



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, JULY 8, 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.

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 24, 2025 Board Minutes (pg. 4)

6. Approve June 24, 2025 Board Work Session Minutes (pg. 8)
7. Approve Bills (pg. 10)
8. Approve Personnel Report (pg. 42)
9. Approve Fee Schedule with changes from the Recorder's Office, Sheriff's Office and Public Health. (pg. 43)
10. Accept the proposal from Met-Con Construction for the Community Center Phase 2 Exterior Renovation project in an amount of \$68,800.00 and authorize the Facilities and Fleet Director to accept the proposal. (pg. 45)

General Agenda

11. July Anniversary Report (pg. 51)
12. Action Items

County Board Work Session – Tuesday, July 8, 2025

13. Action Items

Information Items

14. 2025 Performance Measurement Annual Report (pg. 52)
15. Internal Central Services Committee Minutes – Tuesday, July 8, 2025 (pg. 60)

Commissioner Reports:

Next Meeting Notices:

Land Use & Records – **Thursday, July 10th at 8 a.m. in the Boardroom**

Public Safety & Health Committee – **Tuesday, July 22nd at 8 a.m. in the Boardroom**

County Board Work Session – **Tuesday, July 22nd, at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, July 22nd at 5 p.m. in the Boardroom**

***Closed Session for the purpose of discussing pending litigation - attorney/client privilege,
pursuant to Minn. Stat. § 13D.05, Subd. 3(b)***

Motion to go into closed Session

Discussion

Motion to end closed Session

Action Item if necessary

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.

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

June 24, 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 24, 2025 with Commissioner's Glynn, Prokopec, Abbe, Krueger and Brady present. Also present were Finance Director Candi Lemarr, County Assessor Brian Anderson, County Attorney Robert Jarrett, Public Health Specialist Ethan Rindfleisch, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve the agenda with the addition of item #16. Ayes all

Amendments to the agenda:

Add as item # 16 from the Work Session: Local Homeless Prevention Aid Public Health Staff is recommending allocation of \$128,000.

Comments and Correspondence:

Public Comment: 3 people addressed the Board. 1 regarding the Steele County HAM Radio event in June and 2 regarding Eastside corridor.

Correspondence: NACo Achievement Award - Financial award for our annual budgeting process.

Consent Agenda:

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

- A. Approve the minutes of June 10, 2025 Board Meeting
- B. Approve the minutes of June 10, 2025 Board Work Session
- C. Approve the minutes of June 17, 2025 Board of Appeals and Equalization
- D. Approve Bills and Journal Entries
- E. Approve the Personnel Report

New Hires/Promotions/Demotions/Transfers:

Name	Position/Dept.	Rating/Step	Date
Kristin Robertson	Accountant/Highway	C43/1	06/23/2025
Campbell Housh (promotion)	Chief Deputy/Attorney	D63/6	06/30/2025

Resignations/Retirements/Terminations:

Name	Position	Department	End Date
Kolten Flynn	Correctional Officer	DC	06/27/2025
William Youngquist (retirement)	Deputy Sheriff Sergeant	Sheriff	8/22/2025

Open Positions-Pending Board Approval:

Position	Department	Notes
Network Security Analyst	IT	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

- F. Approve updated Fee Schedule with state mandated changes to marriage license cost.
- G. Approve the extension of the Public Works Farmland Lease Agreement with Jankes for the next two years, 2026 – 2027.
- H. Approve repair invoice from Dahle Enterprises for over the \$10,000 Ditch Inspector approval threshold on CD21 at Section 21 Meriden.
- I. Approve Advanced Correctional Healthcare Contract Amendment option #2.
- J. 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:

Motion by Commissioner Krueger, seconded by Commissioner Prokopec to approve the Local Homeless Prevention Aid allocating \$128,000 to the following applicants: Lighthouse of Southern Minnesota: up to \$38,000, Semcac: up to \$44,000, and Steele County Transitional Housing: up to \$46,000. Ayes all.

Commissioner Krueger offered **Resolution No. 2025-032** 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, seconded by Commissioner Prokopec. Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.

Commissioner Glynn offered **Resolution No. 2025-033** Acceptance of a \$2,500 Cash Donation from the VFW for a Steele County Honor Guard, seconded by Commissioner Abbe. Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference

Commissioner Reports:

Commissioner Glynn reported his attendance at Land Use and Records Committee and Board of Appeal and Equalization

Commissioner Prokopec reported his attendance at SE Mn Emergency Medical Services, Work Force Joint Powers Board, Board of Appeal and Equalization, Public Safety and Health Committee, and a work session.

Commissioner Abbe reported his attendance at Joint Task Force meeting, Land Use and Records Committee, Law Library Trustees meeting, MNP Joint Powers Board, Board of Appeal and Equalization, 911 Dispatch meeting, and Olmsted Medical Center Open House.

Commissioner Krueger reported his attendance at Law Library, Public Safety and Health Committee, MNP Finance, MNP Joint Powers Board, Board of Appeal and Equalization, and Olmsted Medical Center open house.

Commissioner Brady reported his attendance at City/County/School District/OPU meeting, Board of Appeal and Equalization meeting, 911 Dispatch meeting, SPERO was canceled lack of a quorum.

County Attorney had nothing to report.

County Administrator reported her attendance at Olmsted Medical Center Open House, and reported her ongoing labor negotiations with bargaining groups with a possible delay in a tentative agreement in all areas due to health care.

LISTING OF BILLS

June 24, 2025

Amazon Capital Services Inc	3,197.21
ArchKey Technologies	10,540.42
Baker Tilly US, LLP	10,447.50
BRN Lawn & Landscape LLC	4,850.00

Central Farm Services	8,113.51
Corporate Recognition Inc	15,853.89
Erickson Engineering Co LLC	8,614.00
Four Seasons Electric	32,228.44
Gopher Septic Service Inc	4,295.00
I & S Group Inc	9,883.15
Jackson's Heavy Equipment Training LLC	3,896.05
Kraft Mechanical LLC	5,330.00
Mn Counties Intergovernmental Trust	4,236.00
Owatonna Park and Recreation	2,310.23
RDO Equipment Co, Inc.	18,299.72
SafeAssure Consultants Inc	10,193.24
SHI International Corp	2,566.80
Steele County Trail Assoc	2,663.76
Stewart Sanitation	2,720.62
Summit Food Services LLC	3,876.10
Thomson Reuters - West	2,716.54
UKG Kronos Systems LLC	3,648.16
Uline Inc	7,888.64
124 Payments less than 2000	<u>39,621.89</u>
Final Total:	217,990.87

Motion by Commissioner Abbe, seconded by Commissioner Glynn to adjourn to the Call of the Chair at 5:28 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

June 24, 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 24, 2025 with Commissioner's Glynn, Prokopec, Abbe, Krueger and Brady present. Also present were Human Resources Director Gina McGuire, Finance Director Candi Lemarr, County Assessor Brian Anderson, Public Health Specialist Ethan Rindfleisch, MNP Director Tara Reich, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

The Health Specialist brought forward the Local Homeless Prevention Aid (LHPA). LHPA was created to help local governments ensure no child is homeless. Counties must use this aid to fund new or existing family homeless prevention and assistance projects or programs. Steele County received \$127,697 of aid in 2024 to be spent by the end of 2025. The County is also slated to receive \$147,902 in 2025 to be spent by the end of 2026. On March 25, the Board authorized staff to solicit applications for this aid through an RFP process. Following the application deadline of May 18, County staff reviewed and scored applications to determine the recommended awards. Staff recommended allocating \$128,000 to the following applicants to be distributed on a reimbursement basis for actual costs incurred. The organizations recommended are Lighthouse of Southern Minnesota: up to \$38,000, Semcac: up to \$44,000, and Steele County Transitional Housing: up to \$46,000. If approved the Commissioners will receive a report to verify the objectives have been met. The Commissioners agreed to move this item to the Board meeting for a vote.

The Administrator updated the Board of Commissioners on the status of efforts to resume the provision of human services as a department of the county. DHS/DCYF acknowledged Steele Counties request to cut over to a Steele County operated Human Services Department and the Administrator confirmed that the cutover date will be in December of 2026. HMA consultants are planning the exit strategy from MNPrairie County Alliance. In addition, there was a conversation about Steele County's request for a meeting with specific representatives from Dodge and Waseca Counties to explain its proposal for exiting MNP and the confusion that followed when MNP scheduled it as an open meeting of the "finance committee" of MNP. MNP Executive Director confirmed it would be an information session only. With that clarification, Commissioner Brady, confirmed he would attend on behalf of the Steele County Board.

Meeting was adjourned at 4:35 p.m.

