



**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.***

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**TUESDAY, AUGUST 12, 2025 at 5:00 PM**  
**County Boardroom, Steele County Administration Center**

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*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. Thank you letter from Transitional Housing (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 22, 2025 Board Minutes (pg. 5)

6. Approve July 22, 2025 Board Work Session Minutes (pg. 9)
7. Approve August 5, 2025 Special Session Minutes (pg. 11)
8. Approve August 7, 2025 Budget Session Minutes (pg. 12)
9. Approve Bills (pg. 13)
10. Approve Personnel Report (pg. 55)
11. Approve Out of State Travel for IT Director to attend the 2025 ISM Annual Conference (IT Solutions Management for Human Services) at the Reno-Sparks Convention Center, Reno, NV.(pg. 56)
12. Approve GovAp – Electronic Accounts Payable Software in an amount of \$2,500 set up fee + \$12,500 a year. (pg. 60)
13. Ratify Steele County Guidelines and Procedures for MN Government Data Practices Act (pg. 86)
14. Approve Interagency Agreement Owatonna Police Department & Steele County Community Corrections (pg. 134)
15. Approve Interagency Agreement - Steele County Sheriff's Department & Steele County Community Corrections (pg. 138)

### **General Agenda**

16. August Anniversary Report (pg. 142)
17. Action Items

### **County Board Work Session – Tuesday, August 12, 2025**

18. Action Items

### **Information Items**

19. Internal Central Services Committee Minutes – Tuesday, August 5, 2025 (pg. 143)
20. Property & Maintenance Committee Minutes – Thursday, August 7, 2025 (pg. 144)

### **Presentations:**

### **Commissioner Reports:**

### **Next Meeting Notices:**

Land Use & Records – **Thursday, August 14<sup>th</sup> at 8 a.m. in the Boardroom**

Public Safety & Health Committee – **Tuesday, August 19<sup>th</sup> at 8 a.m. in the Boardroom**

MNPrairie All Commissioners meeting – **Wednesday, August 20<sup>th</sup> at 9 a.m., OPU**

County Board Work Session – **Tuesday, August 26<sup>th</sup> at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, August 26<sup>th</sup> at 5 p.m. in the Boardroom**

## **Adjourn**

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

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

Board of  
Commissioners - July 15,  
2025

Thank you for the  
appropriation of  
funding for rental  
assistance and  
case management.

Rents continue to  
increase while  
wages remain  
comparatively  
stagnant. It brings  
us immeasurable  
joy to be able  
to reassure families

when they call  
that we will  
be able to assist

them. We can tell  
them, "You can stay  
safely in your home.  
We will be able to  
send the landlord your

YOUR THOUGHTFULNESS  
WAS APPRECIATED  
MORE THAN YOU KNOW.

rent payment." I  
wish you could all  
hear the relief in their  
voices - the tears over  
the phone!

It's truly a blessing  
to be able to do this  
work alongside you, our  
friends! What an  
incredible community.

Beyond Grateful  
Julie Anderson, Staff  
Board, Transitional Housing

# PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

July 22, 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 22, 2025 with roll call being taken. Commissioner's Krueger, Brady, Glynn, and Prokopec present and in chambers. Commissioner Abbe attended via a remote location where he could be seen and heard. Also present were Human Resources Director Gina McGuire, IT Director Dave Purscell, Planning and Zoning Director Amber Brooks, County Assessor Brian Anderson, 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 Krueger, seconded by Commissioner Prokopec to approve the agenda with amendments. Roll call was taken. Ayes all.

## **Amendments to the agenda:**

Item 16a: Temporary Liquor license for Medford Volunteer Fireman's Relief Association

## **Comments and Correspondence:**

Public Comment: No Public Comment

Correspondence: Nokomis Energy Project Letter

## **Consent Agenda:**

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve Consent Agenda. Roll call was taken. Ayes all.

- A. Approve the minutes of July 8, 2025 Board Meeting
- B. Approve the minutes of July 8, 2025 Board Work Session
- C. Approve the minutes of July 10, 2025 Budget Work Session
- D. Approve Bills
- E. Approve the Personnel Report

## **New Hires/Promotions/Demotions/Transfers:**

| <b>Name</b>               | <b>Position/Dept.</b>            | <b>Rating/Step</b> | <b>Date</b> |
|---------------------------|----------------------------------|--------------------|-------------|
| Jessica Bedney(Promotion) | Adult Probation Officer II/CCA   | C43/2              | 07/01       |
| Bobbie Herzog (Promotion) | Human Resources Coordinator/HR   | C43/4              | 07/12       |
| Thomas Burger (Promotion) | Custodial & Maint. Assistant/F&F | B21/7              | 07/12       |

|                |                                    |       |       |
|----------------|------------------------------------|-------|-------|
| Destany Adreon | Correctional Officer/DC            | B24/1 | 07/14 |
| Amanda Frontin | Technical Clerk I/Recorders Office | B22/1 | 07/21 |

**Resignations/Retirements/Terminations:**

| <b>Name</b>   | <b>Position</b>      | <b>Department</b> | <b>End Date</b> |
|---------------|----------------------|-------------------|-----------------|
| Ann Schroeder | Public Health Nurse  | Public Health     | 07/17/2025      |
| Scott Lurken  | Correctional Officer | DetentionCenter   | 07/24/2025      |

**Open Positions:**

| <b>Position</b>               | <b>Department</b> | <b>Notes</b>               |
|-------------------------------|-------------------|----------------------------|
| Network Security Analyst      | IT                | Recruiting                 |
| Patrol Deputy – 2 positions   | Sheriff's Office  | Recruiting/Backgrounding   |
| Correctional Officer          |                   |                            |
| 4 positions                   | DetentionCenter   | 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    |                   |                            |
| 3 positions                   | 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                    |

- F. 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.
- G. Approve the 2025 Aerial Imagery Cost Sharing Memorandums of Understanding and authorize the County Administrator and County Board Chair to sign.
- H. Approve the REP (Radiological Emergency Preparedness) Grant 2026-2027 and authorized the Chair, Administrator, and EMD to sign.
- I. Approve the contract between Steele County and Independent School District No. 761 for Election Services in an amount of \$16,000.
- J. Adopt **Resolution No. 25- 034** establishing a County Absentee Ballot Board and UOCAVA Ballot Board for the 2025 Election Cycle. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.

**General Agenda:**

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve CUP#442 for

Urban Farms LLC with 12 conditions based on the Findings of Fact. Roll call was taken. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to approve renewal of IUP 2020-03 Medford Sand & Gravel – Hanson Pit with 19 conditions based on the Findings of Fact. Roll call was taken. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Prokopec to approve the Temporary Liquor license for Medford Volunteer Fireman’s Relief Association. Roll call was taken. Ayes all.

### **Commissioner Reports:**

Commissioner Glynn reported his attendance at Land Use and Records committee, Budget Session, Interview for Public Works Director, Compliance Fund meeting, Historical Society Committee, and a Work Session.

Commissioner Prokopec reported his attendance at the Budget Session and a Work Session.

Commissioner Abbe will report at the first meeting in August.

Commissioner Krueger reported his attendance at the Budget Session, Public Works Director Interviews, MNPrairie Joint Powers Board, Main Street Open House, gave a tour of the county, MNPrairie Finance meeting and a Work Session.

Commissioner Brady reported his attendance at Budget Session and a Work Session.

County Attorney nothing to report.

County Administrator nothing to report.

### **LISTING OF BILLS** July 22, 2025

|                                      |           |
|--------------------------------------|-----------|
| Advanced Correctional Healthcare Inc | 11,740.81 |
| ArchKey Technologies                 | 8,803.65  |
| Aurora Township                      | 16,476.50 |
| Avenu Insights & Analytics LLC       | 7,421.30  |
| Braun Intertec Eng Inc               | 3,172.50  |
| BRN Lawn & Landscape LLC             | 3,715.00  |
| Central Farm Services                | 2,626.64  |
| CliftonLarsonAllen LLP               | 9,975.00  |
| Corporate Recognition Inc            | 2,257.57  |
| Counties Providing Technology        | 4,651.00  |
| Diverse Construction Services LLC    | 2,075.00  |
| Election Systems & Software Inc      | 20,111.74 |
| Fidlar Technologies Inc              | 2,158.67  |
| Four Seasons Electric                | 4,215.56  |

|                                    |                   |
|------------------------------------|-------------------|
| Goodman/Alan D                     | 4,228.40          |
| Health Management Associates Inc   | 39,920.00         |
| Hillyard-Hutchinson                | 5,213.77          |
| I & S Group Inc                    | 3,280.40          |
| Jim & Dude's Plg & Htg Inc         | 9,450.00          |
| L & L Street Rods & Sport Trucks   | 7,644.05          |
| Minnesota Counties Computer Coop   | 6,724.35          |
| MN Dept of Labor & Industry        | 2,249.39          |
| Moore Md/Kellyanna J               | 3,263.71          |
| North Central International LLC    | 5,800.32          |
| Office of MN IT Services           | 3,154.10          |
| Paape Companies Inc                | 2,107.52          |
| R & K Electric Inc                 | 2,720.00          |
| R & R Specialties Of Wisconsin Inc | 5,218.45          |
| Red Cedar Consulting LLC           | 4,317.50          |
| Roemhildt/Brenda                   | 5,074.20          |
| Short Elliott Hendrickson Inc      | 61,290.14         |
| Sign Pro Of Owatonna, Inc.         | 2,300.00          |
| Spero                              | 2,679.96          |
| Stewart Sanitation                 | 2,774.44          |
| Summit Food Services LLC           | 14,971.45         |
| UKG Kronos Systems LLC             | 3,632.03          |
| United Way Of Steele County        | 5,470.00          |
| Valsoft Corporation Inc            | 11,811.26         |
| 108 Payments less than 2000        | <u>34,017.61</u>  |
| <b>Final Total:</b>                | <b>348,713.99</b> |

Motion by Commissioner Glynn, seconded by Commissioner Krueger to go into closed session at 5:15 p.m. for the purpose of labor negotiations strategy, per MN statute 179A.01, section 13D.03. Roll call was taken. Ayes all. In closed session, the Board discussed strategies in support of the labor negotiations with all seven unions.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to end closed session at 6:25 p.m. Roll call was taken. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Prokopec to adjourn to the Call of the Chair at 6:28 p.m. Roll call was taken. Ayes all.

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CHAIRMAN

ATTEST: \_\_\_\_\_  
ADMINISTRATOR

# PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

July 22, 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 22, 2025 and roll call was taken. Commissioner's Krueger, Brady, Glynn, and Prokopec were present and Commissioner Abbe participating remotely. Also present Human Resources Director Gina McGuire, Finance Director Candi Lemarr, IT Director Dave Purscell, County Assessor Brian Anderson, County Attorney Robert Jarrett, MNP Director Tara Reich, Public Health Director Amber Aaseth, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Administrator Renae Fry talked about special appropriations for the upcoming 2026 budget. There was discussion surrounding the following areas: Does the Board want the County to solicit requests or have the organizations be responsible to submit requests on their own. Should there be an application process similar to what Public Health does, to ensure groups meet a minimum criteria and supply information required for the Board to make a decision. Should the County require presentations, if yes, should they be at Board meetings, Work Session or both and in what months should these take place. Should the County be asking for written narratives explaining how the organizations serve the public and if they receive County funds is the purpose measurable (reportable). Finally, for smaller appropriations require written narratives and larger amounts speak to the board. There will be more discussion at the next budget meeting on August 7<sup>th</sup>. After that meeting, an updated process can be written.

Human Service update was given by Administrator Renae Fry. HMA met with Kari and Eric, the Outreach Liaisons for DCYF and DHS. It has been determined that Steele County will be issued a new number as a provider of human services. This allows us to set up account numbers and get things moving faster. Neither organization has a process to remove a member county from a joint powers organization. They are taking the process of merging entities and working backwards to dismantle. DCYF project analyst has been assigned to the project and MIT and DHS will be contributing entities to ensure their needs are met. HMA is identified as Steele County's primary contact, but the analyst may be contacting staff members for more information. HMA has completed the defined tasks under the first Statement of Work and will be presenting at the August work session. During this meeting, HMA will report on their research and recommendations regarding leadership, staffing, setting a budget, and determining a transition timeline. Collaboration and coordination between other departments gives the County areas for improvement.

Following the closed session from the July 8<sup>th</sup> meeting, the County Attorney was to find an outside attorney to represent the County regarding its claims against MNPrairie. Kennedy & Graven was selected to represent us in this matter.

Meeting was adjourned at 4:28 p.m.

\_\_\_\_\_  
Chairman

ATTEST: \_\_\_\_\_  
Administrator

DRAFT

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

August 5, 2025

STATE OF MINNESOTA    }  
                                      } ss

COUNTY OF STEELE        }

The Steele County Board of Commissioners met in Special Session at 8:00 a.m. on August 5, 2025 with Commissioner's Brady, Glynn, Prokopec, Abbe and Krueger present. Also present were Human Resources Director Gina McGuire, IT Director Dave Purscell, County Assessor Brian Anderson, County Attorney Robert Jarrett, Emergency and Risk Management Director Kristen Sailer, County Administrator Renae Fry, Financial Analyst Madison Melcher, and Executive Assistant Rebecca Kubicek.

Call to order.

Commissioner Prokopec offered the following **Resolution No. 2025-035**, seconded by Commissioner Glynn, to declare Steele County in a STATE OF EMERGENCY for severe storms, high winds and heavy rains across the entire county impacting the population of Steele County and its cities, townships, rivers and creeks, park systems, ditch systems, and public utilities and electric cooperatives for July 28, 2025, and continuing.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to adjourn to the Call of the Chair at 8:07 a.m. Ayes all.

\_\_\_\_\_  
CHAIRMAN

ATTEST: \_\_\_\_\_  
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

August 7, 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 August 7, 2025 for the purpose of discussing the 2026 budget. Present were Commissioners Prokopec, Abbe, Krueger, Glynn and Brady. Also present were Finance Director Candi Lemarr, County Administrator Renae Fry, Madison Melcher, and Department Heads/Supervisors, Kirtz, Jarrett, Buttera, Rysavy, Brooks, Purscell, Flatgard, McGuire, Mueller, Sailer, Kvien, Schammel, Anderson, and Aaseth.

Fry opened the meeting and presented an overview of what is currently included in the presentation and what information is still under development. Lamar made a few comments and then introduced each department to present their budget summary. Drug Court made a request for contingent funding. The court program has operated on grants and other aid but may be experiencing a short fall for 2026 should one of their grants not renew. Board members asked questions of all department heads but generally took the information under advisement.

The next board workshop will be held on Thursday, September 4, 2025.

Meeting was adjourned at 3:30 p.m.

\_\_\_\_\_  
Chairman

ATTEST: \_\_\_\_\_  
Administrator

KWINTER  
8/7/25

11:12AM

# 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

KWINTER  
8/7/25 11:12AM  
10 Road & Bridge Fund

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

| Vendor Name |                                     | Rpt  | Warrant Description |                            | Invoice #     | Account/Formula Description |      |
|-------------|-------------------------------------|------|---------------------|----------------------------|---------------|-----------------------------|------|
| No.         | Account/Formula                     | Accr | Amount              | Service Dates              | Paid On Bhf # | On Behalf of Name           | 1099 |
| 301         | DEPT                                |      |                     | Administration             |               |                             |      |
|             | 8867 Bently Systems Inc.            |      |                     |                            |               |                             |      |
| 2           | 10-301-000-0000-6301                |      | 1,198.00            | OpenRoads SignCAD Sub      | 48639074      | Equip/Software Maint        | N    |
|             | 8867 Bently Systems Inc.            |      | 1,198.00            | 1 Transactions             |               |                             |      |
|             | 6980 Block Plumbing & Heating Inc   |      |                     |                            |               |                             |      |
| 3           | 10-301-000-0000-6512                |      | 142.00              | Backflow test & filing     | 71863         | Bldg Repair & Maintenance   | N    |
|             | 6980 Block Plumbing & Heating Inc   |      | 142.00              | 1 Transactions             |               |                             |      |
|             | 8251 BRN Lawn & Landscape LLC       |      |                     |                            |               |                             |      |
| 6           | 10-301-000-0000-6512                |      | 1,470.00            | June lawn care             | 3639          | Bldg Repair & Maintenance   | Y    |
|             | 8251 BRN Lawn & Landscape LLC       |      | 1,470.00            | 1 Transactions             |               |                             |      |
|             | 5202 Clearview Window Cleaning      |      |                     |                            |               |                             |      |
| 7           | 10-301-000-0000-6512                |      | 445.00              | Hwy bldg clean windows     | 28074         | Bldg Repair & Maintenance   | Y    |
|             | 5202 Clearview Window Cleaning      |      | 445.00              | 1 Transactions             |               |                             |      |
|             | 16860 Custom Communications Inc     |      |                     |                            |               |                             |      |
| 14          | 10-301-000-0000-6512                |      | 190.59              | Fire alarm monitoring      | 613975        | Bldg Repair & Maintenance   | N    |
|             | 16860 Custom Communications Inc     |      | 190.59              | 1 Transactions             |               |                             |      |
|             | 61505 Gopher State One-Call         |      |                     |                            |               |                             |      |
| 19          | 10-301-000-0000-6260                |      | 54.00               | July locates               | 5071503       | Consultants/Admin Fee       | N    |
|             | 61505 Gopher State One-Call         |      | 54.00               | 1 Transactions             |               |                             |      |
|             | 7771 MN Dept of Labor & Industry    |      |                     |                            |               |                             |      |
| 25          | 10-301-000-0000-6512                |      | 100.00              | Annual elevator inspection | ALR0176285X   | Bldg Repair & Maintenance   | N    |
|             | 7771 MN Dept of Labor & Industry    |      | 100.00              | 1 Transactions             |               |                             |      |
|             | 65100 Paape Companies Inc           |      |                     |                            |               |                             |      |
| 30          | 10-301-000-0000-6512                |      | 1,672.50            | 1st qtr service contract   | 118409        | Bldg Repair & Maintenance   | N    |
|             | 65100 Paape Companies Inc           |      | 1,672.50            | 1 Transactions             |               |                             |      |
|             | 68420 Plunkett's Pest Control, Inc. |      |                     |                            |               |                             |      |
| 31          | 10-301-000-0000-6512                |      | 118.56              | July pest control          | 10020300      | Bldg Repair & Maintenance   | N    |
|             | 68420 Plunkett's Pest Control, Inc. |      | 118.56              | 1 Transactions             |               |                             |      |
|             | 8153 Pump & Meter Service           |      |                     |                            |               |                             |      |
| 32          | 10-301-000-0000-6512                |      | 1,341.00            | Pumps - Barrier board      | 1023652       | Bldg Repair & Maintenance   | Y    |

KWINTER  
8/7/25 11:12AM  
10 Road & Bridge Fund

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

| Vendor Name |                                    | Rpt  | Warrant Description | Invoice #                         | Account/Formula Description | 1099                                  |
|-------------|------------------------------------|------|---------------------|-----------------------------------|-----------------------------|---------------------------------------|
| No.         | Account/Formula                    | Accr | Amount              | Service Dates                     | Paid On Bhf #               | On Behalf of Name                     |
| 8153        | Pump & Meter Service               |      | 1,341.00            | 1 Transactions                    |                             |                                       |
| 85167       | Stewart Sanitation                 |      |                     |                                   |                             |                                       |
| 45          | 10-301-000-0000-6250               |      | 114.61              | Garbage services - July           | 936513                      | Utilities N                           |
| 85167       | Stewart Sanitation                 |      | 114.61              | 1 Transactions                    |                             |                                       |
| 301         | DEPT Total:                        |      | 6,846.26            | Administration                    | 11 Vendors                  | 11 Transactions                       |
| 302         | DEPT                               |      |                     | Road & Bridge Maintenance Expense |                             |                                       |
| 8251        | BRN Lawn & Landscape LLC           |      |                     |                                   |                             |                                       |
| 4           | 10-302-000-0000-6537               |      | 600.00              | Median & roundabout mowing        | 3639                        | County Contracts N                    |
| 5           | 10-302-000-0000-6537               |      | 150.00              | Median & roundabout mowing        | 3639                        | County Contracts Y                    |
| 8251        | BRN Lawn & Landscape LLC           |      | 750.00              | 2 Transactions                    |                             |                                       |
| 5217        | Crane Creek Asphalt                |      |                     |                                   |                             |                                       |
| 8           | 10-302-000-0000-6552               |      | 2,250.60            | Fairgrounds blacktop lot          | 4800010890                  | County Leased Facility Improvements N |
| 9           | 10-302-000-0000-6525               |      | 3,196.38            | CSAH#22 road repair               | 4800010917                  | CSAH Supplies - Aggregate/Asphalt N   |
| 10          | 10-302-000-0000-6552               |      | 1,062.16            | Fairgrounds blacktop Lot          | 4800010956                  | County Leased Facility Improvements N |
| 5217        | Crane Creek Asphalt                |      | 6,509.14            | 3 Transactions                    |                             |                                       |
| 51294       | Metal Culverts Inc                 |      |                     |                                   |                             |                                       |
| 22          | 10-302-000-0000-6524               |      | 1,271.10            | Culvert CSAH#2                    | INV48532                    | Supplies - Culverts N                 |
| 51294       | Metal Culverts Inc                 |      | 1,271.10            | 1 Transactions                    |                             |                                       |
| 8967        | Steele Waseca Cooperative Electric |      |                     |                                   |                             |                                       |
| 35          | 10-302-000-0000-6534               |      | 29.31               | Street lights-CSAH 12             | 1094084                     | Supplies - Signing N                  |
| 36          | 10-302-000-0000-6534               |      | 31.97               | Street lights-CSAH 2              | 1117342                     | Supplies - Signing N                  |
| 37          | 10-302-000-0000-6534               |      | 31.80               | Street lights-CSAH 45             | 1117355                     | Supplies - Signing N                  |
| 38          | 10-302-000-0000-6534               |      | 38.07               | Street lights-CSAH 2              | 1123235                     | Supplies - Signing N                  |
| 39          | 10-302-000-0000-6534               |      | 10.39               | Street lights- CSAH 1             | 120426                      | Supplies - Signing N                  |
| 40          | 10-302-000-0000-6534               |      | 10.39               | Street Lights-CSAH 14             | 25721                       | Supplies - Signing N                  |
| 41          | 10-302-000-0000-6534               |      | 7.63                | Street lights - CSAH 19           | 25722                       | Supplies - Signing N                  |
| 42          | 10-302-000-0000-6534               |      | 38.22               | Street lights - CSAH 6            | 26898                       | Supplies - Signing N                  |
| 8967        | Steele Waseca Cooperative Electric |      | 197.78              | 8 Transactions                    |                             |                                       |
| 302         | DEPT Total:                        |      | 8,728.02            | Road & Bridge Maintenance Expense | 4 Vendors                   | 14 Transactions                       |
| 303         | DEPT                               |      |                     | Construction Expense              |                             |                                       |

