/ISSUE:

14" tile was plugged with tree roots creating a 4 acre pond and stopping all drainage above the plug.

CORRECTION AND NATURE OF REPAIRS:

Replace 415' of tile with 15" dual wall.

COST ESTIMATE: _____

IF COST ESTIMATES WERE RECEIVED FROM A CONTRACTOR, LIST THE NAME OF THE

CONTRACTOR: _____

SUBMITTED BY:



Drainage Inspector

TITLE

REMARKS:

I realized this would cost more than \$10,000 but it was so severe it needed to be fixed immediately. Also, the tile joints were wrapped with copper wire to not have to repair again, hopefully.

SUBMITTED TO THE COUNTY BOARD ON THE 4th DAY OF June, 2025

Dahle Enterprises of Morristown, LLC

PO Box 247
Morristown, MN 55052
507-685-2148
Fax 507-685-2152

Invoice

Please remit payments to:
Dahle Enterprises
PO Box 247
Morristown, MN 55052

Bill To

Steele County
635 Florence Ave
Owatonna, MN 55060

Date	Invoice #
6/3/2025	14094

Terms
Due upon receipt

Description	Qty	Rate	Amount
4-25-25 Tile line south of Meridan			
Locate 14" main-tree roots in tile			
Labor	2.5	75.00	187.50
Kobelco 70	2.5	125.00	312.50
4-30-25 Locate and dig up			
Labor	3.5	75.00	262.50
JD 245 excavator	3.5	165.00	577.50
5-1-25 Main			
Labor	19	75.00	1,425.00
Kobelco 210	2.5	145.00	362.50
John Deere 250	7	170.00	1,190.00
Filter fabric per sq. ft	36	0.75	27.00
Pipe delivery	1	200.00	200.00
18" Dual Wall tee	1	239.50	239.50
15" to 8" Reducer	1	92.16	92.16
8" to 6" Reducer	1	18.20	18.20
15" Connector	4	22.89	91.56
5-2-25 15" tile main			
Labor	24	75.00	1,800.00
Skid loader	4	120.00	480.00
Kobelco 210	7	145.00	1,015.00
JD 245 excavator	7	165.00	1,155.00
Copper wire 8 gage	70	1.00	70.00
Lime stone 1 1/2" dust free delivered	18.9	26.80	506.52
5-10-25 14" Culvert, hook up new 15" and backfill			
Labor	5	75.00	375.00
JD 245 excavator	4	165.00	660.00
Please write invoice number on check. Remit to: PO Box 247 Morristown, MN 55052	TOTAL		
	Payments/Credits		
dahleenterprises@gmail.com	Balance Due		
TERMS: 1.5% Finance Charge per Month (18% APR) following first month after charge.			

Dahle Enterprises of Morristown, LLC

PO Box 247
Morristown, MN 55052
507-685-2148
Fax 507-685-2152

Invoice

Please remit payments to:
Dahle Enterprises
PO Box 247
Morristown, MN 55052

Bill To

Steele County
635 Florence Ave
Owatonna, MN 55060

Date	Invoice #
6/3/2025	14094

Terms
Due upon receipt

Description	Qty	Rate	Amount
Copper wire 8 gage	57	1.00	57.00
6" Tile	5	1.42	7.10
15" Dual Wall	415	9.66	4,008.90
15" Dual wall tee	1	192.48	192.48
6" Connector	4	7.50	30.00
15" Connector	3	22.89	68.67
5-14-25 Level spoil			
JD 700 Dozer	2	167.00	334.00
Please write invoice number on check. Remit to: PO Box 247 Morristown, MN 55052	TOTAL		\$15,745.59
	Payments/Credits		\$0.00
	Balance Due		\$15,745.59
TERMS: 1.5% Finance Charge per Month (18% APR) following first month after charge.			



CD 21, Roger Brase

June 03, 2025

0 0.04 0.08 0.16 mi

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 PERFORMANCE, MERCHANTABILITY, RELIABILITY, OR FITNESS OF THE DATA FOR ANY PARTICULAR PURPOSE. Steele County, MN is not responsible for any direct, indirect, special, incidental, compensatory or consequential damages or third party claims resulting in the use of this data, even if such claims are caused in whole or in part by the use of such data. This data may not be used in claims that do not allow the exclusion or limitation of damages or consequential damages.