Chairman

ATTEST: _____

Administrator

DRAFT

SBENDORF

6/30/25

4:26PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF
6/30/25 4:26PM
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			
	68420 Plunkett's Pest Control, Inc.						
9	10-301-000-0000-6512		118.56	June pest control	9219461	Bldg Repair & Maintenance	N
	68420 Plunkett's Pest Control, Inc.		118.56	1 Transactions			
	84035 Tri-M Graphics						
18	10-301-000-0000-6410		107.30	Business cards - Kirtz	107418	Office Supplies	N
	84035 Tri-M Graphics		107.30	1 Transactions			
301	DEPT Total:		225.86	Administration	2 Vendors	2 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
	2041 Bishop Excavating, Inc.						
1	10-302-000-0000-6525		2,856.01	295.96 Class 5 Gravel Loaded	2803	CSAH Supplies - Aggregate/Asphalt	N
	2041 Bishop Excavating, Inc.		2,856.01	1 Transactions			
	5217 Crane Creek Asphalt						
3	10-302-000-0000-6525		2,703.04	Hot mix asphalt	4800010822	CSAH Supplies - Aggregate/Asphalt	N
	5217 Crane Creek Asphalt		2,703.04	1 Transactions			
	36550 IFACS						
5	10-302-000-0000-6534		103.80	D batteries	5360526	Supplies - Signing	Y
	36550 IFACS		103.80	1 Transactions			
	1037 Midstates Equipment & Supply Inc						
6	10-302-000-0000-6340		7,895.00	Crackfill rental	225482	Equipment Rental	N
7	10-302-000-0000-6525		12,100.69	Maxwell Gap (polyskin)	225510	CSAH Supplies - Aggregate/Asphalt	N
	1037 Midstates Equipment & Supply Inc		19,995.69	2 Transactions			
	8711 Minnesota Paving & Materials						
8	10-302-000-0000-6525		137.51	13 Ton 3/4 ' fines CSAH 12	1884650	CSAH Supplies - Aggregate/Asphalt	N
	8711 Minnesota Paving & Materials		137.51	1 Transactions			
	8967 Steele Waseca Cooperative Electric						
10	10-302-000-0000-6534		29.92	Street lights CSAH 12	1094084	Supplies - Signing	N
11	10-302-000-0000-6534		32.46	Street lights CSAH 2	1117342	Supplies - Signing	N
12	10-302-000-0000-6534		32.29	Street lights CSAH 45	1117355	Supplies - Signing	N
13	10-302-000-0000-6534		39.22	Street lights CSAH 2	1123235	Supplies - Signing	N
14	10-302-000-0000-6534		10.39	Street lights CSAH 14	120426	Supplies - Signing	N

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
15	10-302-000-0000-6534		10.39	Street lights CSAH 14	25721	Supplies - Signing N
16	10-302-000-0000-6534		7.63	Street lights CSAH 19	25722	Supplies - Signing N
17	10-302-000-0000-6534		39.44	Streets lights CSAH 6	26898	Supplies - Signing N
8967	Steele Waseca Cooperative Electric		201.74	8 Transactions		
302	DEPT Total:		25,997.79	Road & Bridge Maintenance Expense	6 Vendors	14 Transactions
304	DEPT			Equipment Maintenance & Shops		
8702	Community Co-op Oil Assn					
2	10-304-000-0000-6540		18,761.76	8011 Gallons of 87	080537	Fuel & Lubricants N
8702	Community Co-op Oil Assn		18,761.76	1 Transactions		
8459	Freerksen Oil LLC					
4	10-304-000-0000-6540		302.16	Citrol	2860	Fuel & Lubricants Y
8459	Freerksen Oil LLC		302.16	1 Transactions		
10075	Truck Center Companies					
19	10-304-000-0000-6520		42.95	BrkChamber - T30/30 Tandem	XA30418510901	Machinery/Vehicle Parts Y
10075	Truck Center Companies		42.95	1 Transactions		
304	DEPT Total:		19,106.87	Equipment Maintenance & Shops	3 Vendors	3 Transactions
310	DEPT			Capital Construction		
9217	WHKS & Co					
20	10-310-000-0000-6262		1,165.32	Prof services 074-598-015	54591	Sales Tax Consultants Y
9217	WHKS & Co		1,165.32	1 Transactions		
310	DEPT Total:		1,165.32	Capital Construction	1 Vendors	1 Transactions
10	Fund Total:		46,495.84	Road & Bridge Fund		20 Transactions
	Final Total:		46,495.84	12 Vendors	20 Transactions	



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	46,495.84	Road & Bridge Fund	
	All Funds	46,495.84	Total	Approved by,
				
				

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT				County Wide			
	8190	Hansen/Daniel M						
16		01-003-000-0000-6194		240.00	Lemond cemetery mowing x 4	May & June 2025	Personnel Policy	Y
17		01-003-000-0000-6194		75.00	Lemond cemetery clean up	May & June 2025	Personnel Policy	Y
	8190	Hansen/Daniel M		315.00	2 Transactions			
	10224	Health Management Associates Inc						
18		01-003-000-0000-6194		13,434.40	Consulting services - HS	213794	Personnel Policy	N
	10224	Health Management Associates Inc		13,434.40	1 Transactions			
3	DEPT Total:			13,749.40	County Wide	2 Vendors	3 Transactions	
5	DEPT				Board Of Commissioners			
	4319	Association Of Mn Counties						
3		01-005-000-0000-6261		50.00	AMC spring training-Abbe	73592	Conference & Training	N
4		01-005-000-0000-6261		50.00	AMC spring training-Krueger	73593	Conference & Training	N
5		01-005-000-0000-6261		50.00	AMC spring training-Fry	73594	Conference & Training	N
	4319	Association Of Mn Counties		150.00	3 Transactions			
	37025	Innovative Office Solutions LLC						
21		01-005-000-0000-6410		89.07	Copy paper	4868748	Office Supplies	Y
	37025	Innovative Office Solutions LLC		89.07	1 Transactions			
	8238	Krueger/Gregory D						
33		01-005-000-0000-6331		154.00	Mileage reimbursment	4/14 - 6/17/2025	Mileage Reimbursement	N
	8238	Krueger/Gregory D		154.00	1 Transactions			
5	DEPT Total:			393.07	Board Of Commissioners	3 Vendors	5 Transactions	
31	DEPT				County Administrator			
	37025	Innovative Office Solutions LLC						
22		01-031-000-0000-6410		13.86	Copy paper	4868748	Office Supplies	Y
	37025	Innovative Office Solutions LLC		13.86	1 Transactions			
31	DEPT Total:			13.86	County Administrator	1 Vendors	1 Transactions	
32	DEPT				Human Resources			
	7757	Gallagher Benefits Services Inc						

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
11	01-032-000-0000-6295		250.00	June consulting	2025043689	Classification Requests	Y
7757	Gallagher Benefits Services Inc		250.00	1 Transactions			
37025	Innovative Office Solutions LLC						
23	01-032-000-0000-6410		13.86	Copy paper	4868748	Office Supplies	Y
37025	Innovative Office Solutions LLC		13.86	1 Transactions			
3693	Loffler Companies Inc						
39	01-032-000-0000-6410		78.19	HR printers	5058344	Office Supplies	N
3693	Loffler Companies Inc		78.19	1 Transactions			
32	DEPT Total:		342.05	Human Resources	3 Vendors	3 Transactions	
41	DEPT			Auditor			
37025	Innovative Office Solutions LLC						
26	01-041-000-0000-6410		13.07	Calculator rolls - 12 pack	4864372	Office Supplies	Y
25	01-041-000-0000-6410		51.46	Copy paper	4868748	Office Supplies	Y
37025	Innovative Office Solutions LLC		64.53	2 Transactions			
3693	Loffler Companies Inc						
34	01-041-000-0000-6410		14.82	PT&E printers	5058344	Office Supplies	N
3693	Loffler Companies Inc		14.82	1 Transactions			
61527	Owatonna Peoples Press						
133	01-041-000-0000-6801		325.00	Yearly subscription	OPP-9029	Misc Exp	N
61527	Owatonna Peoples Press		325.00	1 Transactions			
3032	Star Eagle						
69	01-041-000-0000-6242		80.00	1st half RE taxes 5/8 ad	5189	Publishing	N
3032	Star Eagle		80.00	1 Transactions			
41	DEPT Total:		484.35	Auditor	4 Vendors	5 Transactions	
44	DEPT			Financial Administrator			
37025	Innovative Office Solutions LLC						
24	01-044-000-0000-6410		29.67	Copy paper	4868748	Office Supplies	Y
37025	Innovative Office Solutions LLC		29.67	1 Transactions			

SBENDORF

7/2/25 7:51AM

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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3693	Loffler Companies Inc					
42	01-044-000-0000-6410		23.89	Finance printers	5058344	Office Supplies N
3693	Loffler Companies Inc		23.89	1 Transactions		
44	DEPT Total:		53.56	Financial Administrator	2 Vendors	2 Transactions
61	DEPT			Information Technology		
3693	Loffler Companies Inc					
40	01-061-000-0000-6410		32.71	IT printers	5058344	Office Supplies N
3693	Loffler Companies Inc		32.71	1 Transactions		
18450	Office of MN IT Services					
55	01-061-000-0000-6212		1,601.12	Monthly fees	DV25050409	M-Net Expenses N
18450	Office of MN IT Services		1,601.12	1 Transactions		
61	DEPT Total:		1,633.83	Information Technology	2 Vendors	2 Transactions
62	DEPT			Central Services		
8499	Counties Providing Technology					
7	01-062-000-0000-6301		4,651.00	Gen tech/assist/support-May	2947	Equip/Software Maint Y
8499	Counties Providing Technology		4,651.00	1 Transactions		
16282	Crosstown Cartage Inc					
8	01-062-000-0000-6801		324.00	Contracted mail services	06/20/2025	General Expense N
9	01-062-000-0000-6802		105.00	Additional mail services	06/20/2025	Internal Chargeback N
16282	Crosstown Cartage Inc		429.00	2 Transactions		
18450	Office of MN IT Services					
57	01-062-000-0000-6301		1,538.89	Threat & Vulner, Crowdstrike	25050575	Equip/Software Maint N
18450	Office of MN IT Services		1,538.89	1 Transactions		
3778	SHI International Corp					
66	01-062-000-0000-6301		592.42	PowerApps license addition	B19858448	Equip/Software Maint N
3778	SHI International Corp		592.42	1 Transactions		
62	DEPT Total:		7,211.31	Central Services	4 Vendors	5 Transactions
91	DEPT			County Attorney		