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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               |      |
| 26          | 52513 Mn Dept Of Transportation    |      |                     |                               |               |                                 |      |
|             | 10-303-000-0000-6260               |      | 651.99              | Bridge insp-non fed           | P00019995     | Consultants/Admin Fee           | N    |
|             | 52513 Mn Dept Of Transportation    |      | 651.99              | 1 Transactions                |               |                                 |      |
| 303         | DEPT Total:                        |      | 651.99              | Construction Expense          | 1 Vendors     | 1 Transactions                  |      |
| 304         | DEPT                               |      |                     | Equipment Maintenance & Shops |               |                                 |      |
|             | 10067 Auto Value Owatonna          |      |                     |                               |               |                                 |      |
| 1           | 10-304-000-0000-6513               |      | 479.23              | 22T Axle Jack                 | 197016105     | Tools                           | N    |
|             | 10067 Auto Value Owatonna          |      | 479.23              | 1 Transactions                |               |                                 |      |
|             | 16480 Crysteel Truck Equipment Inc |      |                     |                               |               |                                 |      |
| 11          | 10-304-000-0000-6520               |      | 215.00              | Tarp #2162                    | LP224185      | Machinery/Vehicle Parts         | N    |
| 12          | 10-304-000-0000-6520               |      | 430.00              | Mini Light Bar #2161          | LP224189      | Machinery/Vehicle Parts         | N    |
| 13          | 10-304-000-0000-6520               |      | 465.00              | Strobe lights #2161           | LP224190      | Machinery/Vehicle Parts         | N    |
|             | 16480 Crysteel Truck Equipment Inc |      | 1,110.00            | 3 Transactions                |               |                                 |      |
|             | 29105 Gillund Enterprises          |      |                     |                               |               |                                 |      |
| 18          | 10-304-000-0000-6511               |      | 293.60              | Spray lubricant               | 904890        | Maint Shop Supplies & Materials | N    |
|             | 29105 Gillund Enterprises          |      | 293.60              | 1 Transactions                |               |                                 |      |
|             | 36550 IFACS                        |      |                     |                               |               |                                 |      |
| 20          | 10-304-000-0000-6520               |      | 83.24               | Body rivet nut #2133          | 5363489       | Machinery/Vehicle Parts         | Y    |
|             | 36550 IFACS                        |      | 83.24               | 1 Transactions                |               |                                 |      |
|             | 49625 Matejcek Implement Co        |      |                     |                               |               |                                 |      |
| 21          | 10-304-000-0000-6520               |      | 46.35               | Fuel filter #2153             | IB42513       | Machinery/Vehicle Parts         | N    |
|             | 49625 Matejcek Implement Co        |      | 46.35               | 1 Transactions                |               |                                 |      |
|             | 51630 Mike's Repair                |      |                     |                               |               |                                 |      |
| 23          | 10-304-000-0000-6520               |      | 412.22              | Tire mount #2152              | 111199        | Machinery/Vehicle Parts         | Y    |
| 24          | 10-304-000-0000-6520               |      | 66.50               | Tire repair #2170             | 111407        | Machinery/Vehicle Parts         | Y    |
|             | 51630 Mike's Repair                |      | 478.72              | 2 Transactions                |               |                                 |      |
|             | 56125 NAPA Auto Parts              |      |                     |                               |               |                                 |      |
| 27          | 10-304-000-0000-6520               |      | 1.16                | O-rings #2135                 | 052712        | Machinery/Vehicle Parts         | N    |
| 28          | 10-304-000-0000-6520               |      | 94.14               | Filters #2153                 | 057610        | Machinery/Vehicle Parts         | N    |
|             | 56125 NAPA Auto Parts              |      | 95.30               | 2 Transactions                |               |                                 |      |

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| Vendor Name |                                     | Rpt  | Warrant Description |                               | Invoice #     | Account/Formula Descripti       | 1099 |
|-------------|-------------------------------------|------|---------------------|-------------------------------|---------------|---------------------------------|------|
| No.         | Account/Formula                     | Accr | Amount              | Service Dates                 | Paid On Bhf # | On Behalf of Name               |      |
| 29          | 4097 Nuss Truck & Equipment         |      |                     |                               |               |                                 |      |
|             | 10-304-000-0000-6520                |      | 3,697.97            | Transmission harness #2194    | SWO054638     | Machinery/Vehicle Parts         | N    |
|             | 4097 Nuss Truck & Equipment         |      | 3,697.97            | 1 Transactions                |               |                                 |      |
| 43          | 9923 Steve James Excavating Inc     |      |                     |                               |               |                                 |      |
|             | 10-304-000-0000-6520                |      | 17.45               | Propane Mastic                | 17978         | Machinery/Vehicle Parts         | N    |
| 44          | 10-304-000-0000-6520                |      | 16.07               | Propane Mastic                | 18008         | Machinery/Vehicle Parts         | N    |
|             | 9923 Steve James Excavating Inc     |      | 33.52               | 2 Transactions                |               |                                 |      |
| 46          | 86520 Terminal Supply Company       |      |                     |                               |               |                                 |      |
|             | 10-304-000-0000-6511                |      | 15.90               | Cable ties                    | 45178-00      | Maint Shop Supplies & Materials | N    |
|             | 86520 Terminal Supply Company       |      | 15.90               | 1 Transactions                |               |                                 |      |
| 47          | 7787 Tri-State Bobcat               |      |                     |                               |               |                                 |      |
|             | 10-304-000-0000-6520                |      | 674.96              | Bobcat AC #2135               | WO8471        | Machinery/Vehicle Parts         | N    |
|             | 7787 Tri-State Bobcat               |      | 674.96              | 1 Transactions                |               |                                 |      |
| 48          | 10075 Truck Center Companies        |      |                     |                               |               |                                 |      |
|             | 10-304-000-0000-6520                |      | 281.75              | Battery Draw #2247            | RA304016426   | Machinery/Vehicle Parts         | Y    |
| 49          | 10-304-000-0000-6520                |      | 602.32              | Chamber brake #2130           | XA304186900   | Machinery/Vehicle Parts         | N    |
| 50          | 10-304-000-0000-6520                |      | 26.88               | 5/8 Pin #2130                 | XA304186935   | Machinery/Vehicle Parts         | N    |
|             | 10075 Truck Center Companies        |      | 910.95              | 3 Transactions                |               |                                 |      |
| 304         | DEPT Total:                         |      | 7,919.74            | Equipment Maintenance & Shops | 12 Vendors    | 19 Transactions                 |      |
| 310         | DEPT                                |      |                     | Capital Construction          |               |                                 |      |
| 15          | 22460 Erickson Engineering Co LLC   |      |                     |                               |               |                                 |      |
|             | 10-310-000-0000-6262                |      | 1,543.50            | Prof services 074-618-031     | 17327         | Sales Tax Consultants           | Y    |
| 16          | 10-310-000-0000-6262                |      | 3,747.00            | Prof services 074-599-044     | 17351         | Sales Tax Consultants           | Y    |
| 17          | 10-310-000-0000-6262                |      | 4,605.50            | Prof services 074-599-045     | 17355         | Sales Tax Consultants           | Y    |
|             | 22460 Erickson Engineering Co LLC   |      | 9,896.00            | 3 Transactions                |               |                                 |      |
| 33          | 77570 Short Elliott Hendrickson Inc |      |                     |                               |               |                                 |      |
|             | 10-310-000-0000-6262                |      | 38,334.18           | Prof services 074-648 008     | 489350        | Sales Tax Consultants           | N    |
| 34          | 10-310-000-0000-6262                |      | 16,381.54           | Prof services 074-648-008     | 490488        | Sales Tax Consultants           | N    |
|             | 77570 Short Elliott Hendrickson Inc |      | 54,715.72           | 2 Transactions                |               |                                 |      |
| 51          | 9217 WHKS & Co                      |      |                     |                               |               |                                 |      |
|             | 10-310-000-0000-6262                |      | 795.47              | Prof srvs 074-602-008/643-009 | 54493         | Sales Tax Consultants           | 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       |
| 52     |              |      | 10-310-000-0000-6262 |                     | 1,543.96  | Prof srvs 074-602-008/643-009 | 54763                       | Sales Tax Consultants N |
|        |              | 9217 | WHKS & Co            |                     | 2,339.43  | 2 Transactions                |                             |                         |
| 310    | DEPT Total:  |      |                      |                     | 66,951.15 | Capital Construction          | 3 Vendors                   | 7 Transactions          |
| 10     | Fund Total:  |      |                      |                     | 91,097.16 | Road & Bridge Fund            |                             | 52 Transactions         |
|        | Final Total: |      |                      |                     | 91,097.16 | 31 Vendors                    | 52 Transactions             |                         |

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| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>        |                    |
|---------------|-------------|---------------|--------------------|--------------------|
|               | 10          | 91,097.16     | Road & Bridge Fund |                    |
|               | All Funds   | 91,097.16     | 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

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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 |
| 3           | DEPT                             |      |                     | County Wide                   |               |                             |      |
| 5458        | Madison National Life Ins Co Inc |      |                     |                               |               |                             |      |
| 256         | 01-003-000-0000-6354             |      | 3,931.94            | Disability ins - Aug premium  | 1708337       | Misc Insurance Acct         | N    |
| 5458        | Madison National Life Ins Co Inc |      | 3,931.94            | 1 Transactions                |               |                             |      |
| 10243       | Minnesota Life Insurance Company |      |                     |                               |               |                             |      |
| 255         | 01-003-000-0000-6354             |      | 4,620.65            | Life ins - Aug premium        | 13516461-00   | Misc Insurance Acct         | N    |
| 10243       | Minnesota Life Insurance Company |      | 4,620.65            | 1 Transactions                |               |                             |      |
| 3           | DEPT Total:                      |      | 8,552.59            | County Wide                   | 2 Vendors     | 2 Transactions              |      |
| 5           | DEPT                             |      |                     | Board Of Commissioners        |               |                             |      |
| 51300       | Metro Sales Inc                  |      |                     |                               |               |                             |      |
| 54          | 01-005-000-0000-6410             |      | 448.31              | Copier use - Commissioners    | 2841126       | Office Supplies             | N    |
| 51300       | Metro Sales Inc                  |      | 448.31              | 1 Transactions                |               |                             |      |
| 5           | DEPT Total:                      |      | 448.31              | Board Of Commissioners        | 1 Vendors     | 1 Transactions              |      |
| 13          | DEPT                             |      |                     | Law Library                   |               |                             |      |
| 70550       | Thomson Reuters - West           |      |                     |                               |               |                             |      |
| 225         | 01-013-000-0000-6501             |      | 1,266.08            | West information charges-July | 852305843     | Books                       | N    |
| 70550       | Thomson Reuters - West           |      | 1,266.08            | 1 Transactions                |               |                             |      |
| 13          | DEPT Total:                      |      | 1,266.08            | Law Library                   | 1 Vendors     | 1 Transactions              |      |
| 31          | DEPT                             |      |                     | County Administrator          |               |                             |      |
| 8393        | AMC - MACA                       |      |                     |                               |               |                             |      |
| 6           | 01-031-000-0000-6261             |      | 150.00              | MACA training -RFry           | 73994         | Conference & Training       | N    |
| 8393        | AMC - MACA                       |      | 150.00              | 1 Transactions                |               |                             |      |
| 9987        | Fry/Renae                        |      |                     |                               |               |                             |      |
| 197         | 01-031-000-0000-6331             |      | 282.80              | Mileage - MACA conference     | 20250723      | Mileage Reimbursement       | N    |
| 198         | 01-031-000-0000-6330             |      | 33.11               | Meal - MACA conference        | 20250724      | Travel Expenses             | N    |
| 9987        | Fry/Renae                        |      | 315.91              | 2 Transactions                |               |                             |      |
| 51300       | Metro Sales Inc                  |      |                     |                               |               |                             |      |
| 55          | 01-031-000-0000-6410             |      | 98.87               | Copier use - Admin            | 2841126       | Office Supplies             | 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           |  |      |
| 51300       | Metro Sales Inc                 |      | 98.87               | 1 Transactions             |               |                             |  |      |
| 31          | DEPT Total:                     |      | 564.78              | County Administrator       | 3 Vendors     | 4 Transactions              |  |      |
| 32          | DEPT                            |      |                     | Human Resources            |               |                             |  |      |
| 7757        | Gallagher Benefits Services Inc |      |                     |                            |               |                             |  |      |
| 24          | 01-032-000-0000-6295            |      | 250.00              | July consulting            | 2025044627    | Classification Requests     |  | Y    |
| 7757        | Gallagher Benefits Services Inc |      | 250.00              | 1 Transactions             |               |                             |  |      |
| 51300       | Metro Sales Inc                 |      |                     |                            |               |                             |  |      |
| 56          | 01-032-000-0000-6410            |      | 98.87               | Copier use - HR            | 2841126       | Office Supplies             |  | N    |
| 51300       | Metro Sales Inc                 |      | 98.87               | 1 Transactions             |               |                             |  |      |
| 32          | DEPT Total:                     |      | 348.87              | Human Resources            | 2 Vendors     | 2 Transactions              |  |      |
| 41          | DEPT                            |      |                     | Auditor                    |               |                             |  |      |
| 37025       | Innovative Office Solutions LLC |      |                     |                            |               |                             |  |      |
| 33          | 01-041-000-0000-6410            |      | 19.88               | Tape & Dust-off            | 4894541       | Office Supplies             |  | Y    |
| 37025       | Innovative Office Solutions LLC |      | 19.88               | 1 Transactions             |               |                             |  |      |
| 51300       | Metro Sales Inc                 |      |                     |                            |               |                             |  |      |
| 58          | 01-041-000-0000-6410            |      | 111.40              | PT&E printers              | 2841126       | Office Supplies             |  | N    |
| 51300       | Metro Sales Inc                 |      | 111.40              | 1 Transactions             |               |                             |  |      |
| 9257        | MN Secretary of State - Notary  |      |                     |                            |               |                             |  |      |
| 66          | 01-041-000-0000-6410            |      | 120.00              | Notary renewal - CLaue     | July 2025     | Office Supplies             |  | N    |
| 9257        | MN Secretary of State - Notary  |      | 120.00              | 1 Transactions             |               |                             |  |      |
| 41          | DEPT Total:                     |      | 251.28              | Auditor                    | 3 Vendors     | 3 Transactions              |  |      |
| 44          | DEPT                            |      |                     | Financial Administrator    |               |                             |  |      |
| 8589        | Baker Tilly US, LLP             |      |                     |                            |               |                             |  |      |
| 178         | 01-044-000-0000-6279            |      | 16,330.00           | Progress bill-Fin audit    | BT3270080     | Audit Costs                 |  | Y    |
| 179         | 01-044-000-0000-6279            |      | 1,800.00            | Progress bill-Single audit | BT3270080     | Audit Costs                 |  | Y    |
| 180         | 01-044-000-0000-6279            |      | 1,680.00            | Joint Venture/GASB 101     | BT3270080     | Audit Costs                 |  | Y    |
| 181         | 01-044-000-0000-6279            |      | 990.50              | Technology fee             | BT3270080     | Audit Costs                 |  | Y    |
| 8589        | Baker Tilly US, LLP             |      | 20,800.50           | 4 Transactions             |               |                             |  |      |

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| Vendor Name |                                       | Rpt  | Warrant Description |                              | Invoice #     | Account/Formula Description | 1099 |
|-------------|---------------------------------------|------|---------------------|------------------------------|---------------|-----------------------------|------|
| No.         | Account/Formula                       | Accr | Amount              | Service Dates                | Paid On Bhf # | On Behalf of Name           |      |
| 34          | 37025 Innovative Office Solutions LLC |      |                     |                              |               |                             |      |
|             | 01-044-000-0000-6410                  |      | 13.07               | 12 pack adding machine tape  | 4878657       | Office Supplies             | Y    |
|             | 37025 Innovative Office Solutions LLC |      | 13.07               | 1 Transactions               |               |                             |      |
| 57          | 51300 Metro Sales Inc                 |      |                     |                              |               |                             |      |
|             | 01-044-000-0000-6410                  |      | 168.76              | Copier use - Finance         | 2841126       | Office Supplies             | N    |
|             | 51300 Metro Sales Inc                 |      | 168.76              | 1 Transactions               |               |                             |      |
| 44          | DEPT Total:                           |      | 20,982.33           | Financial Administrator      | 3 Vendors     | 6 Transactions              |      |
| 62          | DEPT                                  |      |                     | Central Services             |               |                             |      |
|             | 9983 CallTower                        |      |                     |                              |               |                             |      |
| 11          | 01-062-000-0000-6210                  |      | 195.79              | Phone charges - July         | 202670175     | Telephone                   | N    |
| 12          | 01-062-000-0000-6210                  |      | 2.85-               | Remove late fee              | 202670175     | Telephone                   | N    |
|             | 9983 CallTower                        |      | 192.94              | 2 Transactions               |               |                             |      |
| 17          | 8499 Counties Providing Technology    |      |                     |                              |               |                             |      |
|             | 01-062-000-0000-6301                  |      | 4,731.00            | Gen tech/assist/support-July | 3073          | Equip/Software Maint        | Y    |
|             | 8499 Counties Providing Technology    |      | 4,731.00            | 1 Transactions               |               |                             |      |
| 18          | 16282 Crosstown Cartage Inc           |      |                     |                              |               |                             |      |
|             | 01-062-000-0000-6801                  |      | 324.00              | Contracted mail services     | 7/18/2025     | General Expense             | N    |
| 19          | 01-062-000-0000-6802                  |      | 125.00              | Additional mail services     | 7/18/2025     | Internal Chargeback         | N    |
| 20          | 01-062-000-0000-6801                  |      | 324.00              | Contracted mail services     | 8/01/2025     | General Expense             | N    |
| 21          | 01-062-000-0000-6802                  |      | 175.00              | Additional mail services     | 8/01/2025     | Internal Chargeback         | N    |
|             | 16282 Crosstown Cartage Inc           |      | 948.00              | 4 Transactions               |               |                             |      |
| 49          | 49325 Mantronics Mailing Mach         |      |                     |                              |               |                             |      |
|             | 01-062-000-0000-6301                  |      | 305.00              | Ink for postage meter        | 56301         | Equip/Software Maint        | N    |
|             | 49325 Mantronics Mailing Mach         |      | 305.00              | 1 Transactions               |               |                             |      |
| 67          | 18450 Office of MN IT Services        |      |                     |                              |               |                             |      |
|             | 01-062-000-0000-6301                  |      | 1,524.23            | TVMU & CrowdStrike-June 2025 | 25060580      | Equip/Software Maint        | N    |
|             | 18450 Office of MN IT Services        |      | 1,524.23            | 1 Transactions               |               |                             |      |
| 75          | 8859 Quadient Leasing USA Inc         |      |                     |                              |               |                             |      |
|             | 01-062-000-0000-6215                  |      | 1,241.34            | Coverage 8/28 - 11/27/2025   | Q1955260      | Postage                     | N    |
|             | 8859 Quadient Leasing USA Inc         |      | 1,241.34            | 1 Transactions               |               |                             |      |

