



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 22, 2025 at 5:00 PM

County Boardroom, Steele County Administration Center

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

Agenda

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

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. Nokomis Energy Project Letter (pg. 4)

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

5. Approve July 8, 2025 Board Minutes (pg. 7)
6. Approve July 8, 2025 Board Work Session Minutes (pg. 11)
7. Approve July 10, 2025 Budget Session Minutes (pg. 12)
8. Approve Bills (pg. 13)
9. Approve Personnel Report (pg. 45)
10. Approve out of state travel for Public Health's Grant Coordinator for the Youth E-Cigarette Prevention and Cessation Initiative in Steele County, to attend the 2025 National Conference on Tobacco and Health and Youth Engagement Coordinator Camps (pg. 46)
11. Approve the 2025 Aerial Imagery Cost Sharing Memorandums of Understanding and authorize the County Administrator and County Board Chair to sign. (pg. 47)
12. Approve the REP (Radiological Emergency Preparedness) Grant 2026-2027 and authorized the Chair, Administrator, and EMD to sign. (pg. 52)
13. Approve the contract between Steele County and Independent School District No. 761 for Election Services in an amount of \$16,000. (pg. 57)
14. Adopt Resolution 2025-034 establishing a County Absentee Ballot Board and UOCAVA Ballot Board for the 2025 Election Cycle. (pg. 61)

General Agenda

15. Approve CUP#442 for Urban Farms LLC with 12 conditions based on the Findings of Fact. (pg. 64)
16. Approve renewal of IUP 2020-03 Medford Sand & Gravel – Hanson Pit with 19 conditions based on the Findings of Fact. (pg. 75)
- 16A. Add - Temp Liquor License for Firemans Benefit

County Board Work Session – Tuesday, July 22, 2025

17. Action Items

Information Items

18. Planning Commission Minutes – Monday, July 7, 2025 (pg. 86)
19. Public Works Committee Minutes – Tuesday, July 8, 2025 (pg. 90)
20. Land Use and Records Committee Minutes – Thursday, July 10, 2025 (pg. 92)

Presentations:

Commissioner Reports:

Next Meeting Notices:

Internal Central Services – **Tuesday, August 5th at 8 a.m. in the Boardroom**

Property & Maintenance Committee – **Thursday, August 7th at 8 a.m. in the Boardroom**

Budget Work Session – **Thursday, August 7th at 1 p.m., Conference Room 40**

Public Works Committee – **Tuesday, August 12th at 8 a.m., Public Works Facility**

County Board Work Session – **Tuesday, August 12th at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, August 12th at 5 p.m. in the Boardroom**

Closed Session for the purpose of labor negotiations strategy, per MN statute 179A.01, section 13D.03

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.

Notice: Steele County Commissioners may, at any time, participate by interactive technology per Minn. Stat. 13D.02 subds. 1 & 2.



July 9, 2025

Steele County
630 Florence Avenue
Owatonna, MN 55060

Dear Steele County,

I'm reaching out to provide some information regarding a solar energy project we are developing with the Zimmerman Family that is located to the east of the City of Waseca. I've provided an initial site plan for your reference. This site plan shows the project's proposed location, layout, and vegetative screening plan to reduce visibility to nearby neighbors. We're currently applying for a permit for the project. As part of that, we are reaching out to residents in the nearby area to make them aware and discuss any potential concerns you may have. In addition, if you're an Xcel Energy customer and would like to subscribe to the solar project, we can offer you a savings off your electricity bills.

Our company, Nokomis Energy, is a Minnesota-based energy development firm focused on bringing reliable, cost-effective, clean energy to local communities. We have constructed more than 35 of these projects throughout greater Minnesota.

If you are interested in discussing this project or are interested in subscribing to the project, please contact us via email or phone.

Email: michael@nokomisenergy.com

Phone: 612.720.6564

It is also important to us that you have the information you need to make an informed decision. You'll find a Frequently Asked Questions (FAQ) enclosed here and below are online, publicly available resources to help you learn more. These sites may be good sources of information:

- <https://www.cleanenergyresourceteams.org/solargardens>
- <https://mn.gov/commerce/energy/consumer/energy-programs/community-solar-gardens.jsp>

You can also learn more about our company at nokomisenergy.com. We look forward to hearing from you.

Sincerely,

Michael Braun
Project Developer

Landowner Frequently Asked Questions

What is a solar garden?

A solar garden or farm is a multi-acre facility that generates solar electricity from sunlight and sends that electricity to the nearby utility grid. Solar gardens can help to reduce the need for larger transmission lines so electricity costs can be reduced to provide the local community more economic benefits and a source of clean energy.

Who benefits from solar gardens?

Community solar offers counties, cities, schools, businesses, and residents a simple way to support and benefit from solar energy—without installing panels. By subscribing to a local community solar garden, participants help generate clean electricity while lowering their electric bill. If you're interested in subscribing, we're here to guide you through the process and the details. Your school, business, or municipality might also be a great fit, so feel free to spread the word.

Are solar panels safe for my land and the environment?

The solar systems we build are made primarily of steel, aluminum, silicon and copper. The only components that touch the land are the steel posts, fence posts and concrete pad. All equipment is tested and licensed by Nationally Recognized Testing Laboratories. The panels and other components are recyclable. Minnesota is a leader in promoting native grasses and pollinator habitat in and around solar gardens as evidenced by the passage of Minnesota Statute 216B.1642 (Solar Sanctuaries bill HF 3353). By using native grass species as the cover crop, land can be enriched during the term of the solar garden, support increased pollinators and restore habitat for birds and other animals.

What work would be performed during construction?

Once construction starts, steel piles will be driven into the ground, fencing will be erected, and materials stored onsite. The majority of the construction activities will occur during a 2-3 month period. There will be 6-10 workers and 4-5 vehicles on site most days. Activities will primarily occur during working hours and are weather dependent.

How large will the system be?

The system will be a 5 megawatt alternating current (5MWac) solar garden, using approximately 30 acres, surrounded by an agricultural fence.

How long will the system be operated?

Most solar systems have a lifetime of 25-35 years.

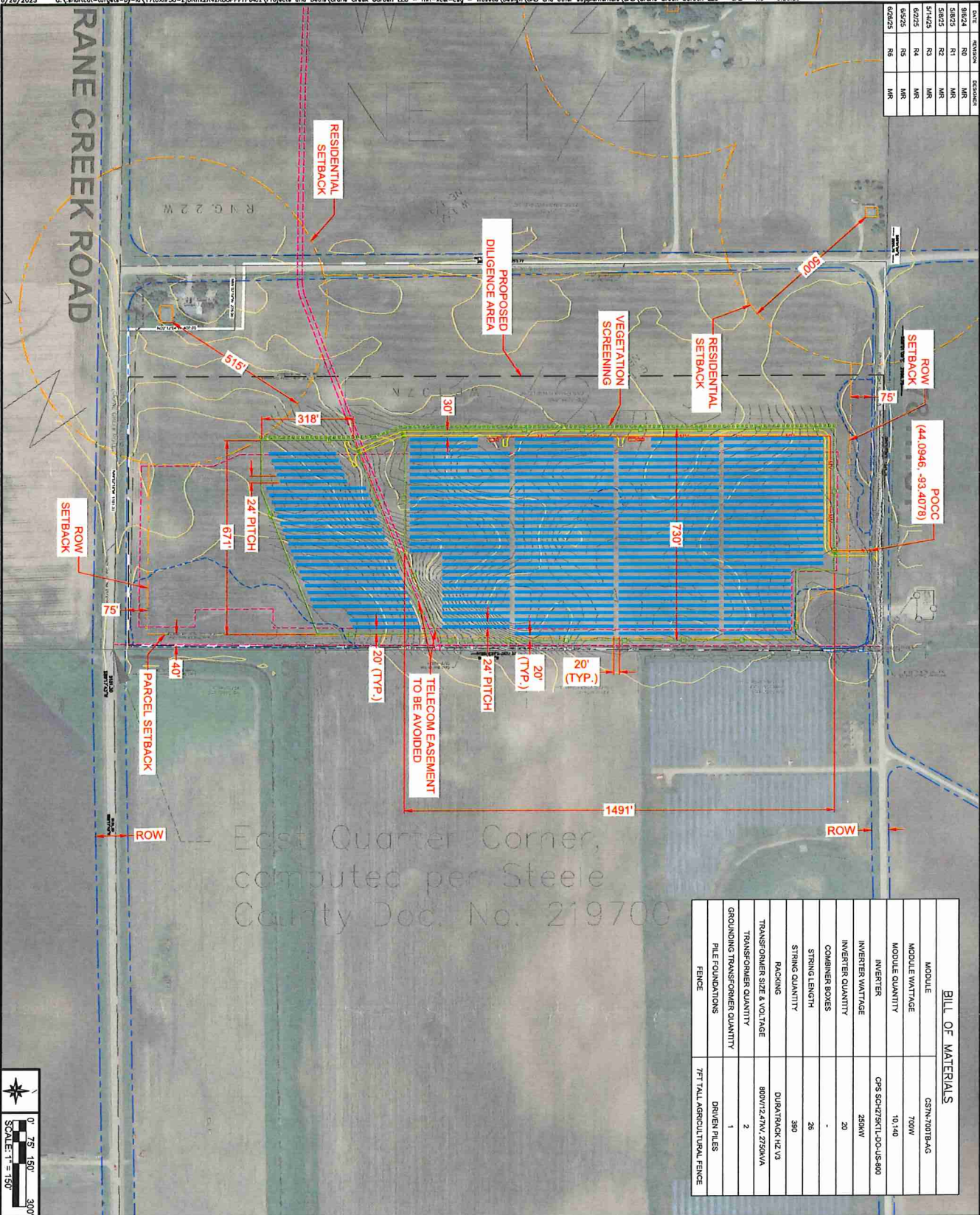
Who will operate and maintain the system?

The project owner will operate and maintain the system. Operations and maintenance include ongoing preventative care for the land and system. This typically includes 3-6 site visits per year.

Does the solar system generate significant noise?

No, unless you get quite close to the electrical equipment you should not notice a significant noise. The solar panels sit on long drive tubes and track the sun throughout the day.

REV	REVISION	DATE
5/6/24	R1	MR
5/6/25	R2	MR
5/14/25	R3	MR
6/2/25	R4	MR
6/6/25	R5	MR
6/26/25	R6	MR



BILL OF MATERIALS	
MODULE	CSN-700TB-A6
MODULE WATTAGE	700W
MODULE QUANTITY	10,140
INVERTER	CRS SCH27KTL-DOUS-600
INVERTER WATTAGE	250kW
INVERTER QUANTITY	20
COMBINER BOXES	-
STRING LENGTH	26
STRING QUANTITY	390
RACKING	DURATBACK HZ V3
TRANSFORMER SIZE & VOLTAGE	800V/12.47KV, 2750VA
TRANSFORMER QUANTITY	2
GROUNDING TRANSFORMER QUANTITY	1
PILE FOUNDATIONS	DRIVEN PILES
FENCE	7FT TALL AGRICULTURAL FENCE



NOKOMIS
ENERGY
6 of 93

CRANE CREEK GARDEN LLC

SITE PLAN

PROJECT SPECIFICATIONS

SITE OWNER	ZIMMERMAN PINEDALE INC.
PARCEL ID	12010100
LAT. LON.	44.0946937, -93.4077641
ADDRESS	WASECA, MN 56093
COUNTY	WASECA
DC SYSTEM SIZE	7,098 kW
AC SYSTEM SIZE	5,000 kW
SITE AREA	29.88 ACRES
AZIMUTH	180° (S)
TILT	42° TO 52°
GCR	32.6%
DC VOLTAGE	12.47 KV

LEGEND

PARCEL	LANDOWNER SITE LOCATION
PHASE 1 ESA	CONTOURS
WETLANDS	ELECTRICAL CONDUCTORS
SETBACK	FENCE
GATE	LANDSCAPING
MODULE	STORMWATER MANAGEMENT
ACCESS ROAD	ELECTRICAL BUS
ELECTRICAL POLES	

CONCEPTUAL DESIGN
NOT FOR CONSTRUCTION

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

July 8, 2025

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

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

Call to order and Pledge of Allegiance.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve the agenda with an amendment. Ayes all

Amendments to the agenda:

Add Item # 13 from the Work Session: Authorize the County Attorney to join other counties to challenge the constitutionality and enforceability of a statutory amendment adding Subdivision 4f to Minnesota Statutes 2024, section 241.021, Inmate Prescriptions, which was recently enacted at the 2025 Session, district court file 62-CV-25-5225.

Comments and Correspondence:

Public Comment: One person spoke against the updated public comment writing in the agenda. One person spoke regarding transparency and public comment, and one person regarding the Havana realignment and the effect on their Havana farm.

Correspondence: None

Consent Agenda:

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

- A. Approve the minutes of June 24, 2025 Board Meeting
- B. Approve the minutes of June 24, 2025 Board Work Session
- C. Approve Bills

D. Approve the Personnel Report

New Hires/Promotions/Demotions/Transfers:

Name	Position/Dept.	Rating/Step	Date
Jacob Tasker	Hwy Maintenance Tech./Hwy	B23/2	07/01/2025
Amber Brooks (Promotion)	Director of P&Z/P&Z	D63/1	07/02/2025

Resignations/Retirements/Terminations:

Name	Position	Department	End Date
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

Open Positions-Pending Board Approval:

Position	Department	Notes
Network Security Analyst	IT	Recruiting will begin soon
Patrol Deputy – 2 positions	Sheriff's Office	Interviewing/Backgrounding
Correctional Officer–4 positions	DC	Interviewing/Backgrounding
Procurement Specialist	Finance	Interviewing
Technical Clerk I	Recorder	Interviewing (2nd Round)
Public Works Director	Public Works	Interviewing
County Engineer	Highway	Recruiting
Custodial & Maint. Assistant	Facilities & Fleet	Recruiting
Human Resources Coordinator	HR	Recruiting
Deputy Sheriff Sergeant–2 positions	Sheriff	Recruiting
Correctional Sergeant	DC	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

E. Approve Fee Schedule with changes from the Recorder's Office, Sheriff's Office and Public Health.

F. 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.

General Agenda:

Human Resource Specialist read the July Anniversary Report

Name:	Position:	Department:	Anniv. Date:	Yrs:
Jessica Bedney	Adult Probation Officer I	Community Corrections	July 1st	8
Spring Teichroew	Adult Probation Officer II	Community Corrections	July 1st	8
Ashley Schultz	Adult Probation Officer II	Community Corrections	July 1st	8
Jed Loftus	Correctional Sergeant	Detention Center	July 7th	17
Katherine Barden	SSTS Specialist	Planning and Zoning	July 8th	12
Cristian Overland	Correctional Officer	Detention Center	July 8th	1

Kristi Archambault	Public Health Nurse	Public Health	July 10th	19
Christopher Deml	Highway Sign Tech.	Highway	July 15th	29
Christine Bartsch	Home Health Aide/Homemaker Lead			
		Public Health	July 16th	13
Thomas Burger	Custodian	Facilities and Fleet	July 17th	8
Beth Jongbloedt	Public Health Nurse	Public Health	July 20 th	3
Sean Robbins	Deputy Sheriff Patrol	Sheriff	July 21st	11
Ethan Cousins	Assistant Director of IT	IT	July 22nd	12
Adam Rector	Deputy Sheriff Patrol	Sheriff	July 24th	2
Darrell Johnston	Assistant Cnty Attorney I	Attorney	July 29th	1
Jenna Carty	Adult Probation Officer I	Community Corrections	July 31st	2

Motion by Commissioner Abbe, seconded by Commissioner Glynn to authorize the County Attorney to take legal action to join other counties to challenge the constitutionality and enforceability of a statutory amendment adding Subdivision 4f to Minnesota Statutes 2024, section 241.021, Inmate Prescriptions, which was recently enacted in the 2025 Session, district court file 62-CV-25-5225. Ayes all.

Commissioner Reports:

Commissioner Glynn reported his attendance at P&Z Director interviews, Internal Central Services, and Work Session.

Commissioner Prokopec reported his attendance at Campbells swearing in ceremony, Public Works and Work Session.

Commissioner Abbe will report next meeting.

Commissioner Krueger reported his attendance at Criminal Justice meeting, AMC Business partnership, Planning Commission meeting, Public Works, MNP Finance and Work Session.

Commissioner Brady reported his attendance at Informational meeting with MNP, P&Z Director interviews, Internal Central Services, 911 Joint Powers meeting, Planning and Zoning meeting and a Work Session.

County Attorney had no report.

County Administrator reported her continued attendance at the Main Street Project meetings through Teams and announced the Open House for this project at OPU on July 17th at 4:00 p.m. where the group will be giving updates on the project and soliciting public input on elements of the project. The environmental analysis to be complete by Dec. 1st with the full plans to be complete by April 1st. This will meet the timeframe to obtain the use of the Federal funds.

LISTING OF BILLS

July 8, 2025

7 Rivers Recycling LLC	4,705.25
ArchKey Technologies	30,562.45
Bishop Excavating, Inc.	2,856.01

Community Co-op Oil Assn	18,761.76
Counties Providing Technology	4,651.00
Crane Creek Asphalt	2,703.04
Dahle Enterprises of Morristown LLC	15,745.59
Goodman/Alan D	6,405.64
Health Management Associates Inc	13,434.40
J R's Advanced Recyclers Inc	3,911.25
Jones Haugh & Smith Inc	3,642.50
Loken Excavating & Drainage	3,470.59
Midstates Equipment & Supply Inc	19,995.69
Mn Counties Intergovernmental Trust	2,486.00
Office of MN IT Services	3,182.51
R & K Electric Inc	226,775.00
Short Elliott Hendrickson Inc	28,860.71
Svl Service Corporation	2,047.00
Thompson Sanitation	75,722.74
Versaterm Public Safety US Inc	2,140.00
Zamboni Company USA Inc	136,517.70
Ziegler, Inc	3,250.00
67 Payments less than 2000	<u>29,754.74</u>
Final Total:	641,581.57

Motion by Commissioner Glynn, seconded by Commissioner Abbe to go into closed session at 5:22 pm. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Glynn to come out of closed session at 6:38 pm. Ayes all.