Steele County Agenda Item

Request for Board Action

Subject: Advanced Correctional Healthcare Contract Amendment

Department: Sheriff's Office - Detention Center

Committee: Public Safety & Health

Committee Meeting Date: June 17, 2025

Work Session Date: Enter a date.

Board Meeting Date: June 24, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

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

Recommendation:

Recommendation is to approve contract renewal option #2 with Advanced Correctional Healthcare.

Background (*Including Budget Impact*):

Amendment includes the following:

- Increase of 5.53%. This is in line with the CPI for medical care.

-Increase of 30 min in provider time. This comes based off an average of time on site during their visits.

- Decrease in total contract cost from \$236,119.00 to \$202,461.39. This decrease comes from the removal of Cap funds that cover the cost of medical related expenses. This on average has been roughly \$10,000 per year, so the decrease will need to be absorbed into the DC's expense budget.

Attachments: Contract Amendment

Steele County, MN
CPI is currently 5.53%
 4/11/2025

Price(s) good for 90 days	Current 10/14/2024-2/28/2025	Renewal Option 1 3/1/2025-2/28/2026	Renewal Option 2 3/1/2025-2/28/2026	Renewal Option 3 3/1/2025-2/28/2026
Annual Price	\$236,119.00	\$213,061.39	\$202,461.39	\$189,165.93
ADP	30 We refunded our clients over \$844K in 2023			
Per Diem Rate	\$0.43			
Prescriber	Onsite one time every other week (estimate 1 hour) + unlimited 24/7/365 on-call by phone	Onsite one time every other week (estimate 1.5 hours) + unlimited 24/7/365 on-call by phone		
Nursing RNs only does not include holiday/pto/sick coverage	32 hrs/wk 108% of contracted nursing hours were met nationwide in 2023			
Qualified Mental Health Professional (QMHP)	6 hrs/wk minimum Master’s level		3 hrs/wk	Not Included
On-call QMHP (minimum 1 hour increments)	\$200 per hour in-person \$150 per hour via telehealth			\$300 per hour in-person \$175 per hour via telehealth
Monthly Cap	\$3,700 per month \$44,400 per year Prices are at cost ACH does not “mark up” these items	County Pays		
Medical Claims Re-pricing (bill scrubbing)	Included upon request for \$17/claim We do NOT charge “savings fees” on denied claims We saved our clients over \$23M nationwide in 2023			
Officer Training	Included On-site and online LMS (learning management system)			

Dave Tedrow (Retired – Anoka County MN), Program Consultant
 612.747.7056 / David.Tedrow@advancedch.com

Matt Shults (Retired – Phelps County MO), CCHP
Director of Business Development & Client Services
 573.578.1978 / Matt.Shults@advancedch.com

Spark Training, LLC	
Occupational Health / Officer Wellness for jail, dispatch, first responders, patrol, support staff, etc.	Included CIERR Program (Critical Incident Employee Rapid Response) <u>Face-to-Face Wellness Checks</u> Routine and/or State Mandated Price ranges from \$150 per hour to \$300 per hour (minimum 1 hour increments) In-person or telehealth <u>Fitness for Duty Evaluations</u> Evaluation for Hire, Routine Evaluation, Triggered Evaluation Price is case-by-case In-person or telehealth
Prison Rape Elimination Act of 2003 (PREA) Compliance	Included – Victim Advocacy The county may designate Freedom Behavioral Health, Inc. to provide post-incident victim advocacy as required in PREA Standard 115.21, and outside confidential support services as required in PREA Standard 115.53. Upon the county’s request, we will provide a QMHP at the rate of \$175 per hour (with a minimum of 1 hour per visit). Services may be provided in-person or via tele-health (as mutually agreed upon). QMHP responsiveness will depend upon the amount of notice given. Included – Medical Specialty Training Upon the county’s request, Spark Training, LLC will provide annual PREA medical specialty training for medical and mental health team members. (This training is in addition to the annual PREA training that is already required.) This training is usually presented electronically as a specialized track for medical and mental health team members, covering topics such as evidence collection and emotional support post-incident. Proof of this training is specifically requested by PREA auditors.
DetainEMR Advanced Inmate Medical Management, LLC	Not Included USMS will reportedly require EMR this year Software updates/upgrades are automatic and free, online training is free and unlimited, troubleshooting is free and unlimited, user accounts are free and unlimited. EMR per diem is \$0.33 for Software as a Service (SaaS) costs. EMR per diems do not reconcile down. County must pay one-time startup costs.
Discharge Planner	Not Included This professional assists patients with re-entry and release planning. Components include patient education and connection to needed community resources.
Addiction Professional: Substance Abuse Counselor /	Not Included This professional evaluates the presence of substance abuse and addiction; creates individualized treatment plans; coordinates with community treatment resources; and provides stabilization, treatment, and support for those struggling with an addiction to drugs or alcohol.