SBENDORF

7/2/25 7:51AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 5

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
65	70003 Sheriff of Rice County						
	01-091-000-0000-6343		70.00	Subpoena service 74-JV251331	2025-856	Service Fees	N
	70003 Sheriff of Rice County		70.00	1 Transactions			
78	9956 Versaterm Public Safety US Inc						
	01-091-000-0000-6260		2,140.00	Evidence mgmt renewal	INV41-00172	Contract Labor/Services	N
	9956 Versaterm Public Safety US Inc		2,140.00	1 Transactions			
91	DEPT Total:		2,210.00	County Attorney	2 Vendors	2 Transactions	
101	DEPT			County Recorder			
	37025 Innovative Office Solutions LLC						
27	01-101-000-0000-6410		25.23	Hangers, pens, receipt book	4862216	Office Supplies	Y
	37025 Innovative Office Solutions LLC		25.23	1 Transactions			
41	3693 Loffler Companies Inc						
	01-101-000-0000-6410		106.98	Recorder printers	5058344	Office Supplies	N
	3693 Loffler Companies Inc		106.98	1 Transactions			
101	DEPT Total:		132.21	County Recorder	2 Vendors	2 Transactions	
102	DEPT			Surveyor			
	39600 Jones Haugh & Smith Inc						
121	01-102-000-0000-6801		3,642.50	Surveyor services - May	46727	General Expense	N
	39600 Jones Haugh & Smith Inc		3,642.50	1 Transactions			
102	DEPT Total:		3,642.50	Surveyor	1 Vendors	1 Transactions	
103	DEPT			Assessor			
	8176 Anderson/Brian						
6	01-103-000-0000-6331		147.00	Mileage to summer seminar	5/20 - 5/22/25	Mileage Reimbursement	N
	8176 Anderson/Brian		147.00	1 Transactions			
103	DEPT Total:		147.00	Assessor	1 Vendors	1 Transactions	
105	DEPT			Planning & Zoning			
	6032 APG Media of Southern Minnesota LLC						
126	01-105-000-0000-6242		2.10	PC meeting - July	1055813	Publishing	N

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
6032	APG Media of Southern Minnesota LLC		2.10	1 Transactions			
37025	Innovative Office Solutions LLC						
120	01-105-000-0000-6410		263.01	Paper, post-its, pens	4864507	Office Supplies	Y
37025	Innovative Office Solutions LLC		263.01	1 Transactions			
105	DEPT Total:		265.11	Planning & Zoning	2 Vendors	2 Transactions	
111	DEPT			Buildings & Grounds			
9075	Access Tonna Lock Service						
1	01-111-041-0000-6300		97.00	Svc call-repair panic device	4354	Bldg Repairs & Maintenance	Y
127	01-111-041-0000-6300		82.00	Service call-lock repair	4357	Bldg Repairs & Maintenance	Y
9075	Access Tonna Lock Service		179.00	2 Transactions			
8866	Diverse Construction Services LLC						
10	01-111-041-0000-6300		1,965.00	Repair 2 splits in roof	2531	Bldg Repairs & Maintenance	N
8866	Diverse Construction Services LLC		1,965.00	1 Transactions			
33550	Hillyard -Hutchinson						
19	01-111-040-0000-6560		303.46	Vacuum repair & parts	700661433	Janitorial Supplies	N
130	01-111-040-0000-6300		38.99	Harness kit	700662835	Bldg Repairs & Maintenance	N
33550	Hillyard -Hutchinson		342.45	2 Transactions			
3693	Loffler Companies Inc						
35	01-111-000-0000-6410		20.71	Bldg & Grounds printers	5058344	Office Supplies	N
3693	Loffler Companies Inc		20.71	1 Transactions			
9467	Miller/Nikola						
51	01-111-000-0000-6331		80.50	115 miles x .70	2/5 - 4/30/25	Mileage Reimbursement	N
9467	Miller/Nikola		80.50	1 Transactions			
52304	Mn Counties Intergovernmental Trust						
52	01-111-000-0000-6350		2,486.00	Add 121 E Mill St	14301	Property & Liability Insurance	N
52304	Mn Counties Intergovernmental Trust		2,486.00	1 Transactions			
8253	Owatonna Filters						
59	01-111-044-0000-6300		1,243.20	Filters - DC	5750	Bldg Repairs & Maintenance	Y
8253	Owatonna Filters		1,243.20	1 Transactions			

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8995	Southern Lock & Glass LLC					
67	01-111-040-0000-6300		467.97	Furnish & install door closers	18514	Bldg Repairs & Maintenance Y
68	01-111-040-0000-6300		367.00	Repair handicap door & buttons	18567	Bldg Repairs & Maintenance Y
8995	Southern Lock & Glass LLC		834.97	2 Transactions		
85906	Svl Service Corporation					
73	01-111-044-0000-6300		2,047.00	Contract fee - Annual 2025	SVC 210898	Bldg Repairs & Maintenance N
85906	Svl Service Corporation		2,047.00	1 Transactions		
9183	Van Meter Inc					
75	01-111-042-0000-6300		282.67	Toggle light switches - 24	SO13892634.001	Bldg Repairs & Maintenance N
76	01-111-042-0000-6300		8.03	2 light switches	SO13892644.001	Bldg Repairs & Maintenance N
9183	Van Meter Inc		290.70	2 Transactions		
111	DEPT Total:		9,489.53	Buildings & Grounds	10 Vendors	14 Transactions
121	DEPT			Veteran Service		
2072	Gilormini/Rene					
15	01-121-000-0000-6331		61.70	Reimb CVSO District conf	6/27/25 VFW	Mileage Reimbursement N
14	01-121-000-0000-6330		585.36	Reimb MNDVA conference deposit	9/7 - 9/10/25	Travel Expenses N
2072	Gilormini/Rene		647.06	2 Transactions		
37025	Innovative Office Solutions LLC					
28	01-121-000-0000-6410		27.87	Envelopes - 6 x 9	4863409	Office Supplies Y
37025	Innovative Office Solutions LLC		27.87	1 Transactions		
3693	Loffler Companies Inc					
43	01-121-000-0000-6410		166.51	Veterans printers	5058344	Office Supplies N
3693	Loffler Companies Inc		166.51	1 Transactions		
9995	Pier B Resort					
60	01-121-000-0000-6330		690.42	Lodging-CVSO Assts conf	6/24/2025	Travel Expenses N
9995	Pier B Resort		690.42	1 Transactions		
121	DEPT Total:		1,531.86	Veteran Service	4 Vendors	5 Transactions
201	DEPT			Sheriff		
3275	Anhorn's Gas & Tire					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
116	01-201-000-0000-6320		Mount & balance - 7424	39362	Vehicle Maintenance	Y
117	01-201-000-0000-6320		Credit duplicate payment	45734	Vehicle Maintenance	Y
115	01-201-000-0000-6320		4 new tires - 7408	45779	Vehicle Maintenance	Y
3275	Anhorn's Gas & Tire		3 Transactions			
118	01-201-000-0000-6285		Batteries for firearms	P83359700	Firearms/Ammo Training	Y
1967	BATTERIES PLUS BULBS		1 Transactions			
45	01-201-000-0000-6381		Sheriff's office printers	5058344	Cpu Usage & Network Support	N
3693	Loffler Companies Inc		1 Transactions			
122	01-201-297-0000-6301		Replaced 2 alarm relays	10023243	T BI Pr-Equipment Repairs	N
7860	Metropolitan Mechanical Contractors Inc		1 Transactions			
123	01-201-000-0000-6261		Basic Civil Process-STaylor	3224	Conference & Training	N
52784	MN Sheriffs Assn		1 Transactions			
124	01-201-000-0000-6345		Somerset utilites- May 2025	76720	Somerset Tower	N
8967	Steele Waseca Cooperative Electric		1 Transactions			
125	01-201-000-0000-6320		18 radar, 2 laser certificates	10834	Vehicle Maintenance	N
3050	Tactical Solutions		1 Transactions			
201	DEPT Total:	2,909.07	Sheriff	7 Vendors	9 Transactions	
204	DEPT		Sheriff Boat & Water Enf			
119	01-204-000-0000-6410		2025 boat slip/storage	June 2025	Supplies	N
4932	Hanson/Paul		1 Transactions			
204	DEPT Total:	500.00	Sheriff Boat & Water Enf	1 Vendors	1 Transactions	