The County Attorney reported that the closed session was regarding pending litigation against MNPrairie County Alliance, citing service deficiencies and financial mismanagement. Motion by Commissioner Glynn, seconded by Commissioner Abbe to authorize the County Attorney to retain outside legal counsel to represent Steele County regarding its ongoing disputes with MNPrairie County Alliance.

Motion by Commissioner Abbe, seconded by Commissioner Prokopec to adjourn to the Call of the Chair at 6:39 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

July 8, 2025

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on July 8, 2025 with Commissioner's Prokopec, Abbe, Krueger, Brady, and Glynn present. Also present were Finance Director Candi Lemarr, County Assessor Brian Anderson, IT Director Dave Purscell, County Attorney Robert Jarrett, MNP Director Tara Riech, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

The Attorney spoke regarding a new law went into effect 7/1 that requires jail staff to administer an inmate's own prescription medications. Normally the inmate's medical condition was evaluated by onsite professionals who administered medication as deemed medically necessary based on the inmate's current condition. Requiring jail staff to administer the previously prescribed medication such as opioids, could result unintended drug interactions. This increases the County's liability significantly. Current medical is provided by Advanced Correction Healthcare (ACH) who has filed a lawsuit against the DOC challenging the new law. The County Attorney is seeking board authorization to 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. The Minnesota Attorney General did agree to a one-month TRO. The Board agreed to move the item to the Board meeting for action.

The Administrator gave an update on the Human Services. A staff leadership team has an extended meeting with HMA where there will be a first look at a possible structure and staffing models. HMA is also working on a first-year budget based by using the approximate numbers for current Steele County clients, MNP information from last year, and information provided to DHS by MNP. There has been no concern by state officials regarding the separation of Steele County from MNP as the goal is to provide better services to clients and residents, and they are not lost in the restructure.

Budget Workshop is July 10th at 1:00 p.m.

Meeting was adjourned at 4:23 p.m.

Chairman

ATTEST: _____
Administrator

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

July 10, 2025

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Budget Work Session at 1:00 p.m. on July 10, 2025 for the purpose of discussing the process of setting the 2026 budget. Present were Commissioners Prokopec, Abbe, Krueger, Glynn and Brady. Also present were Finance Director Candi Lemarr, County Administrator Renae Fry and Department Heads/Supervisors, Kirtz, Thiele, Buttera, Rysavy, Gilormini, Brooks, Purscell, Mueller, Ringhofer, Kvien, Schammel, Anderson, and Aaseth.

Fry opened the meeting and Lemarr presented the two items on the agenda. The first item was to review the key factors affecting the 22 operational areas and a SWOT analysis for each. Overall, presenters talked about the new budget pressures, but showed a willingness to collaborate with other departments and to consider efficiencies and possible grant revenue sharing when appropriate.

The next steps include an all department head budget review meeting in preparation for the next board workshop to be held on August 6, 2025.

Meeting was adjourned at 4:50 p.m.

Chairman

ATTEST: _____
Administrator

SBENDORF

7/17/25

9:17AM

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

7/17/25 9:17AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 2

	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			
	10224 Health Management Associates Inc						
171	01-003-000-0000-6194		39,920.00	Consulting services-HS-June	213794-02	Personnel Policy	N
	10224 Health Management Associates Inc		39,920.00	1 Transactions			
	9173 Madden Galanter Hansen LLP						
68	01-003-000-0000-6194		117.50	Labor relations services-June	June 2025	Personnel Policy	Y
	9173 Madden Galanter Hansen LLP		117.50	1 Transactions			
	5458 Madison National Life Ins Co Inc						
57	01-003-000-0000-6354		1,465.86	STD payment - 2nd qtr	2nd qtr 2025	Misc Insurance Acct	N
	5458 Madison National Life Ins Co Inc		1,465.86	1 Transactions			
	48522 Meier/Karen						
69	01-003-000-0000-6194		150.00	Retirement - CForystek	7/05/2025	Personnel Policy	N
	48522 Meier/Karen		150.00	1 Transactions			
	9937 Red Cedar Consulting LLC						
70	01-003-000-0000-6194		4,317.50	Employee investigation	000305	Personnel Policy	Y
	9937 Red Cedar Consulting LLC		4,317.50	1 Transactions			
	4879 Shred Right						
71	01-003-000-0000-6801		42.53	Shred documents	0051501	General Expense	Y
	4879 Shred Right		42.53	1 Transactions			
	10236 Valsoft Corporation Inc						
67	01-003-000-0000-6480		11,811.26	EZeDocs/400 forms 3 yr renewal	438403	Non-Capitalized Inventory	N
	10236 Valsoft Corporation Inc		11,811.26	1 Transactions			
3	DEPT Total:		57,824.65	County Wide	7 Vendors	7 Transactions	
13	DEPT			Law Library			
	70550 Thomson Reuters - West						
31	01-013-000-0000-6501		1,266.08	West information charge-June	852160376	Books	N
	70550 Thomson Reuters - West		1,266.08	1 Transactions			
13	DEPT Total:		1,266.08	Law Library	1 Vendors	1 Transactions	

SBENDORF
7/17/25 9:17AM
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	
32	DEPT			Human Resources			
	9348 Vault Health						
73	01-032-000-0000-6801		61.16	Pre-employment drug screen	FL00680619	General Expense	N
	9348 Vault Health		61.16	1 Transactions			
	8338 Verified First LLC						
33	01-032-000-0000-6260		80.12	Background checks	INV000553128	Background Checks	Y
	8338 Verified First LLC		80.12	1 Transactions			
32	DEPT Total:		141.28	Human Resources	2 Vendors	2 Transactions	
41	DEPT			Auditor			
	7020 Steele County Times						
28	01-041-000-0000-6801		118.00	2 year subscription	2025	Misc Exp	N
	7020 Steele County Times		118.00	1 Transactions			
	85147 Stericycle Inc						
222	01-041-000-0000-6410		868.20	Paper shredding-retention	8011260297	Office Supplies	N
	85147 Stericycle Inc		868.20	1 Transactions			
41	DEPT Total:		986.20	Auditor	2 Vendors	2 Transactions	
61	DEPT			Information Technology			
	18450 Office of MN IT Services						
62	01-061-000-0000-6212		1,100.44	Internet fees - Aug 2024	DV24080400	M-Net Expenses	N
60	01-061-000-0000-6212		1,601.12	Internet fees - July 2025	DV25060413	M-Net Expenses	N
	18450 Office of MN IT Services		2,701.56	2 Transactions			
61	DEPT Total:		2,701.56	Information Technology	1 Vendors	2 Transactions	
62	DEPT			Central Services			
	9983 CallTower						
6	01-062-000-0000-6210		383.10	Phone charges 6/26 - 7/25	202619492	Telephone	N
	9983 CallTower		383.10	1 Transactions			
	8499 Counties Providing Technology						
10	01-062-000-0000-6301		4,651.00	Gee tech/assist/support-June	3006	Equip/Software Maint	Y

SBENDORF

7/17/25 9:17AM

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
8499	Counties Providing Technology		4,651.00	1 Transactions		
16282	Crosstown Cartage Inc					
8	01-062-000-0000-6801		324.00	Contracted mail service	07/04/2025	General Expense N
9	01-062-000-0000-6802		130.00	Additional mail services	07/04/2025	Internal Chargeback N
16282	Crosstown Cartage Inc		454.00	2 Transactions		
9767	UKG Kronos Systems LLC					
72	01-062-000-0000-6301		3,632.03	HRIS operating cost-June 2025	I10080010193	Equip/Software Maint N
9767	UKG Kronos Systems LLC		3,632.03	1 Transactions		
62	DEPT Total:		9,120.13	Central Services	4 Vendors	5 Transactions
63	DEPT			Auditor Elections		
21920	Election Systems & Software Inc					
12	01-063-565-0000-6301		20,111.74	Firmware lic/hardware maint	CD2122392	Equip/Software Maint N
21920	Election Systems & Software Inc		20,111.74	1 Transactions		
63	DEPT Total:		20,111.74	Auditor Elections	1 Vendors	1 Transactions
101	DEPT			County Recorder		
4393	Fidlar Technologies Inc					
13	01-101-000-9305-6480		2,158.67	AVID lifecycle - quarter 2	0709969-IN	Non-Capitalized Inv-Technology Fun N
4393	Fidlar Technologies Inc		2,158.67	1 Transactions		
8265	Iacovino Law Office LLC					
53	01-101-000-0000-6286		300.00	2nd qtr Examiner fee-2025	3706	Exam Of Title Fee Y
8265	Iacovino Law Office LLC		300.00	1 Transactions		
101	DEPT Total:		2,458.67	County Recorder	2 Vendors	2 Transactions
103	DEPT			Assessor		
3693	Loffler Companies Inc					
19	01-103-000-0000-6301		31.14	Meter billing for copier	5064561	Equip/Software Maint N
3693	Loffler Companies Inc		31.14	1 Transactions		

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103	DEPT Total:		31.14	Assessor	1 Vendors	1 Transactions		
104	DEPT			GIS				
3511	Mn County GIS Association							
178	01-104-000-0000-6241		250.00	MCGISA annual dues	2501	Membership Dues & Subscriptions		N
3511	Mn County GIS Association		250.00		1 Transactions			
104	DEPT Total:		250.00	GIS	1 Vendors	1 Transactions		
105	DEPT			Planning & Zoning				
13000	City Of Blooming Prairie							
47	01-105-000-0000-6805		297.01	Bldg permit reimb - June	June bldg permit	Bl Pr Reimb-Bldg Permit		N
13000	City Of Blooming Prairie		297.01		1 Transactions			
13025	City Of Ellendale							
46	01-105-000-0000-6837		394.12	Bldg permit reimb - Q2	June 2025	Ellendale Reimb-Bldg Permit		N
13025	City Of Ellendale		394.12		1 Transactions			
669	City Of Medford							
48	01-105-000-0000-6806		303.60	Bldg permit reimb - Q2	June 2025	Medford Reimb-Bldg Permit		N
669	City Of Medford		303.60		1 Transactions			
105	DEPT Total:		994.73	Planning & Zoning	3 Vendors	3 Transactions		
111	DEPT			Buildings & Grounds				
10067	Auto Value Owatonna							
200	01-111-000-0000-6304		0.99	O-rings	197011061	Equipment Maintenance & Repairs		N
10067	Auto Value Owatonna		0.99		1 Transactions			
8251	BRN Lawn & Landscape LLC							
37	01-111-040-0000-6380		900.00	Weekly mow & trim-Admin	3638	Grounds Maintenance		Y
38	01-111-041-0000-6380		375.00	Weekly mow & trim-Annex	3638	Grounds Maintenance		Y
39	01-111-042-0000-6380		350.00	Weekly mow & trim-CH	3638	Grounds Maintenance		Y
40	01-111-043-0000-6380		150.00	Weekly mow & trim-Atty	3638	Grounds Maintenance		Y
41	01-111-044-0000-6380		775.00	Weekly mow & trim-DC	3638	Grounds Maintenance		Y
44	01-111-045-0000-6380		225.00	Weekly mow & trim-CCA	3638	Grounds Maintenance		Y
42	01-111-049-0000-6380		225.00	Weekly mow & trim-Alex	3638	Grounds Maintenance		Y

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8251	BRN Lawn & Landscape LLC		3,000.00	7 Transactions		
8374	Burger/Thomas R					
45	01-111-000-0000-6331		22.82	32.6 miles x 0.70	5/8-6/30/25	Mileage Reimbursement N
8374	Burger/Thomas R		22.82	1 Transactions		
5202	Clearview Window Cleaning					
49	01-111-041-0000-6300		275.00	Window cleaning - Annex	28073	Bldg Repairs & Maintenance Y
5202	Clearview Window Cleaning		275.00	1 Transactions		
8866	Diverse Construction Services LLC					
50	01-111-044-0000-6300		2,075.00	Repair 3 splits in roof - DC	2537	Bldg Repairs & Maintenance N
8866	Diverse Construction Services LLC		2,075.00	1 Transactions		
8288	Four Seasons Electric					
205	01-111-045-0000-6300		488.37	Add cover switch & UA light	14958	Bldg Repairs & Maintenance N
204	01-111-043-0000-6300		2,355.44	Install 2 inch conduit	14969	Bldg Repairs & Maintenance N
203	01-111-044-0000-6300		294.24	Install new pipes	14984	Bldg Repairs & Maintenance N
202	01-111-040-0000-6380		1,077.51	Emerg light battery back up	14993	Grounds Maintenance N
8288	Four Seasons Electric		4,215.56	4 Transactions		
8521	From the Ground Up LLC					
51	01-111-040-0000-6300		198.00	Cheetah pro herbicide	37843	Bldg Repairs & Maintenance Y
52	01-111-040-0000-6300		198.00	Cheetah pro herbicide	37844	Bldg Repairs & Maintenance Y
206	01-111-040-0000-6300		386.74	Cheetah pro herbicide	37848	Bldg Repairs & Maintenance Y
8521	From the Ground Up LLC		782.74	3 Transactions		
33550	Hillyard - Hutchinson					
207	01-111-040-0000-6300		2.99	Switch	700665124	Bldg Repairs & Maintenance N
33550	Hillyard - Hutchinson		2.99	1 Transactions		
1436	Jim & Dude's Plg & Htg Inc					
208	01-111-044-0000-6300		9,450.00	Replace 2 water main valves	1100056	Bldg Repairs & Maintenance N
1436	Jim & Dude's Plg & Htg Inc		9,450.00	1 Transactions		
9683	Northland Pest Control					
210	01-111-043-0000-6300		75.00	Pest control - Atty	15981	Bldg Repairs & Maintenance Y
214	01-111-045-0000-6300		65.00	Pest control - CCA	15982	Bldg Repairs & Maintenance Y
211	01-111-042-0000-6300		105.00	Pest control - CH	15983	Bldg Repairs & Maintenance Y

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212	01-111-041-0000-6300		Pest control - Annex	15984	Bldg Repairs & Maintenance	Y
213	01-111-040-0000-6300		Pest control - Admin	15985	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control	395.00	5 Transactions			
65100	Paape Companies Inc					
66	01-111-042-0000-6300	1,422.46	Combustion boilers & changes	117717	Bldg Repairs & Maintenance	N
65	01-111-044-0000-6300	310.06	Boiler combustion & operations	117718	Bldg Repairs & Maintenance	N
64	01-111-041-0000-6300	375.00	Boiler combustion & operations	117719	Bldg Repairs & Maintenance	N
65100	Paape Companies Inc	2,107.52	3 Transactions			
3162	Safelite Fulfillment Inc					
216	01-111-000-0000-6304	308.78	Windshield-Solar right front	05157-171386	Equipment Maintenance & Repairs	N
3162	Safelite Fulfillment Inc	308.78	1 Transactions			
85167	Stewart Sanitation					
221	01-111-041-0000-6300	138.06	Recycling - Annex - June	929893	Bldg Repairs & Maintenance	N
220	01-111-042-0000-6300	86.67	Recycling - CH - June	929896	Bldg Repairs & Maintenance	N
219	01-111-043-0000-6300	64.27	Recycling - Atty - June	929896	Bldg Repairs & Maintenance	N
217	01-111-040-0000-6300	203.06	Recycling - Admin - July	930674	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation	492.06	4 Transactions			
111	DEPT Total:	23,128.46	Buildings & Grounds	13 Vendors	33 Transactions	
121	DEPT		Veteran Service			
14420	Culligan Inc					
11	01-121-000-0000-6301	17.90	Water - June	15391516-06302C	Repairs/Maintenance	N
14420	Culligan Inc	17.90	1 Transactions			
37025	Innovative Office Solutions LLC					
15	01-121-000-0000-6410	36.10	Desk calculators	4871471	Office Supplies	Y
37025	Innovative Office Solutions LLC	36.10	1 Transactions			
121	DEPT Total:	54.00	Veteran Service	2 Vendors	2 Transactions	
201	DEPT		Sheriff			
8458	American Tower Corporation					
4	01-201-297-0000-6347	692.11	BP tower rent - July 2025	413639484	T-BI Pr Lease Payments	N

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8458	American Tower Corporation		692.11	1 Transactions			
33550	Hillyard - Hutchinson						
14	01-201-000-0000-6293		4,372.47	Floor mats-Gun permit area	605864593	Gun Permit Expenses	N
33550	Hillyard - Hutchinson		4,372.47	1 Transactions			
4877	L & L Street Rods & Sport Trucks						
17	01-201-000-0000-6480		353.18	Ship-Progard/console 7425/16	4395	Non-Capitalized Inventory	Y
54	01-201-000-0000-6480		17.87	Ship Setina blac-rac lock	4397	Non-Capitalized Inventory	Y
55	01-201-000-0000-6480		1,460.00	Tear down K9 unit	4399	Non-Capitalized Inventory	Y
172	01-201-000-0000-6480		5,173.00	Upfit new squad, equipment	4405	Non-Capitalized Inventory	Y
173	01-201-000-0000-6480		640.00	Tear down 7425	4406	Non-Capitalized Inventory	Y
4877	L & L Street Rods & Sport Trucks		7,644.05	5 Transactions			
5487	LexisNexis Risk Data Management						
56	01-201-000-0000-6425		200.00	Searches/reports - June 2025	1100163417	Investigation Expense	N
5487	LexisNexis Risk Data Management		200.00	1 Transactions			
18450	Office of MN IT Services						
23	01-201-000-0000-6210		276.47	Sheriff telecom - May 2025	W25050580	Telephone	N
18450	Office of MN IT Services		276.47	1 Transactions			
5251	PDCM - RANGE						
59	01-201-000-0000-6261		655.00	Vigeland PIT Hybrid class	337900-12013	Conference & Training	N
5251	PDCM - RANGE		655.00	1 Transactions			
9332	PITNEY BOWES INC						
25	01-201-000-0000-6293		128.97	Postage meter fee 7/20-10/19	1027709324	Gun Permit Expenses	N
9332	PITNEY BOWES INC		128.97	1 Transactions			
1663	Sign Pro Of Owatonna, Inc.						
189	01-201-000-0000-6480		2,300.00	Graphics-7407,7413,7416,7425	1137667	Non-Capitalized Inventory	N
1663	Sign Pro Of Owatonna, Inc.		2,300.00	1 Transactions			
201	DEPT Total:		16,269.07	Sheriff	8 Vendors	12 Transactions	
208	DEPT			Coroner			
8950	Boldt Funeral Home						
5	01-208-000-0000-6801		540.00	Removal/transport-RZiemke	5/14/2025	General Expense	Y