Dave Tedrow (Retired – Anoka County MN), Program Consultant
612.747.7056 / David.Tedrow@advancedch.com

Matt Shults (Retired – Phelps County MO), CCHP
Director of Business Development & Client Services
573.578.1978 / Matt.Shults@advancedch.com

Substance Use Disorder Evaluator	
ASQ Suicide Prevention Tool	The county agrees to implement the nationally validated ASQ suicide prevention tool for use by the security team, as appropriate. For example, it's the county's responsibility to screen patients returning from court, as appropriate.
DO YOU NEED ANY TRAINING?	In partnership, Freedom Behavioral Health, Inc. offers Mental Health First Aid (MHFA) certification. Additionally, Spark Training provides online medical, behavioral/mental health, and legal education courses. Sign up for Spark Training's blog list by emailing: training@sparktraining.us .

Agreed to by: _____
Option: _____ Sign: _____ Print: _____ Date: _____

Dave Tedrow (Retired – Anoka County MN), Program Consultant
612.747.7056 / David.Tedrow@advancedch.com

Matt Shults (Retired – Phelps County MO), CCHP
Director of Business Development & Client Services
573.578.1978 / Matt.Shults@advancedch.com



Steele County Agenda Item

Request for Board Action

Subject: MN DOC Work Release Contract Renewal 7/25 to 6/26

Department: Sheriff's Office - Detention Center

Committee: Public Safety & Health

Committee Meeting Date: June 17, 2025

Work Session Date: Enter a date.

Board Meeting Date: June 24, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving

Recommendation:

Recommendation is to approve the contract renewal with the MN DOC Work Release Program

Background (*Including Budget Impact*):

Amendment includes the following:

- Increase of daily rate from \$60.00 per day to \$75.00 per day.

Attachments: Contract Amendment



State of Minnesota

Joint Powers Agreement

SWIFT Contract Number: 270020

This Agreement is between the State of Minnesota, acting through This agreement is between the State of Minnesota, acting through its commissioner of corrections, Department of Corrections, Work Release Unit, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108 ("State") and Steele County-Steele County Detention Center, 2500 Alexander Street S. W, Owatonna, MN 55060 ("Governmental Unit")

Recitals

Under Minnesota Statutes § 471.59, subd. 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of work release services.

Agreement

1. Term of Agreement

- 1.1 **Effective Date: July 1, 2025** or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.
- 1.2 **Expiration Date: June 30, 2026** or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2. Agreement between the Parties

2.1 The State will refer State offenders who:

- a) meet the criteria and screening for work release as established in Minn. Stat. § 241.26 and State policy 205.120 located at www.doc.state.mn.us, which is incorporated by reference;
- b) have security requirements that are met by the Governmental Unit's work release program, and;
- c) have a release plan that incorporates the geographical area of the Governmental Unit.

2.2 The Governmental Unit and State must mutually agree on the State offender placement in the Governmental Unit's work release program.

2.3 The Government Unit will provide work release services under the rules and regulations of the Minnesota Department of Corrections Work Release Program Manual, as provided by the State authorized representative.