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
251	DEPT			Jail			
	3693 Loffler Companies Inc						
37	01-251-000-0000-6410		367.64	Detention Center printers	5058344	Office Supplies	N
	3693 Loffler Companies Inc		367.64	1 Transactions			
	9084 Metro FiberNet LLC						
47	01-251-000-0000-6304		325.00	Fiber lease-SCDC 6/16-7/15	1675291	Contract Serv./Bldg Maint	Y
	9084 Metro FiberNet LLC		325.00	1 Transactions			
	18450 Office of MN IT Services						
56	01-251-000-0000-6211		42.50	Fiber management fee	DV25050409	Radio - Computers - Cameras	N
	18450 Office of MN IT Services		42.50	1 Transactions			
251	DEPT Total:		735.14	Jail	3 Vendors	3 Transactions	
252	DEPT			Community Corrections			
	37025 Innovative Office Solutions LLC						
29	01-252-000-0000-6410		34.42	Folders	4869517	Office Supplies	Y
	37025 Innovative Office Solutions LLC		34.42	1 Transactions			
	3693 Loffler Companies Inc						
36	01-252-000-0000-6381		11.33	Comm Corrections printers	5058344	Cpu Usage	N
	3693 Loffler Companies Inc		11.33	1 Transactions			
	85300 Streichers Inc						
71	01-252-000-0000-6801		32.99	Gloves	117766561	General Expense	N
	85300 Streichers Inc		32.99	1 Transactions			
	8006 Su/Jennifer						
72	01-252-000-0000-6330		10.95	Meal - Sentencing Guidelines	6/23/2025	Travel Expenses	N
	8006 Su/Jennifer		10.95	1 Transactions			
	10213 Swanson/Scott						
74	01-252-000-0000-6331		93.80	Milage - Ethics speaker	June 2025	Mileage Reimbursement	N
	10213 Swanson/Scott		93.80	1 Transactions			
252	DEPT Total:		183.49	Community Corrections	5 Vendors	5 Transactions	

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
281	DEPT			Emergency Management			
	8338 Verified First LLC						
77	01-281-000-0000-6801		160.00	CERT background checks	INV 000544437	Disaster/Emerg Fund	Y
	8338 Verified First LLC		160.00	1 Transactions			
281	DEPT Total:		160.00	Emergency Management	1 Vendors	1 Transactions	
391	DEPT			Environmental Services			
	4212 Bussler Publishing Inc						
128	01-391-000-0000-6550		189.00	Ad for July 4th	38790	Household Hazardous Waste	N
	4212 Bussler Publishing Inc		189.00	1 Transactions			
	10206 GFL Environmental Services USA LLC						
12	01-391-000-0000-6550		75.00	Used oil	20113384	Household Hazardous Waste	N
13	01-391-000-0000-6550		250.00	5 drums, filters	20113393	Household Hazardous Waste	N
	10206 GFL Environmental Services USA LLC		325.00	2 Transactions			
	8967 Steele Waseca Cooperative Electric						
70	01-391-000-0000-6550		47.60	Hazardous waste electric	22772	Household Hazardous Waste	N
	8967 Steele Waseca Cooperative Electric		47.60	1 Transactions			
	87305 Thompson Sanitation						
137	01-391-000-0000-6548		75,722.74	Recycling contract - June	91199	Recycling	N
	87305 Thompson Sanitation		75,722.74	1 Transactions			
391	DEPT Total:		76,284.34	Environmental Services	4 Vendors	5 Transactions	
481	DEPT			Public Health Nursing			
	8815 Amazon Capital Services Inc						
138	01-481-460-6009-6465		41.98	Patient supply-wound care	4333840	Patient Supplies & Services	N
	8815 Amazon Capital Services Inc		41.98	1 Transactions			
	14805 Corporate Recognition Inc						
139	01-481-461-6066-6464		85.92-	Shipping refund	23522	General Supplies & Outreach	N
140	01-481-461-6031-6464		102.18-	Shipping refund	23523	General Supplies & Outreach	N
142	01-481-461-6040-6806		454.26	MultiLinqual mag-BF Award	23545	Miscellaneous	N
141	01-481-461-6031-6464		17.22-	Damaged bubble wands	23547	General Supplies & Outreach	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
14805	Corporate Recognition Inc		248.94	4 Transactions		
1335	Dodge County Public Health					
143	01-481-462-6048-5347		413.00	EHD grant award	06/30/2025	EHD-Refugee Grant - State N
1335	Dodge County Public Health		413.00	1 Transactions		
9603	Exchange Club Center for Family Unity					
144	01-481-461-6032-6464		949.77	CP Award - snack station	06/24/2025	General Supplies & Outreach Y
9603	Exchange Club Center for Family Unity		949.77	1 Transactions		
37025	Innovative Office Solutions LLC					
145	01-481-000-0000-6410		27.53	Cardstock & colored paper	4864418	Office Supplies Y
37025	Innovative Office Solutions LLC		27.53	1 Transactions		
3693	Loffler Companies Inc					
44	01-481-000-0000-6322		245.80	Public Health printers	5058344	Service Agreements N
3693	Loffler Companies Inc		245.80	1 Transactions		
51300	Metro Sales Inc					
49	01-481-000-0000-6322		35.56-	Credit-old copier meter contr	2810141	Service Agreements N
50	01-481-000-0000-6410		1,159.25	Contract usage/overage	2810141	Office Supplies N
51300	Metro Sales Inc		1,123.69	2 Transactions		
2587	Piepho/Nancy June					
89	01-481-461-6028-6331		90.30	Mileage - May 2025	July 2025	FAPCC - Mileage Reimbursement N
2587	Piepho/Nancy June		90.30	1 Transactions		
9903	Rindfleisch/Ethan					
62	01-481-461-6032-6331		29.40	Mileage - May 2025	July 2025	Mileage Reimbursement N
63	01-481-464-6052-6331		4.20	Mileage - May 2025	July 2025	Mileage Reimbursement N
61	01-481-465-6056-6331		4.90	Mileage - May 2025	July 2025	Mileage Reimbursement N
9903	Rindfleisch/Ethan		38.50	3 Transactions		
4879	Shred Right					
146	01-481-000-0000-6322		42.53	Shredding service	50711	Service Agreements Y
4879	Shred Right		42.53	1 Transactions		
9354	Straight River Taxi					
147	01-481-460-6012-6465		540.00	Taxi tickets-July-54 vouchers	168479	Pass Thru - Patient Supplies & Service N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9354	Straight River Taxi			1 Transactions		
84035	Tri-M Graphics					
148	01-481-000-0000-6410	159.39	#10 envelopes	107386	Office Supplies	N
149	01-481-465-6056-6410	797.49	Brochures - 3 languages	107414	Office Supplies	N
84035	Tri-M Graphics	956.88		2 Transactions		
481	DEPT Total:	4,718.92	Public Health Nursing	12 Vendors	19 Transactions	
521	DEPT		Park And Recreation			
9084	Metro FiberNet LLC					
48	01-521-000-0000-6410	325.00	Fiber lease-FS 6/18-7/17	1847031	Operating Supplies/Truck Repairs	Y
9084	Metro FiberNet LLC	325.00		1 Transactions		
8967	Steele Waseca Cooperative Electric					
135	01-521-000-0000-6823	68.03	Beach House utilities-June	120425	Beaver Lake	N
136	01-521-000-0000-6823	8.19	Security light utilities-June	27829	Beaver Lake	N
8967	Steele Waseca Cooperative Electric	76.22		2 Transactions		
521	DEPT Total:	401.22	Park And Recreation	2 Vendors	3 Transactions	
550	DEPT		Four Seasons			
150	Alexander Lumber Company					
2	01-550-000-0000-6410	33.99	Wood screws	227788/1	Operating Supplies - Contracts	N
150	Alexander Lumber Company	33.99		1 Transactions		
8424	Cintas					
129	01-550-000-0000-6420	153.43	Monthly linens	4234655457	Linen Service	Y
8424	Cintas	153.43		1 Transactions		
33550	Hillyard -Hutchinson					
20	01-550-000-0000-6410	21.25	Scrubber pads	605854996	Operating Supplies - Contracts	N
33550	Hillyard -Hutchinson	21.25		1 Transactions		
37025	Innovative Office Solutions LLC					
30	01-550-000-0000-6410	7.08	Wet markers	4862063	Operating Supplies - Contracts	Y
31	01-550-000-0000-6410	16.07	3 ring binders	4865336	Operating Supplies - Contracts	Y

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
37025	Innovative Office Solutions LLC		23.15	2 Transactions		
3693	Loffler Companies Inc					
38	01-550-000-0000-6410		139.60	Four Seasons printers	5058344	Operating Supplies - Contracts N
3693	Loffler Companies Inc		139.60	1 Transactions		
50510	McNeilus Steel Inc					
46	01-550-000-0000-6314		31.40	Metal for charging station	01241691	Zamboni Repairs N
50510	McNeilus Steel Inc		31.40	1 Transactions		
56125	NAPA Auto Parts					
54	01-550-000-0000-6410		70.97	Exhaust fan belts	054013	Operating Supplies - Contracts N
53	01-550-000-0000-6410		22.99	Door primer	054301	Operating Supplies - Contracts N
56125	NAPA Auto Parts		93.96	2 Transactions		
9922	Owatonna Ace Hardware					
58	01-550-000-0000-6410		6.99	Batteries	3225/5	Operating Supplies - Contracts N
132	01-550-000-0000-6410		7.95	Misc bolts, fasteners	3300/5	Operating Supplies - Contracts N
9922	Owatonna Ace Hardware		14.94	2 Transactions		
71066	R & K Electric Inc					
134	01-550-000-0000-6410		200.00	Circus hook up & disconnect	66368	Operating Supplies - Contracts N
71066	R & K Electric Inc		200.00	1 Transactions		
8242	SCR					
64	01-550-000-0000-6410		225.00	Replace wires on cond twr	W41080	Operating Supplies - Contracts N
8242	SCR		225.00	1 Transactions		
550	DEPT Total:		936.72	Four Seasons	10 Vendors	13 Transactions
602	DEPT			Co-Op Extension		
37025	Innovative Office Solutions LLC					
32	01-602-000-0000-6410		41.73	Envelopes	4862411	Office Supplies Y
131	01-602-000-0000-6410		93.25	#10 envelopes, labels, ck env	4870573	Office Supplies Y
37025	Innovative Office Solutions LLC		134.98	2 Transactions		
602	DEPT Total:		134.98	Co-Op Extension	1 Vendors	2 Transactions