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8950	Boldt Funeral Home			1 Transactions		
9860	Klapperich/Julie					
175	01-208-000-0000-6801	275.00	Death investigations - 2	June 2025	General Expense	6
176	01-208-000-0000-6801	225.00	Triage - 5	June 2025	General Expense	6
177	01-208-000-0000-6801	25.00	Paperwork	June 2025	General Expense	6
9860	Klapperich/Julie	525.00		3 Transactions		
4229	Moore Md/Kellyanna J					
179	01-208-000-0000-6801	3,980.17	Coroner services - July	July 2025	General Expense	6
180	01-208-000-0000-6801	716.46-	Overpmt Jan-June 2025	July 2025	General Expense	6
4229	Moore Md/Kellyanna J	3,263.71		2 Transactions		
208	DEPT Total:	4,328.71	Coroner	3 Vendors	6 Transactions	
251	DEPT		Jail			
4346	Advanced Correctional Healthcare Inc					
2	01-251-000-0000-6270	4,608.23	CAP 3/1-6/26/25	INV002621	Medical Services	6
1	01-251-000-0000-6270	7,132.58	Onsite medical services	RINV006450	Medical Services	6
4346	Advanced Correctional Healthcare Inc	11,740.81		2 Transactions		
5750	Bob Barker Company Inc					
167	01-251-000-0000-6418	466.68	Shoes, boxers, towels, etc	2148428	Lock-Up Supplies	N
5750	Bob Barker Company Inc	466.68		1 Transactions		
9595	Compcare Occupational Medicine & Urge					
7	01-251-000-0000-6196	165.00	Pre-employment exam - DA	1.222.25.1770	Employee Phys And Exams	6
9595	Compcare Occupational Medicine & Urge	165.00		1 Transactions		
10239	Emergency Care Consultants PA					
170	01-251-000-0000-6432	124.52	Med visit OMC-Sprowl	03x23928900-3	Medical Payments	N
10239	Emergency Care Consultants PA	124.52		1 Transactions		
10240	MCHS SE Minnesota					
20	01-251-000-0000-6432	1,292.60	ER visit - Aguilar 12/23/24	MH121673905000	Medical Payments	6
10240	MCHS SE Minnesota	1,292.60		1 Transactions		
18450	Office of MN IT Services					
63	01-251-000-0000-6211	42.50	Fiber mgmt fees - Aug 2024	DV24080400	Radio - Computers - Cameras	N

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61	01-251-000-0000-6211		Fiber mgmt fees - July 2025	DV25060413	Radio - Computers - Cameras	N
24	01-251-000-0000-6410		Jail telecom - May 2025	W25050580	Office Supplies	N
18450	Office of MN IT Services	176.07	3 Transactions			
62945	Owatonna Hospital					
185	01-251-000-0000-6432	475.59	ER visit - Sprowls	EH17389423300	Medical Payments	Y
62945	Owatonna Hospital	475.59	1 Transactions			
4879	Shred Right					
188	01-251-000-0000-6304	42.53	Document shredding	0052203	Contract Serv./Bldg Maint	Y
4879	Shred Right	42.53	1 Transactions			
4377	Skjeveland Enterprises					
190	01-251-000-0000-6254	45.00	Recycling waste July-Sept	332455	Garbage Disposal	Y
191	01-251-000-0000-6254	30.00	Recycle cart July - Sept	332456	Garbage Disposal	Y
4377	Skjeveland Enterprises	75.00	2 Transactions			
10173	Spero					
192	01-251-000-0000-6196	1,280.00	Pre-empl evals-NZ, SL, CK, DA	7/15/2025	Employee Phys And Exams	G
10173	Spero	1,280.00	1 Transactions			
85167	Stewart Sanitation					
30	01-251-000-0000-6254	262.86	Waste pick up - July	930672	Garbage Disposal	N
85167	Stewart Sanitation	262.86	1 Transactions			
8247	Summit Food Services LLC					
196	01-251-000-0000-6441	3.00-	Credit for overpmt	INV2000242387	Prisoner Meals	N
195	01-251-000-0000-6441	3,460.80	Inmate meals 6/14 - 6/20/25	INV2000246515	Prisoner Meals	N
198	01-251-000-0000-6441	3,757.45	Inmate meals 6/28 - 7/4/25	INV2000247493	Prisoner Meals	N
194	01-251-000-0000-6441	4,295.40	Inmate meals 7/5 - 7/11/25	INV2000248202	Prisoner Meals	N
197	01-251-000-0000-6441	3,460.80	Inmate meals 6/21 - 6/27/25	INV200246915	Prisoner Meals	N
8247	Summit Food Services LLC	14,971.45	5 Transactions			
618	Turnkey Corrections					
32	01-251-000-0000-6418	6.09	Indigent fees	19155	Lock-Up Supplies	N
618	Turnkey Corrections	6.09	1 Transactions			
251	DEPT Total:	31,079.20	Jail	13 Vendors	21 Transactions	

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252	DEPT			Community Corrections				
	4064	Alcohol Monitoring System Inc						
3	01-252-000-0000-6274		701.50	SCRAM monitoring fee	347070	Scram Monitoring		N
	4064	Alcohol Monitoring System Inc	701.50	1 Transactions				
	6821	KEYSTONE INTERPRETING SOLUTIONS IN						
174	01-252-000-0000-6284		200.00	Translator services	M11-00017	Interpreter Services		N
	6821	KEYSTONE INTERPRETING SOLUTIONS IN	200.00	1 Transactions				
	6884	Language Line Services Inc						
18	01-252-000-0000-6284		430.61	Translator services	11643196	Interpreter Services		Y
	6884	Language Line Services Inc	430.61	1 Transactions				
	5830	Midwest Monitoring & Surveillance						
58	01-252-000-0000-6270		184.25	June 2025 lab services	DT0625155	Chemical Testing		Y
	5830	Midwest Monitoring & Surveillance	184.25	1 Transactions				
	8934	Point & Pay						
26	01-252-000-0000-6410		700.00	Equipment & set up fee-May	11478	Office Supplies		N
	8934	Point & Pay	700.00	1 Transactions				
	4879	Shred Right						
27	01-252-000-0000-6410		42.53	Paper shredding	51559	Office Supplies		Y
	4879	Shred Right	42.53	1 Transactions				
252	DEPT Total:		2,258.89	Community Corrections	6 Vendors	6 Transactions		
391	DEPT			Environmental Services				
	10206	GFL Environmental Services USA LLC						
201	01-391-000-0000-6550		75.00	Used oil	20113957	Household Hazardous Waste		N
	10206	GFL Environmental Services USA LLC	75.00	1 Transactions				
	61527	Owatonna Peoples Press						
215	01-391-000-0000-6361		293.80	Annual subscription - 2025	OPP-16043	Recycling Education		N
	61527	Owatonna Peoples Press	293.80	1 Transactions				
391	DEPT Total:		368.80	Environmental Services	2 Vendors	2 Transactions		

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481	DEPT				Public Health Nursing			
	8204	Adams/Penny						
124		01-481-460-6009-6331		72.10	Mileage - June 2025	July 2025	Mileage Reimbursement	N
	8204	Adams/Penny		72.10	1 Transactions			
	8815	Amazon Capital Services Inc						
97		01-481-461-6032-6464		86.89-	Return fan	1wcj-tnmf-lrkj	General Supplies & Outreach	N
98		01-481-464-6065-6464		15.00-	Credit - broken bin	1y6f-t4gk-jc1f	General Supplies & Outreach	N
96		01-481-461-6032-6464		146.73	Curtain, rings, fan	5126627	General Supplies & Outreach	N
	8815	Amazon Capital Services Inc		44.84	3 Transactions			
	3566	Anderson/Gaynelle						
125		01-481-460-6009-6331		32.90	Mileage - June 2025	July 2025	Mileage Reimbursement	N
	3566	Anderson/Gaynelle		32.90	1 Transactions			
	2574	Archambault/Kristi						
126		01-481-460-6009-6331		2.80	Mileage - June 2025	July 2025	Mileage Reimbursement	N
	2574	Archambault/Kristi		2.80	1 Transactions			
	8783	Availity LLC						
99		01-481-460-6009-6383		20.00	Medicare billing charges	INV01399973	Contract Services	N
	8783	Availity LLC		20.00	1 Transactions			
	7	Bartsch/Christine						
127		01-481-460-6009-6331		77.00	Mileage - June 2025	July 2025	Mileage Reimbursement	N
	7	Bartsch/Christine		77.00	1 Transactions			
	8486	Baumgartner/Ann						
128		01-481-460-6009-6331		13.30	Mileage - June 2025	July 2025	Mileage Reimbursement	N
	8486	Baumgartner/Ann		13.30	1 Transactions			
	9413	Benson/Robert						
129		01-481-460-6009-6331		17.50	Mileage - June 2025	July 2025	Mileage Reimbursement	N
	9413	Benson/Robert		17.50	1 Transactions			
	8135	Betlach/Ashley						
130		01-481-460-6012-6331		21.14	Mileage - June 2025	July 2025	Mileage Reimbursement	N
	8135	Betlach/Ashley		21.14	1 Transactions			

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6267	Brinkman/Stacie Lynn					
131	01-481-461-6025-6331		17.85	Mileage - June 2025	July 2025	Mileage Reimbursement N
133	01-481-461-6030-6331		1.40	Mileage - June 2025	July 2025	Mileage Reimbursement N
132	01-481-461-6068-6331		4.20	Mileage - June 2025	July 2025	Mileage Reimbursement N
6267	Brinkman/Stacie Lynn		23.45	3 Transactions		
5839	C V S - SMART Transit					
101	01-481-460-6012-6465		90.00	Bus tickets - July - unlimited	600546	Pass Thru - Patient Supplies & Service N
5839	C V S - SMART Transit		90.00	1 Transactions		
10128	Christenson/Sandra					
134	01-481-460-6009-6331		45.50	Mileage - June 2025	July 2025	Mileage Reimbursement N
10128	Christenson/Sandra		45.50	1 Transactions		
12590	Christenson/Yukari					
135	01-481-460-6009-6331		91.00	Mileage - June 2025	July 2025	Mileage Reimbursement N
12590	Christenson/Yukari		91.00	1 Transactions		
5181	CliftonLarsonAllen LLP					
102	01-481-461-6058-6480		9,975.00	Grant management software	L251338502	Non-Capitalized Inventory Y
5181	CliftonLarsonAllen LLP		9,975.00	1 Transactions		
14805	Corporate Recognition Inc					
103	01-481-461-6032-6464		2,265.07	Breast feeding tent	23542	General Supplies & Outreach N
104	01-481-461-6040-6806		7.50	Credit-magnet-BP award	23561	Miscellaneous N
14805	Corporate Recognition Inc		2,257.57	2 Transactions		
8789	Dahle/Teya F					
105	01-481-461-6034-6383		110.10	Reflective consulting	1681	Contract Services Y
106	01-481-461-6059-6383		110.10	Reflective consulting	1681	Contract Services Y
8789	Dahle/Teya F		220.20	2 Transactions		
8800	EKF Diagnostics					
107	01-481-461-6030-6434		79.48	Pregnancy tests - 50 count	13072406	Medical Supplies N
8800	EKF Diagnostics		79.48	1 Transactions		
9841	Farr/Whitney					
136	01-481-460-6012-6331		16.10	Mileage - June 2025	July 2025	Mileage Reimbursement 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	
9841	Farr/Whitney		16.10	1 Transactions		
10130	Fleming/Bobbi Jo					
137	01-481-460-6012-6331	19.25	Mileage - June 2025	July 2025	Mileage Reimbursement	N
10130	Fleming/Bobbi Jo	19.25	1 Transactions			
10209	Grunklee/Korey					
138	01-481-460-6012-6331	4.90	Mileage - June 2025	July 2025	Mileage Reimbursement	N
10209	Grunklee/Korey	4.90	1 Transactions			
8735	Hanson/Julie					
140	01-481-460-6012-6331	2.80	Mileage - June 2025	July 2025	Mileage Reimbursement	N
8735	Hanson/Julie	2.80	1 Transactions			
9892	Haroldson/Julie					
139	01-481-460-6009-6331	45.50	Mileage - June 2025	July 2025	Mileage Reimbursement	N
9892	Haroldson/Julie	45.50	1 Transactions			
8389	Healthcare First					
108	01-481-460-6009-6383	116.57	HHCAHPS survey	5530714	Contract Services	N
8389	Healthcare First	116.57	1 Transactions			
10132	Hedervare/Sara					
141	01-481-460-6012-6331	4.20	Mileage - June 2025	July 2025	Mileage Reimbursement	N
10132	Hedervare/Sara	4.20	1 Transactions			
3463	Hy Vee Accounts Receivable					
109	01-481-461-6067-6464	250.00	Worksite Wellness presentation	SC2289278-2025	General Supplies & Outreach	N
3463	Hy Vee Accounts Receivable	250.00	1 Transactions			
37025	Innovative Office Solutions LLC					
110	01-481-461-6030-6464	10.79	Lunch bags	4873450	General Supplies & Outreach	Y
111	01-481-461-6031-6464	79.51	Paper trimmer	4873450	General Supplies & Outreach	Y
112	01-481-000-0000-6410	18.34	Folders	4877479	Office Supplies	Y
37025	Innovative Office Solutions LLC	108.64	3 Transactions			
9458	Jongbloedt/Beth					
142	01-481-460-6009-6331	39.55	Mileage - June 2025	July 2025	Mileage Reimbursement	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	
9458	Jongbloedt/Beth			1 Transactions		
3629	Kent/Leah					
143	01-481-460-6009-6331	82.25	Mileage - June 2025	July 2025	Mileage Reimbursement	N
3629	Kent/Leah	82.25		1 Transactions		
8495	KODA Living Community					
100	01-481-461-6032-6464	1,180.38	CommPartn award-dresser/fridge	06272025	General Supplies & Outreach	G
8495	KODA Living Community	1,180.38		1 Transactions		
10009	Martinez/Stephanie					
144	01-481-460-6009-6331	17.50	Mileage - June 2025	July 2025	Mileage Reimbursement	N
10009	Martinez/Stephanie	17.50		1 Transactions		
5754	McMann/Katy					
145	01-481-460-6009-6331	23.80	Mileage - June 2025	July 2025	Mileage Reimbursement	N
5754	McMann/Katy	23.80		1 Transactions		
8975	Minnesota Counties Computer Coop					
113	01-481-000-0000-6381	6,724.35	PHDOC software support 3rd qtr	2507064	CPU Usage & Network Support	N
8975	Minnesota Counties Computer Coop	6,724.35		1 Transactions		
9616	Parrott & Smith LLC					
114	01-481-461-6066-6341	295.00	Rent - August	July 2025	Office Rent	1
9616	Parrott & Smith LLC	295.00		1 Transactions		
2587	Piepho/Nancy June					
146	01-481-461-6031-6331	1.40	Mileage - June 2025	July 2025	Mileage Reimbursement	N
148	01-481-461-6034-6331	1.75	Mileage - June 2025	July 2025	Mileage Reimbursement	N
147	01-481-461-6059-6331	63.00	Mileage - June 2025	July 2025	Mileage Reimbursement	N
2587	Piepho/Nancy June	66.15		3 Transactions		
7944	Red Oxygen					
115	01-481-461-6011-6210	38.02	Texting services	673678	Telephone	N
116	01-481-461-6040-6210	38.01	Texting services	673678	Telephone	N
7944	Red Oxygen	76.03		2 Transactions		
9903	Rindfleisch/Ethan					
149	01-481-464-6052-6331	8.40	Mileage - June 2025	July 2025	Mileage Reimbursement	N

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1 General Revenue Fund

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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
9903 Rindfleisch/Ethan		8.40	1 Transactions		
10166 Roemhildt/Brenda					
150 01-481-460-6012-6331		4.20	Mileage - June 2025	July 2025	Mileage Reimbursement N
117 01-481-460-6012-6383		5,070.00	Contracted hours - June	July 2025	Contract Services N
10166 Roemhildt/Brenda		5,074.20	2 Transactions		
77316 Schroeder/Greg					
119 01-481-460-6009-6331		67.20	Mileage - June 2025	July 2025	Mileage Reimbursement Y
118 01-481-460-6009-6383		1,096.20	Physical therapist - June 2025	July 2025	Contract Services Y
77316 Schroeder/Greg		1,163.40	2 Transactions		
7978 Steffensmeier/Carey L					
151 01-481-460-6012-6331		4.20	Mileage - June 2025	July 2025	Mileage Reimbursement N
7978 Steffensmeier/Carey L		4.20	1 Transactions		
9818 Steinberg/Meagan					
152 01-481-461-6034-6331		5.60	Mileage - June 2025	July 2025	Mileage Reimbursement N
153 01-481-461-6059-6331		25.20	Mileage - June 2025	July 2025	Mileage Reimbursement N
9818 Steinberg/Meagan		30.80	2 Transactions		
85147 Stericycle Inc					
121 01-481-000-0000-6322		121.55	Hazardous waste	8011106908	Service Agreements N
226 01-481-460-6009-6383		131.60	Bulk shredding - 50 boxes	8011260297	Contract Services N
225 01-481-460-6012-6383		131.60	Bulk shredding - 50 boxes	8011260297	Contract Services N
224 01-481-461-6030-6383		131.60	Bulk shredding - 50 boxes	8011260297	Contract Services N
223 01-481-461-6034-6383		131.60	Bulk shredding - 50 boxes	8011260297	Contract Services N
227 01-481-465-6057-6383		131.60	Bulk shredding - 50 boxes	8011260297	Contract Services N
85147 Stericycle Inc		779.55	6 Transactions		
5619 Tonche/Denise					
154 01-481-460-6009-6331		88.90	Mileage - June 2025	July 2025	Mileage Reimbursement N
5619 Tonche/Denise		88.90	1 Transactions		
90165 UC Lab					
122 01-481-463-6049-6322		372.20	Well water testing	124517	Well Water Service Agreements N
90165 UC Lab		372.20	1 Transactions		
4100 Wencl/Dianne Marie					