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| Vendor Name |                                 | Rpt  | Warrant Description |                               | Invoice #        | Account/Formula Description        | 1099 |
|-------------|---------------------------------|------|---------------------|-------------------------------|------------------|------------------------------------|------|
| No.         | Account/Formula                 | Accr | Amount              | Service Dates                 | Paid On Bhf #    | On Behalf of Name                  |      |
| 62          | DEPT Total:                     |      | 8,942.51            | Central Services              | 6 Vendors        | 10 Transactions                    |      |
| 91          | DEPT                            |      |                     | County Attorney               |                  |                                    |      |
| 9946        | Hernandez San Martin/Katty      |      |                     |                               |                  |                                    |      |
| 30          | 01-091-000-0000-6331            |      | 98.98               | Mileage - out of county trial | 7/14 - 7/17/2025 | Mileage Reimbursement              | N    |
| 9946        | Hernandez San Martin/Katty      |      | 98.98               | 1 Transactions                |                  |                                    |      |
| 37025       | Innovative Office Solutions LLC |      |                     |                               |                  |                                    |      |
| 35          | 01-091-000-0000-6410            |      | 82.44               | Post-its, DVDs, copy paper    | 4883909          | Office Supplies                    | Y    |
| 37025       | Innovative Office Solutions LLC |      | 82.44               | 1 Transactions                |                  |                                    |      |
| 9165        | Jarrett/Robert J                |      |                     |                               |                  |                                    |      |
| 201         | 01-091-000-0000-6117            |      | 20.55               | Lunch - Whistle Binkies       | 7/23/2025        | Meal Reimbursement                 | N    |
| 200         | 01-091-000-0000-6331            |      | 64.40               | Mileage - Rochester           | 7/23/2025        | Mileage Reimbursement              | N    |
| 9165        | Jarrett/Robert J                |      | 84.95               | 2 Transactions                |                  |                                    |      |
| 9816        | Pulanco/Aaron                   |      |                     |                               |                  |                                    |      |
| 74          | 01-091-000-0000-6331            |      | 84.00               | Mileage-Bloomington conf      | 6/16-6/17/2025   | Mileage Reimbursement              | N    |
| 9816        | Pulanco/Aaron                   |      | 84.00               | 1 Transactions                |                  |                                    |      |
| 70550       | Thomson Reuters - West          |      |                     |                               |                  |                                    |      |
| 85          | 01-091-000-0000-6410            |      | 2,379.18            | Westlaw charges - July        | 852299009        | Office Supplies                    | N    |
| 86          | 01-091-000-0000-6410            |      | 111.23              | Library charges - July        | 852375024        | Office Supplies                    | N    |
| 70550       | Thomson Reuters - West          |      | 2,490.41            | 2 Transactions                |                  |                                    |      |
| 91          | DEPT Total:                     |      | 2,840.78            | County Attorney               | 5 Vendors        | 7 Transactions                     |      |
| 101         | DEPT                            |      |                     | County Recorder               |                  |                                    |      |
| 8413        | Austin Office Products          |      |                     |                               |                  |                                    |      |
| 7           | 01-101-000-9305-6410            |      | 447.20              | Office chair                  | 8028             | Office Supplies - Technology Fund  | N    |
| 8413        | Austin Office Products          |      | 447.20              | 1 Transactions                |                  |                                    |      |
| 37441       | Information Systems Corp        |      |                     |                               |                  |                                    |      |
| 199         | 01-101-000-9305-6600            |      | 116,367.00          | Nexsan assureon server        | 26253            | Capital Outlay - Technology Fund   | N    |
| 37441       | Information Systems Corp        |      | 116,367.00          | 1 Transactions                |                  |                                    |      |
| 48501       | MACO                            |      |                     |                               |                  |                                    |      |
| 64          | 01-101-000-9305-6480            |      | 100.00              | MCRA conference fee           | 200003897        | Non-Capitalized Inv-Technology Fun | 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                 |      |
| 48501       | MACO                                  |      | 100.00              | 1 Transactions                |               |                                   |      |
| 63          | 4632 Mid-America Business Systems Inc |      |                     |                               |               |                                   |      |
|             | 01-101-000-9305-6410                  |      | 1,167.50            | Widetek repair & parts        | 20250741      | Office Supplies - Technology Fund | N    |
|             | 4632 Mid-America Business Systems Inc |      | 1,167.50            | 1 Transactions                |               |                                   |      |
| 101         | DEPT Total:                           |      | 118,081.70          | County Recorder               | 4 Vendors     | 4 Transactions                    |      |
| 102         | DEPT                                  |      |                     | Surveyor                      |               |                                   |      |
|             | 39600 Jones Haugh & Smith Inc         |      |                     |                               |               |                                   |      |
| 43          | 01-102-000-0000-6801                  |      | 660.00              | Sec corner requests, meetings | 46854         | General Expense                   | N    |
|             | 39600 Jones Haugh & Smith Inc         |      | 660.00              | 1 Transactions                |               |                                   |      |
| 102         | DEPT Total:                           |      | 660.00              | Surveyor                      | 1 Vendors     | 1 Transactions                    |      |
| 103         | DEPT                                  |      |                     | Assessor                      |               |                                   |      |
|             | 3693 Loffler Companies Inc            |      |                     |                               |               |                                   |      |
| 48          | 01-103-000-0000-6301                  |      | 16.01               | Meter billing for copier-July | 5090406       | Equip/Software Maint              | N    |
|             | 3693 Loffler Companies Inc            |      | 16.01               | 1 Transactions                |               |                                   |      |
|             | 84035 Tri-M Graphics                  |      |                     |                               |               |                                   |      |
| 87          | 01-103-000-0000-6410                  |      | 151.54              | Business cards-BA & JW        | 107710        | Office Supplies                   | N    |
|             | 84035 Tri-M Graphics                  |      | 151.54              | 1 Transactions                |               |                                   |      |
| 103         | DEPT Total:                           |      | 167.55              | Assessor                      | 2 Vendors     | 2 Transactions                    |      |
| 105         | DEPT                                  |      |                     | Planning & Zoning             |               |                                   |      |
|             | 84035 Tri-M Graphics                  |      |                     |                               |               |                                   |      |
| 88          | 01-105-000-0000-6410                  |      | 203.61              | Envelopes                     | 107583        | Office Supplies                   | N    |
|             | 84035 Tri-M Graphics                  |      | 203.61              | 1 Transactions                |               |                                   |      |
| 105         | DEPT Total:                           |      | 203.61              | Planning & Zoning             | 1 Vendors     | 1 Transactions                    |      |
| 111         | DEPT                                  |      |                     | Buildings & Grounds           |               |                                   |      |
|             | 9075 Access Tonna Lock Service        |      |                     |                               |               |                                   |      |
| 1           | 01-111-040-0000-6300                  |      | 7.90                | Spring                        | 4411          | Bldg Repairs & Maintenance        | 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            |
| 9075   | Access Tonna Lock Service    |      | 7.90                | 1 Transactions                 |                             |                              |
| 6980   | Block Plumbing & Heating Inc |      |                     |                                |                             |                              |
| 8      | 01-111-044-0000-6300         |      | 38.65               | Gauge                          | 71778                       | Bldg Repairs & Maintenance N |
| 183    | 01-111-040-0000-6300         |      | 320.00              | Annual backflow testing        | 71864                       | Bldg Repairs & Maintenance N |
| 6980   | Block Plumbing & Heating Inc |      | 358.65              | 2 Transactions                 |                             |                              |
| 8251   | BRN Lawn & Landscape LLC     |      |                     |                                |                             |                              |
| 186    | 01-111-040-0000-6380         |      | 900.00              | Weekly mowing & trim-Admin     | 3717                        | Grounds Maintenance Y        |
| 187    | 01-111-041-0000-6380         |      | 375.00              | Weekly mowing & trim-Annex     | 3717                        | Grounds Maintenance Y        |
| 188    | 01-111-042-0000-6380         |      | 350.00              | Weekly mowing & trim-CH        | 3717                        | Grounds Maintenance Y        |
| 189    | 01-111-043-0000-6380         |      | 150.00              | Weekly mowing & trim-Atty      | 3717                        | Grounds Maintenance Y        |
| 190    | 01-111-044-0000-6380         |      | 775.00              | Weekly mowing & trim-DC        | 3717                        | Grounds Maintenance Y        |
| 193    | 01-111-045-0000-6380         |      | 225.00              | Weekly mowing & trim-CCA       | 3717                        | Grounds Maintenance Y        |
| 191    | 01-111-049-0000-6380         |      | 225.00              | Weekly mowing & trim-Alex      | 3717                        | Grounds Maintenance Y        |
| 8251   | BRN Lawn & Landscape LLC     |      | 3,000.00            | 7 Transactions                 |                             |                              |
| 25565  | First Supply LLC-Owatonna    |      |                     |                                |                             |                              |
| 23     | 01-111-044-0000-6300         |      | 1,206.35            | Pump for DC                    | 14753753-00                 | Bldg Repairs & Maintenance N |
| 25565  | First Supply LLC-Owatonna    |      | 1,206.35            | 1 Transactions                 |                             |                              |
| 36550  | IFACS                        |      |                     |                                |                             |                              |
| 32     | 01-111-048-0000-6300         |      | 2.91                | Hex nuts & washers             | 5355686                     | Bldg Repairs & Maintenance Y |
| 36550  | IFACS                        |      | 2.91                | 1 Transactions                 |                             |                              |
| 9467   | Miller/Nikola                |      |                     |                                |                             |                              |
| 208    | 01-111-000-0000-6331         |      | 113.19              | 161.7 miles x .70              | 5/5-7/31                    | Mileage Reimbursement N      |
| 9467   | Miller/Nikola                |      | 113.19              | 1 Transactions                 |                             |                              |
| 8253   | Owatonna Filters             |      |                     |                                |                             |                              |
| 73     | 01-111-043-0000-6300         |      | 1,649.76            | Filters - CH                   | 5812                        | Bldg Repairs & Maintenance Y |
| 8253   | Owatonna Filters             |      | 1,649.76            | 1 Transactions                 |                             |                              |
| 65100  | Paape Companies Inc          |      |                     |                                |                             |                              |
| 209    | 01-111-042-0000-6300         |      | 3,348.00            | Annual serv contract 7/25-6/26 | 118250                      | Bldg Repairs & Maintenance N |
| 65100  | Paape Companies Inc          |      | 3,348.00            | 1 Transactions                 |                             |                              |
| 85906  | SVL Service Corporation      |      |                     |                                |                             |                              |
| 219    | 01-111-044-0000-6300         |      | 3,033.05            | Gas valve                      | PS-INV118183                | Bldg Repairs & Maintenance N |

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|-------------|---------------------------------|------|---------------------|----------------------------|----------------|------------------------------------|--|------|
| No.         | Account/Formula                 | Accr | Amount              | Service Dates              | Paid On Bhf #  | On Behalf of Name                  |  |      |
| 85906       | SVL Service Corporation         |      | 3,033.05            | 1 Transactions             |                |                                    |  |      |
| 84035       | Tri-M Graphics                  |      |                     |                            |                |                                    |  |      |
| 226         | 01-111-040-0000-6801            |      | 165.75              | Vac/Sick slips - 500       | 107777         | General Expense                    |  | N    |
| 84035       | Tri-M Graphics                  |      | 165.75              | 1 Transactions             |                |                                    |  |      |
| 9107        | Vertiv Corporation              |      |                     |                            |                |                                    |  |      |
| 229         | 01-111-044-0000-6300            |      | 3,821.00            | UPS annual maintenance     | 13451527       | Bldg Repairs & Maintenance         |  | N    |
| 9107        | Vertiv Corporation              |      | 3,821.00            | 1 Transactions             |                |                                    |  |      |
| 111         | DEPT Total:                     |      | 16,706.56           | Buildings & Grounds        | 11 Vendors     | 18 Transactions                    |  |      |
| 121         | DEPT                            |      |                     | Veteran Service            |                |                                    |  |      |
| 37025       | Innovative Office Solutions LLC |      |                     |                            |                |                                    |  |      |
| 36          | 01-121-000-0000-6410            |      | 37.62               | Labels, pens, calendar     | 4879661        | Office Supplies                    |  | Y    |
| 38          | 01-121-000-0000-6410            |      | 123.15              | Paper, folders, tape, etc  | 4899236        | Office Supplies                    |  | Y    |
| 37          | 01-121-000-0000-6410            |      | 13.83-              | Return air fresheners      | RMA142255      | Office Supplies                    |  | Y    |
| 37025       | Innovative Office Solutions LLC |      | 146.94              | 3 Transactions             |                |                                    |  |      |
| 9728        | MNCVSO Assistant's Assn         |      |                     |                            |                |                                    |  |      |
| 65          | 01-121-000-0000-6241            |      | 300.00              | 2025 dues & assistant conf | 9/22-9/24/2025 | Membership Dues & Subscriptions    |  | N    |
| 9728        | MNCVSO Assistant's Assn         |      | 300.00              | 1 Transactions             |                |                                    |  |      |
| 1663        | Sign Pro Of Owatonna, Inc.      |      |                     |                            |                |                                    |  |      |
| 82          | 01-121-000-0000-6410            |      | 698.25              | Privacy frosted vinyl      | 1132201        | Office Supplies                    |  | N    |
| 1663        | Sign Pro Of Owatonna, Inc.      |      | 698.25              | 1 Transactions             |                |                                    |  |      |
| 121         | DEPT Total:                     |      | 1,145.19            | Veteran Service            | 3 Vendors      | 5 Transactions                     |  |      |
| 201         | DEPT                            |      |                     | Sheriff                    |                |                                    |  |      |
| 11215       | Central Farm Services           |      |                     |                            |                |                                    |  |      |
| 13          | 01-201-296-0000-6421            |      | 343.39              | 89 gallons diesel fuel     | 45815          | T#9 Maintenance Operating Exp-Fuel |  | N    |
| 14          | 01-201-296-0000-6421            |      | 75.00               | Delivery charge for fuel   | 45815          | T#9 Maintenance Operating Exp-Fuel |  | N    |
| 11215       | Central Farm Services           |      | 418.39              | 2 Transactions             |                |                                    |  |      |
| 10186       | Dobberstein Law Firm PLLC       |      |                     |                            |                |                                    |  |      |
| 196         | 01-201-000-0000-5521            |      | 2,961.39            | Wage garnish/C Morales     | 74-CV-17-1540  | Levy Income                        |  | N    |

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|-------------|----------------------------------|------|---------------------|--------------------------------|---------------|-----------------------------|--|------|
| No.         | Account/Formula                  | Accr | Amount              | Service Dates                  | Paid On Bhf # | On Behalf of Name           |  |      |
| 10186       | Dobberstein Law Firm PLLC        |      | 2,961.39            | 1 Transactions                 |               |                             |  |      |
| 10253       | Jensen/Corey                     |      |                     |                                |               |                             |  |      |
| 202         | 01-201-000-0000-5521             |      | 711.69              | Bank levy                      | 74-CV-23-707  | Levy Income                 |  | N    |
| 10253       | Jensen/Corey                     |      | 711.69              | 1 Transactions                 |               |                             |  |      |
| 4877        | L & L Street Rods & Sport Trucks |      |                     |                                |               |                             |  |      |
| 44          | 01-201-000-0000-6480             |      | 320.00              | Reinstall cameras - 7425       | 4407          | Non-Capitalized Inventory   |  | Y    |
| 45          | 01-201-000-0000-6480             |      | 234.14              | Shipping-push bumper - 7425    | 4408          | Non-Capitalized Inventory   |  | Y    |
| 46          | 01-201-000-0000-6480             |      | 5,393.34            | Upfit new squad - 7425         | 4410          | Non-Capitalized Inventory   |  | Y    |
| 47          | 01-201-000-0000-6480             |      | 640.00              | Tear down old squad - 7416     | 4412          | Non-Capitalized Inventory   |  | Y    |
| 4877        | L & L Street Rods & Sport Trucks |      | 6,587.48            | 4 Transactions                 |               |                             |  |      |
| 51300       | Metro Sales Inc                  |      |                     |                                |               |                             |  |      |
| 61          | 01-201-000-0000-6304             |      | 62.10               | C3510 contract - 7/14-10/13/25 | 2835286       | Contracts                   |  | N    |
| 62          | 01-201-000-0000-6304             |      | 306.14              | C3510 usage - 4/14-7/13/25     | 2835286       | Contracts                   |  | N    |
| 59          | 01-201-000-0000-6304             |      | 117.00              | C3504 contract - 7/8 -10/7/25  | 2836017       | Contracts                   |  | N    |
| 60          | 01-201-000-0000-6304             |      | 113.61              | C3504 usage - 4/8 - 7/7/25     | 2836017       | Contracts                   |  | N    |
| 51300       | Metro Sales Inc                  |      | 598.85              | 4 Transactions                 |               |                             |  |      |
| 18450       | Office of MN IT Services         |      |                     |                                |               |                             |  |      |
| 68          | 01-201-000-0000-6210             |      | 442.81              | Sheriff telecom - June 2025    | W25060610     | Telephone                   |  | N    |
| 18450       | Office of MN IT Services         |      | 442.81              | 1 Transactions                 |               |                             |  |      |
| 83255       | Rice-Steele 911 Center           |      |                     |                                |               |                             |  |      |
| 77          | 01-201-000-0000-6304             |      | 1,800.00            | 3rd qtr Logis 18 mobile lic    | 2025-JT-51    | Contracts                   |  | N    |
| 78          | 01-201-000-0000-6304             |      | 90.00               | 3rd qtr Logis 3 field ops lic  | 2025-JT-51    | Contracts                   |  | N    |
| 79          | 01-201-000-0000-6304             |      | 733.50              | 3rd qtr Logis 18 APS maint     | 2025-JT-51    | Contracts                   |  | N    |
| 83255       | Rice-Steele 911 Center           |      | 2,623.50            | 3 Transactions                 |               |                             |  |      |
| 9259        | T-MOBILE                         |      |                     |                                |               |                             |  |      |
| 222         | 01-201-000-0000-6210             |      | 31.35               | SCSO - 507-990-1929 Internet   | 982187246     | Telephone                   |  | N    |
| 9259        | T-MOBILE                         |      | 31.35               | 1 Transactions                 |               |                             |  |      |
| 201         | DEPT Total:                      |      | 14,375.46           | Sheriff                        | 8 Vendors     | 17 Transactions             |  |      |
| 208         | DEPT                             |      |                     | Coroner                        |               |                             |  |      |
| 50965       | Meger Funeral Home Inc           |      |                     |                                |               |                             |  |      |
| 51          | 01-208-000-0000-6801             |      | 200.00              | Removal/transport-CDhul        | SC2025.04     | General Expense             |  | Y    |

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| No.         | Account/Formula                       | Accr | Amount              | Service Dates                  | Paid On Bhf # | On Behalf of Name           |      |
| 50          | 01-208-000-0000-6801                  |      | 200.00              | Removal/transport-JDickson     | SC2025.62     | General Expense             | Y    |
| 50965       | Meger Funeral Home Inc                |      | 400.00              | 2 Transactions                 |               |                             |      |
| 10048       | Occupational Research & Assessment In |      |                     |                                |               |                             |      |
| 70          | 01-208-000-0000-6301                  |      | 1,170.00            | MDI Log system - Coroner       | 2970          | Equip/Software Maint        | N    |
| 10048       | Occupational Research & Assessment In |      | 1,170.00            | 1 Transactions                 |               |                             |      |
| 208         | DEPT Total:                           |      | 1,570.00            | Coroner                        | 2 Vendors     | 3 Transactions              |      |
| 251         | DEPT                                  |      |                     | Jail                           |               |                             |      |
| 4346        | Advanced Correctional Healthcare Inc  |      |                     |                                |               |                             |      |
| 176         | 01-251-000-0000-6269                  |      | 1,107.96            | On site mental health services | RINV-006804   | Site Mental Health Services | 6    |
| 175         | 01-251-000-0000-6270                  |      | 15,763.82           | On site medical services       | RINV-006804   | Medical Services            | 6    |
| 4346        | Advanced Correctional Healthcare Inc  |      | 16,871.78           | 2 Transactions                 |               |                             |      |
| 5750        | Bob Barker Company Inc                |      |                     |                                |               |                             |      |
| 9           | 01-251-000-0000-6418                  |      | 240.12              | Shampoo, tshirts, sporks       | 2149166       | Lock-Up Supplies            | N    |
| 10          | 01-251-000-0000-6418                  |      | 175.98              | Inmate deodorant, boxers       | 2150191       | Lock-Up Supplies            | N    |
| 5750        | Bob Barker Company Inc                |      | 416.10              | 2 Transactions                 |               |                             |      |
| 9595        | Compcare Occupational Medicine & Urge |      |                     |                                |               |                             |      |
| 16          | 01-251-000-0000-6196                  |      | 165.00              | Pre-employment exam - DS       | 1.222.25.1870 | Employee Phys And Exams     | 6    |
| 194         | 01-251-000-0000-6196                  |      | 165.00              | Pre employment exams-BR        | 1.222.25.1922 | Employee Phys And Exams     | 6    |
| 9595        | Compcare Occupational Medicine & Urge |      | 330.00              | 2 Transactions                 |               |                             |      |
| 3134        | Dash Medical Gloves                   |      |                     |                                |               |                             |      |
| 195         | 01-251-000-0000-6451                  |      | 463.50              | Latex gloves                   | 1335751       | Operating Supplies          | N    |
| 3134        | Dash Medical Gloves                   |      | 463.50              | 1 Transactions                 |               |                             |      |
| 3682        | Diamond Medical                       |      |                     |                                |               |                             |      |
| 22          | 01-251-000-0000-6432                  |      | 582.82              | Pharmacy - June 2025           | INV001516004  | Medical Payments            | N    |
| 3682        | Diamond Medical                       |      | 582.82              | 1 Transactions                 |               |                             |      |
| 9815        | Lexipol LLC                           |      |                     |                                |               |                             |      |
| 204         | 01-251-000-0000-6261                  |      | 2,974.64            | Corrections One training       | PRA11256764   | Conference & Training       | Y    |
| 9815        | Lexipol LLC                           |      | 2,974.64            | 1 Transactions                 |               |                             |      |
| 18450       | Office of MN IT Services              |      |                     |                                |               |                             |      |
| 69          | 01-251-000-0000-6410                  |      | 91.07               | Jail telecom - June 2025       | W25060610     | Office Supplies             | N    |