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Vendor		Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.		Account/Formula		Accr	Amount		Service Dates	Paid On Bhf #	On Behalf of Name
1	Fund Total:				128,263.52		General Revenue Fund		114 Transactions

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10 Road & Bridge Fund

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
301	DEPT			Administration				
	10205 Goodman/Alan D							
79	10-301-000-0000-6260		3,200.00	Interim Highway director	5/30 - 6/5/2025	Consultants/Admin Fee		Y
81	10-301-000-0000-6260		2,750.00	Interim Highway director	6/10 - 6/20/2025	Consultants/Admin Fee		Y
82	10-301-000-0000-6260		227.82	Housing - Highway director	6/10 - 6/20/2025	Consultants/Admin Fee		Y
80	10-301-000-0000-6260		227.82	Housing - Highway director	6/3 - 6/5/2025	Consultants/Admin Fee		Y
	10205 Goodman/Alan D		6,405.64	4 Transactions				
	3693 Loffler Companies Inc							
83	10-301-000-0000-6410		33.06	Public Works printers	5058344	Office Supplies		N
	3693 Loffler Companies Inc		33.06	1 Transactions				
	9084 Metro FiberNet LLC							
84	10-301-000-0000-6210		300.00	Fiber lease for PW	1677937	Telephone		Y
85	10-301-000-0000-6210		30.26	Elevator phone for PW	1677937	Telephone		Y
	9084 Metro FiberNet LLC		330.26	2 Transactions				
301	DEPT Total:		6,768.96	Administration	3 Vendors		7 Transactions	
10	Fund Total:		6,768.96	Road & Bridge Fund			7 Transactions	

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
631	DEPT		Judicial Ditch 1			
73300	Rinke-Noonan Attorney at Law					
88	21-631-000-0000-6273	6.46	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.46	1 Transactions			
631	DEPT Total:	6.46	Judicial Ditch 1	1 Vendors	1 Transactions	
633	DEPT		Judicial Ditch 10			
73300	Rinke-Noonan Attorney at Law					
88	21-633-000-0000-6273	6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.45	1 Transactions			
633	DEPT Total:	6.45	Judicial Ditch 10	1 Vendors	1 Transactions	
634	DEPT		Judicial Ditch 5			
73300	Rinke-Noonan Attorney at Law					
88	21-634-000-0000-6273	6.46	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.46	1 Transactions			
634	DEPT Total:	6.46	Judicial Ditch 5	1 Vendors	1 Transactions	
635	DEPT		Judicial Ditch 6 & Imp			
73300	Rinke-Noonan Attorney at Law					
88	21-635-000-0000-6273	6.46	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.46	1 Transactions			
635	DEPT Total:	6.46	Judicial Ditch 6 & Imp	1 Vendors	1 Transactions	
636	DEPT		Judicial Ditch 7			
73300	Rinke-Noonan Attorney at Law					
88	21-636-000-0000-6273	6.46	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.46	1 Transactions			
636	DEPT Total:	6.46	Judicial Ditch 7	1 Vendors	1 Transactions	
637	DEPT		JD 11 (Ripley Ditch)			
73300	Rinke-Noonan Attorney at Law					

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
88	21-637-000-0000-6273		6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
637	DEPT Total:		6.45	JD 11 (Ripley Ditch)	1 Vendors	1 Transactions	
638	DEPT			Judicial Ditch 12			
73300	Rinke-Noonan Attorney at Law						
88	21-638-000-0000-6273		6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
638	DEPT Total:		6.45	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT			Judicial Ditch 23			
73300	Rinke-Noonan Attorney at Law						
88	21-639-000-0000-6273		6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
639	DEPT Total:		6.45	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT			Judicial Ditch 24			
5010	Loken Excavating & Drainage						
87	21-640-000-0000-6305		3,470.59	JD24 repair Sec 19 CI Falls	134314	Construction And Repairs	N
5010	Loken Excavating & Drainage		3,470.59	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
88	21-640-000-0000-6273		6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
640	DEPT Total:		3,477.04	Judicial Ditch 24	2 Vendors	2 Transactions	
641	DEPT			County Ditch 1 - Orig			
73300	Rinke-Noonan Attorney at Law						
88	21-641-000-0000-6273		6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
641	DEPT Total:		6.45	County Ditch 1 - Orig	1 Vendors	1 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
642	DEPT			County Ditch 1 - Church Branch			
	73300	Rinke-Noonan Attorney at Law					
88		21-642-000-0000-6273	6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.45	1 Transactions			
642	DEPT Total:		6.45	County Ditch 1 - Church Branch	1 Vendors	1 Transactions	
643	DEPT			County Ditch 2			
	73300	Rinke-Noonan Attorney at Law					
88		21-643-000-0000-6273	6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.45	1 Transactions			
643	DEPT Total:		6.45	County Ditch 2	1 Vendors	1 Transactions	
644	DEPT			County Ditch 4			
	73300	Rinke-Noonan Attorney at Law					
88		21-644-000-0000-6273	6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.45	1 Transactions			
644	DEPT Total:		6.45	County Ditch 4	1 Vendors	1 Transactions	
645	DEPT			County Ditch 5			
	73300	Rinke-Noonan Attorney at Law					
88		21-645-000-0000-6273	6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.45	1 Transactions			
645	DEPT Total:		6.45	County Ditch 5	1 Vendors	1 Transactions	
646	DEPT			County Ditch 19			
	73300	Rinke-Noonan Attorney at Law					
88		21-646-000-0000-6273	6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.45	1 Transactions			
646	DEPT Total:		6.45	County Ditch 19	1 Vendors	1 Transactions	
647	DEPT			County Ditch 20			
	73300	Rinke-Noonan Attorney at Law					

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21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
88	21-647-000-0000-6273		6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
647	DEPT Total:		6.45	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT			County Ditch 21			
5345	Dahle Enterprises of Morristown LLC						
86	21-648-000-0000-6305		15,745.59	CD21 repair Sec 31-Meriden	14094	Construction And Repairs	N
5345	Dahle Enterprises of Morristown LLC		15,745.59	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
88	21-648-000-0000-6273		6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
648	DEPT Total:		15,752.04	County Ditch 21	2 Vendors	2 Transactions	
649	DEPT			County Ditch 22			
73300	Rinke-Noonan Attorney at Law						
88	21-649-000-0000-6273		6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
649	DEPT Total:		6.45	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT			County Ditch 23			
73300	Rinke-Noonan Attorney at Law						
88	21-650-000-0000-6273		6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
650	DEPT Total:		6.45	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT			County Ditch 24			
73300	Rinke-Noonan Attorney at Law						
88	21-651-000-0000-6273		6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
651	DEPT Total:		6.45	County Ditch 24	1 Vendors	1 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
652	DEPT		County Ditch 25			
73300	Rinke-Noonan Attorney at Law					
88	21-652-000-0000-6273	6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.45	1 Transactions			
652	DEPT Total:	6.45	County Ditch 25	1 Vendors	1 Transactions	
653	DEPT		County Ditch 27			
73300	Rinke-Noonan Attorney at Law					
88	21-653-000-0000-6273	6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.45	1 Transactions			
653	DEPT Total:	6.45	County Ditch 27	1 Vendors	1 Transactions	
654	DEPT		Public Tile Ditch 7			
73300	Rinke-Noonan Attorney at Law					
88	21-654-000-0000-6273	6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.45	1 Transactions			
654	DEPT Total:	6.45	Public Tile Ditch 7	1 Vendors	1 Transactions	
655	DEPT		Public Tile Ditch 8			
73300	Rinke-Noonan Attorney at Law					
88	21-655-000-0000-6273	6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.45	1 Transactions			
655	DEPT Total:	6.45	Public Tile Ditch 8	1 Vendors	1 Transactions	
656	DEPT		Public Tile Ditch 9			
73300	Rinke-Noonan Attorney at Law					
88	21-656-000-0000-6273	6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.45	1 Transactions			
656	DEPT Total:	6.45	Public Tile Ditch 9	1 Vendors	1 Transactions	
657	DEPT		Public Tile Ditch 10			
73300	Rinke-Noonan Attorney at Law					