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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		
155	01-481-460-6009-6331		44.10	Mileage - June 2025	July 2025	Mileage Reimbursement		N
4100	Wencl/Dianne Marie		44.10	1 Transactions				
481	DEPT Total:		29,722.50	Public Health Nursing	44 Vendors	63 Transactions		
502	DEPT			Steele Co Community Ctr				
8251	BRN Lawn & Landscape LLC							
43	01-502-000-0000-6380		175.00	Weekly mow & trim-CommCtr	3638	Grounds Maintenance		Y
8251	BRN Lawn & Landscape LLC		175.00	1 Transactions				
9683	Northland Pest Control							
209	01-502-000-0000-6300		65.00	Pest control - CommCtr	15979	Bldg Repairs & Maintenance		Y
9683	Northland Pest Control		65.00	1 Transactions				
85167	Stewart Sanitation							
218	01-502-000-0000-6300		36.50	Recycling - CommCtr - June	929894	Bldg Repairs & Maintenance		N
85167	Stewart Sanitation		36.50	1 Transactions				
502	DEPT Total:		276.50	Steele Co Community Ctr	3 Vendors	3 Transactions		
521	DEPT			Park And Recreation				
8251	BRN Lawn & Landscape LLC							
168	01-521-000-0000-6304		380.00	Beaver Lake mowings-June	3636	Lawn Mowing Contract		Y
169	01-521-000-0000-6304		160.00	Canoe landing mowings-June	3637	Lawn Mowing Contract		Y
8251	BRN Lawn & Landscape LLC		540.00	2 Transactions				
9084	Metro FiberNet LLC							
22	01-521-000-0000-6410		352.25	Internet - FS 7/1 - 7/31	1671311	Operating Supplies/Truck Repairs		Y
9084	Metro FiberNet LLC		352.25	1 Transactions				
9710	Owatonna Groundsmasters							
183	01-521-000-0000-6823		228.00	Mosquito spraying-Beaver Lake	28570	Beaver Lake		N
184	01-521-000-0000-6823		228.00	Mosquito spraying-Beaver Lake	30794	Beaver Lake		N
9710	Owatonna Groundsmasters		456.00	2 Transactions				
87305	Thompson Sanitation							
199	01-521-000-0000-6823		190.27	Beaver Lake dumpster-June	90942	Beaver Lake		N

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
87305	Thompson Sanitation		190.27	1 Transactions			
521	DEPT Total:		1,538.52	Park And Recreation	4 Vendors	6 Transactions	
550	DEPT			Four Seasons			
166	150 Alexander Lumber Company						
	01-550-000-0000-6410		33.99	Screws	227788/1	Operating Supplies - Contracts	N
	150 Alexander Lumber Company		33.99	1 Transactions			
52550	MEI Total Elevator Solutions						
21	01-550-000-0000-6410		248.62	Elevator maint - July-Sept	1136745	Operating Supplies - Contracts	N
	52550 MEI Total Elevator Solutions		248.62	1 Transactions			
9922	Owatonna Ace Hardware						
181	01-550-000-0000-6410		22.48	Tool hangers	3335/5	Operating Supplies - Contracts	N
182	01-550-000-0000-6410		6.96	Fasteners	3372/5	Operating Supplies - Contracts	N
	9922 Owatonna Ace Hardware		29.44	2 Transactions			
71075	R & R Specialties Of Wisconsin Inc						
186	01-550-000-0000-6314		2,548.45	Tires, blades, board brushes	0090156	Zamboni Repairs	N
187	01-550-000-0000-6314		75.00	Blade sharpening	0090163	Zamboni Repairs	N
	71075 R & R Specialties Of Wisconsin Inc		2,623.45	2 Transactions			
85167	Stewart Sanitation						
193	01-550-000-0000-6254		225.73	Monthly garbage - July	930652	Garbage Disposal	N
	85167 Stewart Sanitation		225.73	1 Transactions			
8289	Twin City Filter Service Inc						
29	01-550-000-0000-6410		468.77	Dehumidifier filters	0778978	Operating Supplies - Contracts	N
	8289 Twin City Filter Service Inc		468.77	1 Transactions			
550	DEPT Total:		3,630.00	Four Seasons	6 Vendors	8 Transactions	
602	DEPT			Co-Op Extension			
37025	Innovative Office Solutions LLC						
16	01-602-000-0000-6410		27.82	Card envelopes	4871191	Office Supplies	Y
	37025 Innovative Office Solutions LLC		27.82	1 Transactions			

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Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
602	DEPT Total:		27.82	Co-Op Extension	1 Vendors
1	Fund Total:		208,568.65	General Revenue Fund	190 Transactions

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7 Opioid Settlement Funds

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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	1099
483	DEPT			Opioid Settlement			
	10173 Spero						
120	07-483-000-0000-6464		1,399.96	Opioid fund awards	Qtr 2	General Supplies & Outreach	G
	10173 Spero		1,399.96	1 Transactions			
	2313 United Way Of Steele County						
123	07-483-000-0000-6464		5,470.00	Opioid fund awards	Qtr 2	General Supplies & Outreach	G
	2313 United Way Of Steele County		5,470.00	1 Transactions			
483	DEPT Total:		6,869.96	Opioid Settlement	2 Vendors	2 Transactions	
7	Fund Total:		6,869.96	Opioid Settlement Funds		2 Transactions	

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10 Road & Bridge Fund

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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	
301	DEPT					Administration			
	10205		Goodman/Alan D						
35			10-301-000-0000-6260		300.00	Housing - Highway Director	6/23-6/25/2025	Consultants/Admin Fee	Y
34			10-301-000-0000-6260		3,800.00	Interim Highway Director	6/23-7/03/2025	Consultants/Admin Fee	Y
36			10-301-000-0000-6260		128.40	Housing - Highway Director	7/1/2025	Consultants/Admin Fee	Y
	10205		Goodman/Alan D		4,228.40	3 Transactions			
301	DEPT Total:				4,228.40	Administration	1 Vendors	3 Transactions	
10	Fund Total:				4,228.40	Road & Bridge Fund		3 Transactions	

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38 Capital Outlay 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
11	DEPT		District Court Admin.			
	3832 I & S Group Inc					
78	38-011-000-0000-6600		2,915.40	CH pkg lot bil thru 6/30	120170	Capital Outlay - District Court Y
	3832 I & S Group Inc		2,915.40	1 Transactions		
11	DEPT Total:		2,915.40	District Court Admin.	1 Vendors	1 Transactions
111	DEPT		Buildings & Grounds			
	8919 ArchKey Technologies					
74	38-111-045-0000-6600		8,003.55	CCA bldg final payment	30242824288	Capital Outlay - CCA Bldg Y
75	38-111-000-0000-6600		800.10	Alex bldg camera installation	S0005164010	Capital Outlay - Buildings and Groun Y
	8919 ArchKey Technologies		8,803.65	2 Transactions		
	9138 ICS Consulting LLC					
80	38-111-045-0000-6600		500.00	New CCA fac bill thru June	12749	Capital Outlay - CCA Bldg Y
	9138 ICS Consulting LLC		500.00	1 Transactions		
111	DEPT Total:		9,303.65	Buildings & Grounds	2 Vendors	3 Transactions
201	DEPT		Sheriff			
	8087 Braun Intertec Eng Inc					
76	38-201-000-0000-6600		3,172.50	Sheriff addn bill thru 6/27	B433518	Capital Outlay - Sheriff Y
	8087 Braun Intertec Eng Inc		3,172.50	1 Transactions		
	33550 Hillyard-Hutchinson					
77	38-201-000-0000-6600		838.31	Floor mat	605852359	Capital Outlay - Sheriff N
	33550 Hillyard-Hutchinson		838.31	1 Transactions		
	9138 ICS Consulting LLC					
81	38-201-000-0000-6600		550.00	Sheriff addn bill thru June	12744	Capital Outlay - Sheriff Y
	9138 ICS Consulting LLC		550.00	1 Transactions		
201	DEPT Total:		4,560.81	Sheriff	3 Vendors	3 Transactions
251	DEPT		Jail			
	5889 Wold Architects and Engineers					
82	38-251-000-0000-6600		653.80	New CCA fac reno-reimbursables	101464	Capital Outlay - Detention Center 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		
5889	Wold Architects and Engineers		653.80	1 Transactions				
251	DEPT Total:		653.80	Jail	1 Vendors	1 Transactions		
502	DEPT			Steele Co Community Ctr				
3832	I & S Group Inc							
79	38-502-000-0000-6600		365.00	CommCtr bill thru 6/30	119769	Capital Outlay-Community Center		Y
3832	I & S Group Inc		365.00	1 Transactions				
502	DEPT Total:		365.00	Steele Co Community Ctr	1 Vendors	1 Transactions		
550	DEPT			Four Seasons				
71066	R & K Electric Inc							
156	38-550-000-0000-6600		2,720.00	Wiring for Zamboni charger	66415	Capital Outlay - Four Seasons		N
71066	R & K Electric Inc		2,720.00	1 Transactions				
71075	R & R Specialties Of Wisconsin Inc							
157	38-550-000-0000-6600		2,595.00	Electronic battery tester	0090155	Capital Outlay - Four Seasons		N
71075	R & R Specialties Of Wisconsin Inc		2,595.00	1 Transactions				
550	DEPT Total:		5,315.00	Four Seasons	2 Vendors	2 Transactions		
38	Fund Total:		23,113.66	Capital Outlay Fund		11 Transactions		

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53 Landfill Fund

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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	1099
398	DEPT			Landfill			
91	9087 7 Rivers Recycling LLC		500.00	Mattresses, Volk inv10713	9158	Contract Services	Y
	9087 7 Rivers Recycling LLC		500.00	1 Transactions			
228	4565 Aurora Township		16,476.50	Landfill fees Jan-June 2025	07/25/2025	Aurora Township Landfill Host Fees	N
	4565 Aurora Township		16,476.50	1 Transactions			
83	5465 B To Z Hardware		133.41	Paper products	19097	Office Supplies	N
	5465 B To Z Hardware		133.41	1 Transactions			
84	11215 Central Farm Services		2,298.01	715 gals diesel - back shop	28831	Machine Fuel	N
	11215 Central Farm Services		2,298.01	1 Transactions			
85	8424 Cintas		186.18	Rugs	4234236277	Contract Services	Y
	8424 Cintas		186.18	1 Transactions			
158	14420 Culligan Inc		24.85	Water	5330264	Contract Services	N
159	53-398-000-0000-6304		12.94	Cooler rental	5355026	Contract Services	N
160	53-398-000-0000-6304		37.15	Softener rental	5356217	Contract Services	N
161	53-398-000-0000-6304		39.99	Softener rental	5365056	Contract Services	N
	14420 Culligan Inc		114.93	4 Transactions			
87	16750 Curt's Truck & Diesel Svc		109.92	Latch hood	256573	Equip Repairs	N
86	53-398-000-0000-6301		140.48	Kit & filler	257440	Equip Repairs	N
	16750 Curt's Truck & Diesel Svc		250.40	2 Transactions			
88	7771 MN Dept of Labor & Industry		50.00	Pressure vessel	ABR0353506x	Bldg Repairs & Maintenance	N
	7771 MN Dept of Labor & Industry		50.00	1 Transactions			
162	52725 Mn Pollution Control Agency		400.00	Annual stormwater permit feeq	10000198174	Testing & Monitoring	N
	53-398-000-0000-6542						

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53 Landfill 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		
52725	Mn Pollution Control Agency		400.00		1 Transactions			
56125	NAPA Auto Parts							
89	53-398-000-0000-6301		83.99	Auto V ribbed belt	831151	Equip Repairs		N
56125	NAPA Auto Parts		83.99		1 Transactions			
77570	Short Elliott Hendrickson Inc							
164	53-398-000-0000-6625		3,588.30	Landfill service - June	491257	Capital Improvements		N
165	53-398-000-0000-6625		1,572.69	Landfill construction svcs-June	491487	Capital Improvements		N
163	53-398-000-0000-6625		1,645.93	Landfill air permitting-June	491758	Capital Improvements		N
77570	Short Elliott Hendrickson Inc		6,806.92		3 Transactions			
85167	Stewart Sanitation							
90	53-398-000-0000-6544		1,642.68	Waste treatment plant bill	929932	Leachate Treatment		N
85167	Stewart Sanitation		1,642.68		1 Transactions			
398	DEPT Total:		28,943.02	Landfill	12 Vendors	18 Transactions		
53	Fund Total:		28,943.02	Landfill Fund		18 Transactions		

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72 State Collections 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		
865	DEPT			Planning & Zoning Surcharge				
	7771 MN Dept of Labor & Industry							
92	72-865-000-0320-2100		1,684.62	Quarter 2 surcharge	June 2025	Steele County Surcharge		N
94	72-865-000-0321-2100		472.78	Quarter 2 surcharge	June 2025	Bl Pr Surcharge		N
93	72-865-000-0332-2100		3.50	Quarter 2 surcharge	June 2025	Medford Surcharge		N
95	72-865-000-0333-2100		38.49	Quarter 2 surcharge	June 2025	Ellendale Surcharge		N
	7771 MN Dept of Labor & Industry		2,199.39	4 Transactions				
865	DEPT Total:		2,199.39	Planning & Zoning Surcharge	1 Vendors	4 Transactions		
72	Fund Total:		2,199.39	State Collections Fund		4 Transactions		
	Final Total:		273,923.08	156 Vendors	228 Transactions			

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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	208,568.65	General Revenue Fund	
	7	6,869.96	Opioid Settlement Funds	
	10	4,228.40	Road & Bridge Fund	
	38	23,113.66	Capital Outlay Fund	
	53	28,943.02	Landfill Fund	
	72	2,199.39	State Collections Fund	
	All Funds	273,923.08	Total	Approved by,
				
				

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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

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		
301	DEPT			Administration				
	8753	Avenu Insights & Analytics LLC						
5	10-301-000-0000-6301		7,421.30	Software maint-NewRoads 6/2025	131063534	Equip/Software Maint		Y
	8753	Avenu Insights & Analytics LLC	7,421.30	1 Transactions				
	61505	Gopher State One-Call						
11	10-301-000-0000-6260		102.60	June Locates	5061501	Consultants/Admin Fee		N
	61505	Gopher State One-Call	102.60	1 Transactions				
	51300	Metro Sales Inc						
16	10-301-000-0000-6410		498.56	Contract Base & Usage	INV2821860	Office Supplies		N
	51300	Metro Sales Inc	498.56	1 Transactions				
	4247	RT Vision Inc						
24	10-301-000-0000-6301		400.00	OneGov permit fees	INV1170	Equip/Software Maint		N
	4247	RT Vision Inc	400.00	1 Transactions				
	85167	Stewart Sanitation						
32	10-301-000-0000-6250		114.61	June Garbage Service	0000929895	Utilities		N
	85167	Stewart Sanitation	114.61	1 Transactions				
301	DEPT Total:		8,537.07	Administration	5 Vendors	5 Transactions		
302	DEPT			Road & Bridge Maintenance Expense				
	11215	Central Farm Services						
6	10-302-000-0000-6553		328.63	Weed Vegetation	131063534	Weed Spray & Vegetation Supplies		N
	11215	Central Farm Services	328.63	1 Transactions				
	5217	Crane Creek Asphalt						
7	10-302-000-0000-6525		556.24	Blowout/Patch CSAH 45	4800010852	CSAH Supplies - Aggregate/Asphalt		N
8	10-302-000-0000-6525		571.20	Blowout/Patch CSAH 45	4800010858	CSAH Supplies - Aggregate/Asphalt		N
	5217	Crane Creek Asphalt	1,127.44	2 Transactions				
	36550	IFACS						
13	10-302-000-0000-6534		142.88	Nuts, washers & screws	5362976	Supplies - Signing		Y
	36550	IFACS	142.88	1 Transactions				
	10118	Midwest Mobile Water Jet						
17	10-302-000-0000-6534		1,716.80	Removal of Reflecting Sheeting	25-4497	Supplies - Signing		N

SBENDORF
7/17/25 8:57AM
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	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
10118	Midwest Mobile Water Jet		1,716.80		1 Transactions		
302	DEPT Total:		3,315.75	Road & Bridge Maintenance Expense	4 Vendors	5 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		98.29	Power Sports Premium #2217	197012881	Machinery/Vehicle Parts	N
3	10-304-000-0000-6511		42.99	Siphon Spray Blo-Gun	197013432	Maint Shop Supplies & Materials	N
4	10-304-000-0000-6520		15.99	Breakaway Switch #9991	197014333	Machinery/Vehicle Parts	N
10067	Auto Value Owatonna		231.43		4 Transactions		
16750	Curt's Truck & Diesel Svc						
9	10-304-000-0000-6520		36.25	Hose Fittings #2114	257486	Machinery/Vehicle Parts	N
16750	Curt's Truck & Diesel Svc		36.25		1 Transactions		
36550	IFACS						
12	10-304-000-0000-6520		3.85	10x1 self tap PHL pan	5361925	Machinery/Vehicle Parts	Y
36550	IFACS		3.85		1 Transactions		
49625	Matejcek Implement Co						
14	10-304-000-0000-6520		1,319.40	Filters & Oil #2153	IB41908	Machinery/Vehicle Parts	N
15	10-304-000-0000-6520		171.20-	Returned Filters	IB41969	Machinery/Vehicle Parts	N
49625	Matejcek Implement Co		1,148.20		2 Transactions		
5902	North Central International LLC						
18	10-304-000-0000-6520		5,489.07	Engine Repair #2122	R21500160701	Machinery/Vehicle Parts	Y
19	10-304-000-0000-6520		311.25	Window Switch #2122	X215005323.0	Machinery/Vehicle Parts	Y
5902	North Central International LLC		5,800.32		2 Transactions		
4097	Nuss Truck & Equipment						
20	10-304-000-0000-6520		247.04	Oil & Fuel Filters #2194	PSO2153071	Machinery/Vehicle Parts	N
21	10-304-000-0000-6520		132.11	Filter Kit #2194	PSO2153072	Machinery/Vehicle Parts	N
4097	Nuss Truck & Equipment		379.15		2 Transactions		
9922	Owatonna Ace Hardware						
22	10-304-000-0000-6520		38.95	Hose barb #2217	3164/5	Machinery/Vehicle Parts	N
23	10-304-000-0000-6520		16.98	Hex brush #2237	3316/5	Machinery/Vehicle Parts	N