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| No.         | Account/Formula                 | Accr | Amount              | Service Dates                 | Paid On Bhf # | On Behalf of Name           |  |      |
| 18450       | Office of MN IT Services        |      | 91.07               | 1 Transactions                |               |                             |  |      |
| 85167       | Stewart Sanitation              |      |                     |                               |               |                             |  |      |
| 215         | 01-251-000-0000-6254            |      | 262.86              | Waste pick up - Aug           | 935833        | Garbage Disposal            |  | N    |
| 85167       | Stewart Sanitation              |      | 262.86              | 1 Transactions                |               |                             |  |      |
| 85300       | Streichers Inc                  |      |                     |                               |               |                             |  |      |
| 216         | 01-251-000-0000-6192            |      | 93.97               | Employee uniforms-DAdreon     | 11774171      | Uniform Allowance           |  | N    |
| 85300       | Streichers Inc                  |      | 93.97               | 1 Transactions                |               |                             |  |      |
| 8247        | Summit Food Services LLC        |      |                     |                               |               |                             |  |      |
| 217         | 01-251-000-0000-6441            |      | 3,489.92            | Inmate meals 5/31-6/6/2025    | INV2000245045 | Prisoner Meals              |  | N    |
| 218         | 01-251-000-0000-6441            |      | 3,493.56            | Inmate meals 6/7-6/13/2025    | INV2000245767 | Prisoner Meals              |  | N    |
| 84          | 01-251-000-0000-6441            |      | 4,530.54            | Inmate meals 7/12 - 7/18/2025 | INV2000248775 | Prisoner Meals              |  | N    |
| 8247        | Summit Food Services LLC        |      | 11,514.02           | 3 Transactions                |               |                             |  |      |
| 251         | DEPT Total:                     |      | 33,600.76           | Jail                          | 10 Vendors    | 15 Transactions             |  |      |
| 252         | DEPT                            |      |                     | Community Corrections         |               |                             |  |      |
| 4064        | Alcohol Monitoring System Inc   |      |                     |                               |               |                             |  |      |
| 2           | 01-252-000-0000-6274            |      | 255.51              | SCRAM monitoring              | 347967        | Scram Monitoring            |  | N    |
| 4064        | Alcohol Monitoring System Inc   |      | 255.51              | 1 Transactions                |               |                             |  |      |
| 37025       | Innovative Office Solutions LLC |      |                     |                               |               |                             |  |      |
| 39          | 01-252-000-0000-6410            |      | 9.80                | Envelopes                     | 4883518       | Office Supplies             |  | Y    |
| 37025       | Innovative Office Solutions LLC |      | 9.80                | 1 Transactions                |               |                             |  |      |
| 6884        | Language Line Services Inc      |      |                     |                               |               |                             |  |      |
| 203         | 01-252-000-0000-6284            |      | 218.53              | Translator services           | 11670009      | Interpreter Services        |  | Y    |
| 6884        | Language Line Services Inc      |      | 218.53              | 1 Transactions                |               |                             |  |      |
| 77390       | Schilling Supply Company        |      |                     |                               |               |                             |  |      |
| 205         | 01-252-000-0000-6270            |      | 41.31               | Gloves                        | 1015976       | Chemical Testing            |  | N    |
| 77390       | Schilling Supply Company        |      | 41.31               | 1 Transactions                |               |                             |  |      |
| 4879        | Shred Right                     |      |                     |                               |               |                             |  |      |
| 212         | 01-252-000-0000-6410            |      | 42.53               | Paper shredding               | 0053424       | Office Supplies             |  | Y    |
| 4879        | Shred Right                     |      | 42.53               | 1 Transactions                |               |                             |  |      |

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| No.         | Account/Formula                    | Accr | Amount              | Service Dates                 | Paid On Bhf #  | On Behalf of Name           |  |      |
| 252         | DEPT Total:                        |      | 567.68              | Community Corrections         | 5 Vendors      | 5 Transactions              |  |      |
| 281         | DEPT                               |      |                     | Emergency Management          |                |                             |  |      |
| 9259        | T - MOBILE                         |      |                     |                               |                |                             |  |      |
| 221         | 01-281-000-0000-6210               |      | 31.35               | EM - 651-417-5346 Internet    | 982187246      | Telephone                   |  | N    |
| 9259        | T - MOBILE                         |      | 31.35               | 1 Transactions                |                |                             |  |      |
| 8338        | Verified First LLC                 |      |                     |                               |                |                             |  |      |
| 228         | 01-281-000-0000-6801               |      | 32.00               | CERT background checks        | INV-000559978  | Disaster/Emerg Fund         |  | Y    |
| 8338        | Verified First LLC                 |      | 32.00               | 1 Transactions                |                |                             |  |      |
| 281         | DEPT Total:                        |      | 63.35               | Emergency Management          | 2 Vendors      | 2 Transactions              |  |      |
| 391         | DEPT                               |      |                     | Environmental Services        |                |                             |  |      |
| 10206       | GFL Environmental Services USA LLC |      |                     |                               |                |                             |  |      |
| 27          | 01-391-000-0000-6550               |      | 75.00               | Used oil - May                |                | Household Hazardous Waste   |  | N    |
| 25          | 01-391-000-0000-6550               |      | 75.00               | Used oil - April              | 20113761       | Household Hazardous Waste   |  | N    |
| 26          | 01-391-000-0000-6550               |      | 50.00               | Filter disposal - May         | 20113762       | Household Hazardous Waste   |  | N    |
| 28          | 01-391-000-0000-6550               |      | 75.00               | Used oil-July                 | LQ02925706     | Household Hazardous Waste   |  | N    |
| 29          | 01-391-000-0000-6550               |      | 100.00              | 2 drums of filters - July     | LQ02925706     | Household Hazardous Waste   |  | N    |
| 10206       | GFL Environmental Services USA LLC |      | 375.00              | 5 Transactions                |                |                             |  |      |
| 391         | DEPT Total:                        |      | 375.00              | Environmental Services        | 1 Vendors      | 5 Transactions              |  |      |
| 481         | DEPT                               |      |                     | Public Health Nursing         |                |                             |  |      |
| 8815        | Amazon Capital Services Inc        |      |                     |                               |                |                             |  |      |
| 232         | 01-481-465-6057-6464               |      | 31.49               | Frames for lobby displays     | 17HG-N6RY-VTQR | General Supplies & Outreach |  | N    |
| 231         | 01-481-461-6031-6464               |      | 91.49               | Plastic bin credit            | 1DX3-MVP6-QTCK | General Supplies & Outreach |  | N    |
| 230         | 01-481-461-6066-6464               |      | 204.10              | Retreat items/Easel display   | 1NV3-CDDP-YQQJ | General Supplies & Outreach |  | N    |
| 8815        | Amazon Capital Services Inc        |      | 144.10              | 3 Transactions                |                |                             |  |      |
| 1650        | American Lung Association          |      |                     |                               |                |                             |  |      |
| 233         | 01-481-461-6066-6383               |      | 1,253.75            | Vaping contract - May         | 03             | Contract Services           |  | N    |
| 234         | 01-481-461-6066-6383               |      | 1,926.62            | Vaping contract - June        | 04             | Contract Services           |  | N    |
| 1650        | American Lung Association          |      | 3,180.37            | 2 Transactions                |                |                             |  |      |
| 9803        | Anselmo/Jocelyn M                  |      |                     |                               |                |                             |  |      |
| 156         | 01-481-461-6066-6464               |      | 100.00              | Tobacco grant student payment | July 2025      | General Supplies & Outreach |  | Y    |

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| No.         | Account/Formula       | Accr | Amount              | Service Dates                 | Paid On Bhf #   | On Behalf of Name                      | 1099 |
| 9803        | Anselmo/Jocelyn M     |      | 100.00              | 1 Transactions                |                 |                                        |      |
| 10177       | Buenger/Addison L     |      |                     |                               |                 |                                        |      |
| 157         | 01-481-461-6066-6464  |      | 140.00              | Tobacco grant student payment | July 2025       | General Supplies & Outreach            | Y    |
| 10177       | Buenger/Addison L     |      | 140.00              | 1 Transactions                |                 |                                        |      |
| 5839        | C V S - SMART Transit |      |                     |                               |                 |                                        |      |
| 235         | 01-481-460-6012-6465  |      | 90.00               | Bus tickets - Aug unlimited   | 601286          | Pass Thru - Patient Supplies & Service | N    |
| 5839        | C V S - SMART Transit |      | 90.00               | 1 Transactions                |                 |                                        |      |
| 10247       | Clear Impact LLC Inc  |      |                     |                               |                 |                                        |      |
| 236         | 01-481-461-6032-6261  |      | 2,250.00            | RBA certificate program       | H2025-600 CDPH1 | Conference & Training                  | N    |
| 10247       | Clear Impact LLC Inc  |      | 2,250.00            | 1 Transactions                |                 |                                        |      |
| 10123       | Cupkie/Madilyn        |      |                     |                               |                 |                                        |      |
| 158         | 01-481-461-6066-6464  |      | 120.00              | Tobacco grant student payment | July 2025       | General Supplies & Outreach            | Y    |
| 10123       | Cupkie/Madilyn        |      | 120.00              | 1 Transactions                |                 |                                        |      |
| 9742        | DeLaRosa/Aliyanna     |      |                     |                               |                 |                                        |      |
| 159         | 01-481-461-6066-6464  |      | 300.00              | Tobacco grant student payment | July 2025       | General Supplies & Outreach            | Y    |
| 9742        | DeLaRosa/Aliyanna     |      | 300.00              | 1 Transactions                |                 |                                        |      |
| 9741        | DeLaRosa/Naomie       |      |                     |                               |                 |                                        |      |
| 160         | 01-481-461-6066-6464  |      | 300.00              | Tobacco grant student payment | July 2025       | General Supplies & Outreach            | Y    |
| 9741        | DeLaRosa/Naomie       |      | 300.00              | 1 Transactions                |                 |                                        |      |
| 9999        | Fandel/Kate Corinne   |      |                     |                               |                 |                                        |      |
| 161         | 01-481-461-6066-6464  |      | 170.00              | Tobacco grant student payment | July 2025       | General Supplies & Outreach            | Y    |
| 9999        | Fandel/Kate Corinne   |      | 170.00              | 1 Transactions                |                 |                                        |      |
| 10179       | Fish/Sierra LeAnn     |      |                     |                               |                 |                                        |      |
| 162         | 01-481-461-6066-6464  |      | 140.00              | Tobacco grant student payment | July 2025       | General Supplies & Outreach            | Y    |
| 10179       | Fish/Sierra LeAnn     |      | 140.00              | 1 Transactions                |                 |                                        |      |
| 10012       | Fox/Vivien Lee        |      |                     |                               |                 |                                        |      |
| 163         | 01-481-461-6066-6464  |      | 170.00              | Tobacco grant student payment | July 2025       | General Supplies & Outreach            | N    |
| 10012       | Fox/Vivien Lee        |      | 170.00              | 1 Transactions                |                 |                                        |      |
| 10210       | Halverson/Ainsley Mae |      |                     |                               |                 |                                        |      |

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| No.    | Account/Formula                 | Accr   | Service Dates                 | Paid On Bhf # | On Behalf of Name           |      |
| 164    | 01-481-461-6066-6464            |        | Tobacco grant student payment | July 2025     | General Supplies & Outreach | N    |
| 10210  | Halverson/Ainsley Mae           | 170.00 | 1 Transactions                |               |                             |      |
| 10027  | Hanson/Danika C                 |        |                               |               |                             |      |
| 165    | 01-481-461-6066-6464            | 330.00 | Tobacco grant student payment | July 2025     | General Supplies & Outreach | Y    |
| 10027  | Hanson/Danika C                 | 330.00 | 1 Transactions                |               |                             |      |
| 9770   | Holmen/Molly                    |        |                               |               |                             |      |
| 166    | 01-481-461-6066-6464            | 220.00 | Tobacco grant student payment | July 2025     | General Supplies & Outreach | Y    |
| 9770   | Holmen/Molly                    | 220.00 | 1 Transactions                |               |                             |      |
| 37025  | Innovative Office Solutions LLC |        |                               |               |                             |      |
| 237    | 01-481-000-0000-6410            | 232.07 | Copy paper,staples,folders    | 4860633       | Office Supplies             | Y    |
| 238    | 01-481-460-6012-6410            | 98.96  | Copy paper                    | 4860633       | Office Supplies             | Y    |
| 243    | 01-481-461-6040-6464            | 44.32  | Clorox wipes,paper towels     | 4883801       | General Supplies & Outreach | Y    |
| 244    | 01-481-460-6012-6410            | 18.24  | Calculators - 2               | 4886398       | Office Supplies             | Y    |
| 239    | 01-481-000-0000-6410            | 2.31   | Paper clips                   | 4891769       | Office Supplies             | Y    |
| 240    | 01-481-461-6040-6410            | 43.17  | Folders                       | 4891769       | Office Supplies             | Y    |
| 241    | 01-481-461-6059-6410            | 27.53  | Binder                        | 4892803       | Office Supplies             | Y    |
| 242    | 01-481-461-6040-6410            | 12.58  | Folders                       | 4894096       | Office Supplies             | Y    |
| 37025  | Innovative Office Solutions LLC | 479.18 | 8 Transactions                |               |                             |      |
| 10043  | Johnson/Emma                    |        |                               |               |                             |      |
| 245    | 01-481-461-6066-6464            | 28.98  | Photo board for 2025 retreat  | 07212025      | General Supplies & Outreach | N    |
| 10043  | Johnson/Emma                    | 28.98  | 1 Transactions                |               |                             |      |
| 10212  | Leckner/Leah                    |        |                               |               |                             |      |
| 167    | 01-481-461-6066-6464            | 170.00 | Tobacco grant student payment | July 2025     | General Supplies & Outreach | N    |
| 10212  | Leckner/Leah                    | 170.00 | 1 Transactions                |               |                             |      |
| 9769   | Maas/Carlin Ray                 |        |                               |               |                             |      |
| 168    | 01-481-461-6066-6464            | 430.00 | Tobacco grant student payment | July 2025     | General Supplies & Outreach | Y    |
| 9769   | Maas/Carlin Ray                 | 430.00 | 1 Transactions                |               |                             |      |
| 9525   | Montplaisir/Karen               |        |                               |               |                             |      |
| 246    | 01-481-461-6066-6464            | 32.21  | YOLO meeting food             | 07292025      | General Supplies & Outreach | N    |
| 9525   | Montplaisir/Karen               | 32.21  | 1 Transactions                |               |                             |      |
| 9565   | Richardson/Karys                |        |                               |               |                             |      |

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| No.    | Account/Formula      | Accr     | Service Dates                 | Paid On Bhf # | On Behalf of Name                      |      |
| 169    | 01-481-461-6066-6464 | 230.00   | Tobacco grant student payment | July 2025     | General Supplies & Outreach            | N    |
| 9565   | Richardson/Karys     | 230.00   | 1 Transactions                |               |                                        |      |
| 10251  | Rise & Shine Kids    |          |                               |               |                                        |      |
| 251    | 01-481-461-6032-6464 | 3,180.11 | CP award-Gaga ball pit        | 07082025      | General Supplies & Outreach            | G    |
| 10251  | Rise & Shine Kids    | 3,180.11 | 1 Transactions                |               |                                        |      |
| 9986   | Schaner/Adalyn       |          |                               |               |                                        |      |
| 170    | 01-481-461-6066-6464 | 270.00   | Tobacco grant student payment | July 2025     | General Supplies & Outreach            | Y    |
| 9986   | Schaner/Adalyn       | 270.00   | 1 Transactions                |               |                                        |      |
| 4879   | Shred Right          |          |                               |               |                                        |      |
| 247    | 01-481-000-0000-6322 | 42.53    | Shredding service             | 52529         | Service Agreements                     | Y    |
| 4879   | Shred Right          | 42.53    | 1 Transactions                |               |                                        |      |
| 10013  | Silva/Genesis        |          |                               |               |                                        |      |
| 171    | 01-481-461-6066-6464 | 450.00   | Tobacco grant student payment | July 2025     | General Supplies & Outreach            | N    |
| 10013  | Silva/Genesis        | 450.00   | 1 Transactions                |               |                                        |      |
| 10193  | Spurgeon/Rilyn L     |          |                               |               |                                        |      |
| 172    | 01-481-461-6066-6464 | 100.00   | Tobacco grant student payment | July 2025     | General Supplies & Outreach            | Y    |
| 10193  | Spurgeon/Rilyn L     | 100.00   | 1 Transactions                |               |                                        |      |
| 85147  | Stericycle Inc       |          |                               |               |                                        |      |
| 248    | 01-481-000-0000-6322 | 121.55   | Hazardous waste               | 8011404247    | Service Agreements                     | N    |
| 85147  | Stericycle Inc       | 121.55   | 1 Transactions                |               |                                        |      |
| 9354   | Straight River Taxi  |          |                               |               |                                        |      |
| 250    | 01-481-460-6012-6465 | 580.00   | Taxi tickets-Aug-58 vouchers  | 168482        | Pass Thru - Patient Supplies & Service | N    |
| 9354   | Straight River Taxi  | 580.00   | 1 Transactions                |               |                                        |      |
| 9259   | T-MOBILE             |          |                               |               |                                        |      |
| 220    | 01-481-461-6066-6210 | 33.35    | PHN - 507-649-8013 Internet   | 982187246     | Telephone                              | N    |
| 9259   | T-MOBILE             | 33.35    | 1 Transactions                |               |                                        |      |
| 10252  | The MPX Group        |          |                               |               |                                        |      |
| 249    | 01-481-461-6032-6464 | 2,926.07 | Smoke free signs              | 441048        | General Supplies & Outreach            | N    |
| 10252  | The MPX Group        | 2,926.07 | 1 Transactions                |               |                                        |      |

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| No. Account/Formula           | Accr | Amount              | Service Dates                 | Paid On Bhf #               | On Behalf of Name                  |
| 10001 Wright/Megan Amelia     |      |                     |                               |                             |                                    |
| 173 01-481-461-6066-6464      |      | 270.00              | Tobacco grant student payment | July 2025                   | General Supplies & Outreach Y      |
| 10001 Wright/Megan Amelia     |      | 270.00              | 1 Transactions                |                             |                                    |
| 10028 Zeman/Elianna           |      |                     |                               |                             |                                    |
| 174 01-481-461-6066-6464      |      | 170.00              | Tobacco grant student payment | July 2025                   | General Supplies & Outreach Y      |
| 10028 Zeman/Elianna           |      | 170.00              | 1 Transactions                |                             |                                    |
| 481 DEPT Total:               |      | 17,338.45           | Public Health Nursing         | 32 Vendors                  | 42 Transactions                    |
| 502 DEPT                      |      |                     | Steele Co Community Ctr       |                             |                                    |
| 8251 BRN Lawn & Landscape LLC |      |                     |                               |                             |                                    |
| 192 01-502-000-0000-6380      |      | 175.00              | Weekly mowing & trim-CommCtr  | 3717                        | Grounds Maintenance Y              |
| 8251 BRN Lawn & Landscape LLC |      | 175.00              | 1 Transactions                |                             |                                    |
| 502 DEPT Total:               |      | 175.00              | Steele Co Community Ctr       | 1 Vendors                   | 1 Transactions                     |
| 521 DEPT                      |      |                     | Park And Recreation           |                             |                                    |
| 5840 Bauer Built Inc          |      |                     |                               |                             |                                    |
| 182 01-521-000-0000-6410      |      | 2,225.82            | New tires for 550             | 670121823                   | Operating Supplies/Truck Repairs N |
| 5840 Bauer Built Inc          |      | 2,225.82            | 1 Transactions                |                             |                                    |
| 8251 BRN Lawn & Landscape LLC |      |                     |                               |                             |                                    |
| 184 01-521-000-0000-6304      |      | 475.00              | Beaver Lake mowings - July    | 3715                        | Lawn Mowing Contract Y             |
| 185 01-521-000-0000-6304      |      | 200.00              | Canoe landing mowings - July  | 3716                        | Lawn Mowing Contract Y             |
| 8251 BRN Lawn & Landscape LLC |      | 675.00              | 2 Transactions                |                             |                                    |
| 9084 Metro FiberNet LLC       |      |                     |                               |                             |                                    |
| 52 01-521-000-0000-6410       |      | 352.25              | Internet - FS - 8/1-8/31      | 1671311                     | Operating Supplies/Truck Repairs Y |
| 9084 Metro FiberNet LLC       |      | 352.25              | 1 Transactions                |                             |                                    |
| 51630 Mike's Repair           |      |                     |                               |                             |                                    |
| 206 01-521-000-0000-6410      |      | 485.00              | Mount/Balance tires for 550   | 111244                      | Operating Supplies/Truck Repairs Y |
| 51630 Mike's Repair           |      | 485.00              | 1 Transactions                |                             |                                    |
| 72500 Rent N Save Portable    |      |                     |                               |                             |                                    |
| 210 01-521-000-0000-6823      |      | 250.00              | Beaver Lake portapotty-July   | 83827                       | Beaver Lake N                      |