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21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
88	21-657-000-0000-6273		6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
657	DEPT Total:		6.45	Public Tile Ditch 10	1 Vendors	1 Transactions	
658	DEPT			Public Tile Ditch 11			
73300	Rinke-Noonan Attorney at Law						
88	21-658-000-0000-6273		6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
658	DEPT Total:		6.45	Public Tile Ditch 11	1 Vendors	1 Transactions	
659	DEPT			Public Tile Ditch 17			
73300	Rinke-Noonan Attorney at Law						
88	21-659-000-0000-6273		6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
659	DEPT Total:		6.45	Public Tile Ditch 17	1 Vendors	1 Transactions	
660	DEPT			Public Tile Ditch 18			
73300	Rinke-Noonan Attorney at Law						
88	21-660-000-0000-6273		6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
660	DEPT Total:		6.45	Public Tile Ditch 18	1 Vendors	1 Transactions	
662	DEPT			Judicial Ditch 19			
73300	Rinke-Noonan Attorney at Law						
88	21-662-000-0000-6273		6.45	Ditch Atty monthly retainer	395116	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
662	DEPT Total:		6.45	Judicial Ditch 19	1 Vendors	1 Transactions	
665	DEPT			JD 2 Redetermination			
73300	Rinke-Noonan Attorney at Law						
88	21-665-000-0000-6273		6.46	Ditch Atty monthly retainer	395116	Attorney Fees	Y

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21 County Ditch Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor		Name	Rpt	Warrant Description		Invoice #	Account/Formula Descripti
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	1099
73300	Rinke-Noonan Attorney at Law		6.46		1 Transactions		
665	DEPT Total:		6.46	JD 2 Redetermination	1 Vendors		1 Transactions
21	Fund Total:		19,416.18	County Ditch Fund			33 Transactions

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23 Bixby Maintenance Operati

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
609	DEPT							
		8967	Steele Waseca Cooperative Electric					
90			23-609-000-0000-6250		33.29	Bixby utilities - June	1065870	Utilities
		8967	Steele Waseca Cooperative Electric		33.29	1 Transactions		N
609	DEPT Total:				33.29	Bixby Sewer Project	1 Vendors	1 Transactions
23	Fund Total:				33.29	Bixby Maintenance Operations		1 Transactions

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
111	DEPT		Buildings & Grounds			
8919	ArchKey Technologies					
91	38-111-045-0000-6600	30,562.45	CCA bldg construction work	30242824287	Capital Outlay - CCA Bldg	Y
8919	ArchKey Technologies	30,562.45	1 Transactions			
32710	Helen M Nagel Inc					
150	38-111-045-0000-6600	285.00	Landscape rock	5/30/25	Capital Outlay - CCA Bldg	N
32710	Helen M Nagel Inc	285.00	1 Transactions			
111	DEPT Total:	30,847.45	Buildings & Grounds	2 Vendors	2 Transactions	
201	DEPT		Sheriff			
8713	IDWholesaler					
151	38-201-000-0000-6600	512.50	Vehicle badge cards	INV7572312	Capital Outlay - Sheriff	N
8713	IDWholesaler	512.50	1 Transactions			
7887	Streamline Communications LLC					
92	38-201-000-0000-6600	1,001.56	SCSO network port adds	1773	Capital Outlay - Sheriff	Y
7887	Streamline Communications LLC	1,001.56	1 Transactions			
201	DEPT Total:	1,514.06	Sheriff	2 Vendors	2 Transactions	
550	DEPT		Four Seasons			
10223	Zamboni Company USA Inc					
154	38-550-000-0000-6600	136,517.70	New zamboni	123199	Capital Outlay - Four Seasons	N
10223	Zamboni Company USA Inc	136,517.70	1 Transactions			
550	DEPT Total:	136,517.70	Four Seasons	1 Vendors	1 Transactions	
601	DEPT		County Ag Society			
71066	R & K Electric Inc					
152	38-601-000-0000-6600	59,850.00	SCFF electrical upgrades-5/31	App 11	Capital Outlay - Fairgrounds	N
153	38-601-000-0000-6600	166,725.00	SCFF electrical upgrades-6/30	App 12	Capital Outlay - Fairgrounds	N
71066	R & K Electric Inc	226,575.00	2 Transactions			
601	DEPT Total:	226,575.00	County Ag Society	1 Vendors	2 Transactions	

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38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
38	Fund Total:		395,454.21	Capital Outlay Fund		7 Transactions

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53 Landfill Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
9087	7 Rivers Recycling LLC					
114	53-398-000-0000-6304	4,705.25	149 mattresses & box springs	9150	Contract Services	Y
9087	7 Rivers Recycling LLC	4,705.25	1 Transactions			
10067	Auto Value Owatonna					
93	53-398-000-0000-6304	22.72	Clear plastics & detailer	197011202	Contract Services	N
10067	Auto Value Owatonna	22.72	1 Transactions			
11215	Central Farm Services					
94	53-398-000-0000-6388	1,160.23	350 gals diesel	28803	Labor costs-Highway	N
11215	Central Farm Services	1,160.23	1 Transactions			
14420	Culligan Inc					
95	53-398-000-0000-6304	31.80	Water	5254435	Contract Services	N
96	53-398-000-0000-6304	12.94	Cooler rental	5275670	Contract Services	N
97	53-398-000-0000-6304	37.15	Softener rental	5278678	Contract Services	N
98	53-398-000-0000-6304	39.99	Softener rental	5287496	Contract Services	N
14420	Culligan Inc	121.88	4 Transactions			
4329	Express Pressure Washers Inc					
99	53-398-000-0000-6301	48.97	Wand & tip	I-135623	Equip Repairs	N
4329	Express Pressure Washers Inc	48.97	1 Transactions			
38160	J R's Advanced Recyclers Inc					
101	53-398-000-0000-6304	360.00	67 appliances	115751	Contract Services	N
100	53-398-000-0000-6304	3,551.25	14,205 lbs mixed electronics	115818	Contract Services	N
38160	J R's Advanced Recyclers Inc	3,911.25	2 Transactions			
3693	Loffler Companies Inc					
102	53-398-000-0000-6410	135.40	Landfill printers	5058344	Office Supplies	N
3693	Loffler Companies Inc	135.40	1 Transactions			
73956	Road Machinery & Supplies Co					
103	53-398-000-0000-6301	1,714.77	Belt tensioner, bihexagonal	276924	Equip Repairs	N
73956	Road Machinery & Supplies Co	1,714.77	1 Transactions			
77570	Short Elliott Hendrickson Inc					
104	53-398-000-0000-6625	28,860.71	Landfill construction services	490058	Capital Improvements	N

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
77570	Short Elliott Hendrickson Inc		28,860.71	1 Transactions		
8967	Steele Waseca Cooperative Electric					
105	53-398-000-0000-6250		30.69	Old shop	120431	Utilities N
106	53-398-000-0000-6250		310.35	New shop	120435	Utilities N
107	53-398-000-0000-6250		25.92	Clem's building site	120436	Utilities N
108	53-398-000-0000-6250		81.48	Pumping station	22594	Utilities N
109	53-398-000-0000-6250		95.69	Office	29002	Utilities N
8967	Steele Waseca Cooperative Electric		544.13	5 Transactions		
10075	Truck Center Companies					
111	53-398-000-0000-6301		615.76	Fuel filters, air filters	XA304184507.01	Equip Repairs Y
110	53-398-000-0000-6301		58.50	Drain valve, hose adapter	XA304184687.01	Equip Repairs Y
10075	Truck Center Companies		674.26	2 Transactions		
99500	Ziegler,Inc					
112	53-398-000-0000-6301		1,003.74	D6 repairs-regular maintenance	SI000655917	Equip Repairs N
113	53-398-000-0000-6301		2,246.26	D6 repairs-rust removal	SI000658271	Equip Repairs N
99500	Ziegler,Inc		3,250.00	2 Transactions		
398	DEPT Total:		45,149.57	Landfill	12 Vendors	22 Transactions
53	Fund Total:		45,149.57	Landfill Fund		22 Transactions
	Final Total:		595,085.73	144 Vendors	184 Transactions	

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	128,263.52	General Revenue Fund	
	10	6,768.96	Road & Bridge Fund	
	21	19,416.18	County Ditch Fund	
	23	33.29	Bixby Maintenance Operations	
	38	395,454.21	Capital Outlay Fund	
	53	45,149.57	Landfill Fund	
	All Funds	595,085.73	Total	Approved by,
				
				

PERSONNEL REPORT

July 08, 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>
Jacob Tasker	Highway Maintenance Technician/Highway	B23/2	07/01/2025
Amber Brooks (Promotion)	Director of Planning & Zoning/P&Z	D63/1	07/02/2025

Resignations/Retirements/Terminations/Change in Status:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Narda Zetino	Correctional Officer	Detention Center	06/24/2025
Caleb Buck	Sheriff Patrol Deputy	Sheriff	07/04/2025
Chad Forystek (Retirement)	Deputy Sheriff Sergeant	Sheriff	07/11/2025
Kevin Kozel (Retirement)	Correctional Sergeant	Detention Center	08/21/2025

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	Recruiting will begin soon
Patrol Deputy – 2 positions	Sheriff's Office	Interviewing/Backgrounding
Correctional Officer – 4 positions	Detention Center	Interviewing/Backgrounding
Procurement Specialist	Finance	Interviewing
Technical Clerk I	Recorder	Interviewing 2 nd Rounds
Public Works Director	Public Works	Interviewing
County Engineer	Highway	Recruiting
Custodial & Maintenance Assistant	Facilities & Fleet	Recruiting
Human Resources Coordinator	HR	Recruiting
Deputy Sheriff Sergeant – 2 positions	Sheriff	Recruiting
Correctional Sergeant	Detention Center	Recruiting
Engineering Techs I/II/III – 3positions	Highway	On-hold
Accounting Support Specialist	Highway	On-hold
Assistant County Engineer	Highway	On-hold
Technical Clerk II	PT & E	On-hold



Steele County Agenda Item

Request for Board Action

Subject: Update Fee Schedule with changes from the Records Office, Sheriff's Office and Public Health

Department: Choose an item.