SBENDORF
7/17/25 8:57AM
10 Road & Bridge 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		
9922	Owatonna Ace Hardware		55.93	2 Transactions				
9923	Steve James Excavating Inc							
29	10-304-000-0000-6520		54.48	Forklift Propane #2186	17652	Machinery/Vehicle Parts		N
30	10-304-000-0000-6520		25.48	Propane - Mastic Machine	17930	Machinery/Vehicle Parts		N
31	10-304-000-0000-6520		24.78	Propane - Mastic Machine	17948	Machinery/Vehicle Parts		N
9923	Steve James Excavating Inc		104.74	3 Transactions				
304	DEPT Total:		7,759.87	Equipment Maintenance & Shops	8 Vendors	17 Transactions		
310	DEPT			Capital Construction				
22460	Erickson Engineering Co LLC							
10	10-310-000-0000-6262		695.00	Prof services 074-599-044	17295-1	Sales Tax Consultants		Y
22460	Erickson Engineering Co LLC		695.00	1 Transactions				
77570	Short Elliott Hendrickson Inc							
25	10-310-000-0000-6262		40,910.76	Prof Services 074-596-003	487466	Sales Tax Consultants		N
26	10-310-000-0000-6537		3,711.57	Steele County Crosswalk-Apr	487467	County Contracts		N
27	10-310-000-0000-6262		8,284.31	Prof Services 074-596-003	490214	Sales Tax Consultants		N
28	10-310-000-0000-6537		1,576.58	Steele County Crosswalk-May	490216	County Contracts		N
77570	Short Elliott Hendrickson Inc		54,483.22	4 Transactions				
310	DEPT Total:		55,178.22	Capital Construction	2 Vendors	5 Transactions		
10	Fund Total:		74,790.91	Road & Bridge Fund		32 Transactions		
	Final Total:		74,790.91	19 Vendors	32 Transactions			



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	74,790.91	Road & Bridge Fund	
	All Funds	74,790.91	Total	Approved by,
				
				

PERSONNEL REPORT

July 22, 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>
Jessica Bedney (Promotion)	Adult Probation Officer II/Comm Corrections	C43/2	07/01/2025
Bobbie Herzog (Promotion)	Human Resources Coordinator/HR	C43/4	07/12/2025
Thomas Burger (Promotion)	Custodial & Maintenance Assistant/F&F	B21/7	07/12/2025
Destany Adreon	Correctional Officer/Detention Center	B24/1	07/14/2025
Amanda Frontin	Technical Clerk I/Recorders Office	B22/1	07/21/2025

Resignations/Retirements/Terminations/Change in Status:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Ann Schroeder	Public Health Nurse	Public Health	07/17/2025
Scott Lurken	Correctional Officer	Detention Center	07/24/2025

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
Patrol Deputy – 2 positions	Sheriff's Office	Recruiting/Backgrounding
Correctional Officer – 4 positions	Detention Center	Interviewing/Backgrounding
Procurement Specialist	Finance	Interviewing
Public Works Director	Public Works	Interviewing
County Engineer	Highway	Recruiting
Deputy Sheriff Sergeant – 2 positions	Sheriff	Recruiting
Correctional Sergeant	Detention Center	Recruiting
RN/PHN/Care Coordinator	Public Health	Recruiting will begin soon
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
Building Official	Planning & Zoning	On-hold



Steele County Agenda Item

Subject: Out of State Travel Request

Department: Public Health

Committee Meeting Date: July 15, 2025

Board Meeting Date: July 22, 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:

Approve out of state travel for Public Health’s Grant Coordinator for the Youth E-Cigarette Prevention and Cessation Initiative in Steele County, to attend the 2025 National Conference on Tobacco and Health and Youth Engagement Coordinator Camps in Chicago, IL on August 25th through August 28th.

Background (*Including Budget Impact*):

Attending both the National Conference on Tobacco or Health (NCTOH) and Youth Engagement Coordinator Camps will provide our Youth E-Cigarette Prevention and Cessation Grant Coordinator with a professional development opportunity that directly supports her role. The NCTOH is one of the largest gatherings of tobacco control professionals in the United States and provides access to the latest research, policies, and evidence-based strategies aimed at reducing tobacco use—especially among youth. Coordinator Camp, held in conjunction with the conference, is tailored specifically for adults working in youth tobacco prevention and engagement. Through interactive sessions, networking, and training led by national partners such as the Youth Engagement Alliance, Truth Initiative, and Campaign for Tobacco-Free Kids, she will gain tools and insights that directly enhance her work under the (YEPCI) and YOLO (Youth Oriented Leadership Organization). Attending both events will strengthen our local efforts, ensure alignment with state and national priorities, and help improve outcomes in youth tobacco prevention across Steele County.

All costs associated with these trainings have been approved by our MDH Grant Manger, to be covered through funding from the Commercial Tobacco Prevention and Control Program, Youth E-cigarette Prevention and Cessation grant. There is no budget impact.



Steele County Agenda Item

Request for Board Action

Subject: 2025 Aerial Imagery Cost Sharing Memorandums of Understanding

Department: GIS

Committee: Land Use & Records

Committee Meeting Date: July 10, 2025

Work Session Date: Enter a date.

Board Meeting Date: July 22, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving the MOU

Recommendation:

Authorize County Administrator and County Board Chair to sign the cost sharing memorandum of understanding for the 2025 aerial imagery.

Background (*Including Budget Impact*):

Steele County acquires updated aerial imagery on a triennial frequency. On June 22, 2021, the Steele County Board of Commissioners approved entering a two-flight contract with Pictometry International Corp, with flights occurring in the spring of 2022 and the spring of 2025.

The total cost for the 2025 flight is \$77,694.40, payable over 3 years, with the first payment being approved by the Steele County Board of Commissioners on June 10, 2025, from the Records Compliance fund for \$25,898.12.

In a cost-sharing effort, the organizations below have agreed to contribute the following amounts (payable over 3 years) for the 2025 flight:

- \$15,000.00 Owatonna Public Utilities
- \$10,000.00 City of Owatonna
- \$1,200.00 City of Medford

Subtracting \$26,200.00 (cost sharing partners) from the total flight cost of \$77,694.40, brings the total county cost to \$51,494.40. Currently all aerial imagery expenses are budgeted to come from the Records Compliance fund.

Attachments:

1. Owatonna Public Utilities Memorandum of Understanding
2. City of Owatonna Memorandum of Understanding
3. City of Medford Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

On June 15, 2021, the Steele County Land Use & Records Policy Committee agreed to move the purchase recommendation for updated aerial imagery captured in the spring of 2022 and the spring of 2025 (obtained from Pictometry International Corporation) to the Steele County Board of Commissioners ("County Board") for approval, with the following conditions:

- (a.) Owatonna Public Utilities will contribute \$15,000.00 (fifteen thousand dollars) towards Steele County's 2025 aerial imagery agreement with Pictometry International Corporation.

On June 22, 2021, the County Board authorized approval to purchase updated aerial imagery of Steele County from Pictometry International Corporation, as requested by the Steele County Land Use Records Policy Committee.

By signing below, the parties indicate their acknowledgment of all conditions set forth above. This memorandum also acknowledges the parties' understanding that fulfillment of the provisions set forth below will satisfy all conditions imposed by the County Board on June 22, 2021.

Therefore, it is the understanding of the undersigned parties that:

- 1.) Owatonna Public Utilities will reimburse Steele County for the amount of \$15,000.00 (fifteen thousand dollars) made payable in three annual payments of \$5,000.00 (five thousand dollars), with the first payment commencing in 2025.
- 2.) Steele County will provide Owatonna Public Utilities with the updated aerial imagery purchased from Pictometry International Corporation in a web-based application and/or digital format. Owatonna Public Utilities is responsible to provide their own device in which to locally store digital data.

By the Parties,



Signature
Christian Fenstermacher,
Owatonna Public Utilities Director of Engineering and Field Operations

Dated: 6/25/2025

Signature
Renae Fry, Steele County Administrator

Dated: _____

Signature
James Brady, Steele County Board of Commissioners Chairman

Dated: _____

MEMORANDUM OF UNDERSTANDING

On June 15, 2021, the Steele County Land Use & Records Policy Committee agreed to move the purchase recommendation for updated aerial imagery captured in the spring of 2022 and the spring of 2025 (obtained from Pictometry International Corporation) to the Steele County Board of Commissioners ("County Board") for approval, with the following conditions:

- (a.) The City of Owatonna will contribute \$10,000.00 (ten thousand dollars) towards Steele County's 2025 aerial imagery agreement with Pictometry International Corporation.

On June 22, 2021, the County Board authorized approval to purchase updated aerial imagery of Steele County from Pictometry International Corporation, as requested by the Steele County Land Use Records Policy Committee.

By signing below, the parties indicate their acknowledgment of all conditions set forth above. This memorandum also acknowledges the parties' understanding that fulfillment of the provisions set forth below will satisfy all conditions imposed by the County Board on June 22, 2021.

Therefore, it is the understanding of the undersigned parties that:

- 1.) The City of Owatonna will reimburse Steele County for the amount of \$10,000.00 (ten thousand dollars) made payable as follows; \$3,333.34 (three thousand three hundred thirty three dollars and thirty four cents) for the first year and two annual payments thereafter of \$3333.33 (three thousand three hundred thirty three dollars and thirty three cents), with the first payment commencing in 2025.
- 2.) Steele County will provide the City of Owatonna with the updated aerial imagery purchased from Pictometry International Corporation in a web-based application and/or digital format. The City of Owatonna is responsible to provide their own device in which to locally store digital data.

By the Parties,


Signature _____ Dated: 6-24-25
Troy Klecker, City of Owatonna Community Development Director

Signature _____ Dated: _____
Renae Fry, Steele County Administrator

Signature _____ Dated: _____
James Brady, Steele County Board of Commissioners Chairman

MEMORANDUM OF UNDERSTANDING

On June 15, 2021, the Steele County Land Use & Records Policy Committee agreed to move the purchase recommendation for updated aerial imagery captured in the spring of 2022 and the spring of 2025 (obtained from Pictometry International Corporation) to the Steele County Board of Commissioners ("County Board") for approval, with the following conditions:

- (a.) The City of Medford will contribute \$1,200.00 (one thousand two hundred dollars) towards Steele County's 2025 aerial imagery agreement with Pictometry International Corporation.

On June 22, 2021, the County Board authorized approval to purchase updated aerial imagery of Steele County from Pictometry International Corporation, as requested by the Steele County Land Use Records Policy Committee.

By signing below, the parties indicate their acknowledgment of all conditions set forth above. This memorandum also acknowledges the parties' understanding that fulfillment of the provisions set forth below will satisfy all conditions imposed by the County Board on June 22, 2021.

Therefore, it is the understanding of the undersigned parties that:

- 1.) The City of Medford will reimburse Steele County for the amount of \$1,200.00 (one thousand two hundred dollars) made payable in three annual payments of \$400.00 (four hundred dollars), with the first payment commencing in 2025.
- 2.) Steele County will provide the City of Medford with the updated aerial imagery purchased from Pictometry International Corporation in a web-based application and/or digital format. The City of Medford is responsible to provide their own device in which to locally store digital data.

By the Parties,



Signature
Elizabeth Jackson, Medford City Administrator

Dated: 10/15/2024

Signature
Renae Fry, Steele County Administrator

Dated: _____

Signature
Jim Abbe, Steele County Board of Commissioners Chairman

Dated: _____



Steele County Agenda Item

Request for Board Action

Subject: Radiological Preparedness Grant 2026/2027

Department: Emergency Management

Committee: Land Use & Records

Committee Meeting Date: July 10, 2025

Work Session Date: Enter a date.

Board Meeting Date: July 22, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approval of the REP (Radiological Emergency Preparedness) Grant 2026-2027 and authorized the Chair, Administrator, and EMD to sign.

Recommendation:

Recommend approval of the REP (Radiological Emergency Preparedness) Grant 2026-2027 and authorized the Chair, Administrator, and EMD to sign.

Background (*Including Budget Impact*):

The annual Radiological Emergency Preparedness (REP) Program grant provides assistance to state agencies and other political subdivisions to maintain the state's nuclear power plant emergency response capacity.

Steele County is identified as a location within 50 miles of a nuclear power plant. Counties within this radius are designated as Ingestion Counties where individuals may be directed to after an evacuation due to a nuclear emergency. The objective of the REP Grant is to assist Ingestion Counties:

- Maintain an Ingestion County Annex to the County Emergency Operations.
- Attend state sponsored ingestion planning workshops.
- Ensure annual training is completed by essential emergency responders in your agency and provide documentation of all personnel trained.
- Participate in tabletop exercises, as requested.

The REP Grant provides:

- \$3,000 to the County for the period of 01-Jul-2025 to 30-Jun-2026.
- \$3,000 to the County for the period of 01-Jul-2026 to 30-Jun-2027.

There is no cost share or match requirements for this grant.

Attachments:

2026/2027 REP Grant

Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 3925 Pheasant Ridge Dr NE Blaine, MN 55449	Grant Program: 2026/27 (REP) Radiological Emergency Preparedness Grant Contract Agreement No.: A-REP-2026/27-STEELECO-027
Grantee: Steele County 630 Florence Avenue, PO Box 890 Owatonna, MN 55060-4700	Grant Contract Agreement Term: Effective Date: 7/1/2025 Expiration Date: 6/30/2027
Grantee’s Authorized Representative: Kristen Sailer Steele County 630 Florence Ave Owatonna, MN 55060-4704 507-444-7501 kristen.sailer@steelecountymn.gov	Grant Contract Agreement Amount: Original Agreement \$6,000.00 Matching Requirement \$ 0.00
State’s Authorized Representative: Patrick McLaughlin Homeland Security & Emergency Management Division 3925 Pheasant Ridge Dr NE Blaine, MN 55449 Phone: 651-201-7434 E-Mail: Patrick.McLaughlin@state.mn.us	Federal Funding: n/a FAIN: n/a State Funding: Minnesota Statutes Chapter 12 Sections 12.13, 12.14 and 12.22, Subd.2 Special Conditions none

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2026/27 (REP) Radiological Emergency Preparedness [“Application”] which is incorporated by reference into this grant contract agreement and on file with the State at Homeland Security and Emergency Management Division 3925 Pheasant Ridge Dr NE, Blaine, MN 55449. The Grantee shall also comply with all requirements referenced in the 2026/27 (REP) Radiological Emergency Preparedness Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-REP-2026/27-STEELECO-027 / 3000104458

Project No.(indicate N/A if not applicable): _____

2. GRANTEE

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

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Organization: Steele County

A-REP-2026/27-STEELECO-027

Budget Summary (Report)

FY26: REP				
Budget Category	Awarded			
Planning/Training/Drills/Exercise				
26 Ingestion	\$3,000.00			
Total	\$3,000.00			
Total	\$3,000.00			
FY27: REP				
Budget Category	Awarded			
Planning/Training/Drills/Exercise				
27 Ingestion	\$3,000.00			
Total	\$3,000.00			
Total	\$3,000.00			
Total	\$6,000.00			
Allocation	\$6,000.00			
Balance	\$0.00			



Steele County Agenda Item

Request for Board Action

Subject: Election Services for School Special Election

Department: Property Tax & Elections

Committee: Land Use & Records

Committee Meeting Date: July 10, 2025

Work Session Date:

Board Meeting Date: July 22, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving

Recommendation:

Approve Contract between Steele County and Independent School District No. 761 for Election Services pending School Board Approval at the School Board Meeting on July 9, 2025.

Background (*Including Budget Impact*):

Independent School District No. 761 will be having a School Special Election on November 4, 2025. This year we are looking at partnering with and taking over the administration of absentee voting for an administrative fee of \$16,000.00. The administrative fee does not include preparation and printing of ballots or equipment programming, election judge salaries and expenses. The cost of postage associated with election activities including absentee voting, replacement ballots, election materials including absentee voting envelopes, polling location forms/supplies, etc.

All invoices and receipts related to all School District election ballots, programming, material costs, printing and postage will be compiled by the County and invoiced to the School District for reimbursement in addition to the administrative fee noted above.

Attachments:

Contract

Contract between Steele County and Independent School District 761 (Owatonna Public Schools) for Election Services

This is a contract between the County of Steele ("County") and Independent School District 761 – Owatonna Public Schools ("School District") for the provision of election services by Steele County.

I. Duration of Contract

This contract will be in effect for the period beginning September 19, 2025, and ending on November 30, 2025, and will apply to the election held on November 4, 2025.

II. County Responsibilities

Except as otherwise provided in this contract, the County will provide the following duties:

- A. Coordinate with School District regarding election activities in the county of Steele;
- B. Provide refresher training materials for all head and other election judges for each polling location in Steele County;
- C. Operate, test, demonstrate, and provide technical support for all electronic voting systems;
- D. Administer absentee voting;
- E. Coordinate absentee ballot board activities;
- F. Provide election forms, supplies and other related materials (to be invoiced to school district after election);
- G. Conduct preliminary test and public accuracy tests of voting systems for precincts located in Steele County;
- H. Coordinate programming of DS200 and Automark (to be invoiced to school district after election);
- I. Compile and report election results and election statistics to the appropriate canvassing boards and the public; and,
- J. Coordinate and conduct recounts for School District ballot questions, if needed (to be invoiced to school district after election).