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| No.    | Account/Formula                    | Accr |          | Service Dates                 | Paid On Bhf # | On Behalf of Name              |      |
| 72500  | Rent N Save Portable               |      | 250.00   | 1 Transactions                |               |                                |      |
| 8967   | Steele Waseca Cooperative Electric |      |          |                               |               |                                |      |
| 213    | 01-521-000-0000-6823               |      | 80.17    | Beach house utilities-July    | 120424        | Beaver Lake                    | N    |
| 214    | 01-521-000-0000-6823               |      | 8.19     | Security light utilities-July | 27829         | Beaver Lake                    | N    |
| 8967   | Steele Waseca Cooperative Electric |      | 88.36    | 2 Transactions                |               |                                |      |
| 87305  | Thompson Sanitation                |      |          |                               |               |                                |      |
| 224    | 01-521-000-0000-6823               |      | 190.27   | Beaver Lake dumpster-July     | 93135         | Beaver Lake                    | N    |
| 87305  | Thompson Sanitation                |      | 190.27   | 1 Transactions                |               |                                |      |
| 521    | DEPT Total:                        |      | 4,266.70 | Park And Recreation           | 7 Vendors     | 9 Transactions                 |      |
| 550    | DEPT                               |      |          | Four Seasons                  |               |                                |      |
| 150    | Alexander Lumber Company           |      |          |                               |               |                                |      |
| 177    | 01-550-000-0000-6410               |      | 24.70    | Lumber for players box        | 228896/1      | Operating Supplies - Contracts | N    |
| 150    | Alexander Lumber Company           |      | 24.70    | 1 Transactions                |               |                                |      |
| 8424   | Cintas                             |      |          |                               |               |                                |      |
| 15     | 01-550-000-0000-6420               |      | 153.43   | Monthly linens - July         | 4237568147    | Linen Service                  | Y    |
| 8424   | Cintas                             |      | 153.43   | 1 Transactions                |               |                                |      |
| 33550  | Hillyard -Hutchinson               |      |          |                               |               |                                |      |
| 31     | 01-550-000-0000-6410               |      | 2,522.58 | Cleaning supplies - Fair      | 605889223     | Operating Supplies - Contracts | N    |
| 33550  | Hillyard -Hutchinson               |      | 2,522.58 | 1 Transactions                |               |                                |      |
| 5136   | Metro Janitorial Supply Inc        |      |          |                               |               |                                |      |
| 53     | 01-550-000-0000-6410               |      | 1,754.41 | Floor refinishing supplies    | 11016119      | Operating Supplies - Contracts | N    |
| 5136   | Metro Janitorial Supply Inc        |      | 1,754.41 | 1 Transactions                |               |                                |      |
| 51630  | Mike's Repair                      |      |          |                               |               |                                |      |
| 207    | 01-550-000-0000-6314               |      | 176.00   | Mount/Balance tires for Zam   | 111324        | Zamboni Repairs                | Y    |
| 51630  | Mike's Repair                      |      | 176.00   | 1 Transactions                |               |                                |      |
| 9922   | Owatonna Ace Hardware              |      |          |                               |               |                                |      |
| 72     | 01-550-000-0000-6410               |      | 35.35    | Fasteners & anchors           | 3529/5        | Operating Supplies - Contracts | N    |
| 71     | 01-550-000-0000-6410               |      | 11.99    | Batteries                     | 3544/5        | Operating Supplies - Contracts | N    |
| 9922   | Owatonna Ace Hardware              |      | 47.34    | 2 Transactions                |               |                                |      |

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| No.    | Account/Formula                       | Accr     | Service Dates                 | Paid On Bhf #  | On Behalf of Name              |      |
| 76     | 71066 R & K Electric Inc              |          |                               |                |                                |      |
|        | 01-550-000-0000-6410                  | 401.00   | Replace relay on exhaust fan  | 66488          | Operating Supplies - Contracts | N    |
|        | 71066 R & K Electric Inc              | 401.00   | 1 Transactions                |                |                                |      |
| 80     | 77390 Schilling Supply Company        |          |                               |                |                                |      |
|        | 01-550-000-0000-6410                  | 320.60   | Floor soap                    | 1014015-00     | Operating Supplies - Contracts | N    |
| 81     | 01-550-000-0000-6410                  | 64.31    | Air fresheners                | 1014015-01     | Operating Supplies - Contracts | N    |
|        | 77390 Schilling Supply Company        | 384.91   | 2 Transactions                |                |                                |      |
| 211    | 74005 Sherwin-Williams Company        |          |                               |                |                                |      |
|        | 01-550-000-0000-6410                  | 7.61     | Paint brush                   | 4115-2         | Operating Supplies - Contracts | N    |
|        | 74005 Sherwin-Williams Company        | 7.61     | 1 Transactions                |                |                                |      |
| 227    | 9183 Van Meter Inc                    |          |                               |                |                                |      |
|        | 01-550-000-0000-6410                  | 188.51   | Light bulbs                   | 5013947351.001 | Operating Supplies - Contracts | N    |
|        | 9183 Van Meter Inc                    | 188.51   | 1 Transactions                |                |                                |      |
| 89     | 99250 Zep Sales & Service             |          |                               |                |                                |      |
|        | 01-550-000-0000-6410                  | 177.45   | Glass cleaner                 | 9011497256     | Operating Supplies - Contracts | N    |
|        | 99250 Zep Sales & Service             | 177.45   | 1 Transactions                |                |                                |      |
| 550    | DEPT Total:                           | 5,837.94 | Four Seasons                  | 11 Vendors     | 13 Transactions                |      |
| 602    | DEPT                                  |          | Co-Op Extension               |                |                                |      |
| 3      | 8815 Amazon Capital Services Inc      |          |                               |                |                                |      |
|        | 01-602-000-0000-6410                  | 59.63    | Colored cardstock             | 17MN-LWG6-3LGR | Office Supplies                | N    |
| 4      | 01-602-000-0000-6410                  | 98.16    | Tyvek mailer envelopes        | 1X4G-4P1G-1QWV | Office Supplies                | N    |
| 5      | 01-602-000-0000-6410                  | 227.04   | Stapler, sharpies, lam sheets | IMTQ-Q7DL-YDHC | Office Supplies                | N    |
|        | 8815 Amazon Capital Services Inc      | 384.83   | 3 Transactions                |                |                                |      |
| 42     | 37025 Innovative Office Solutions LLC |          |                               |                |                                |      |
|        | 01-602-000-0000-6410                  | 296.15   | Paper, clips, pens            | 4888550        | Office Supplies                | Y    |
| 41     | 01-602-000-0000-6410                  | 12.68    | Cardstock                     | 4889498        | Office Supplies                | Y    |
| 40     | 01-602-000-0000-6410                  | 77.70    | Colored paper, paper clips    | 4894232        | Office Supplies                | Y    |
|        | 37025 Innovative Office Solutions LLC | 386.53   | 3 Transactions                |                |                                |      |
| 223    | 9259 T-MOBILE                         |          |                               |                |                                |      |
|        | 01-602-000-0000-6210                  | 31.35    | EXT - 507-213-0160 Internet   | 982187246      | Telephone                      | N    |

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1 General Revenue Fund

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor Name |                                         | Rpt  | Warrant Description |                           | Invoice #     | Account/Formula Description |      |
|-------------|-----------------------------------------|------|---------------------|---------------------------|---------------|-----------------------------|------|
| No.         | Account/Formula                         | Accr | Amount              | Service Dates             | Paid On Bhf # | On Behalf of Name           | 1099 |
| 9259        | T-MOBILE                                |      | 31.35               | 1 Transactions            |               |                             |      |
| 602         | DEPT Total:                             |      | 802.71              | Co-Op Extension           | 3 Vendors     | 7 Transactions              |      |
| 606         | DEPT                                    |      |                     | Soil Conservation         |               |                             |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                           |               |                             |      |
| 83          | 01-606-000-0000-6801                    |      | 33,750.00           | Allocation - 2025 2nd qtr | 2025-9        | General Expenses            | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 33,750.00           | 1 Transactions            |               |                             |      |
| 606         | DEPT Total:                             |      | 33,750.00           | Soil Conservation         | 1 Vendors     | 1 Transactions              |      |
| 1           | Fund Total:                             |      | 293,885.19          | General Revenue Fund      |               | 187 Transactions            |      |

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10 Road & Bridge Fund

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| Vendor Name |                      | Rpt  | Warrant Description |                            | Invoice #       | Account/Formula Description |                | 1099 |
|-------------|----------------------|------|---------------------|----------------------------|-----------------|-----------------------------|----------------|------|
| No.         | Account/Formula      | Accr | Amount              | Service Dates              | Paid On Bhf #   | On Behalf of Name           |                |      |
| 301         | DEPT                 |      |                     | Administration             |                 |                             |                |      |
|             | 10205 Goodman/Alan D |      |                     |                            |                 |                             |                |      |
| 252         | 10-301-000-0000-6260 |      | 3,400.00            | Interim Highway Director   | 07/21-08/01     | Consultants/Admin Fee       |                | Y    |
| 253         | 10-301-000-0000-6260 |      | 267.17              | Housing - Highway Director | 7/29-7/30       | Consultants/Admin Fee       |                | Y    |
| 90          | 10-301-000-0000-6260 |      | 3,800.00            | Interim Highway Director   | 7/7 - 7/18/2025 | Consultants/Admin Fee       |                | Y    |
| 91          | 10-301-000-0000-6260 |      | 269.85              | Highway Director housing   | 7/8 - 7/9/2025  | Consultants/Admin Fee       |                | Y    |
|             | 10205 Goodman/Alan D |      | 7,737.02            | 4 Transactions             |                 |                             |                |      |
| 301         | DEPT Total:          |      | 7,737.02            | Administration             | 1 Vendors       |                             | 4 Transactions |      |
| 10          | Fund Total:          |      | 7,737.02            | Road & Bridge Fund         |                 |                             | 4 Transactions |      |

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21 County Ditch Fund

# Steele County



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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 |
| 631         | DEPT                                    |      |                     | Judicial Ditch 1            |               |                             |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |                     |                             |               |                             |      |
| 93          | 21-631-000-0000-6273                    |      | 6.46                | Ditch atty monthly retainer | 396918        | Attorney Fees               | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.46                | 1 Transactions              |               |                             |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                             |               |                             |      |
| 94          | 21-631-000-0000-6260                    |      | 62.50               | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections & Engineer      | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 62.50               | 1 Transactions              |               |                             |      |
| 10244       | Tree, Brush & Bare Ground Spraying Svc  |      |                     |                             |               |                             |      |
| 125         | 21-631-000-0000-6305                    |      | 1,042.05            | JD1 brush & tree spraying   | 1077          | Construction And Repairs    | Y    |
| 10244       | Tree, Brush & Bare Ground Spraying Svc  |      | 1,042.05            | 1 Transactions              |               |                             |      |
| 631         | DEPT Total:                             |      | 1,111.01            | Judicial Ditch 1            | 3 Vendors     | 3 Transactions              |      |
| 633         | DEPT                                    |      |                     | Judicial Ditch 10           |               |                             |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |                     |                             |               |                             |      |
| 93          | 21-633-000-0000-6273                    |      | 6.45                | Ditch atty monthly retainer | 396918        | Attorney Fees               | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45                | 1 Transactions              |               |                             |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                             |               |                             |      |
| 99          | 21-633-000-0000-6260                    |      | 450.00              | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections & Engineers     | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 450.00              | 1 Transactions              |               |                             |      |
| 633         | DEPT Total:                             |      | 456.45              | Judicial Ditch 10           | 2 Vendors     | 2 Transactions              |      |
| 634         | DEPT                                    |      |                     | Judicial Ditch 5            |               |                             |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |                     |                             |               |                             |      |
| 93          | 21-634-000-0000-6273                    |      | 6.46                | Ditch atty monthly retainer | 396918        | Attorney Fees               | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.46                | 1 Transactions              |               |                             |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                             |               |                             |      |
| 96          | 21-634-000-0000-6260                    |      | 262.50              | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections And Engineers   | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 262.50              | 1 Transactions              |               |                             |      |
| 634         | DEPT Total:                             |      | 268.96              | Judicial Ditch 5            | 2 Vendors     | 2 Transactions              |      |
| 635         | DEPT                                    |      |                     | Judicial Ditch 6 & Imp      |               |                             |      |

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21 County Ditch Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor |                      | Name                                    | Rpt      | Warrant Description         |               | Invoice #                 | Account/Formula Descripti | 1099 |
|--------|----------------------|-----------------------------------------|----------|-----------------------------|---------------|---------------------------|---------------------------|------|
| No.    | Account/Formula      | Accr                                    | Amount   | Service Dates               | Paid On Bhf # | On Behalf of Name         |                           |      |
| 93     | 73300                | Rinke-Noonan Attorney at Law            |          |                             |               |                           |                           |      |
|        | 21-635-000-0000-6273 |                                         | 6.46     | Ditch atty monthly retainer | 396918        | Attorney Fees             |                           | Y    |
|        | 73300                | Rinke-Noonan Attorney at Law            | 6.46     | 1 Transactions              |               |                           |                           |      |
| 97     | 84625                | Steele County Soil & Water Conserv Dist |          |                             |               |                           |                           |      |
|        | 21-635-000-0000-6260 |                                         | 212.50   | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections And Engineers |                           | N    |
|        | 84625                | Steele County Soil & Water Conserv Dist | 212.50   | 1 Transactions              |               |                           |                           |      |
| 126    | 10244                | Tree, Brush & Bare Ground Spraying Svc  |          |                             |               |                           |                           |      |
|        | 21-635-000-0000-6305 |                                         | 3,589.15 | JD6 brush & tree spraying   | 1074          | Construction And Repairs  |                           | Y    |
|        | 10244                | Tree, Brush & Bare Ground Spraying Svc  | 3,589.15 | 1 Transactions              |               |                           |                           |      |
| 635    | DEPT Total:          |                                         | 3,808.11 | Judicial Ditch 6 & Imp      | 3 Vendors     | 3 Transactions            |                           |      |
| 636    | DEPT                 |                                         |          | Judicial Ditch 7            |               |                           |                           |      |
| 93     | 73300                | Rinke-Noonan Attorney at Law            |          |                             |               |                           |                           |      |
|        | 21-636-000-0000-6273 |                                         | 6.46     | Ditch atty monthly retainer | 396918        | Attorney Fees             |                           | Y    |
|        | 73300                | Rinke-Noonan Attorney at Law            | 6.46     | 1 Transactions              |               |                           |                           |      |
| 98     | 84625                | Steele County Soil & Water Conserv Dist |          |                             |               |                           |                           |      |
|        | 21-636-000-0000-6260 |                                         | 37.50    | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections And Engineers |                           | N    |
|        | 84625                | Steele County Soil & Water Conserv Dist | 37.50    | 1 Transactions              |               |                           |                           |      |
| 636    | DEPT Total:          |                                         | 43.96    | Judicial Ditch 7            | 2 Vendors     | 2 Transactions            |                           |      |
| 637    | DEPT                 |                                         |          | JD 11 (Ripley Ditch)        |               |                           |                           |      |
| 93     | 73300                | Rinke-Noonan Attorney at Law            |          |                             |               |                           |                           |      |
|        | 21-637-000-0000-6273 |                                         | 6.45     | Ditch atty monthly retainer | 396918        | Attorney Fees             |                           | Y    |
|        | 73300                | Rinke-Noonan Attorney at Law            | 6.45     | 1 Transactions              |               |                           |                           |      |
| 100    | 84625                | Steele County Soil & Water Conserv Dist |          |                             |               |                           |                           |      |
|        | 21-637-000-0000-6260 |                                         | 237.50   | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections And Engineers |                           | N    |
|        | 84625                | Steele County Soil & Water Conserv Dist | 237.50   | 1 Transactions              |               |                           |                           |      |
| 637    | DEPT Total:          |                                         | 243.95   | JD 11 (Ripley Ditch)        | 2 Vendors     | 2 Transactions            |                           |      |
| 638    | DEPT                 |                                         |          | Judicial Ditch 12           |               |                           |                           |      |
|        | 73300                | Rinke-Noonan Attorney at Law            |          |                             |               |                           |                           |      |

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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           |      |
| 93          | 21-638-000-0000-6273                    |      | 6.45                | Ditch atty monthly retainer | 396918        | Attorney Fees               | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45                | 1 Transactions              |               |                             |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                             |               |                             |      |
| 101         | 21-638-000-0000-6260                    |      | 37.50               | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections And Engineers   | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 37.50               | 1 Transactions              |               |                             |      |
| 638         | DEPT Total:                             |      | 43.95               | Judicial Ditch 12           | 2 Vendors     | 2 Transactions              |      |
| 639         | DEPT                                    |      |                     | Judicial Ditch 23           |               |                             |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |                     |                             |               |                             |      |
| 93          | 21-639-000-0000-6273                    |      | 6.45                | Ditch atty monthly retainer | 396918        | Attorney Fees               | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45                | 1 Transactions              |               |                             |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                             |               |                             |      |
| 102         | 21-639-000-0000-6260                    |      | 37.50               | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections And Engineers   | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 37.50               | 1 Transactions              |               |                             |      |
| 639         | DEPT Total:                             |      | 43.95               | Judicial Ditch 23           | 2 Vendors     | 2 Transactions              |      |
| 640         | DEPT                                    |      |                     | Judicial Ditch 24           |               |                             |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |                     |                             |               |                             |      |
| 93          | 21-640-000-0000-6273                    |      | 6.45                | Ditch atty monthly retainer | 396918        | Attorney Fees               | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45                | 1 Transactions              |               |                             |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                             |               |                             |      |
| 103         | 21-640-000-0000-6260                    |      | 1,262.50            | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections And Engineers   | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 1,262.50            | 1 Transactions              |               |                             |      |
| 10244       | Tree, Brush & Bare Ground Spraying Svc  |      |                     |                             |               |                             |      |
| 127         | 21-640-000-0000-6305                    |      | 4,333.65            | JD24 brush & tree spraying  | 1076          | Construction And Repairs    | Y    |
| 10244       | Tree, Brush & Bare Ground Spraying Svc  |      | 4,333.65            | 1 Transactions              |               |                             |      |
| 640         | DEPT Total:                             |      | 5,602.60            | Judicial Ditch 24           | 3 Vendors     | 3 Transactions              |      |
| 641         | DEPT                                    |      |                     | County Ditch 1 - Orig       |               |                             |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |                     |                             |               |                             |      |
| 93          | 21-641-000-0000-6273                    |      | 6.45                | Ditch atty monthly retainer | 396918        | Attorney Fees               | 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           |      |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45                |                                | 1 Transactions |                             |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                                |                |                             |      |
| 104         | 21-641-000-0000-6260                    |      | 75.00               | Ditch insp serv - Q1&2 2025    | 2025-11        | Inspections And Engineers   | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 75.00               | 1 Transactions                 |                |                             |      |
| 641         | DEPT Total:                             |      | 81.45               | County Ditch 1 - Orig          | 2 Vendors      | 2 Transactions              |      |
| 642         | DEPT                                    |      |                     | County Ditch 1 - Church Branch |                |                             |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |                     |                                |                |                             |      |
| 93          | 21-642-000-0000-6273                    |      | 6.45                | Ditch atty monthly retainer    | 396918         | Attorney Fees               | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45                | 1 Transactions                 |                |                             |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                                |                |                             |      |
| 105         | 21-642-000-0000-6260                    |      | 37.50               | Ditch insp serv - Q1&2 2025    | 2025-11        | Inspections And Engineers   | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 37.50               | 1 Transactions                 |                |                             |      |
| 10244       | Tree, Brush & Bare Ground Spraying Svc  |      |                     |                                |                |                             |      |
| 128         | 21-642-000-0000-6305                    |      | 237.60              | Weed control CD1W              | 1079           | Construction And Repairs    | Y    |
| 10244       | Tree, Brush & Bare Ground Spraying Svc  |      | 237.60              | 1 Transactions                 |                |                             |      |
| 642         | DEPT Total:                             |      | 281.55              | County Ditch 1 - Church Branch | 3 Vendors      | 3 Transactions              |      |
| 643         | DEPT                                    |      |                     | County Ditch 2                 |                |                             |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |                     |                                |                |                             |      |
| 93          | 21-643-000-0000-6273                    |      | 6.45                | Ditch atty monthly retainer    | 396918         | Attorney Fees               | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45                | 1 Transactions                 |                |                             |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                                |                |                             |      |
| 106         | 21-643-000-0000-6260                    |      | 37.50               | Ditch insp serv - Q1&2 2025    | 2025-11        | Inspections And Engineers   | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 37.50               | 1 Transactions                 |                |                             |      |
| 10244       | Tree, Brush & Bare Ground Spraying Svc  |      |                     |                                |                |                             |      |
| 129         | 21-643-000-0000-6305                    |      | 960.30              | CD2 brush & tree spraying      | 1075           | Construction And Repairs    | Y    |
| 10244       | Tree, Brush & Bare Ground Spraying Svc  |      | 960.30              | 1 Transactions                 |                |                             |      |
| 643         | DEPT Total:                             |      | 1,004.25            | County Ditch 2                 | 3 Vendors      | 3 Transactions              |      |