3. **Payment**

The State will pay Seventy Five and 00/100 dollars (\$75.00) per day per person participating in the Governmental Unit's work release program and twenty five dollars and 00/100 (\$25.00) per day per person on Phase 2/Live Out (electronic monitoring/GPS; for offender's participating in the Contractor's work release program) inclusive of date of arrival and not inclusive of date of departure. Payment will be consistent with the fiscal section in the Work Release Program Guidelines Manual. This agreement does not include any additional reimbursement for travel and subsistence expenses incurred by the Governmental Unit in the performance of this agreement.

The total obligation of the State under this Agreement will not exceed \$120,000.00.

4. **Authorized Representatives**

The State's Authorized Representative is Terry Byrne, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108, Phone 651-361-7127, or his successor. or his/her successor.

The Governmental Unit's Authorized Representative is Anthony Buttera, Jail Administrator, 2500 Alexander Street S.W, Owatonna, MN 55060, Phone: 507-446-7010 another.buttera@co.steele.mn.us or his/her successor.

5. **Assignment, Amendments, Waiver, and Contract Complete.**

- 5.1 **Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the State and a fully executed assignment agreement, executed and approved by the authorized parties or their successors.
- 5.2 **Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the authorized parties or their successors.
- 5.3 **Waiver.** If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 5.4 **Contract Complete.** This Agreement contains all negotiations and agreements between the State and the Contractor. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6. **Indemnification.**

- 6.1 In the performance of this Agreement, the Indemnifying Party must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Indemnifying Party's:

- Intentional, willful, or negligent acts or omissions; or
- Actions that give rise to strict liability; or
- Breach of contract or warranty.

The Indemnifying Party is defined to include the Governmental Unit, the Governmental Unit's reseller, any third party that has a business relationship with the Governmental Unit, or Governmental Unit's agents or employees, and to the fullest extent permitted by law. The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole

negligence. This clause will not be construed to bar any legal remedies the Indemnifying Party may have for the State's failure to fulfill its obligation under this Agreement.

- 6.2 Nothing within this Agreement, whether express or implied, shall be deemed to create an obligation on the part of the State to indemnify, defend, hold harmless or release the Indemnifying Party. This shall extend to all agreements related to the subject matter of this Contract, and to all terms subsequently added, without regard to order of precedence.

7. State Audits.

Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State, the State Auditor, or Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Agreement.

8. Government Data Practices.

The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. Ch. 13, by either the Governmental Unit or the State.

If the Governmental Unit receives a request to release the data referred to in this clause, the Governmental Unit must immediately notify and consult with the State's Authorized Representative as to how the Governmental Unit should respond to the request. The Governmental Unit's response to the request shall comply with applicable law.

9. Venue

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

10. Termination

- 10.1 Termination. The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.
- 10.2 Termination for Insufficient Funding. The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit 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 agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

11. E-Verify Certification (in accordance with Minn. Stat. § 16C.075).

For services valued in excess of \$50,000, the Governmental Unit certifies that as of the date of services performed on behalf of the State, Governmental Unit and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the State. The Governmental Unit is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EveryfySubCertForm.doc>. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request.

1. State Encumbrance Verification

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

Print Name: Amber Brown
 Signature: 
 Title: Buyer 2 Date: 6/10/2025
 SWIFT Contract No. P7801-3000173818

3. State Agency

With delegated authority

Print Name: _____
 Signature: _____
 Title: _____ Date: _____

2. Governmental Unit

Print Name: Anthony Buttera
 Signature: _____
 Title: Jail Administrator Date: _____

Governmental Unit

Print Name: _____
 Signature: _____
 Title: _____ Date: _____

4. Commissioner of Administration

As delegated to The Office of State Procurement

Print Name: _____
 Signature: _____
 Title: _____ Date: _____
 Admin ID: _____



Steele County Agenda Item

Request for Board Action

Subject: Resolution – Authorize Acquisition by Expedited Eminent Domain Proceedings for SAP
074-628-004

Department: Highway

Committee: Public Works

Committee Meeting Date: June 10, 2025

Work Session Date: NA

Board Meeting Date: NA

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee recommends Board Meeting General

Recommendation:

Adopt resolution authorizing acquisition by expedited (“quick take”) eminent domain proceedings for the CSAH 28 and Beaver Lake Park project.