III. School District Responsibilities

- A. Coordinate with the Property Tax & Elections Department regarding election activities in the county of Steele;
- B. Authorize Steele County to coordinate programming of DS200 and Automark for precincts located in Steele County;
- C. Coordinate layout and printing of ballots for precincts located in Steele County;
- D. Coordinate with City of Owatonna or provide maintenance vehicles for delivery of election materials, ballots, voting stations and electronic voting systems to each polling location in Steele County;
- E. Coordinate and provide final approval for polling locations in Steele County;
- F. Administer hiring and/or coordination of election judges for said election and related tasks;
- G. Prepare election notices and arrange for publishing and/or posting;
- H. Designate principal contacts for election coordination;
- I. Provide election related information on School District website and social media outlets and sending electronic files to counties for websites;
- J. Be responsible for damage or theft to any voting system or ballot box;
- K. Retain final election records for at least 22 months following the election;
- L. Retain permanent archive of final election results;
- M. Conduct official canvass of election results following School District election;
- N. Provide the title and text in electronic format of School District question(s) to be placed on the ballot;
- O. Mail all required notices per statute;

P. Provide necessary claim forms for election judge payment and process said claim forms as appropriate.

IV. Insurance

During the term of this contract, the School District will maintain, through commercially available insurance or on a self-insured basis, property insurance coverage on the electronic voting systems for the repair or replacement of the voting equipment if damaged or stolen. The School District is responsible for any deductible under its policy. Otherwise, each party hereby waives and releases the other party, their employees, agents, officials and officers from all claims, liability and causes of action for loss, damage to or destruction of the waiving party's property resulting from fire or other perils covered in the standard property insurance coverage maintained by the parties. Furthermore, each party agrees that it will look to its own property insurance for reimbursement for any loss and shall have no rights of subrogation against the other party.

V. Indemnification

Each party to this contract will defend, hold harmless and indemnify the other parties, their officials, agents and employees from any liability, loss and damage it may suffer as a result of demands, claims, judgments or costs including, but not limited to, attorney's fees and disbursements, arising out of or related to the indemnifying party's performance or failure of performance under this contract. This provision shall not be construed nor operate as a waiver of any applicable limits of or exceptions to liability set by law. This provision will survive the termination of this contract.

VI. Legal Representation

The County Attorney's Office shall advise and represent the County in all election-related matters, and the School District Attorney shall advise the School District on election-related matters. In addition, the School District's Attorney shall assist and cooperate with the County Attorney's Office as may be reasonably requested concerning matters covered by this Contract.

VII. Election Costs and Payments

The School District shall make payment to the County within thirty (30) days of the date on which the invoice is received. The administrative fee billed to the School District for 2025 Special Election administration services shall be Sixteen thousand dollars (\$16,000.00).

The administrative fee does not include preparation and printing of ballots or equipment programming, election judge salaries and expenses, the cost of postage associated with election activities including absentee voting, replacement ballots, election materials including absentee voting envelopes and polling location forms/supplies.

All invoices and receipts related to all School District election ballots, programming, materials costs, printing and postage will be compiled by the County and invoiced to the School District for reimbursement in addition to the administrative fee noted above.

VIII. Recount

In the event of a recount, an agreement will be worked out between the County and the School District as to costs and payments before recount activities begin.

IX. Independent Contractor

It is agreed that nothing in this contract is intended or should be construed as creating the relationship of agents, partners, joint ventures or associates between the parties hereto or as constituting the County as the employee of the School District for any purpose or in any manner whatsoever. The County is an independent contractor, and neither its employees, agents nor its representatives are employees of the School District. From any amounts due the County, there shall be no deductions for federal income tax or FICA payments nor any state income tax, nor for any other purposes which are associated with an employer-employee relationship unless required by law. Payment of federal income tax, FICA payments and state income taxes are the responsibility of the County.

X. Data Practices

All data created, collected, received, maintained or disseminated for any purpose in the course of this contract is governed by the Minnesota Government Data Practices Act, any other applicable statute or any rules adopted to implement the Act or statute, as well as federal statutes and regulations on data privacy.

XI. Entire Agreement

This contract shall constitute the entire agreement between the parties and shall supersede all prior oral and written negotiations. This contract cannot be changed altered or changed except as provided in a written agreement signed by all parties.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands.

COUNTY OF STEELE

INDEPENDENT SCHOOL DISTRICT 761-OWATONNA
PUBLIC SCHOOLS

By:

By:

Chairman

School Board Chair

Dated: _____

Dated: _____

By:

By:

Jennifer Mueller, Property Tax & Elections Director

Tamara Champa, Superintendent

Dated: _____

Dated: _____



Steele County Agenda Item

Request for Board Action

Subject: Absentee Ballot Board and UOCAVA Ballot Resolution

Board Department: Property Tax & Elections

Committee: Land Use & Records

Committee Meeting Date: July 10, 2025

Work Session Date: Enter a date.

Board Meeting Date: July 22, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving

Recommendation:

Approve the Resolution establishing a County Absentee Ballot Board and UOCAVA Ballot Board for the 2025 Election Cycle.

Background (*Including Budget Impact*):

This establishment will bring uniformity in the processing of accepting and rejecting returned absentee ballots to Steele County Elections that would consist of a number of election judges as provided in section 204B.19 to 204B.22.

Attachments:

Resolution



STEELE COUNTY RESOLUTION
ESTABLISHING ABSENTEE BALLOT BOARD
AND UOCAVA BALLOT BOARD FOR THE 2025 ELECTION CYCLE

Department: Property Tax & Elections

Date: 7/22/2025

Resolution No: 2025-034

WHEREAS, the Steele County Board of Commissioners is required by Minnesota Statutes 203B.121, Subd. 1, to establish an Absentee Ballot Board; and

WHEREAS, the Steele County Department of Property Tax & Elections, and its director have the same duties and responsibilities of a county auditor; and

WHEREAS, the Board also authorized the Director to delegate said duties to employees working within the Director's department to fulfill the duties of deputy county auditors; and

WHEREAS, the Director has determined that the volume of work to be performed by the Absentee Ballot Board cannot be accomplished solely by election judges; and

WHEREAS, Minnesota Statutes Section 203B.121 permits the Board to appoint the Director's employees to the Absentee Ballot Board if they have received adequate training in the processing and counting of absentee ballots;

NOW, THEREFORE, BE IT RESOLVED, the Steele County Board of Commissioners hereby authorizes the Steele County Property Tax & Elections Director to implement a County Absentee Ballot Board and UOCAVA Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 and any of the Director's employees who have received adequate training in the processing and counting of absentee ballots; and

BE IT FURTHER RESOLVED that these Boards would meet on an as-needed basis when called by the Steele County Elections Director during the 45 calendar days prior to each election; and,

BE IT FURTHER RESOLVED, the 2025 Absentee Ballot Board and 2025 UOCAVA Ballot Board shall consist of a sufficient number of appointed election judges and as needed staff from the Property Tax & Elections Department, trained in the examination of all returned Absentee and UOCAVA ballot envelopes and in the acceptance, rejection, processing and counting of said ballots.

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: CUP 442 (Urban Farms LLC)

Department: Planning & Zoning

Committee: Planning Commission

Committee Meeting Date: July 7, 2025

Work Session Date: Enter a date.

Board Meeting Date: July 22, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approving CUP #442 with 12 conditions based on the Findings of Fact.

Staff Recommendation:

.

Background *(Including Budget Impact)*:

This request is from Urban Farms LLC to use a post-frame building, currently located on property located in the SE Corner of the SE ¼, of the NE ¼, Section 5, Medford Township, on property owned by Chris Hanke for a state-licensed cannabis operation that includes indoor cultivation, processing, and packaging. The property address is 8060 Cabot Ave, Medford.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

**COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #442**

Applicant:

Urban Farms LLC.

Land Owner(s):

Chris Hanke

Zoning District(s):

Agricultural

Property Address:

8060 Cabot Ave,
Medford, MN 55049

Parcel Number:

11-005-1202

Project Site Legal Description:

All that part of the Northeast Quarter of Section 5, Township 108 North, Range 20 West, Steele County, Minnesota, described by:

Commencing at the Northeast corner of said Northeast Quarter; thence South 0°08'46" East, assumed bearing 1888.60 feet along the East line of said Northeast Quarter to the True Point of Beginning; thence South 89°29'15" West 689.85 feet along a line parallel with the North line of said Northeast Quarter to a point, last said point being 90 feet distant from, measured perpendicular to, the centerline of the Chicago, Milwaukee, St. Paul and the Pacific Railroad; thence South 8°10'08" East 740.68 feet along a line parallel with said railroad centerline to the South line of said Northeast Quarter; thence South 89°51'53" East 586.47 feet to the Southeast corner of said Northeast Quarter; thence North 0°08'46" West 740.72 feet to the said True Point of Beginning. Containing 10.80 acres, more or less. excepting therefrom:

Parcel No. 13 from Steele County Highway Right of Way Plat No. 19, filed June 27, 2022 as Document No. A000443433

Ordinance Section:

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

Project Description:

Urban Farms LLC requests to use an existing post-frame building currently located on property for a state-licensed cannabis operation that includes indoor cultivation, processing, and packaging. The facility will be used to grow cannabis plants in a secure, climate-controlled environment; process harvested plant material; and package finished cannabis products for distribution in accordance with all applicable local and state regulations. No retail sales or public access will occur on-site. The operation will implement strict security, odor control, and waste disposal measures to ensure compliance with municipal codes and to minimize impact on the surrounding area.

General Criteria for considering a Conditional Use Permit:

- 1) The use will not create a burden on parks, schools, streets, public facilities or utilities:**
The planning commission finds the proposal will not affect parks or schools, public facilities and utilities.
- 2) The use is compatible, separated, or screening from adjacent agricultural or residential land so as not to depreciate their values or deter the development of vacant land:**
The planning commission finds the site is surrounded by industrial to the east and south and agricultural to the north and west. The planning commission finds that the proposed use will be mostly similar to its current use.
- 3) The appearance will not have an adverse effect on adjacent properties:**
The planning commission finds the appearance will generally not change and have no adverse effect on adjacent properties.
- 4) The use is reasonable and is related to the existing land use and the needs of the county:**
The planning commission finds the proposal will be consistent with the existing site and the needs of the county.
- 5) The use is consistence with the purpose of the zoning ordinance and zoning district:**
The planning commission finds the proposed will be consistent with an agricultural related business.
- 6) The use will not creation a traffic hazards or congestion:**
The planning commission finds the proposal should not create traffic hazards or congestion.
- 7) Existing businesses will not be adversely affected because of curtailment of customers trade brought about by intrusion of noise, glare, vibration or other nuisances:**
The planning commission finds the use will not negatively affect nearby businesses.
- 8) Adequate utilities, access roads, drainage and other facilities will be provided:**
The planning commission finds:
 - Water: will not change.
 - Access: will not change.
 - Drainage: will not change.
 - Septic: will not change
 - Electrical: Transformer may be upgraded to get to full production at the applicants expense.

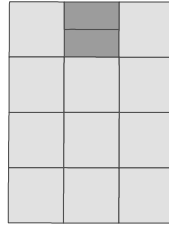
Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of Conditional Use Permit request #442 to Urban Farms LLC, with the following conditions.

1. This permit allows for a state licensed cannabis operation that incudes indoor cultivation, processing, and packaging. Any changes in the use of this facility may require additional action by Steele County.
2. The site must be operated in a manner that does not create offensive odors to the neighboring residential used properties.
3. The site must be rodent free at all times.
4. Operations must comply with all requirements of the Office of Cannabis Management.
5. Before operation can begin, the building must be evaluated by a licensed professional and any improvements permitted and inspected by Steele County Building officials.
6. A holding tank must be installed to contain water used in the growing process per MPCA regulations.

7. If the facility exceeds 10,000 gallons a day or 1,000,000 gallons a year of water usage, the applicant must obtain an appropriation permit through the Department of Natural Resources.
8. Business hours, including trucks entering and exiting, shall only be between the hours of 7:00 AM and 10:00 PM. Monday through Sunday.
9. Current screening from residential property must be maintained.
10. Current parking spaces must be maintained.
11. All lighting and signage must comply with Section 1514 of the Steele County Zoning Ordinance.
12. Once issued, this CUP may be revoked, following notice and hearing, and upon finding(s) established by the Planning Commission that the Subject Property and/or use is not in compliance with the Conditions of Approval as stated herein.

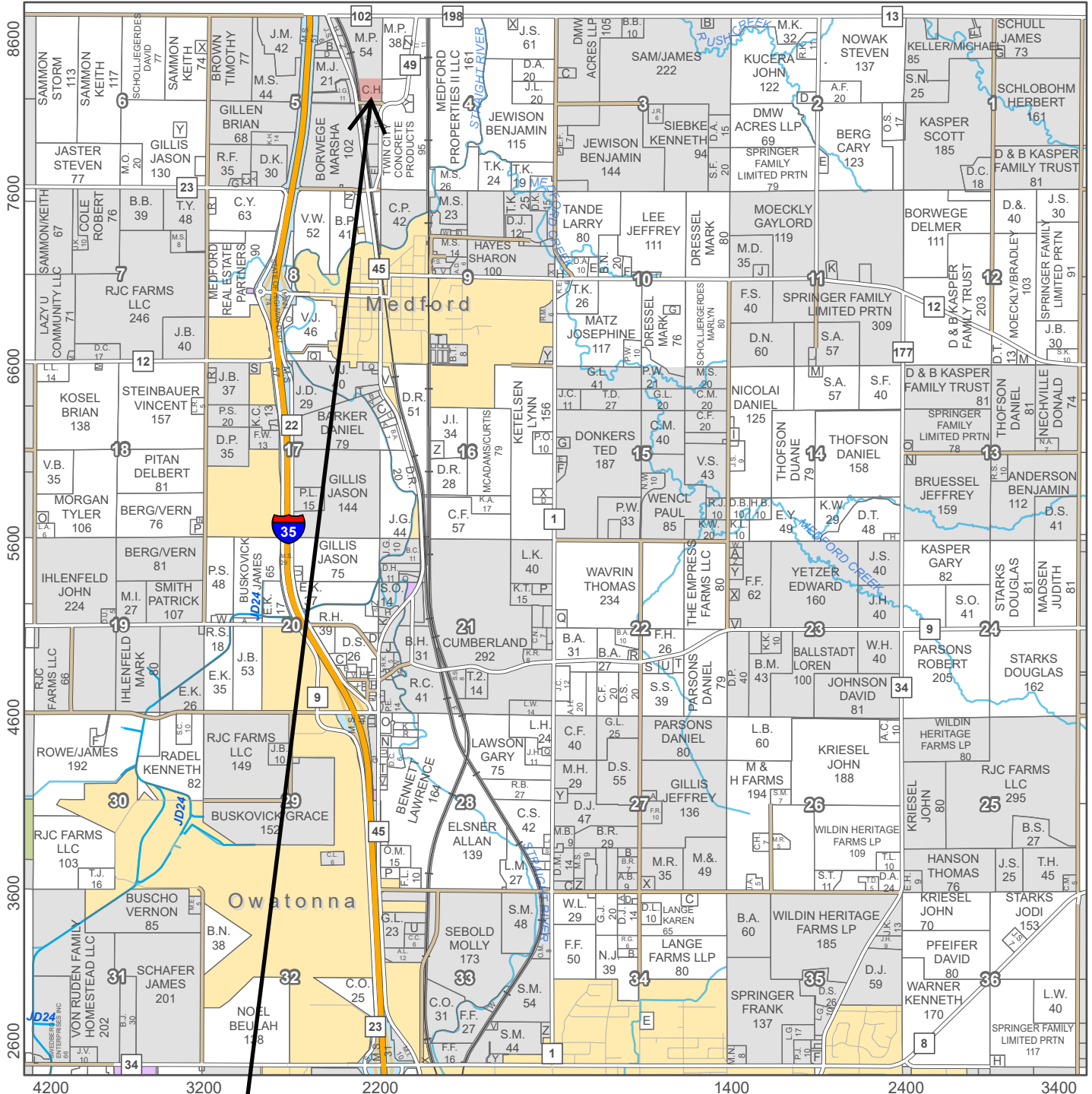
Medford & Clinton Falls



T.108N. - R.20W.



Rice Co.



Urban Farms CUP Location
8060 Cabot Ave, Medford



Urban Farms LLC Proposed CUP Location

July 01, 2025

Disclaimer: Steele County, MN makes no representations or warranties, express or implied, with respect to the use or accuracy of the data provided. THE DATA IS PROVIDED "AS IS" WITH NO GUARANTEE OR REPRESENTATION OF PERFORMANCE, MERCHANTABILITY, RELIABILITY, OR FITNESS OF THE DATA FOR ANY PARTICULAR PURPOSE. Steele County, MN is not responsible for any errors, omissions, or third-party claims resulting in the use of this data, even if such potential loss or damage. This data may not be used in states that do not allow the exclusion or limitation of incidental or consequential damages.

Staff Report
for
Conditional Use Permit Application #442
Urban Farms LLC

I. Applicant:
Urban Farms LLC

II. Property Owner(s):
Chris Hanke

III. Property Address:
8060 Cabot Ave

IV. Project Legal Description:

All that part of the Northeast Quarter of Section 5, Township 108 North, Range 20 West, Steele County, Minnesota, described by:

Commencing at the Northeast corner of said Northeast Quarter; thence South 0°08'46" East, assumed bearing 1888.60 feet along the East line of said Northeast Quarter to the True Point of Beginning; thence South 89°29'15" West 689.85 feet along a line parallel with the North line of said Northeast Quarter to a point, last said point being 90 feet distant from, measured perpendicular to, the centerline of the Chicago, Milwaukee, St. Paul and the Pacific Railroad; thence South 8°10'08" East 740.68 feet along a line parallel with said railroad centerline to the South line of said Northeast Quarter; thence South 89°51'53" East 586.47 feet to the Southeast corner of said Northeast Quarter; thence North 0°08'46" West 740.72 feet to the said True Point of Beginning. Containing 10.80 acres, more or less. excepting therefrom:
Parcel No. 13 from Steele County Highway Right of Way Plat No. 19, filed June 27, 2022 as Document No. A000443433

V. Project Description:

Urban Farms LLC requests to use an existing post-frame building currently located on property for a state-licensed cannabis operation that includes indoor cultivation, processing, and packaging. The facility will be used to grow cannabis plants in a secure, climate-controlled environment; process harvested plant material; and package finished cannabis products for distribution in accordance with all applicable local and state regulations. No retail sales or public access will occur on-site. The operation will implement strict security, odor control, and waste disposal measures to ensure compliance with municipal codes and to minimize impact on the surrounding area.