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: July 8, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

.

Recommendation:

Approve the fee increase for filing Well Certificates associated with land transfers.

Approve Well Water Testing Fees

Approve Body Camera or Squad Camera Footage fee

Background (*Including Budget Impact*):

Well Certificates (Records Office):

Minnesota Statute 103 requires all Minnesota Counties to change the fee to \$54.00 (from \$50.00) for filing all Well Certificates associated with land transfers. The fee increase is effective July 1, 2025.

Well Water Testing (Public Health):

- Full Panel (Arsenic, Coliform Bacteria, Lead, Manganese & Nitrate) \$250
- Annual Panel (Coliform Bacteria & Nitrate) \$65 to \$80
- Metals Panel (Arsenic, Lead, & Manganese) \$190 (NEW)
- Coliform Bacteria (Present or Absent) \$55
- Nitrate+Nitrite Nitrogen \$55

- Manganese \$55 to \$65
- Arsenic \$55 to \$65
- Lead \$95
- Metals Test Fee \$30

Body Camera/Squad Camera (Sheriff Office):

- Body Camera or Squad Camera Footage \$25.00 Each (Change in verbiage)

Attachments:

NA



Steele County Agenda Item

Subject: Community Center Phase 2 Exterior Renovation/Contract Award

Department: Building & Grounds

Committee Meeting Date: July 3, 2025

Board Meeting Date: July 8, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommend Approval of the Proposal from Met-Con Construction in the amount of \$68,800.00.

Recommendation:

To authorize the Facilities and Fleet Director to accept the proposal from Met-Con Construction and to execute the contract for services for the Community Center Phase 2 Exterior Renovation in the amount of \$68,800.00.

Background (*Including Budget Impact*):

Last year Phase 1 of the exterior renovation of the Community Center was completed. Phase 2 was budgeted and planned for this year and two proposals were received with Met-Con Construction submitting the low proposal in the amount of \$68,800.

Attachments:

Met-Con Construction's Proposal

Mohs Contracting's Proposal



Faribault Office

06/20/2025

Steele County
Jake Rysavy
630 Florence Avenue
Owatonna, MN 55060

RE: Community Center – Novabrik Installation

We would first like to express our appreciation for the opportunity to quote the Community Center – Novabrik Installation, and we aim to continue our trusted relationship with Steele County.

Secondly, we would like to submit our bid for the above-mentioned project along with a list of clarifications on the scope of work.

Community Center – Novabrik Installation:

- Base Bid = \$68,800.⁰⁰

Scope of Work:

Base Bid

- **General Conditions**
 - Project Supervision
 - Building Permit
- **Temporary Conditions**
 - Mobilization
 - Setup barricades
- **Site Demolition**
 - Remove existing sidewalks and concrete
 - Excavate and remove earthen berm against building
- **Site Concrete**
 - Form, pour and finish 5" sidewalk
 - Reinforce w/ #4 rebar @ 18" o.c.
- **Masonry**
 - Clean and inspect existing building walls after berm removal
 - Install 1.5" XPS insulation
 - Install Novabrik & Cap
 - Includes flashing at base
 - Install sheetmetal flashing and caulk
- **Earthwork**
 - Prep excavated area for sod
 - Install 6" granular base at new sidewalk areas



Faribault Office

- Install 25' x 27' crushed rock area
- **Landscaping**
 - Furnish and install new Versalok block retaining walls
 - Install geogrid behind wall
 - Sod disturbed areas

Exclusions/Clarifications

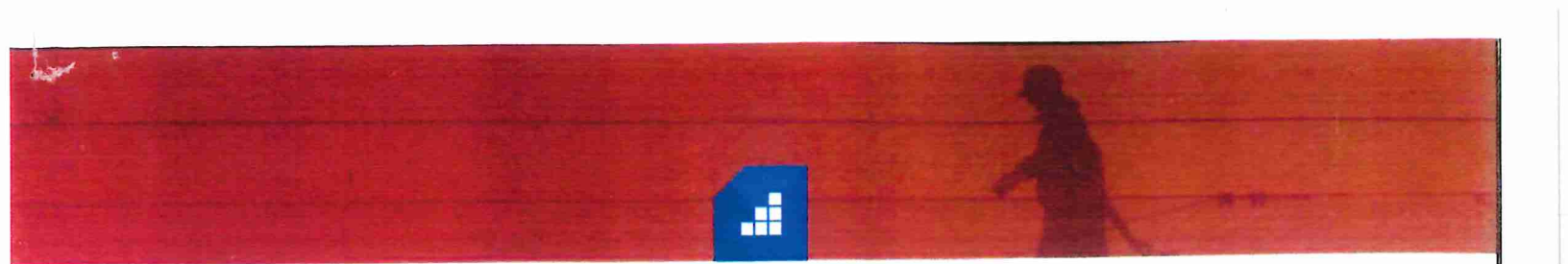
- Work to be done during normal working hours, M-F, 7:00 AM-3:30 PM;
- We exclude any identification or removal of hazardous materials
- We exclude any Builder's Risk Insurance for the project; to be by Owner
- We exclude any Plumbing, Mechanical and Electrical
- We exclude any Performance Bond of any type; if required please contact for an appropriate fee
- We exclude any inspections or testing
- Novabrik to be supplied by Owner
- No sod maintenance or watering figured; to be by owner

Again, we appreciate the opportunity to work with you and look forward to further ventures.

Regards,

A handwritten signature in blue ink that reads "Alex Sammon".

Alex Sammon
Estimator
Met-Con Construction, Inc.



Steele County Community Center – Phase 2

Steele County

6/19/2025

630 Florence Ave

Owatonna, MN 55060

ATTN: Jacob Rysavy

Mohs Contracting proposes to furnish materials & labor for the complete construction of the above referenced project. Below is a scope of work used to provide the following estimate.

Based Bid \$73,882.00

General

- Supervision
- Permit
- Includes Disposal
- Clean Up
- Floor Protection

Demo/Prep

- Remove Existing Grass Berm
- Prep Wall for New Stone
- Remove Existing Concrete Pier

Framing

- Install Treated Wood Every 16" OC for New Foam Board Insulation

Excavation

- Install of Bio-Logs Around Perimeter of Work
- Removal of Existing Concrete Per Plan
- Prep for New 5" Concrete
- Prep for New Sod
- Prep for New Retaining Wall

Concrete/Masonry

- Prep/Pour New 5" Sidewalk
- Install New (Owner Supplied) Stone

Carpentry

- Install New Drip Cap Over New Stone

Landscaping

- Prep/Install of New Versa Lock Retaining Wall
- Install of New Sod

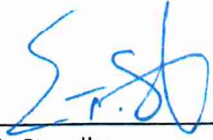
****Any Work Done Outside Of The Scope of Work Will Be Done T&M At a Rate Of \$85/hr – Per Owners Approval****

Exclusions

- Architect
- Structural Engineer
- OPU Fees
- Paint
- HVAC
- Electrical
- Any Changes Made by Local Building Inspector
- SWPPP
- Temp Flooring

*Note this Proposal is Valid for (30) Days

*Work to be Done During Normal Working Hours (Mon.-Fri. 7am-5pm)



Eric Standke
Mohs Contracting

Representative
Steele County

STEELE COUNTY PERSONNEL AGENDA ITEM
July 8, 2025

JULY EMPLOYEE ANNIVERSARIES
(Information Only – No Action Required)

Name:	Position:	Department:	Anniversary Date:	Years of Service:
Jessica Bedney	Adult Probation Officer I	Community Corrections	July 1 st	8
Spring Teichroew	Adult Probation Officer II	Community Corrections	July 1 st	8
Ashley Schultz	Adult Probation Officer II	Community Corrections	July 1 st	8
Jed Loftus	Correctional Sergeant	Detention Center	July 7 th	17
Katherine Barden	SSTS Specialist	Planning and Zoning	July 8 th	12
Cristian Overland	Correctional Officer	Detention Center	July 8 th	1
Kristi Archambault	Public Health Nurse	Public Health	July 10 th	19
Christopher Deml	Highway Sign Technician	Highway	July 15 th	29
Christine Bartsch	Home Health Aide/Homemaker Lead	Public Health	July 16 th	13
Thomas Burger	Custodian	Facilities and Fleet	July 17 th	8
Beth Jongbloedt	Public Health Nurse	Public Health	July 20 th	3
Sean Robbins	Deputy Sheriff Patrol	Sheriff	July 21 st	11
Ethan Cousins	Assistant Director of IT	IT	July 22 nd	12
Adam Rector	Deputy Sheriff Patrol	Sheriff	July 24 th	2
Darrell Johnston	Assistant County Attorney I	Attorney	July 29 th	1
Jenna Carty	Adult Probation Officer I	Community Corrections	July 31 st	2



Steele County Agenda Item

Informational

Subject: Performance Measurement Annual Report

Department: Finance Department

Committee: Internal Central Services

Committee Meeting Date: Enter a date.

Work Session Date

Board Meeting Date: July 8, 2025

Purpose:

To review the 2025 Performance Measures report

Background:

Steele County has participated in the performance measurement program since 2018.