Background (*Including Budget Impact*):

Steele County is finalizing plans for a project that will reconstruct CSAH 28 from North Beaver Lake Road to South Beaver Lake Road on a new alignment away from Beaver Lake making room for most of Beaver Lake Park amenities to be on the lake side of the road. A multiuse trail will be constructed from Beaver Lake Road South to Beaver Lake Road North. This project will provide safety benefits to motorists, boat launchers, park users and area pedestrians.

The project will need to acquire additional right of way in fee title and temporary easements on an estimated 13 parcels. The project consultant has prepared appraisals and made offers for the direct purchase the of the required right of way. However, a couple property owners haven’t come to agreement with the County yet despite giving them reasonable time to consider the offers. If the consultant is unable to obtain the parcels by direct purchase soon, eminent domain will be required to ensure that the rights-of-way are obtained in time to support the construction schedule starting in the fall of 2025.

Consultant staff will continue to negotiate with property owners to achieve either a direct purchase before filing with the court, or a settlement subsequent to filing.

Attachments:

Resolution



STEELE COUNTY RESOLUTION
ACQUISITION BY EMINENT DOMAIN PROCEEDINGS
FOR S.A.P. 074-628-004
CSAH 28 (S. BEAVER LAKE RD TO N. BEAVER LAKE RD)
AND BEAVER LAKE PARK

Department: Highway

Date: 6/24/2025

Resolution No: 2025-032

WHEREAS, Steele County Highway Department and Parks Department are preparing plans and specifications for the reconstruction of CSAH 28 from South Beaver Lake Road to North Beaver Lake Road with improvements to Beaver Lake Park and,

WHEREAS, the project is designated as SAP 074-628-004 and includes grading, aggregate base, storm sewer, concrete curb & gutter, drainage improvements and paving, boat launch, parking lots, landscaping and other minor improvements; and

WHEREAS, this construction project will require the acquisition of additional right of way to accommodate the improvements; and

WHEREAS, Steele County has the legal authority to acquire the necessary land interests by eminent domain, pursuant to Minnesota Statute Section 163.02 and Minnesota Statutes Chapter 117; and

WHEREAS, road right of way and park land constitutes a public use of land and serves a public purpose; and

WHEREAS, Steele County will continue negotiations in an attempt to acquire necessary right of way by direct purchase.

NOW, THEREFORE, BE IT RESOLVED, the Steele County Board of Commissioners does hereby authorize the acquisition of right of way for S.A.P. 074-628-004 by eminent domain including the use of the expedited ("quick take") procedure, pursuant to Minnesota Statutes 163.02 and Chapter 117 and directs the County Attorney to file the necessary petition therefore and to prosecute such action to a successful conclusion or until it is abandoned, dismissed or terminated by the County or the Court. The County Attorney is also authorized to engage independent legal counsel to represent the County in the eminent domain proceedings and any related legal proceedings and to engage such other experts as the County Attorney deems necessary and convenient for the purpose of acquiring the necessary land rights for the reconstruction project.

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: Donation for the Steele County Sheriff's Office

Department: Sheriff's Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: June 24, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Approve the donation to the Steele County Sheriff's Office

Recommendation:

Approve the donation to the Steele County Sheriff's Office

Background (*Including Budget Impact*):

Per State Law, all donations must be approved by the County Board of Commissioners

Attachments:

Donation Acceptance Resolution June 24, 2025



**STEELE COUNTY RESOLUTION
ACCEPTANCE OF CASH DONATION
FOR STEELE COUNTY SHERIFF'S OFFICE**

Department: Sheriff's Office

Date: 6/17/2025

Resolution No: 2025- 033

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:

\$ 2,500.00

From the Owatonna VFW Post 3723

To be used for the purpose of establishing a Honor Guard Detail within the Steele County Sheriff's Office.

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

Dated this 24th day of June, 2025.

STEELE COUNTY
BOARD OF COMMISSIONERS

James, Brady, 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 24th day of June, 2025.



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, June 10, 2025 at 8:00 a.m. – Public Works Conference Room

Attendees: Commissioner Krueger, Commissioner Prokopec, Interim Engineer Al Goodman, Four Seasons Director Steve Schroht, Finance Director Candi Lemarr, Highway Maintenance Supervisor Paul Kirtz, and Administrator Renae Fry.