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| Vendor |                                         | Name | Rpt      |                             |               | Warrant Description       | Invoice # | Account/Formula Description | 1099 |
|--------|-----------------------------------------|------|----------|-----------------------------|---------------|---------------------------|-----------|-----------------------------|------|
| No.    | Account/Formula                         | Accr | Amount   | Service Dates               | Paid On Bhf # | On Behalf of Name         |           |                             |      |
| 644    | DEPT                                    |      |          | County Ditch 4              |               |                           |           |                             |      |
| 73300  | Rinke-Noonan Attorney at Law            |      |          |                             |               |                           |           |                             |      |
| 93     | 21-644-000-0000-6273                    |      | 6.45     | Ditch atty monthly retainer | 396918        | Attorney Fees             |           |                             | Y    |
| 73300  | Rinke-Noonan Attorney at Law            |      | 6.45     | 1 Transactions              |               |                           |           |                             |      |
| 84625  | Steele County Soil & Water Conserv Dist |      |          |                             |               |                           |           |                             |      |
| 107    | 21-644-000-0000-6260                    |      | 62.50    | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections And Engineers |           |                             | N    |
| 84625  | Steele County Soil & Water Conserv Dist |      | 62.50    | 1 Transactions              |               |                           |           |                             |      |
| 644    | DEPT Total:                             |      | 68.95    | County Ditch 4              | 2 Vendors     | 2 Transactions            |           |                             |      |
| 645    | DEPT                                    |      |          | County Ditch 5              |               |                           |           |                             |      |
| 73300  | Rinke-Noonan Attorney at Law            |      |          |                             |               |                           |           |                             |      |
| 93     | 21-645-000-0000-6273                    |      | 6.45     | Ditch atty monthly retainer | 396918        | Attorney Fees             |           |                             | Y    |
| 73300  | Rinke-Noonan Attorney at Law            |      | 6.45     | 1 Transactions              |               |                           |           |                             |      |
| 84625  | Steele County Soil & Water Conserv Dist |      |          |                             |               |                           |           |                             |      |
| 108    | 21-645-000-0000-6260                    |      | 912.50   | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections And Engineers |           |                             | N    |
| 84625  | Steele County Soil & Water Conserv Dist |      | 912.50   | 1 Transactions              |               |                           |           |                             |      |
| 10244  | Tree, Brush & Bare Ground Spraying Svc  |      |          |                             |               |                           |           |                             |      |
| 130    | 21-645-000-0000-6305                    |      | 2,570.00 | Weed control CD5            | 1080          | Construction And Repairs  |           |                             | Y    |
| 10244  | Tree, Brush & Bare Ground Spraying Svc  |      | 2,570.00 | 1 Transactions              |               |                           |           |                             |      |
| 645    | DEPT Total:                             |      | 3,488.95 | County Ditch 5              | 3 Vendors     | 3 Transactions            |           |                             |      |
| 646    | DEPT                                    |      |          | County Ditch 19             |               |                           |           |                             |      |
| 73300  | Rinke-Noonan Attorney at Law            |      |          |                             |               |                           |           |                             |      |
| 93     | 21-646-000-0000-6273                    |      | 6.45     | Ditch atty monthly retainer | 396918        | Attorney Fees             |           |                             | Y    |
| 73300  | Rinke-Noonan Attorney at Law            |      | 6.45     | 1 Transactions              |               |                           |           |                             |      |
| 84625  | Steele County Soil & Water Conserv Dist |      |          |                             |               |                           |           |                             |      |
| 109    | 21-646-000-0000-6260                    |      | 37.50    | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections And Engineers |           |                             | N    |
| 84625  | Steele County Soil & Water Conserv Dist |      | 37.50    | 1 Transactions              |               |                           |           |                             |      |
| 646    | DEPT Total:                             |      | 43.95    | County Ditch 19             | 2 Vendors     | 2 Transactions            |           |                             |      |
| 647    | DEPT                                    |      |          | County Ditch 20             |               |                           |           |                             |      |

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|     | <u>Vendor Name</u> |                                         | <u>Rpt</u>  | <u>Amount</u> | <u>Warrant Description</u>  | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u> |
|-----|--------------------|-----------------------------------------|-------------|---------------|-----------------------------|----------------------|----------------------------------|-------------|
|     | <u>No.</u>         | <u>Account/Formula</u>                  | <u>Accr</u> |               | <u>Service Dates</u>        | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 93  | 73300              | Rinke-Noonan Attorney at Law            |             |               |                             |                      |                                  |             |
|     |                    | 21-647-000-0000-6273                    |             | 6.45          | Ditch atty monthly retainer | 396918               | Attorney Fees                    | Y           |
|     | 73300              | Rinke-Noonan Attorney at Law            |             | 6.45          | 1 Transactions              |                      |                                  |             |
| 110 | 84625              | Steele County Soil & Water Conserv Dist |             |               |                             |                      |                                  |             |
|     |                    | 21-647-000-0000-6260                    |             | 37.50         | Ditch insp serv - Q1&2 2025 | 2025-11              | Inspections And Engineers        | N           |
|     | 84625              | Steele County Soil & Water Conserv Dist |             | 37.50         | 1 Transactions              |                      |                                  |             |
| 647 | DEPT Total:        |                                         |             | 43.95         | County Ditch 20             | 2 Vendors            | 2 Transactions                   |             |
| 648 | DEPT               |                                         |             |               | County Ditch 21             |                      |                                  |             |
|     | 73300              | Rinke-Noonan Attorney at Law            |             |               |                             |                      |                                  |             |
| 93  |                    | 21-648-000-0000-6273                    |             | 6.45          | Ditch atty monthly retainer | 396918               | Attorney Fees                    | Y           |
|     | 73300              | Rinke-Noonan Attorney at Law            |             | 6.45          | 1 Transactions              |                      |                                  |             |
|     | 84625              | Steele County Soil & Water Conserv Dist |             |               |                             |                      |                                  |             |
| 111 |                    | 21-648-000-0000-6260                    |             | 125.00        | Ditch insp serv - Q1&2 2025 | 2025-11              | Inspections And Engineers        | N           |
|     | 84625              | Steele County Soil & Water Conserv Dist |             | 125.00        | 1 Transactions              |                      |                                  |             |
|     | 10244              | Tree, Brush & Bare Ground Spraying Svc  |             |               |                             |                      |                                  |             |
| 131 |                    | 21-648-000-0000-6305                    |             | 1,131.95      | CD21 brush & tree spraying  | 1078                 | Construction And Repairs         | Y           |
|     | 10244              | Tree, Brush & Bare Ground Spraying Svc  |             | 1,131.95      | 1 Transactions              |                      |                                  |             |
| 648 | DEPT Total:        |                                         |             | 1,263.40      | County Ditch 21             | 3 Vendors            | 3 Transactions                   |             |
| 649 | DEPT               |                                         |             |               | County Ditch 22             |                      |                                  |             |
|     | 73300              | Rinke-Noonan Attorney at Law            |             |               |                             |                      |                                  |             |
| 93  |                    | 21-649-000-0000-6273                    |             | 6.45          | Ditch atty monthly retainer | 396918               | Attorney Fees                    | Y           |
|     | 73300              | Rinke-Noonan Attorney at Law            |             | 6.45          | 1 Transactions              |                      |                                  |             |
|     | 84625              | Steele County Soil & Water Conserv Dist |             |               |                             |                      |                                  |             |
| 112 |                    | 21-649-000-0000-6260                    |             | 37.50         | Ditch insp serv - Q1&2 2025 | 2025-11              | Inspections And Engineers        | N           |
|     | 84625              | Steele County Soil & Water Conserv Dist |             | 37.50         | 1 Transactions              |                      |                                  |             |
| 649 | DEPT Total:        |                                         |             | 43.95         | County Ditch 22             | 2 Vendors            | 2 Transactions                   |             |
| 650 | DEPT               |                                         |             |               | County Ditch 23             |                      |                                  |             |
|     | 73300              | Rinke-Noonan Attorney at Law            |             |               |                             |                      |                                  |             |

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# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor Name |                                         | Rpt  | Warrant Description |                             | Invoice #     | Account/Formula Description | 1099 |
|-------------|-----------------------------------------|------|---------------------|-----------------------------|---------------|-----------------------------|------|
| No.         | Account/Formula                         | Accr | Amount              | Service Dates               | Paid On Bhf # | On Behalf of Name           |      |
| 93          | 21-650-000-0000-6273                    |      | 6.45                | Ditch atty monthly retainer | 396918        | Attorney Fees               | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45                | 1 Transactions              |               |                             |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                             |               |                             |      |
| 113         | 21-650-000-0000-6260                    |      | 162.50              | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections And Engineers   | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 162.50              | 1 Transactions              |               |                             |      |
| 650         | DEPT Total:                             |      | 168.95              | County Ditch 23             | 2 Vendors     | 2 Transactions              |      |
| 651         | DEPT                                    |      |                     | County Ditch 24             |               |                             |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |                     |                             |               |                             |      |
| 93          | 21-651-000-0000-6273                    |      | 6.45                | Ditch atty monthly retainer | 396918        | Attorney Fees               | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45                | 1 Transactions              |               |                             |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                             |               |                             |      |
| 114         | 21-651-000-0000-6260                    |      | 37.50               | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections And Engineers   | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 37.50               | 1 Transactions              |               |                             |      |
| 651         | DEPT Total:                             |      | 43.95               | County Ditch 24             | 2 Vendors     | 2 Transactions              |      |
| 652         | DEPT                                    |      |                     | County Ditch 25             |               |                             |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |                     |                             |               |                             |      |
| 93          | 21-652-000-0000-6273                    |      | 6.45                | Ditch atty monthly retainer | 396918        | Attorney Fees               | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45                | 1 Transactions              |               |                             |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                             |               |                             |      |
| 115         | 21-652-000-0000-6260                    |      | 125.00              | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections And Engineers   | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 125.00              | 1 Transactions              |               |                             |      |
| 652         | DEPT Total:                             |      | 131.45              | County Ditch 25             | 2 Vendors     | 2 Transactions              |      |
| 653         | DEPT                                    |      |                     | County Ditch 27             |               |                             |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |                     |                             |               |                             |      |
| 93          | 21-653-000-0000-6273                    |      | 6.45                | Ditch atty monthly retainer | 396918        | Attorney Fees               | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45                | 1 Transactions              |               |                             |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                             |               |                             |      |
| 116         | 21-653-000-0000-6260                    |      | 37.50               | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections And Engineers   | N    |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor Name |                                         |      | Rpt    | Warrant Description         |                | Invoice #         | Account/Formula Description |  | 1099 |
|-------------|-----------------------------------------|------|--------|-----------------------------|----------------|-------------------|-----------------------------|--|------|
| No.         | Account/Formula                         | Accr | Amount | Service Dates               | Paid On Bhf #  | On Behalf of Name |                             |  |      |
| 84625       | Steele County Soil & Water Conserv Dist |      | 37.50  |                             | 1 Transactions |                   |                             |  |      |
| 10244       | Tree, Brush & Bare Ground Spraying Svc  |      |        |                             |                |                   |                             |  |      |
| 132         | 21-653-000-0000-6305                    |      | 699.35 | Weed control CD27           | 1083           |                   | Construction And Repairs    |  | Y    |
| 10244       | Tree, Brush & Bare Ground Spraying Svc  |      | 699.35 |                             | 1 Transactions |                   |                             |  |      |
| 653         | DEPT Total:                             |      | 743.30 | County Ditch 27             | 3 Vendors      |                   | 3 Transactions              |  |      |
| 654         | DEPT                                    |      |        | Public Tile Ditch 7         |                |                   |                             |  |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |        |                             |                |                   |                             |  |      |
| 93          | 21-654-000-0000-6273                    |      | 6.45   | Ditch atty monthly retainer | 396918         |                   | Attorney Fees               |  | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45   |                             | 1 Transactions |                   |                             |  |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |        |                             |                |                   |                             |  |      |
| 117         | 21-654-000-0000-6260                    |      | 162.50 | Ditch insp serv - Q1&2 2025 | 2025-11        |                   | Inspections And Engineers   |  | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 162.50 |                             | 1 Transactions |                   |                             |  |      |
| 654         | DEPT Total:                             |      | 168.95 | Public Tile Ditch 7         | 2 Vendors      |                   | 2 Transactions              |  |      |
| 655         | DEPT                                    |      |        | Public Tile Ditch 8         |                |                   |                             |  |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |        |                             |                |                   |                             |  |      |
| 93          | 21-655-000-0000-6273                    |      | 6.45   | Ditch atty monthly retainer | 396918         |                   | Attorney Fees               |  | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45   |                             | 1 Transactions |                   |                             |  |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |        |                             |                |                   |                             |  |      |
| 118         | 21-655-000-0000-6260                    |      | 37.50  | Ditch insp serv - Q1&2 2025 | 2025-11        |                   | Inspections And Engineers   |  | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 37.50  |                             | 1 Transactions |                   |                             |  |      |
| 655         | DEPT Total:                             |      | 43.95  | Public Tile Ditch 8         | 2 Vendors      |                   | 2 Transactions              |  |      |
| 656         | DEPT                                    |      |        | Public Tile Ditch 9         |                |                   |                             |  |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |        |                             |                |                   |                             |  |      |
| 93          | 21-656-000-0000-6273                    |      | 6.45   | Ditch atty monthly retainer | 396918         |                   | Attorney Fees               |  | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45   |                             | 1 Transactions |                   |                             |  |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |        |                             |                |                   |                             |  |      |
| 119         | 21-656-000-0000-6260                    |      | 112.50 | Ditch insp serv - Q1&2 2025 | 2025-11        |                   | Inspections And Engineers   |  | 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           |  |      |
| 84625       | Steele County Soil & Water Conserv Dist |      | 112.50              | 1 Transactions              |               |                             |  |      |
| 10244       | Tree, Brush & Bare Ground Spraying Svc  |      |                     |                             |               |                             |  |      |
| 133         | 21-656-000-0000-6305                    |      | 1,208.30            | Weed control PT9            | 1081          | Construction And Repairs    |  | Y    |
| 10244       | Tree, Brush & Bare Ground Spraying Svc  |      | 1,208.30            | 1 Transactions              |               |                             |  |      |
| 656         | DEPT Total:                             |      | 1,327.25            | Public Tile Ditch 9         | 3 Vendors     | 3 Transactions              |  |      |
| 657         | DEPT                                    |      |                     | Public Tile Ditch 10        |               |                             |  |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |                     |                             |               |                             |  |      |
| 93          | 21-657-000-0000-6273                    |      | 6.45                | Ditch atty monthly retainer | 396918        | Attorney Fees               |  | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45                | 1 Transactions              |               |                             |  |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                             |               |                             |  |      |
| 120         | 21-657-000-0000-6260                    |      | 37.50               | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections And Engineers   |  | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 37.50               | 1 Transactions              |               |                             |  |      |
| 657         | DEPT Total:                             |      | 43.95               | Public Tile Ditch 10        | 2 Vendors     | 2 Transactions              |  |      |
| 658         | DEPT                                    |      |                     | Public Tile Ditch 11        |               |                             |  |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |                     |                             |               |                             |  |      |
| 93          | 21-658-000-0000-6273                    |      | 6.45                | Ditch atty monthly retainer | 396918        | Attorney Fees               |  | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45                | 1 Transactions              |               |                             |  |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                             |               |                             |  |      |
| 121         | 21-658-000-0000-6260                    |      | 37.50               | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections And Engineers   |  | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 37.50               | 1 Transactions              |               |                             |  |      |
| 658         | DEPT Total:                             |      | 43.95               | Public Tile Ditch 11        | 2 Vendors     | 2 Transactions              |  |      |
| 659         | DEPT                                    |      |                     | Public Tile Ditch 17        |               |                             |  |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |                     |                             |               |                             |  |      |
| 93          | 21-659-000-0000-6273                    |      | 6.45                | Ditch atty monthly retainer | 396918        | Attorney Fees               |  | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45                | 1 Transactions              |               |                             |  |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                             |               |                             |  |      |
| 122         | 21-659-000-0000-6260                    |      | 37.50               | Ditch insp serv - Q1&2 2025 | 2025-11       | Inspections And Engineers   |  | N    |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor Name |                                         | Rpt  | Warrant Description |                                | Invoice #     | Account/Formula Description |  | 1099 |
|-------------|-----------------------------------------|------|---------------------|--------------------------------|---------------|-----------------------------|--|------|
| No.         | Account/Formula                         | Accr | Amount              | Service Dates                  | Paid On Bhf # | On Behalf of Name           |  |      |
| 84625       | Steele County Soil & Water Conserv Dist |      | 37.50               | 1 Transactions                 |               |                             |  |      |
| 659         | DEPT Total:                             |      | 43.95               | Public Tile Ditch 17           | 2 Vendors     | 2 Transactions              |  |      |
| 660         | DEPT                                    |      |                     | Public Tile Ditch 18           |               |                             |  |      |
| 10138       | DeCook Drainage, Inc                    |      |                     |                                |               |                             |  |      |
| 92          | 21-660-000-0000-6305                    |      | 1,429.20            | PT18 regrade & erosion control | 7193          | Construction And Repairs    |  | N    |
| 10138       | DeCook Drainage, Inc                    |      | 1,429.20            | 1 Transactions                 |               |                             |  |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |                     |                                |               |                             |  |      |
| 93          | 21-660-000-0000-6273                    |      | 6.45                | Ditch atty monthly retainer    | 396918        | Attorney Fees               |  | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45                | 1 Transactions                 |               |                             |  |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                                |               |                             |  |      |
| 123         | 21-660-000-0000-6260                    |      | 125.00              | Ditch insp serv - Q1&2 2025    | 2025-11       | Inspections And Engineers   |  | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 125.00              | 1 Transactions                 |               |                             |  |      |
| 660         | DEPT Total:                             |      | 1,560.65            | Public Tile Ditch 18           | 3 Vendors     | 3 Transactions              |  |      |
| 662         | DEPT                                    |      |                     | Judicial Ditch 19              |               |                             |  |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |                     |                                |               |                             |  |      |
| 93          | 21-662-000-0000-6273                    |      | 6.45                | Ditch atty monthly retainer    | 396918        | Attorney Fees               |  | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.45                | 1 Transactions                 |               |                             |  |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                                |               |                             |  |      |
| 124         | 21-662-000-0000-6260                    |      | 37.50               | Ditch insp serv - Q1&2 2025    | 2025-11       | Inspections & Engineers     |  | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 37.50               | 1 Transactions                 |               |                             |  |      |
| 662         | DEPT Total:                             |      | 43.95               | Judicial Ditch 19              | 2 Vendors     | 2 Transactions              |  |      |
| 665         | DEPT                                    |      |                     | JD 2 Redetermination           |               |                             |  |      |
| 73300       | Rinke-Noonan Attorney at Law            |      |                     |                                |               |                             |  |      |
| 93          | 21-665-000-0000-6273                    |      | 6.46                | Ditch atty monthly retainer    | 396918        | Attorney Fees               |  | Y    |
| 73300       | Rinke-Noonan Attorney at Law            |      | 6.46                | 1 Transactions                 |               |                             |  |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                                |               |                             |  |      |
| 95          | 21-665-000-0000-6260                    |      | 87.50               | Ditch insp serv - Q1&2 2025    | 2025-11       | Inspections And Engineers   |  | N    |