VI. Reason for Conditional Use Permit Application:

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

VII. General Criteria for Issuing Conditional Use Permit:

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

The proposal will not affect parks or schools. Primary public facilities used by this proposal will be County Road 49. County Road 49 is a 10 ton per axel weight limit, paved road and is adequate to handle any expected traffic. The roads are adequate to handle the weight limits of the expected truck traffic. The traffic is not expected to be a burden on the existing road.

- 2) **The use is compatible, separated, or screening from adjacent agricultural or residential land:**
The property was previously a gravel pit surrounded by industrial to the east and south and agricultural to the north and west. The closest residence is approximately 975 feet to the west. The property is heavily screened to the west by trees and shrubs so the residence should not be affected visually. Cultivation and processing of the plants may cause odors and security issues. The Office of Cannabis Management (OCM) has strict regulations surrounding odors and security.
- 3) **The appearance will not have an adverse effect on adjacent properties:**
The appearance of the property will generally remain the same as it is today. All operations will be contained inside the current building onsite.
- 4) **The use is related to the existing land use and the county needs of the county:**
The land is zoned agricultural and was previously used as a gravel mine. A greenhouse for production would be an alternative form of crop production on the Agricultural land.
- 5) **The use is consistence with the zoning ordinance and zoning district:**
The property is located in the Agricultural Zoning District. The applicant is applying under Section 704.1 of the Zoning Ordinance as an agricultural related business. In the past we have allowed similar greenhouses including Revol Greens. Additionally, historically, we have been more open to use when they involve the re-use of existing structures or facilities.
- 6) **The use will not creation a traffic hazards or congestion:**
Additional traffic will be minimal. The applicants expect truck traffic to be two times a month once in production. The site access is through 8100 Cabot Ave via an easement and then onto County Road 49.
- 7) **Existing businesses will not be adversely affected because of curtailment of customers trade:**
The nearest existing businesses are Cemstone Concrete Materials, St. Marc Materials, and Twin City Concrete Products. No effect is expected on these businesses.
- 8) **Adequate utilities, access roads, drainage and other facilities will be provided:**
 - Access:** The current access onto County Road 49 will be used.
 - Septic:** Sewage is to be treated through an individual subsurface sewage treatment system for the office. There will need to be an additional holding tank installed to accommodate the water used in the growing process as that is considered an industrial by-product and would not be allowed to go through the septic system.
 - Electrical:** Electricity is provided by Steele-Waseca Power Cooperative. Applicants are aware that they will need to upgrade the transformer to get to full production.
 - Water:** Water is provided by a private well. The applicants do not expect to exceed 10,000 gallons a day. If the facility exceeds 10,000 gallons a day or 1,000,000 gallons a year of water usage, the applicant must obtain an appropriation permit through the Department of Natural Resources.
 - Drainage:** The drainage should remain the same as it currently is.

VIII. Staff Comments:

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

1. This permit allows for a state licensed cannabis operation that includes indoor cultivation, processing, and packaging. Any changes in the use of this facility may require additional action by Steele County.
2. The site must be operated in a manner that does not create offensive odors to the neighboring residential used properties.

3. The site must be rodent free at all times.
4. Operations must comply with all requirements of the Office of Cannabis Management.
5. Before operation can begin, the building must be evaluated by a licensed professional and any improvements permitted and inspected by Steele County Building officials.
6. A holding tank must be installed to contain water used in the growing process per MPCA regulations.
7. If the facility exceeds 10,000 gallons a day or 1,000,000 gallons a year of water usage, the applicant must obtain an appropriation permit through the Department of Natural Resources.
8. Business hours, including trucks entering and exiting, shall only be between the hours of 10:00 AM and 9:00 PM. Monday thru Sunday.
9. Current screening from residential property must be maintained.
10. Parking must comply with Section 1501 of the Steele County Zoning Ordinance required one parking space for each two employees on maximum shift or one space for each 500 sq. ft. of gross floor area, whichever is largest.
11. All lighting and signage must comply with Section 1514 of the Steele County Zoning Ordinance.
12. Once issued, this CUP may be revoked, following notice and hearing, and upon finding(s) established by the Planning Commission that the Subject Property and/or use is not in compliance with the Conditions of Approval as stated herein.

CONDITIONAL USE PERMIT**PERMIT# 442**

PARCEL #s:	11-005-1202	HEARING DATE:	07/07/25
DISTRICT:	Agricultural	DECISION DATE:	07/22/25

APPLICANT:	Urban Farms LLC	LANDOWNER:	Chris Hanke
ADDRESS:	13570 Technology Dr. Unit 2117 Eden Prairie, MN 55344	ADDRESS:	8100 21st Ave NW Medford, MN 55049

PROPERTY ADDRESS:

8060 Cabot Ave
Medford, MN 55049

LEGAL DESCRIPTION OF PROPERTY:

All that part of the Northeast Quarter of Section 5, Township 108 North, Range 20 West, Steele County, Minnesota, described by:

Commencing at the Northeast corner of said Northeast Quarter; thence South 0°08'46" East, assumed bearing 1888.60 feet along the East line of said Northeast Quarter to the True Point of Beginning; thence South 89°29'15" West 689.85 feet along a line parallel with the North line of said Northeast Quarter to a point, last said point being 90 feet distant from, measured perpendicular to, the centerline of the Chicago, Milwaukee, St. Paul and the Pacific Railroad; thence South 8°10'08" East 740.68 feet along a line parallel with said railroad centerline to the South line of said Northeast Quarter; thence South 89°51'53" East 586.47 feet to the Southeast corner of said Northeast Quarter; thence North 0°08'46" West 740.72 feet to the said True Point of Beginning. Containing 10.80 acres, more or less. excepting therefrom: Parcel No. 13 from Steele County Highway Right of Way Plat No. 19, filed June 27, 2022 as Document No. A000443433

ZONING DISTRICT:

Agricultural

REFERENCE ORDINANCE FOR CUP:

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

PROPOSED USE(S):

State-licensed cannabis operation that includes indoor cultivation, manufacturing, and packaging.

CONDITIONAL USE PERMIT

PERMIT#

442

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒ with 12 conditions.

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

Chair, Steele County Board of Commissioners

Date

Conditions

- 1 This permit allows for a state licensed cannabis operation that includes indoor cultivation, processing, and packaging. Any changes in the use of this facility may require additional action by Steele County.
- 2 The site must be operated in a manner that does not create offensive odors to the neighboring residential used properties.
- 3 The site must be rodent free at all times.
- 4 Operations must comply with all requirements of the Office of Cannabis Management.
- 5 Before operation can begin, the building must be evaluated by a licensed professional and any improvements permitted and inspected by Steele County Building officials.
- 6 A holding tank must be installed to contain water used in the growing process per MPCA regulations.
- 7 If the facility exceeds 10,000 gallons a day or 1,000,000 gallons a year of water usage, the applicant must obtain an appropriation permit through the Department of Natural Resources.
- 8 Business hours, including trucks entering and exiting, shall only be between the hours of 7:00 AM and 10:00 PM. Monday through Sunday.
- 9 Current screening from residential property must be maintained.
- 10 Current number of parking spaces must be maintained.
- 11 All lighting and signage must comply with Section 1514 of the Steele County Zoning Ordinance.
- 12 Once issued, this CUP may be revoked, following notice and hearing, and upon finding(s) established by the Planning Commission that the Subject Property and/or use is not in compliance with the Conditions of Approval as stated herein

CERTIFICATION

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

Steele County Administrator

Date

This document prepared by Steele County Planning & Zoning Director

Director, Steele County Planning & Zoning

Date



Steele County Agenda Item

Request for Board Action

Subject: Renewal IUP 2020-03 Medford Sand & Gravel – Hanson Pit

Department: Planning & Zoning

Committee: Planning Commission

Committee Meeting Date: July 7, 2025

Work Session Date: Enter a date.

Board Meeting Date: July 22, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approving renewal of IUP #2020-03 with 19 conditions based on the Findings of Fact.

Staff Recommendation:

.

Background *(Including Budget Impact)*:

This request is from Medford Sand & Gravel to renew a gravel pit on property described as Lot 2 and Lot 3, in the SW ¼, Section 21, Clinton Falls Township owned by Ben Hanson.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
REVIEW of INTERIM USE PERMIT #2020-03 2025 Renewal

Medford Sand & Gravel – Hanson Pit

Operator:

Medford Sand & Gravel

Landowner:

Ben Hanson

Property Description:

Lots Two (2) and Three (3), all being in the Southwest Quarter (SW 1/4) of Section Twenty-one (21), in Township One Hundred and Eight (108) North of Range Twenty (20) West, as per the recorded Plat thereof on file and in the Office of the Registrar of Titles. Steele County, Minnesota.

Zoning District:

Agricultural District

Ordinance Section:

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

Permitted Activities:

The mining and stockpiling of sand and gravel material. Total permitted area is 14 acres. Mining is allowed down to an elevation of 1080 feet (about 20 feet deep).

Permit History:

2020 – IUP 2020-03 issued

2022 – IUP 2022-03 review (prompted by bond cancellation)

2024 – IUP 2024-03 transferred (from Medford Sand & Gravel to IMS Contracting LLC)

Conditions of Permit:

1. Mining and processing is limited to the areas identified in the application. Before excavation can begin the boundary of the area shall be clearly marked onsite at the corners and a minimum of every 500 feet along the west and north boundary.
2. Mining is limited to a bottom elevation of 1080 feet.
3. Before excavation can begin, the permittee or operator shall furnish bond or other financial surety as approved by the county, for potential haul road repair and for site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for a total amount of \$70,000 and remain in place for 6 years from the from date of issuance of the permit.
4. Before excavation can begin the permittee shall obtain an access permit from the Steele County Highway Department and shall be required to comply with all conditions of that permit.

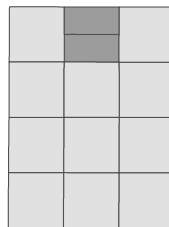
5. The excavation of material shall be setback a minimum of 30 feet from all property lines and 50 feet from the road right of way. Any erosion within this setback shall be immediately corrected by the permittee. Overburden may be stored within the setback area but cannot be done in a manner that directs water runoff or causes siltation onto the neighboring property. Or done in a manner that impedes the natural overland flow of water or backs water up onto neighboring properties.
6. The dewatering of the pit for mining purposes shall be prohibited.
7. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
8. The access shall be gated to deter unauthorized access.
9. Signage warning of truck traffic shall be located along County Road #9 if required by the County Highway Department. The size and placement of these signs shall be at the direction of Steele County Highway Department.
10. All trucks shall comply with the weight limits of County Road #9.
11. Trucks shall not track material from the pit onto the public road.
12. Trucks hauling material to and from this site shall not use "jake brakes"
13. Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
14. Operator shall maintain the viability of any existing private drainage system at all times during the operation of the pit.
15. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter and replacing topsoil.
16. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
17. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
18. This permit expires on July 1st, 2025. All reclamation shall be completed, or the permittee shall initiate the renewal of this permit before this date.
19. Truck traffic shall only enter and exit the site from the north on County Road #9. Signage shall be placed in the pit directing all traffic to the north.

Planning Commission Recommendations:

Based on the information provided, the Steele County Planning Commission recommends approval Renewal of IUP 2020-03 with the following conditions. (~~Strikethrough~~ is deleted, underlined is added.)

18. This permit expires on July 1st, ~~2025~~ 2030. All reclamation shall be completed or the permittee shall initiate the renewal of this permit before this date.

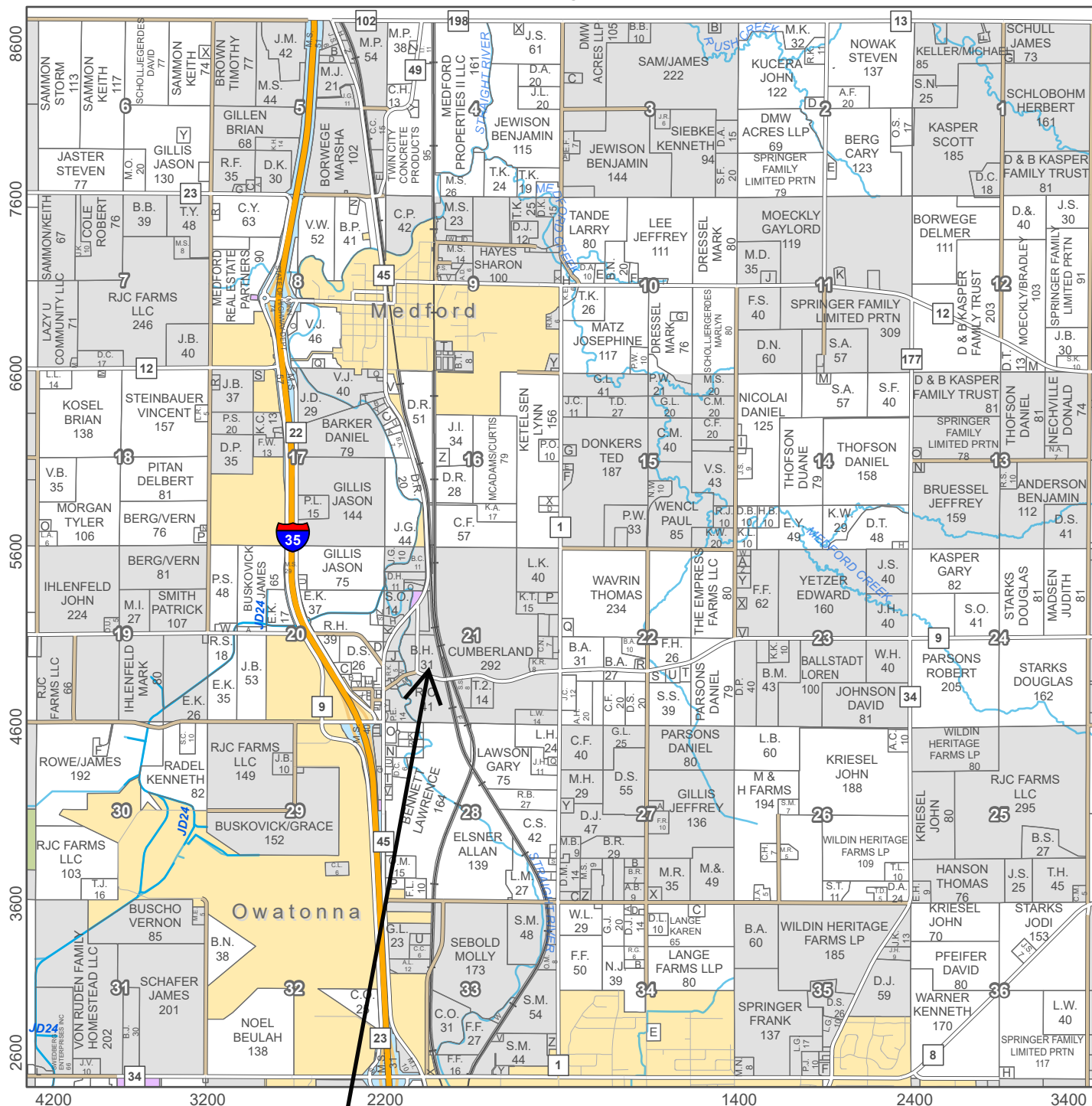
Medford & Clinton Falls



T.108N. - R.20W.



Rice Co.



Review of IUP 2020-03 (Hanson Pit)

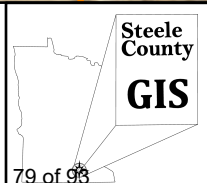


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Hanson Pit | 12-021-3400

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June 23, 2025



Staff Report
for
2025 Review of Interim Use Permit #2020-03
Medford Sand & Gravel
Hanson Pit in Section 21 of Clinton Falls Township

Operator: Medford Sand and Gravel LLC

Owner(s): Benjamin Hanson

Legal Description: Lots Two (2) and Three (3), all being in the Southwest Quarter (SW 1/4) of Section Twenty-one (21), in Township One Hundred and Eight (108) North of Range Twenty (20) West, as per the recorded Plat thereof on file and in the Office of the Registrar of Titles. Steele County, Minnesota.

Zoning District: Agricultural

Permitted Uses: The mining and stockpiling of sand and gravel material. Total permitted area is 14 acres. Mining is allowed down to an elevation of 1080 feet (about 20 feet deep).

Permit History: 2020 – IUP 2020-03 issued
2022 – IUP 2022-03 review (prompted by bond cancellation)
2024 – IUP 2024-03 transferred (from Medford Sand & Gravel to IMS Contracting LLC)

Conditions:

1. Mining and processing is limited to the areas identified in the application. Before excavation can begin the boundary of the area shall be clearly marked onsite at the corners and a minimum of every 500 feet along the west and north boundary.
2. Mining is limited to a bottom elevation of 1080 feet.
3. Before excavation can begin, the permittee or operator shall furnish bond or other financial surety as approved by the county, for potential haul road repair and for site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for a total amount of \$70,000 and remain in place for 6 years from the date of issuance of the permit.
4. Before excavation can begin the permittee shall obtain an access permit from the Steele County Highway Department and shall be required to comply with all conditions of that permit.
5. The excavation of material shall be setback a minimum of 30 feet from all property lines and 50 feet from the road right of way. Any erosion within this setback shall be immediately corrected by the permittee. Overburden may be stored within the setback area but cannot be done in a manner that directs water runoff or causes siltation onto the neighboring property. Or done in a manner that impedes the natural overland flow of water or backs water up onto neighboring properties.
6. The dewatering of the pit for mining purposes shall be prohibited.
7. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
8. The access shall be gated to deter unauthorized access.
9. Signage warning of truck traffic shall be located along County Road #9 if required by the County Highway Department. The size and placement of these signs shall be at the direction of Steele County Highway Department.
10. All trucks shall comply with the weight limits of County Road #9.
11. Trucks shall not track material from the pit onto the public road.
12. Trucks hauling material to and from this site shall not use “jake brakes”
13. Operator is responsible to maintain dust control in the pit and on the access road so it does not

- negatively affect neighboring properties or highway traffic.
14. Operator shall maintain the viability of any existing private drainage system at all times during the operation of the pit.
 15. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter and replacing topsoil.
 16. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
 17. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
 18. This permit expires on July 1st, 2025. All reclamation shall be completed or the permittee shall initiate the renewal of this permit before this date.
 19. Truck traffic shall only enter and exit the site from the north on County Road #9. Signage shall be placed in the pit directing all traffic to the north.