Consent:

1. Approve Public Works Farmland Lease Extension for two more years until 12/31/2027.

General:

2. Adopt resolution authorizing acquisition by expedited (“quick take”) eminent domain proceedings for the CSAH 28 and Beaver Lake Park project.

Highway Updates:

East Side Corridor - WSB is working on the EAW and related analysis. Once the information is completed, there will be a public meeting.

CR 180 School Street RR crossing – SEH will be finalizing plans for the installation of the crossing gate and trail improvements.

CSAH 48 Main Street – Plans are being updated to finalize the environmental analysis and have plans ready to approval by next spring to meet federal funding deadlines.

2025 construction – 2025 projects are underway with Interim Engineer Goodman providing guidance.

Department Head Reports

Four Seasons: School is out for the summer and summer hockey is busier than last year. The circus is this week. Beaver Lake launch is open but the weed count is up across the lake. Steve is working on the 2025/26 ice schedule.

Administration: The Public Works Director position is posted and the deadline to apply is 6/26. The county engineer position will be posted this week.

Highway: Paul is developing a plan to take on more black top projects. The highway team will be doing a pilot project to determine if the useful life of county roads can be extended with a black top application that could be done in house. He ordered a skid loader implement to test out.

Landfill: The demolition of the construction debris cell is complete and work to build the new cell will hopefully get underway this fall.

Finance: Candi is working with department heads to go through the first budget review. The 2024 audit is in full swing and the on site work will be done in early July. The 911 Joint Powers Board audit is complete.

DRAFT



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

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

Thursday, June 12, 2025 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Glynn, Commissioner Abbe, County Assessor Brian Anderson, and Administrator Renae Fry.

Consent:

1. Approve Repair on CD21

Department Head Reports

Assessor: Brian reported that a new appraiser started this week. Jordyn Williams previously worked as a mortgage banker with Bremer Bank. He reported that 7 parcels filed in Tax Court. Settlement was reached on one parcel and settlement talks are in process for another. The County Attorney is working on two of the parcels, but at least one parcel will go onto to Tax Court for review. 41 parcels were contested at the local meetings and will be reviewed by the Commissioners at the Board of Equalizations meeting. It is anticipated that the owners of four parcels will likely appear at the Board of Equalization, three of which are contesting their classification and one is contesting their valuation.



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, June 17, 2025, at 8:00 a.m. – Board Room

Attendees: Commissioner Prokopec, Commissioner Krueger, Sheriff Lon Thiele, County Attorney Robert Jarrett, Community Corrections Director Tim Schammel, Jail Administrator Anthony Buttera, Public Health Director Amber Aaseth, Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Consent Agenda

1. Approve Amendment to Advanced Correctional Healthcare Contract
2. Approve Renewal to MN DOC Work Release Contract (7/25 – 6/26)

General Agenda

3. Adopt Resolution for donation to establish a new SCSO Honor Guard in an amount of \$2,500.00 from the VFW POST 3723.

Department Head Reports

Administration: Nothing to report.

Attorney's Office: Data practices video has been completed for training. Working on better data tracking. Security assessment at the courthouse to be completed in July. When complete, this report will be a confidential report.

Community Corrections: Probation reform update was given. Subsidy dollars are normally around a million fifty and now will be \$8K less. Requested \$5K from the Childrens Mental Health Collaborative for truancy court monitoring. Working on the panic buttons for the new building. There could be additional costs since this team uses encrypted data. Looking at bringing back the Domestic Violence Community Response program.

County Sheriff: Changes in data practices coupled with the increased number of data requests coming in will require increased records staff. The MSA is aware of these problems and it was the main topic at a recent meeting. Steele County is in charge of all 800 MHz towers that are used by all emergency teams in Steele County. There will be significant budget impacts for updates to the towers.

Detention Center: Close to fully staffed then received a resignation. The new food service plan is liked by the inmates. Anthony mentioned that new rules will result in changes relating to mental health and medical coverage requirements.

Public Health: New nurse starting on Monday. Working with IT the phone should be transferred over with Teams. Went to 38 Tobacco retailers in Steele County and they all passed “Congratulate and Educate”. This program is different than what the Sheriff’s Department does. Mobile Unit has been out to gain public interest.