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21 County Ditch Fund

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| Vendor |                                         | Name | Rpt       | Warrant Description  |                | Invoice #         | Account/Formula Descripti |
|--------|-----------------------------------------|------|-----------|----------------------|----------------|-------------------|---------------------------|
| No.    | Account/Formula                         | Accr | Amount    | Service Dates        | Paid On Bhf #  | On Behalf of Name | 1099                      |
| 84625  | Steele County Soil & Water Conserv Dist |      | 87.50     |                      | 1 Transactions |                   |                           |
| 665    | DEPT Total:                             |      | 93.96     | JD 2 Redetermination | 2 Vendors      |                   | 2 Transactions            |
| 21     | Fund Total:                             |      | 22,401.55 | County Ditch Fund    |                |                   | 72 Transactions           |

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38 Capital Outlay Fund

# Steele County



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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.         |               |                                 |  |      |
|             | 8087 Braun Intertec Eng Inc      |      |                     |                               |               |                                 |  |      |
| 136         | 38-011-000-0000-6600             |      | 144.25              | Concrete testing              | B436394       | Capital Outlay - District Court |  | Y    |
|             | 8087 Braun Intertec Eng Inc      |      | 144.25              | 1 Transactions                |               |                                 |  |      |
| 11          | DEPT Total:                      |      | 144.25              | District Court Admin.         | 1 Vendors     | 1 Transactions                  |  |      |
| 111         | DEPT                             |      |                     | Buildings & Grounds           |               |                                 |  |      |
|             | 8087 Braun Intertec Eng Inc      |      |                     |                               |               |                                 |  |      |
| 135         | 38-111-040-0000-6600             |      | 144.25              | Concrete testing              | B436394       | Capital Outlay - SCAC           |  | Y    |
|             | 8087 Braun Intertec Eng Inc      |      | 144.25              | 1 Transactions                |               |                                 |  |      |
| 111         | DEPT Total:                      |      | 144.25              | Buildings & Grounds           | 1 Vendors     | 1 Transactions                  |  |      |
| 550         | DEPT                             |      |                     | Four Seasons                  |               |                                 |  |      |
|             | 9434 All American Arena Products |      |                     |                               |               |                                 |  |      |
| 134         | 38-550-000-0000-6600             |      | 7,437.01            | Flooring - Locker room #6     | 6623          | Capital Outlay - Four Seasons   |  | Y    |
|             | 9434 All American Arena Products |      | 7,437.01            | 1 Transactions                |               |                                 |  |      |
| 550         | DEPT Total:                      |      | 7,437.01            | Four Seasons                  | 1 Vendors     | 1 Transactions                  |  |      |
| 601         | DEPT                             |      |                     | County Ag Society             |               |                                 |  |      |
|             | 71066 R & K Electric Inc         |      |                     |                               |               |                                 |  |      |
| 137         | 38-601-000-0000-6600             |      | 456,152.36          | SCFF electrical upgrades-7/31 | App 13        | Capital Outlay - Fairgrounds    |  | N    |
|             | 71066 R & K Electric Inc         |      | 456,152.36          | 1 Transactions                |               |                                 |  |      |
| 601         | DEPT Total:                      |      | 456,152.36          | County Ag Society             | 1 Vendors     | 1 Transactions                  |  |      |
| 38          | Fund Total:                      |      | 463,877.87          | Capital Outlay Fund           |               | 4 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                      |               |                             |      |
| 11215       | Central Farm Services           |      |                     |                               |               |                             |      |
| 138         | 53-398-000-0000-6540            |      | 1,423.80            | 450 gallons diesel-back shop  | 28853         | Machine Fuel                | N    |
| 139         | 53-398-000-0000-6540            |      | 223.73              | 72.9 gallons unleaded         | 28853         | Machine Fuel                | N    |
| 140         | 53-398-000-0000-6540            |      | 1,819.30            | 575 gallons diesel-back shop  | 28885         | Machine Fuel                | N    |
| 143         | 53-398-000-0000-6540            |      | 1,502.90            | 475 gallons diesel-back shop  | 28919         | Machine Fuel                | N    |
| 141         | 53-398-000-0000-6540            |      | 1,661.10            | 525 gallons diesel-back shop  | 28942         | Machine Fuel                | N    |
| 142         | 53-398-000-0000-6540            |      | 368.28              | 120 gallons unleaded          | 28942         | Machine Fuel                | N    |
| 144         | 53-398-000-0000-6540            |      | 1,835.12            | 580 gallons diesel-back shop  | 28976         | Machine Fuel                | N    |
| 11215       | Central Farm Services           |      | 8,834.23            | 7 Transactions                |               |                             |      |
| 8424        | Cintas                          |      |                     |                               |               |                             |      |
| 145         | 53-398-000-0000-6304            |      | 186.18              | Rugs                          | 4236844582    | Contract Services           | Y    |
| 8424        | Cintas                          |      | 186.18              | 1 Transactions                |               |                             |      |
| 36550       | IFACS                           |      |                     |                               |               |                             |      |
| 146         | 53-398-000-0000-6301            |      | 98.82               | Chain,hex dye,plug tap-flute  | 5363473       | Equip Repairs               | Y    |
| 36550       | IFACS                           |      | 98.82               | 1 Transactions                |               |                             |      |
| 37025       | Innovative Office Solutions LLC |      |                     |                               |               |                             |      |
| 147         | 53-398-000-0000-6410            |      | 348.04              | Printer paper, envelopes      | 4891835       | Office Supplies             | Y    |
| 37025       | Innovative Office Solutions LLC |      | 348.04              | 1 Transactions                |               |                             |      |
| 38160       | J R's Advanced Recyclers Inc    |      |                     |                               |               |                             |      |
| 148         | 53-398-000-0000-6304            |      | 1,240.00            | 170 appliances                | 115998        | Contract Services           | N    |
| 38160       | J R's Advanced Recyclers Inc    |      | 1,240.00            | 1 Transactions                |               |                             |      |
| 52725       | Mn Pollution Control Agency     |      |                     |                               |               |                             |      |
| 149         | 53-398-000-0000-6261            |      | 240.00              | Landfill operator CEC-CDeml   | 9900074099    | Conference & Training       | N    |
| 150         | 53-398-000-0000-6261            |      | 240.00              | Landfill operator CEC-LJensen | 9900074099    | Conference & Training       | N    |
| 151         | 53-398-000-0000-6261            |      | 240.00              | Landfill operator CEC-DKrell  | 9900074099    | Conference & Training       | N    |
| 52725       | Mn Pollution Control Agency     |      | 720.00              | 3 Transactions                |               |                             |      |
| 73956       | Road Machinery & Supplies Co    |      |                     |                               |               |                             |      |
| 152         | 53-398-000-0000-6301            |      | 449.24              | Switch                        | 57517501      | Equip Repairs               | N    |
| 73956       | Road Machinery & Supplies Co    |      | 449.24              | 1 Transactions                |               |                             |      |
| 77570       | Short Elliott Hendrickson Inc   |      |                     |                               |               |                             |      |
| 153         | 53-398-000-0000-6625            |      | 4,607.20            | Landfill air permitting-Apr   | 487138        | Capital Improvements        | N    |

KWINTER  
8/7/25 8:41AM  
53 Landfill Fund

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor Name |                               | Rpt  | Warrant Description |                           | Invoice #        | Account/Formula Description |                 | 1099 |
|-------------|-------------------------------|------|---------------------|---------------------------|------------------|-----------------------------|-----------------|------|
| No.         | Account/Formula               | Accr | Amount              | Service Dates             | Paid On Bhf #    | On Behalf of Name           |                 |      |
| 77570       | Short Elliott Hendrickson Inc |      | 4,607.20            |                           | 1 Transactions   |                             |                 |      |
| 9259        | T-MOBILE                      |      |                     |                           |                  |                             |                 |      |
| 254         | 53-398-000-0000-6381          |      | 33.35               | LFO 507-730-4497 Internet | 982187246        | Cpu Usage & Network Support |                 | N    |
| 9259        | T-MOBILE                      |      | 33.35               |                           | 1 Transactions   |                             |                 |      |
| 99500       | Ziegler,Inc                   |      |                     |                           |                  |                             |                 |      |
| 155         | 53-398-000-0000-6301          |      | 82.16               | D6 parts                  | IN001991135      | Equip Repairs               |                 | N    |
| 154         | 53-398-000-0000-6301          |      | 399.56              | D6 repairs                | SI000670087      | Equip Repairs               |                 | N    |
| 99500       | Ziegler,Inc                   |      | 481.72              |                           | 2 Transactions   |                             |                 |      |
| 398         | DEPT Total:                   |      | 16,998.78           | Landfill                  | 10 Vendors       |                             | 19 Transactions |      |
| 53          | Fund Total:                   |      | 16,998.78           | Landfill Fund             |                  |                             | 19 Transactions |      |
|             | Final Total:                  |      | 804,900.41          | 218 Vendors               | 286 Transactions |                             |                 |      |

# Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |                    |
|---------------|-------------|---------------|----------------------|--------------------|
|               | 1           | 293,885.19    | General Revenue Fund |                    |
|               | 10          | 7,737.02      | Road & Bridge Fund   |                    |
|               | 21          | 22,401.55     | County Ditch Fund    |                    |
|               | 38          | 463,877.87    | Capital Outlay Fund  |                    |
|               | 53          | 16,998.78     | Landfill Fund        |                    |
|               | All Funds   | 804,900.41    | Total                | Approved by, ..... |
|               |             |               |                      | .....              |
|               |             |               |                      | .....              |

## PERSONNEL REPORT

August 12, 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> |
|------------------|-------------------------------------------|---------------|-------------|
| Michelle Bromley | Correctional Sergeant/Det Ctr (Promotion) | C41/3         | 08/23/2025  |
| Diego Salazar    | Correctional Officer/Detention Center     | B24/1         | 08/25/2025  |

##### **Resignations/Retirements/Terminations/Change in Status:**

| <i>Name</i>   | <i>Position</i>     | <i>Department</i> | <i>End Date</i> |
|---------------|---------------------|-------------------|-----------------|
| Shelby Taylor | Record's Specialist | Sheriff's Office  | 07/22/2025      |

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

#### **Open Positions - Approved to Fill:**

| <i>Position</i>                         | <i>Department</i> | <i>Notes</i>             |
|-----------------------------------------|-------------------|--------------------------|
| Network Security Analyst                | IT                | Interviewing             |
| Patrol Deputy – 2 positions             | Sheriff's Office  | Recruiting/Backgrounding |
| Correctional Officer – 5 positions      | Detention Center  | Recruiting/Backgrounding |
| Records Specialist                      | Sheriff's Office  | Recruiting               |
| Procurement Specialist                  | Finance           | Recruiting               |
| Public Works Director                   | Public Works      | Offer Accepted           |
| County Engineer                         | Highway           | Interviewing             |
| Deputy Sheriff Sergeant – 2 positions   | Sheriff           | Interviewing             |
| RN or PHN or Care Coordinator           | Public Health     | Interviewing             |
| Correctional Corporal                   | Detention Center  | Recruiting               |
| Building Inspector or Official          | Planning & Zoning | Recruiting               |
| Engineering Techs I/II/III – 3positions | Highway           | On-hold                  |
| Accounting Support Specialist           | Highway           | On-hold                  |
| Assistant County Engineer               | Highway           | On-hold                  |
| Technical Clerk II                      | PT & E            | On-hold                  |



## Steele County Agenda Item

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**Subject:** Out of State Travel Request

**Department:** Information Technology

**Committee Meeting Date:** August 5, 2025

**Board Meeting Date:** August 12, 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 IT Director to attend the 2025 ISM Annual Conference (IT Solutions Management for Human Services) at the Reno-Sparks Convention Center, Reno, NV from September 14-17.

### **Background (*Including Budget Impact*):**

The American Public Human Services Association (APHSA) holds an annual ISM (IT Solutions Management) Conference. This year the conference is in Reno, NV. There are multiple general and breakout sessions directly applicable to Information Technology and IT Security as we provide services to both MNPrairie and Steele County. In addition to the general and breakout sessions there are multiple opportunities to network with peers and exchange ideas and challenges with other IT leaders dealing with Human Services.

I have attended the ASPHA ISM conference in alternating years. I last attended in 2023, and it was extremely beneficial. The relationships we establish and maintain with state and local human services personnel as well as a variety of vendors will undoubtedly benefit Steele County as we spin up Steele County Human Services. Steele County is now a member of APHSA. This particular conference was recommended by HMA.

Historically, there was no direct budgetary impact of me attending APHSA ISM as the costs for my attending this conference were covered entirely by MNPrairie. However, our policy requires prior authorization for Out of State Travel.

That said, we have not yet determined whether MNPrairie is willing to cover the costs of me attending this conference even though it was included in their 2025 budget. Therefore, funding for this conference and travel is yet to be determined. I have included an estimate of roughly \$2,500 in the attached justification letter.

**Attachments:**

2025 ISM Justification Letter

Date: August 5, 2025  
Dear Steele County Board Members

I am requesting approval to attend the APHSA IT Solutions Management for Human Services (ISM) Education Conference & Expo, taking place September 14–17, 2025, at the Reno-Sparks Convention Center in Reno, Nevada.

This conference comes at a critical time for human services IT leadership. As federal structures evolve, budgets tighten, and expectations increase around accountability, modernization, and service delivery, this event offers a timely opportunity to learn from state and local peers who are navigating similar challenges. I have reviewed the agenda and believe the return on investment is significant.

By participating in this conference, I will:

- **Gain strategic insight into national trends and innovation:** The ISM conference includes sessions on automation, digital service delivery, systems modernization, and cross-program integration. Sessions are designed specifically for public sector human services agencies. This year includes focused sessions on CCWIS transformation and SNAP payment accuracy, including strategies to reduce state error rates and avoid financial penalties associated with federal cost sharing.
- **Build meaningful connections with peers and thought leaders:** The agenda includes multiple government-only sessions that promote collaboration among public sector professionals. A state-only roundtable on income verification will provide a forum for creative dialogue, featuring an interactive panel of state and local agencies sharing unique approaches to improving benefit accuracy. These peer discussions help us identify practical solutions that can be adapted to our state's systems and context.
- **Improve procurement strategy and gain actionable tools:** One featured breakout session, open only to state and local government employees, will focus on Agile procurement practices and user-centered design. Attendees will work through real-world procurement challenges, learn how to apply user research to system development, and gain practical strategies to improve procurement outcomes. This session includes a provided lunch and offers a unique opportunity to build procurement capacity and strengthen vendor accountability.
- **Strengthen internal capacity and support long-term system improvement:** The conference also includes innovation labs, e-poster presentations, and curated sessions requested directly by member states. A government-only session with ACF that will focus on accelerating improved outcomes in child welfare through bold changes to the technology ecosystem. These working sessions provide tested tools and ideas that can enhance program delivery, reduce inefficiencies, and improve outcomes for families.

The ISM Conference is designed specifically for those working at the intersection of human services, technology, programs, and operations. The content reflects the real challenges public agencies face and provides direct access to peer-tested solutions that align people, processes, and technology to serve the public effectively.

I am seeking approval for the registration fee and travel expenditures. The full conference registration is \$815 for APHSA members / \$870 for non-members per person. Early registration ends on August 26, 2025. The conference hotel block closes on August 26, 2025. There are two hotels available – the Atlantis and the Peppermill. Blocks fill quickly. There is a limited per diem block at the Atlantis with a total cost per room night of \$272 (inclusive of taxes, resort fee, and tourism fee). The Peppermill is offering a room rate of \$244.95 (including taxes, resort fee, and tourism fee).

Below is a complete breakdown of the estimated conference costs:

|                         |          |
|-------------------------|----------|
| Conference Registration | \$ 815   |
| Hotel for 3 nights      | \$ 750   |
| Airfare/Mileage         | \$ 800   |
| Parking at MSP          | \$ 150   |
| Total                   | \$ 2,515 |

*\*Conference registration includes two meals and two light networking receptions.*

APHSA has implemented safety measures to ensure the well-being of attendees, including encouraging vaccinations and making masks optional. I am confident that by attending this conference, I can contribute to the ongoing success of our organization.

I will return engaged, energized, and enthusiastic about implementing all the exciting learnings that I have taken in over the four content-packed days!

This is a strategic opportunity to bring back real value to our agency, enhance internal capabilities, and support responsible modernization with integrity and public accountability. I welcome the opportunity to discuss any aspect of the agenda or potential outcomes in more detail. Thank you in advance for considering my request.

Sincerely,

**Dave Purscell**



## Steele County Agenda Item

Request for Board Action

**Subject: GovAP – Electronic Accounts Payable Software**

**Department:** Property Tax & Elections

**Committee: Internal Central Services**

**Committee Meeting Date:** August 5, 2025

**Work Session Date:** August 12, 2025

**Board Meeting Date:** August 12, 2025

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**Consent Agenda:** ☐ Yes ☐ No

**Resolution:** ☐ Yes ☐ No

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**Policy Committee Recommendation:**

N/A

**Recommendation:**

Approve software agreement to begin implementation process

**Background (*Including Budget Impact*):**

GovAP is an electronic Accounts Payable Software offered by RTVision that integrates with IFS, our accounts payable and accounts receivable financial system. Invoices are submitted through this software system then routed to departments for coding and final approval. By implementing this software, we will gain efficiencies to our accounts payable processes, increase our internal controls over approval processes-because it will be automated, and reduce the overall expense of processing invoices due to the number of times invoices are physically handled and reducing printing expenses. This will also streamline the entire process for our vendors.

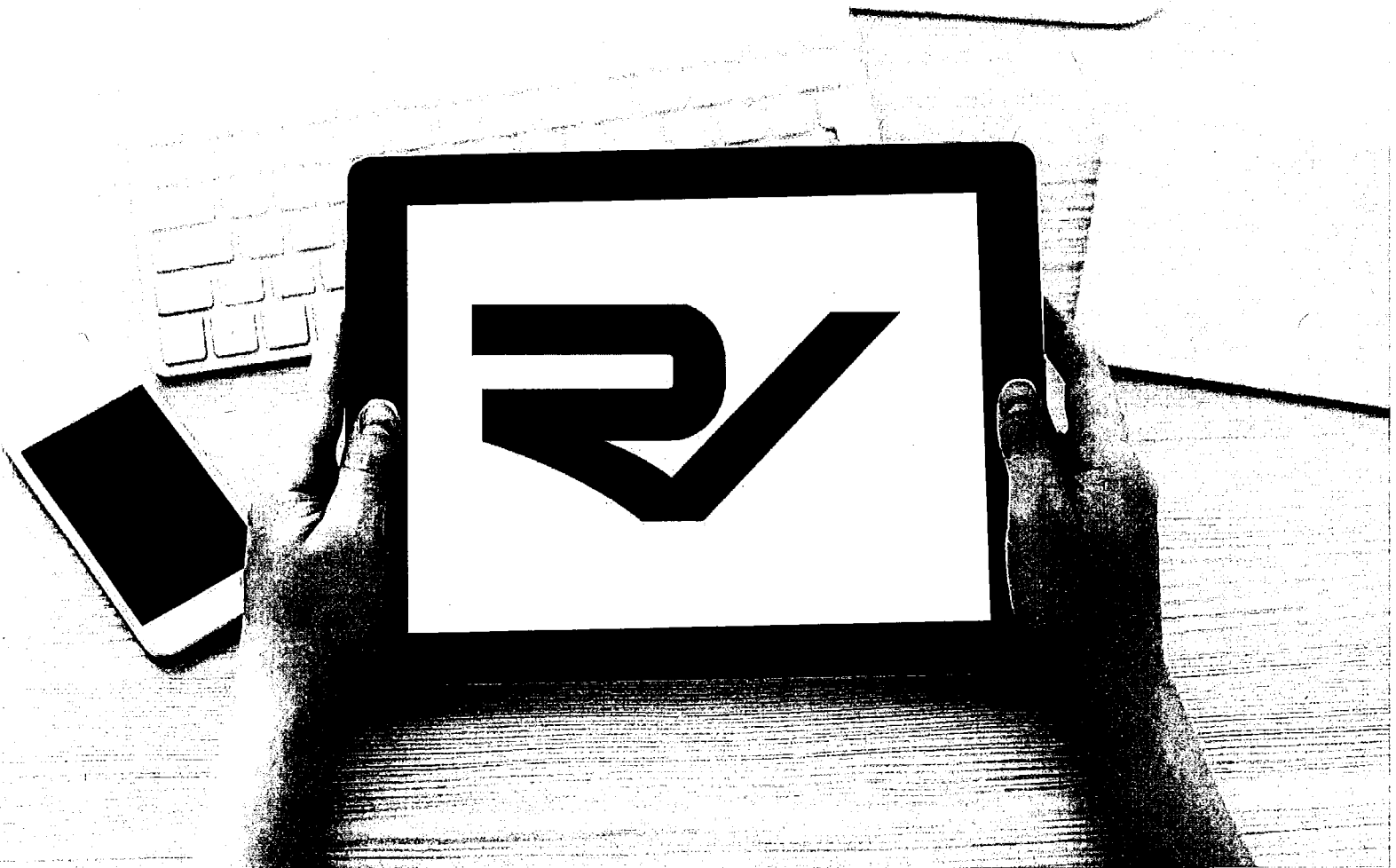
The cost of the software is \$12,500 annually, plus a \$2500 one-time implementation fee.