Total Parcel Size: 18 acres
Permitted Area: 14 acres
Disturbed Area: 3 acres

Active Areas: 3 acres
Reclaimed Area: 0 acres

Natural Elev: 1100 - 1006
Permitted Elev: 1080 feet
Mining Elev: See Mining Elevations submittal

Recyclable Amt: None
Road Access: County Road 9 – paved portion has 9 ton per axle weight limit.

Material Removed: Records indicated the following amount of material was removed the past 5 years.
2023 – 30,375 TNS
2022 – 16,159 TNS
2021 – 369 TNS
2020 – 30,375 TNS

Other Permits: MPCA NPDES Permit MNG490580

Comments: No recyclable material onsite.
Gravel Tax has been paid.

Reason for Interim Use Permit Application:

Section 703.2 of the Steele County Zoning Ordinance lists mining and gravel extraction as Interim Uses in the Agricultural District.

General Criteria for Issuing an Interim Use Permit:

- a) **Burden on Existing Public Facilities and Utilities:** The planning commission found that the project would not have any effects on parks and schools. The proposed access will be onto County Road 9. This road only has a 7 ton per axel weight limit. It is paved from CSAH 45 to the railroad tracks but is gravel east of the tracks to Cedar Ave. Trucks need to continue to abide by the lower weight limit.

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

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

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

The appearance is similar to other gravel pits in the area and setback 50 feet from the road right-of-way and screened to the nearest residential uses by vegetation.

d) Relationship of Proposed Project to Existing Land Use:

The existing land use is a permitted gravel pit and cropland. The final reclamation of the site will be a pond.

e) Consistency with Zoning Ordinance and Zoning District:

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

f) Creation of Traffic Hazards or Congestion:

Truck traffic accesses onto County Road 9. There have been no reported issues with truck traffic from these pits.

g) Nuisance Effects on Nearby Business:

There are no permitted businesses nearby.

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

- **Access road:** County Rd. 9
- **Wetland:** There is a created pond on the property. The operator shall be required to follow all wetland conservation act requirements concerning this pond.
- **Tile:** There are no known tile on the site.

Staff Comments:

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

18. This permit expires on July 1st, ~~2025~~ 2030. All reclamation shall be completed or the permittee shall initiate the renewal of this permit before this date.

2020-03
2025

INTERIM USE PERMIT

Permit # Renewal

PARCEL #:	<u>12-021-3400</u>	HEARING DATE:	<u>07/07/25</u>
DISTRICT:	<u>Agricultural</u>	DECISION DATE:	<u>07/22/25</u>
APPLICANT:	<u>Medford Sand & Gravel</u>	LANDOWNER:	<u>Benjamin Hanson</u>
ADDRESS:	<u>PO Box 149</u>	ADDRESS:	<u>4895 NW 21st Ave.</u>
	<u>Medford, MN 55049</u>		<u>Medford, MN 55049</u>

LEGAL DESCRIPTION OF PROPERTY:

Lots Two (2) and Three (3), all being in the Southwest Quarter (SW 1/4) of Section Twenty-one (21), in Township One Hundred and Eight (108) North of Range Twenty (20) West, as per the recorded Plat thereof on file and in the Office of the Registrar of Titles. Steele County, Minnesota.

REFERENCE ORDINANCE FOR IUP:

Section 703.2 of the Steele County Zoning Ordinance lists mining and gravel extraction as Interim Uses in the Agricultural District.

PROPOSED USE(S):

Mining of sand and gravel and the stockpiling of aggregate material.

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒ with 19 conditions.

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

Chair, Steele County Board of Commissioners

Date

INTERIM USE PERMIT

2020-03
Permit # 2025
Renewal

Conditions

- 1 Mining and processing is limited to the areas identified in the application. Before excavation can begin the boundary of the area shall be clearly marked onsite at the corners and a minimum of every 500 feet along the west and north boundary.
- 2 Mining is limited to a bottom elevation of 1080 feet.
- 3 Before excavation can begin, the permittee or operator shall furnish bond or other financial surety as approved by the county, for potential haul road repair and for site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for a total amount of \$70,000 and remain in place for 6 years from the from date of issuance of the permit.
- 4 Before excavation can begin the permittee shall obtain an access permit from the Steele County Highway Department and shall be required to comply with all conditions of that permit.
- 5 The excavation of material shall be setback a minimum of 30 feet from all property lines and 50 feet from the road right of way. Any erosion within this setback shall be immediately corrected by the permittee. Overburden may be stored within the setback area but cannot be done in a manner that directs water runoff or causes siltation onto the neighboring property. Or done in a manner that impedes the natural overland flow of water or backs water up onto neighboring properties.
- 6 The dewatering of the pit for mining purposes shall be prohibited.
- 7 Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
- 8 The access shall be gated to deter unauthorized access.
- 9 Signage warning of truck traffic shall be located along County Road #9 if required by the County Highway Department. The size and placement of these signs shall be at the direction of Steele County Highway Department.
- 10 All trucks shall comply with the weight limits of County Road #9.
- 11 Trucks shall not track material from the pit onto the public road.
- 12 Trucks hauling material to and from this site shall not use "jake brakes"
- 13 Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
- 14 Operator shall maintain the viability of any existing private drainage system at all times during the operation of the pit.
- 15 The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter and replacing topsoil.
- 16 This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.

- 17 Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
 - 18 This permit expires on July 1st, 2030. All reclamation shall be completed or the permittee shall initiate the renewal of this permit before this date.
 - 19 Truck traffic shall only enter and exit the site from the north on County Road #9. Signage shall be placed in the pit directing all traffic to the north.
-

CERTIFICATION

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

Steele County Administrator

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date



STEELE COUNTY PLANNING COMMISSION MINUTES

Steele County Administration Center – 630 Florence - Owatonna, MN 55060

Steele County's Mission:

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

Monday, July 7th, 2025, at 7:00 p.m. – Steele County Boardroom

Call to Order:

The meeting was called to order by Chair Lammers at 7:00 pm. Present were Smith, Lammers, Gillis, Spatenka, Queen, Cole, Commissioner Brady, and staff member Brooks.

Agenda:

Motion by Spatenka, second by Queen to approve the agenda as submitted. Motion passed unanimously.

Minutes:

Motion by Queen, second by Smith to approve the June 2nd, 2025, minutes as submitted. Motion passed unanimously.

Building Permits:

The building permits for June 2025 were reviewed.

IUP 2020-03 (MS&G- Hanson Pit Renewal 2025)

This request is from MS&F- Hanson allowing Medford Sand and Gravel to mine sand and gravel on Gov't Lot 2 and Lot 3 in the SW ¼ of Clinton Falls Township on property owned by Benjamin Hanson. The property address is 4895 NW 21st Ave.

Questions and comments of the commission.

Spatenka- Have we had complaints on this gravel pit before?

Brooks- No

The public hearing was opened.

As there were no more questions or comments, the public hearing was closed.

Discussion by the planning commission.

As there were no more questions or comments, this discussion was closed.

Motion by Spatenka, second by Queen to recommend approval of IUP 2020-03 (MS&G- Hanson Pit Renewal 2025) with the following 19 conditions: (underlined is added, ~~strike through~~ is deleted)

1. Mining and processing is limited to the areas identified in the application. Before excavation can begin the boundary of the area shall be clearly marked onsite at the corners and a minimum of every 500 feet along the west and north boundary.
2. Mining is limited to a bottom elevation of 1080 feet.
3. Before excavation can begin, the permittee or operator shall furnish bond or other financial surety as approved by the county, for potential haul road repair and for site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for a total amount of \$70,000 and remain in place for 6 years from the from date of issuance of the permit.
4. Before excavation can begin the permittee shall obtain an access permit from the Steele County Highway Department and shall be required to comply with all conditions of that permit.
5. The excavation of material shall be setback a minimum of 30 feet from all property lines and 50 feet from the road right of way. Any erosion within this setback shall be immediately corrected by the permittee. Overburden may be stored within the setback area but cannot be done in a manner that directs water runoff or causes siltation onto the neighboring property. Or done in a manner that impedes the natural overland flow of water or backs water up onto neighboring properties.
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12. Trucks hauling material to and from this site shall not use "jake brakes"
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14. Operator shall maintain the viability of any existing private drainage system at all times during the operation of the pit.
15. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter and replacing topsoil.
16. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
17. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
18. This permit expires on July 1st, ~~2025~~ 2030. All reclamation shall be completed or the permittee shall initiate the renewal of this permit before this date.
19. Truck traffic shall only enter and exit the site from the north on County Road #9. Signage shall be placed in the pit directing all traffic to the north.

Motion passed unanimously.

CUP #442 Urban Farms LLC (Cannabis Facility)

This request is from Urban Farms to use an existing building currently located on property located in the SE Corner of the SE ¼, of the NE ¼, Section 5, Medford Township, on property owned by Chris Hanke for a state-licensed cannabis operation that includes indoor cultivation, processing, and packaging. The property address is 8060 Cabot Ave, Medford.

Questions and comments of the commission.

Spatenka- Is concerned about the security of the building.

Cole- Has concerns about the smell when the plants are being processed.

Lammers- Had questions about the drying process.

Charlie Urban (with Urban Farms)- It is a natural hang drying system.

Spatenka- Is there going to be a fire suppression system in the building?

Brooks- The building will have to meet fire code.

Smith- How do you track the water usage?

Urban- We are working with the contractor to monitor our water usage.

The public hearing was opened.

Urban Farms presented the public with a presentation explaining the process of the cannabis manufacturing business, answering a lot of the questions from the Planning Commission.

Spatenka- Will Urban Farms be looking into expanding any time soon.

Urban- No, we will be running at 50% the first 6 months and hopefully at 100% within the year.

Lammers- Do you grow the plants from seed?

Anna Lieb (With Urban Farms)- At the beginning of the process yes, then we use mother plants.

Queen- Will the process be like farming, where you are busy in the spring and fall?

Lieb- We can plan it out to when we want our busy season.

Urban- It will be a perpetual harvest. We will be harvesting every single month.

Queen- How often will you expect OCM (Office of Cannabis Management) at the site?

Nicole Rash (Lanyer for Urban Farms)- We are not sure, but the site will be frequently visited by the OCM.

Scott Svenby- Has concerns about the lighting.

Urban- We will have all lights shielded to point down.

James Brady- Wanted to know what the Bi-product in the runoff water consist of, and if it could be reused for something else.

Urban- It is a water that contains fertilizer, we are working with a farmer to reuse the Bi-product on crops.

As there were no more questions or comments, the public hearing was closed.

Discussion by the planning commission.

Motion by Spatenka, second by Gillis to recommend approval of CUP #442 Urban Farms LLC (Cannabis Facility) with the following 12 conditions: (underlined is added, ~~striketrough~~ is deleted)

1. This permit allows for a state licensed cannabis operation that includes indoor cultivation, processing, and packaging. Any changes in the use of this facility may require additional action by Steele County.
2. The site must be operated in a manner that does not create offensive odors to the neighboring residential used properties.
3. The site must be rodent free at all times.
4. Operations must comply with all requirements of the Office of Cannabis Management.
5. Before operation can begin, the building must be evaluated by a licensed professional and any improvements permitted and inspected by Steele County Building officials.
6. A holding tank must be installed to contain water used in the growing process per MPCA regulations.
7. If the facility exceeds 10,000 gallons a day or 1,000,000 gallons a year of water usage, the applicant must obtain an appropriation permit through the Department of Natural Resources.
8. Business hours, including trucks entering and exiting, shall only be between the hours of ~~10:00~~ 7:00 AM and ~~9:00~~ 10:00 PM. Monday thru Sunday.
9. Current screening from residential property must be maintained.
10. ~~Parking must comply with Section 1501 of the Steele County Zoning Ordinance required one parking space for each two employees on maximum shift or one space for each 500 sq. ft. of gross floor area, whichever is largest.~~ Current number of parking spaces must be maintained.
11. All lighting and signage must comply with Section 1514 of the Steele County Zoning Ordinance.
12. Once issued, this CUP may be revoked, following notice and hearing, and upon finding(s) established by the Planning Commission that the Subject Property and/or use is not in compliance with the Conditions of Approval as stated herein.

Motion passed unanimously.

Adjournment:

Motion by Spatenka, second by Queen to adjourn at 8:01 pm. Motion passed.



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

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

Tuesday, July 8, 2025 at 8:00 a.m. – Public Works Conference Room

Attendees: Commissioner Krueger, Commissioner Prokopec, Finance Director Candi Lemarr, Administrator Renae Fry, Highway Maintenance Supervisor Paul Kirtz, Interim Highway Director Alan Goodman, and Executive Assistant Rebecca Kubicek.

Information:

Interim Public Works Director spoke regarding the use of WSB Engineers through a Master Services Agreement for construction observation assistance for the two 2025 projects and assistance with plan design for the 2026 projects.

The Interim Public Works Director discussed using the sample agreement from Dodge County whereby the wind power contractors would be responsible for all repair work to the roads. Paul Kirtz will work with the townships regarding the Township Road agreements that are also found in this agreement. Alan Goodman will work with the wind power consultant to finalize the contracts and get them to Steele County Attorney for review.

Highway:

ES Corridor – Discussion regarding having an Open House on this project by the end of the year.

18th St Roundabout – The contractor has been working with Steele County and offered some flexibility to get the last leg of the project complete. The goal is to be done this year. If there is construction in the school season, Steele County will do its best to keep the road open during early morning and late afternoon movement of school traffic.

Beaver Lake - Archeological review is taking place. Work to obtain easements will continue while archaeological review is underway.

Main Street Open House: July 17th at OPU from 4 to 6 pm. Visual renderings will be available. Discussions continue regarding trails and crosswalks as the county is looking for the safest options for the public.

2025 Construction:

County lighting project is underway.

There will be 2 bituminous projects in August and one in September. County Rd. 3 will be later.

Waiting on the pavement markings contract to come back with signatures. In house technician will need to track the project completion.

There are two bridges that are closed. We were waiting for bonding which we now have and are now able to move forward. These are planned to be built next year.

Department Head Reports

Finance: Welcome Kris, new highway accountant.



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, July 10, 2025 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Glynn, Commissioner Abbe, Planning & Zoning Director Amber Brooks, County Assessor Brian Anderson, County Recorder Rick Kvien, PT&E Director Jennifer Mueller, ERM Megan Ringhofer, County Attorney Robert Jarrett, Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Consent:

1. Committee recommends approving the renewal of the 2025 Aerial Imagery Cost Sharing Memorandum of Understanding.
2. Committee recommends approving the renewal of the REP (Radiological Emergency Preparedness) Grant 2026-2027 and authorize the Chair, Administrator, and EMD to sign.
3. Committee recommends adopting a Resolution for Absentee Ballot Board and UOCAVA Ballot Board.
4. Committee recommends approving Election Services Agreement for School Special Election.

General:

Information:

5. JD11 Repair Work - Committee would like to see two quotes. Once they are received, the items can go to the Regular Board meeting for review.

Department Head Reports

Assessor: Quintile to be done by Oct 1. Tax court hearings coming up.

Finance: Field audit continues. The first Steele County 2026 budget meeting is today. Highway accountant is now onboard which allows the other transitions to place.

Planning & Zoning: Congratulations to Amber Brooks, the new PZ Director.

Recorder: Interviews were this week with an offer yesterday for the open position.

ERM: Kristen back on July 17th.



Steele County Agenda Item

Request for Board Action

Subject: Temporary Liquor License

Department: Property Tax & Elections

Committee:

Committee Meeting Date:

Work Session Date:

Board Meeting Date: July 22, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Approve the temporary liquor license for Medford Volunteer Firemen's Relief Association.

Background (*Including Budget Impact*):

This is a request for a Temporary Liquor License for a fundraising event to be held on August 28, 2025, on a private property in Medford Township.

The applicant has provided the certificate of insurance and has the required authorized signatures.

Attachments:

N/A



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
Medford Volunteer Firemens Relief Association		1/29/1989		41-1600827	
Organization Address (No PO Boxes)		City	State	Zip Code	
408 2nd Ave SE,		Medford	Minnesota	55049	
Name of person making application		Business phone		Home phone	
Craig Helgeson				5073300257	
Date(s) of event		Type of organization ☐ Microdistillery ☐ Small Brewer			
8/28/25		☐ Club ☒ Charitable ☐ Religious ☐ Other non-profit			
Organization officer's name		City	State	Zip Code	
Mike Pronzdinski		Medford	Minnesota	55049	
Organization officer's name		City	State	Zip Code	
Eric Finholdt		Medford	Minnesota	55049	
Organization officer's name		City	State	Zip Code	
Alex Schwartz		Medford	Minnesota	55049	
Location where permit will be used. If an outdoor area, describe. 1845 5th Ave SE, near county road 45 on south edge of property					

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
MN Joint Underwriting Association through North Risk Partners BI 50k/100k, Property Damage 10k, Loss of Means support 50/100k annual aggregate 310K.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

Steele County			
City or County approving the license		Date Approved	
Fee Amount		Permit Date	
Event in conjunction with a community festival ☐ Yes ☒ No		renae.fry@steelecountymn.gov	
1600		City or County E-mail Address	
Current population of city			

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.**

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**