A county or city that elects to participate in the standard measures/performance measurement program is eligible for a reimbursement of \$0.14 per capita, not to exceed \$25,000 and is also exempt from levy limits under sections 275.70 to 275.74 for taxes payable in the following calendar year, if levy limits are in effect. The total amount of funding received in 2024 was \$5,239.

Financial Impacts:

We receive funding for the report

Attachments:

2025 Performance Report

A photograph of the Steele County Administration Center. The building is a two-story brick structure with large glass windows and a central entrance. A large tree is on the right side of the building. In the foreground, there is a grassy lawn and a brick signpost with a dark sign that reads "Steele County Administration Center" and "630 Florence".

Steele County

2025 Performance Measures



Mission Statement

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

Vision Statement

First in Service. First in Stewardship.
The County of choice...today and tomorrow.

About the Program

In 2010, the Legislature created the Council on Local Results and Innovation. In February 2011, the Council released a standard set of ten performance measures for counties and ten performance measures for cities that will aid residents, taxpayers, and state and local elected officials in determining the efficacy of counties and cities in providing services and measure residents' opinions of those services. In February of 2012, the Council created a comprehensive performance measurement system for cities and counties to implement. In 2013, the Council revised the performance measures and clarified the system requirements to increase participation in the program.

Participation in the standard measures program by a city or a county is voluntary. Counties and cities that choose to participate in the standard measures program must officially adopt and implement the ten minimum performance measures and system developed by the Council.

A county or city that elects to participate in the standard measures/performance measurement program is eligible for a reimbursement of \$0.14 per capita, not to exceed \$25,000 and is also exempt from levy limits under sections 275.70 to 275.74 for taxes payable in the following calendar year, if levy limits are in effect. However, participation in the standard measures/performance measurement program does not exempt a county or city from the new 2013 property tax levy limits, which are found in a different section of law.

Public Works

Hours to Plow Complete System During a Snow Event

	2020	2021	2022	2023	2024
2 to 4 inches of snowfall	6 hours	6 hours	6 hours	6 hours	6 hours
6 plus inches of snowfall	8 hours	8 hours	8 hours	8 hours	8 hours

Pavement Conditions

	2020	2021	2022	2023	2024
Average County Pavement Condition Rating	76.0	76.0	76.3	76.3	75.5

The Minnesota Department of Transportation rates Steele County Roads every two years on a scale from 0 (poor) to 100 (excellent) based on the types of pavement distresses and the smoothness of the surface.

Bridge Sufficiency

	2020	2021	2022	2023	2024
Average Bridge Sufficiency Rating	90.1	N/A	N/A	N/A	N/A
Local Planning Index	83.3	86.2	86.2	85.8	85.8

The Bridge Sufficiency rating is a measurement of the overall rating of a bridge's fitness on a scale from 0 (poor) to 100 (excellent) for the duty that it performs based on factors derived from over 20 National Bridge Inventory (NBI) data fields, including fields that describe its structural evaluation, functional obsolescence, and its essentiality to the public.

In 2020, MnDOT changed the bridge rating system from "Sufficiency Ratings" to "Local Planning Index". Both measure the bridge's condition on the same scale, 0 (poor) to 100 (excellent), but using differing calculations. The Local Planning Index uses a more risk-based approach than the Sufficiency Rating, factoring both the consequence of a service interruption and the probability of service interruption.

Public Health, Social Services

<i>Tobacco and Alcohol Use</i>	2020	2021	2022	2023	2024
Tobacco Use, Steele County	14%	18%	18%	18%	16%
Tobacco Use, State of Minnesota	15%	16%	15%	14%	16%
Excessive Alcohol Use, Steele County	19%	23%	25%	23%	21%
Excessive Alcohol Use, State of Minnesota	22%	23%	23%	22%	21%

A statistic from County Health Rankings, adult smoking is based on Behavioral Risk Factor Surveillance Survey (BRFSS) data and is the percentage of the adult population in a county who both report that they currently smoke every day or most days and have smoked at least 100 cigarettes in their lifetime. Excessive alcohol use measures the percentage of a county's adult population that reports binge or heavy drinking in the past 30 days.

<i>Number of Low-Weight Births</i>	2020	2021	2022	2023	2024
Steele County	6%	7%	6%	6%	6%
State of Minnesota	7%	7%	7%	7%	6%

Another statistic from County Health Rankings, low birthweight is the percentage of live births where an infant weighed less than 2,500 grams (approximately 5 lbs., 8 oz.).

Property Records, Valuation, Assessment

<i>Level of Assessment Ratio</i>	2020	2021	2022	2023	2024
Assessment Year	2019	2020	2021	2022	2023
Residential Property	92.2%	93.2%	93.2%	92.3%	92.3%
Apartments	N/A*	99.7%	99.7%	95.6%	95.6%
Agricultural Property	93.9%	97.2%	98.5%	93.8%	93.8%
Commercial / Industrial Property	96.3%	96.7%	97.7%	98.8%	94.2%

The level of assessment ratio is an indication of the quality and accuracy of the County's property value assessments. It is based on the difference between a property's assessed value and the actual sale price of the property. If the median ratio falls between 90% and 105%, the level of assessment is determined to be acceptable.

** Median ratio based on six or more sales transactions during the assessment year.*

Budget and Financial

<i>Bond Rating</i>	2020	2021	2022	2023	2024
Standard & Poor's	AA	AA	AA	AA+	AA+

<i>Outstanding Bonded Debt</i>	2020	2021	2022	2023	2024
Debt Service Levy Per Capita	\$ 49.59	\$49.77	\$49.54	\$48.06	\$50.76
Total Outstanding Debt Per Capita	\$ 401.40	\$349.05	\$298.06	\$240.72	\$203.25

The debt service levy includes the amount of bonded debt funded by the property tax levy. The total outstanding debt includes both levied and non-levied bonded debt outstanding. Each of these figures are divided by the Minnesota State Demographic Centers estimated population of Steele County.

Environmental

<i>Recycling</i>	2020	2021	2022	2023	2024
Steele County Recycling Percentage	54.0%	56.0%	55.0%	55.0%	51.0%

The recycling percentage is a calculation of the total tonnage collected for recycling divided by the total municipal solid waste (MSW) generated. In 1989, Minnesota Legislation set county recycling goals. Each Greater Minnesota County (outside of the seven-county Metro Area) must recycle a minimum of 35% by weight of total solid waste generation. In 2024, SCORE reporting materials calculations have changed, which have moved materials to different sub-categories, therefore lowering the total annual recycling percentage as previously reported.

<i>Waste Collections (lbs.)</i>	2020	2021	2022	2023	2024
Household Hazardous Waste Collections	22,523	23,892	22,686	22,774	21,463
Electronics Collected	63,420	66,355	40,158	65,015	39,675

Proper disposal of leftover chemicals, household products, and electronics help protect the environment and people's health. The Steele County Landfill collects unwanted electronics for recycling and household hazardous products, such as paints, cleaners, oils, and pesticides.

Data Sources

Hours to Plow Complete System	Steele County Highway Department
County Pavement Condition Rating	Steele County Highway Department
Bridge Sufficiency Rating	Steele County Highway Department
Tobacco and Alcohol Use	County Health Rankings: http://www.countyhealthrankings.org
Low-weight Births	County Health Rankings: http://www.countyhealthrankings.org
Level of Assessment Ratio	Steele County Assessor's Office
Bond Rating	Steele County Finance Office
Debt Outstanding	Steele County Finance Office
Recycling	Score Report
Waste Collections	Steele County Landfill



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

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

Tuesday, July 1, 2025 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Brady, Commissioner Glynn, PT&E Director Jennifer Mueller, IT Director Dave Purscell, Administrator Renae Fry, County Attorney Robert Jarrett, and Executive Assistant Rebecca Kubicek.

Information

Inmate Prescription Medication TRO:

A new law went into effect 7/1 that requires jail staff to administer an inmate's own prescription medications. Prior to this change, the inmate's medical condition was evaluated by onsite professionals who administered medication as deemed medically necessary based on the inmate's current condition and not historical conditions. Requiring jail staff to administer the previously prescribed medication, particularly if the patient was seeing multiple providers to get drugs, such as opioids, could result unintended drug interactions. This increases the County's liability significantly. Major Cities Chiefs Association (MCCA) is recommending the sheriff's departments bring this issue to court. Advanced Correction Healthcare (ACH) has filed a lawsuit against the DOC challenging the new law.

The County Attorney is seeking board authorization to also file legal action against the DOC on behalf of the county to protect the County's rights under any injunctions that court might issue, delaying the application of the new law. The County would not be asking for damages but a stay on the implementation of the new law. The Minnesota Attorney General did agree to a one-month TRO. (Their Attorney General is defending the law for DOC.) This gives the County time to take its own action. The Committee recommended adding this to the July 8th Work Session for discussion and possible Board action during the regular board meeting.

Department Head Reports

IT: Working on budgets. Rating the new IT position. ISAC conference finished last week. Phones are rolling to Teams at Public Health.

Administration: Nothing to report currently.

PT&E Office: They are receiving cannabis Licensure requests and questions. One micro business approved by the state is in contact with Planning and Zoning to install a greenhouse. Tax forfeitures are down to four from eight. Started prepping for the upcoming school election.

Attorney: Working on the City prosecutor agreement for 20% increase to offset the costs. The new staff member starts next week.

Detention Center: Currently have a staffing shortage. They have some staff in training sessions. It is working out well to have the Sheriff's Office with the Detention Center. Teamwork and interaction have been great.