**Attachments:**

RTVision GovAP Agreement



**RTVision – Connecting people through  
information, integration, and innovation.**





## SOFTWARE AS A SERVICE AGREEMENT

**THIS AGREEMENT** (“Agreement”), dated as of \_\_\_\_\_, 20\_\_, is by and between RTVision, Inc., a Minnesota corporation (“Vendor”) and Minnesota Counties Computer Cooperative (“MnCCC” or “Customer”).

Whereas, Vendor has developed certain e-Invoicing software applications and platforms which it makes available to subscribers via a hosted or on-premise, internet-based service delivery method (the “Service”).

Whereas, Minnesota Counties Computer Cooperative (“MnCCC”) has negotiated with Vendor to set forth in this Agreement the terms and conditions governing Customer’s use of the Service according to MnCCC’s standards with respect to security and performance.

Whereas, the Customer wishes to license the Service for use by its participating members and other authorized end users in their internal business operations.

Whereas, Vendor has agreed to provide, and the Customer has agreed to utilize and pay for, the Service subject to the terms and conditions of this Agreement.

- **Definitions**

- a. “Authorized user” means the rights granted by RTVision to Customer to use, access, display, and/or otherwise interact with the Services.
- b. “AWS” means Amazon Web Services, the third-party vendor utilized in cloud hosting services.
- c. “Customer data” includes, but is not limited to, any data the customer enters, and stores while utilizing the service.
- d. “Hosted” means the software is installed and accessed via the internet, and the infrastructure is managed and maintained by RTVision off-premise from Customer.
- e. “Implementation fee” means the initial, one-time fee associated with installing, training, and setting up the software.
- f. “Initial term” means the length of time of the first contract term.
- g. “On-premise” means the software is installed locally at Customer’s location, and the infrastructure is managed and maintained by Customer.
- h. “Order form” means the form in which MnCCC customers must utilize to purchase the Service.
- i. “Pricing tier” means the tier in which the customer subscribes, which determines the ongoing annual subscription fee.
- j. “Renewal fees” means the fees associated with utilizing the service, after the initial term has concluded.
- k. “Scheduled downtime” means downtime associated with planned maintenance, as communicated in advance of any said downtime.
- l. “Service” means the GovAP service to which can be subscribed to under this agreement.
- m. “SLA” means Service Level Agreement, representing commitments RTVision makes with regard to the Service.
- n. “Subscription fee” means the annual fee paid for ongoing use of the Service.

o. "Subscription term" means the period of time in which the subscription fee covers.

## 1. User Subscriptions

(a) **Grant.** Upon the purchase of a User Subscription, Vendor hereby grants to the Customer a non-exclusive, non-transferable, sub-licensable right to permit its participating member and other end user sublicensee who may be determined and modified by Customer from time to time (the "Authorized Users") to use the Service during the Term (defined below) solely for their specified business operations. The Customer shall use commercially reasonable efforts to prevent any unauthorized access to, or use of, the Service by any sublicensee who discontinues the Service during the Term or any other third party, and in the event of any such unauthorized access or use, promptly notify Vendor. The Customer acknowledges and agrees that Vendor and/or its licensors own all intellectual property rights in the Service. Except as expressly stated herein, this Agreement does not grant the Customer any rights to, or in, patents, copyrights, database rights, trade secrets, trade names, trademarks (whether registered or unregistered), or any other rights or licences in respect of the Service. Vendor represents and warrants that the Service and all software and other resources have been professionally designed; shall be maintained at all times to meet or exceed national information technology standards and perform in accordance with all specifications and performance criteria.

(b) **Intellectual Property.** The Customer acknowledges and agrees that Vendor and/or its licensors own all Intellectual Property Rights in the Service, and have the unrestricted ability to grant the licenses and other rights necessary to perform the Services without exposing Customer and/or Authorized Users to any third-party claims. As used herein, "Intellectual Property Rights" means any and all registered and unregistered rights granted, applied for or otherwise now or hereafter in existence under or related to any patent, copyright, trademark, trade secret, database protection or other intellectual property rights laws, and all similar or equivalent rights or forms of protection, in any part of the world. Except as expressly provided in this Agreement, nothing herein grants to the Customer any rights to, or in, any Intellectual Property Rights of Vendor or its licensors.

## 2. Services

Subject to, and conditioned upon the Customer's timely payment of the Subscription Fees as described in Section 4, Vendor shall, during the Term, provide the Service to the Customer on and subject to the terms of this Agreement. Vendor reserves the right, in its sole discretion, to make any non-material enhancements or additions to the Service that it deems necessary or useful to comply with applicable law or to maintain or enhance the quality or delivery of its services to its customers or the Service's cost efficiency or performance, and in all cases in, a manner that does not diminish the contracted Services, or disrupt provision of the Services to be provided under this Agreement.

If the Customer subscribes for the Service on the hosted model, Vendor shall use commercially reasonable efforts to make the Service available 24 hours a day, seven days a week, at least 99% of the time as measured over the course of each calendar month during the Term, except for occasional, minimal: (i) scheduled downtime that is conducted during overnight or weekend non-business hours, (ii) temporary, isolated Service downtime or degradation due to circumstances beyond Vendor's reasonable control, including Customer's or any Authorized User's misuse of the Service or use of materials and information, in any form or medium, including any software, documents, data, content, specifications, products, equipment or components of or relating to the Service that are not proprietary to Vendor, and (iii) any suspension or termination of Customer's or any Authorized Users' access to or use of the Service as permitted by this Agreement. Vendor shall maintain its maximum 1% downtime service obligation in part by coordinating and managing the services of one or more third parties it uses to host its web-based servers, applications and data, and that availability of the Service is dependent on such management and on contracted performance of such third parties of their respective hosting obligations. Vendor will use commercially

reasonable efforts to give the Customer at least 24 hours' prior notice of all scheduled downtime. Customer shall also receive a 25% credit of applicable Service/subscription fees for any month during which the maximum 1% downtime warranty is exceeded. Such amounts shall be automatically credited not later than the second business day of any month following the month in which the 1% downtime limit has been exceeded.

At no additional cost to the Customer, provide Vendor's standard customer support services to Customer and Authorized Users during normal business hours in accordance with Vendor's Support Services Policy in effect at the time that such services are provided, or in accordance with any amended Support Services Policy that Vendor may adopt in its sole and absolute discretion from time to time, provided that any replacement Policy provides comparable or superior support services. Support services are available via telephone, e-mail and virtually through remote system access. Vendor services include periodic updates that include bug fixes, system enhancements, system-wide improvements and features. Vendor will notify the Customer of any Service upgrades. From time to time, new versions of operating software, network software, database managers, internet browsers, etc. are released. Vendor will ensure the Service continues to work with the latest releases at no additional charge to Customer. The Customer shall be solely responsible for procuring and maintaining applicable Authorized User network connections and telecommunications links from its systems to Vendor's data centers, and all problems, conditions, delays, delivery failures and all other loss or damage arising from or relating to the network connections or telecommunications links or caused by the internet. The Customer also acknowledges that the Service may enable or assist it to access the website content of, correspond with, and purchase products and services from, third parties via third-party websites not managed or contracted with Vendor and that the Customer enters into its own contracts with third-party vendors solely at its own risk. Vendor makes no representation or commitment and shall have no liability or obligation whatsoever in relation to the content or use of, or correspondence with, any such third-party website, or any transactions completed, and any contract entered into by the Customer, directly with any such third party.

Notwithstanding any other provision of this Agreement to the contrary, Vendor may suspend, terminate or otherwise deny Customer's, any Authorized User's or any other person's access to or use of all or any part of the Service, without incurring any resulting obligation or liability, if: (i) Vendor receives a judicial or other governmental demand or order, subpoena or law enforcement request that expressly or by reasonable implication requires Vendor to do so; and/or that authorizes the Vendor to do so based on a finding by the judicial or governmental authority that: (a) the Customer or any Authorized User has failed to comply with, any term of this Agreement, or accessed or used the Service beyond the scope of the rights granted or for a purpose not authorized under this Agreement or in any manner that does not comply with any instruction or requirement of the Specifications; (b) the Customer or any Authorized User is, has been, or is likely to be involved in any fraudulent, misleading or unlawful activities relating to or in connection with any of the Services; (ii) the parties reach agreement to do so under the dispute resolution procedures identified in Section 9; or (iii) the Term expires or this Agreement is terminated. This paragraph does not limit any of Vendor's other financial rights or remedies to collect amounts due or to enforce its rights, whether at law, in equity or under this Agreement, but shall prohibit all other suspension or termination of Services under this Agreement.

### **3. Database Management; Information Security; Restrictions**

The Customer and its Authorized Users shall own all rights, title and interest in and to all information, data and other content, in any form or medium, that is collected, downloaded or otherwise received, directly or indirectly, from Customer or an Authorized User by or through the Service ("Customer Data").

**(a) Database management.**

- (1) Vendor is obliged to ensure that any of its personnel who provide professional services on Customer's or any Authorized User's premises, shall observe MnCCC's and applicable Authorized Users' security procedures and internal rules as well as applicable state and federal rules or laws. MnCCC will periodically advise Vendor about these procedures and rules. MnCCC is entitled to require certificates of good conduct to be produced in respect of Vendor personnel, at least three days before they start any on-premises work.
- (2) Vendor shall carry out and report the results of periodic security checks on Vendor's current or proposed personnel performing the Services, in accordance with the rules usually applied by MnCCC or its Authorized Users, as well as any state or federal rules or laws, including but not limited to CJIS backgrounds. Customer is entitled to refuse to allow any person whose background is unsatisfactory to MnCCC or its Authorized Users to perform the Services.
- (3) Vendor will monitor and adopt, upgrade and maintain commercially reasonable, industry standard or better policies and procedures for remote access, systems, mobile devices and other network security practices, designed to monitor and minimize Vendor and third-party security risks, including such restrictions that will prevent or limit the use, storage or remote access to Customer Data. Vendor shall also adhere to all MnCCC remote access, security, mobile device or similar policies and other requirements. Vendor is also required to agree to and abide by Customer's remote access, security and other requirements necessary to gain access to Customer/Authorized User systems and/or networks. Except with the prior written consent of Customer, no Customer Data will be copied onto portable storage devices and/or taken off premises.
- (4) Vendor agrees to implement and use management and maintenance applications and tools, appropriate fraud prevention and detection, and data confidentiality/protection/encryption technologies for endpoints, servers and mobile devices, including mechanisms to identify vulnerabilities and apply security patches. Vendor shall prepare and deliver a report to MnCCC every six months during the term of this Agreement to identify its then-current policies and practices in compliance with the requirements of Subsections 3. a (4-6).
- (5) Vendor agrees to implement and abide by state and federal guidelines for accessibility. Vendor must demonstrate what Vendor is doing to be accessible and/or how it has met and is continuing to meet the requirements as listed in MnCCC's Accessibility Policy.
- (6) Vendor shall establish and maintain a continuous security program as part of the Services. The security program must enable an auditing organization (or its selected third party) to:

  - a. Define the scope and boundaries, policies, and organizational structure of an information security management system;
  - b. Conduct periodic risk assessments to identify the specific threats to and vulnerabilities of Vendor due to the Services, subject to the terms, conditions and procedures;
  - c. Implement appropriate mitigating controls and training programs, and manage resources; and
  - d. Monitor and test the security program to ensure its effectiveness. Vendor shall review and adjust the security program in light of any assessed risks.
- (7) Physical Access Controls:

- a. Vendor agrees to restrict physical access to the system(s) containing Customer Data to authorized personnel with appropriate clearances and access authorizations.
  - b. Vendor shall enforce physical access authorizations for all physical access points to the facility where information system resides that contains Customer Data;
  - c. Vendor shall verify individual access authorizations before granting access to the facility containing the information system(s) with Customer Data;
  - d. Vendor shall control entry to the facility containing the information system that contains Customer Data using physical access devices and/or guards; and
  - e. Vendor shall change combinations and keys when keys are lost, combinations are compromised, or individuals are transferred or terminated.
  - f. MnCCC and Vendor shall collaborate on security monitoring and incident response, define points of contact on both sides, establish monitoring and response procedures, set escalation thresholds, and conduct training. Vendor shall, at the request of MnCCC or, in the absence of any request from MnCCC, at least quarterly, provide MnCCC with a report of the incidents that it has identified and taken measures to resolve.
  - g. All Vendor facilities for the maintenance and processing of Customer Data (and backup Customer Data) shall be located within the United States.
- (8) Disclosure of Security Breach: Without limitation on any other provision of this Agreement regarding information security or security breaches, Vendor shall provide notice to Customer as soon as possible following Vendor or Customer/Authorized User's discovery or reasonable belief that there has been unauthorized exposure, access, disclosure, compromise, or loss of sensitive or Customer Data or other confidential information ("Security Incident").
- a. As soon as is possible, but in all cases within twenty-four (24) hours of the discovery or reasonable belief of a Security Incident, Vendor shall provide a written report to Customer detailing the circumstances of the incident, which includes at a minimum: (i) a description of the nature of the Security Incident; (ii) the type of Customer information involved; (iii) who may have obtained the information; (iv) what steps Vendor has taken or shall take to investigate the Security Incident; (v) what steps Vendor has taken or shall take to mitigate any negative effect of the Security Incident; and (vi) a point of contact for additional information.
  - b. Each day thereafter until the investigation is complete, Vendor shall provide Customer with a written report regarding the status of the investigation and the following additional information as it becomes available: (i) who is known or suspected to have gained unauthorized access to protected Customer Data; (ii) whether there is any knowledge if Customer Data has been abused or compromised; (iii) what additional steps Vendor has taken or shall take to investigate the Security Incident; (iv) what steps Vendor has taken or shall take to mitigate any negative effect of the Security Incident; and (v) what corrective action Vendor has taken or shall take to prevent future similar unauthorized use or disclosure.
  - c. Vendor shall confer and collaborate with Customer regarding the proper course of the investigation and risk mitigation. Customer reserves the right to conduct an independent investigation of any Security Incident, and should Customer choose to do so, Vendor shall

cooperate fully by making resources, personnel, and systems access available to Customer and Customer's authorized representative(s) or security vendor.

- d. Subject to Customer's review and approval, Vendor shall, at its own cost, provide notice that satisfies the requirements of applicable law to individuals whose personal, confidential, or privileged data were compromised or likely compromised as a result of the Security Incident.

**(b) Ownership and use of data.** The Vendor shall have no responsibility for the legality, reliability, integrity, accuracy and quality of the Customer Data. The Customer hereby irrevocably grants access rights in or relating to Customer Data: (i) to Vendor, its subcontractors and employees for use in accordance with this Agreement; and (ii) to Vendor as are necessary or useful to enforce this Agreement and exercise its rights and perform its obligations hereunder. Vendor will run nightly backups of all data, including nightly incremental, and monthly backup rotation. The foregoing does not replace the need for the Customer to maintain regular data backups or redundant data archives. EXCEPT FOR WILLFUL OR GROSSLY NEGLIGENT ACTS OR OMISSIONS AND/OR PROCEEDS AVAILABLE UNDER THE INSURANCE COVERAGE OBTAINED AND MAINTAINED AS PROVIDED UNDER SECTION 8 OF THIS AGREEMENT, VENDOR HAS NO OBLIGATION OR LIABILITY FOR ANY LOSS, ALTERATION, DESTRUCTION, DAMAGE, CORRUPTION OR RECOVERY OF CUSTOMER DATA. In the event of any loss or damage to Customer Data subject to the foregoing limited express warranty, the Customer's sole and exclusive remedy shall be for Vendor to use commercially reasonable efforts to restore the lost or damaged Customer Data from the latest back-up of such Customer Data maintained by Vendor in accordance with its archiving procedures. Vendor shall not be responsible for any loss, destruction, alteration or disclosure of Customer Data caused by any third party (except those third parties sub-contracted by Vendor to perform services related to Customer Data maintenance and back-up).

**(c) Authorization limitations and restrictions.** The Customer shall not, and shall not permit any Authorized User or other person to, access or use the Service except as expressly permitted by this Agreement. For purposes of clarity and without limiting the generality of the foregoing, the Customer shall not, except as this Agreement expressly permits: (i) copy, modify or create derivative works or improvements of the Service; (ii) rent, lease, lend, sell, sublicense, assign, distribute, publish, transfer or otherwise make available the Service to any person, including on or in connection with the internet or any time-sharing, service bureau, software as a service, cloud or other technology or service, except for Authorized Users; (iii) reverse engineer, disassemble, decompile, decode, adapt or otherwise attempt to derive or gain access to the source code of the Service, in whole or in part; (iv) bypass or breach any security device or protection used by the Service or access or use the Service other than by an Authorized User through the use of then-valid access credentials; (v) input, upload, transmit or otherwise provide to or through the Service any information or materials that are unlawful or injurious, or contain, transmit or activate any harmful code; (vi) damage, destroy, disrupt, disable, impair, interfere with or otherwise impede or harm in any manner the Service, in whole or in part; or (vii) access or use the Service for purposes of competitive analysis of the Service, the development or provision of a competing software service or product or any other purpose that is to Vendor's material detriment or commercial disadvantage. If the Customer becomes aware of any actual or threatened activity prohibited by this Section, the Customer shall, and shall cause its Authorized Users to, immediately: (a) take all reasonable and lawful measures within their respective control that are necessary to stop the activity or threatened activity and to mitigate its effects (including, where applicable, by discontinuing and preventing any unauthorized access to the Service and permanently erasing from their systems and destroying any data to which any of them have gained unauthorized access); and (b) notify Vendor of any such actual or threatened activity.

(d) **Prohibited data.** The Customer hereby acknowledges that the Service is not designed with security and access management for processing the following categories of information: (i) data that is classified and or used on the U.S. Munitions list, including software and technical data; (ii) articles, services and related technical data designated as defence articles or defence services; and (iii) ITAR (International Traffic in Arms Regulations) related data (each of the foregoing, “**Prohibited Data**”). The Customer shall not, and shall not permit any Authorized User or other person to, provide any Prohibited Data to, or process any Prohibited Data through, the Service. The Customer is solely responsible for reviewing all Customer Data and shall ensure that no Customer Data constitutes or contains any Prohibited Data. Notwithstanding the foregoing, Customer and Authorized Users are permitted to use and process on an internal, confidential basis, Customer Data information that, individually or in combination, does or can identify a specific individual or by or from which a specific individual may be identified, contacted or located, including without limitation all “non-public personal information” as defined under the Gramm-Leach-Bliley Act and all rules and regulations issued thereunder;

(e) **System Control.** The Customer/Authorized User has and will retain sole control over the operation, maintenance and management of, and all access to and use of, their respective information technology infrastructure, including computers, software, hardware, databases, electronic systems (including database management systems) and networks, whether operated directly by Customer/Authorized User or through the use of third-party services (the “Customer Systems”), and sole responsibility for all access to and use of the Service by any person by or through the Customer Systems or any other means controlled by Customer or any Authorized User, including any: (i) information, instructions or materials provided by any of them to the Service or Vendor; (ii) results obtained from any use of the Service; and (iii) conclusions, decisions or actions based on such use. The Customer shall employ all physical, administrative and technical controls, screening and security procedures and other safeguards necessary to: (a) securely administer the distribution and use of all access credentials and protect against any unauthorized access to or use of the Service; and (b) control the content and use of Customer Data, including the uploading or other provision of Customer Data.

(f) **Government Data Practices Act Compliance.** All data collected, created, received, maintained, disseminated or used in software designed for MnCCC and its members subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, and any other applicable state statutes and rules adopted to implement the Act as well as other applicable state and federal laws, including those on data privacy. Vendor agrees to abide and perform all Services as required by these statutes, rules and regulations currently in effect and as they may be amended, and to modify any Services or systems as may be necessary to maintain compliance with the Act and other applicable laws. Vendor designates Melissa Scherer as its “reasonable authority” pursuant to the Minnesota Government Data Practices Act for purposes of this Agreement, the individual responsible for the collection, reception, maintenance, dissemination, and use of any data on individuals and other government data including summary data. Any replacement of Vendor’s responsible authority will be effective on MnCCC’s receipt of Vendor’s written notice thereof.

(g) **Virus, Malware, Unapproved, and/or Unauthorized Code.**

- (1) Vendor warrants and represents that any data, programs, hardware or firmware provided, or sourced, by Vendor to MnCCC shall be free, at the time of shipment, of any computer Virus, Malware, Unapproved and/or Unauthorized Code, and that Vendor shall monitor and take appropriate actions to prevent or minimize. “Virus, Malware, Unapproved and/or Unauthorized Code” means any harmful or hidden programs or data incorporated therein with malicious or mischievous intent, including any code, program or device that would shut off or otherwise prohibit

or impede unrestricted access and use by Customer. This would also include, but not be limited to, the entering of any illegal, Virus, Malware, Unapproved and/or any Unauthorized code containing or triggering any copyright, mentally disturbing, vulgar, adult or porn type virus, malware, trojans, bugs, tracking or reporting code or device, politically motivated, or other harmful or unwanted data into systems and/or networks of Customer.

- (2) All losses, damages, judgments, settlements, reasonable attorney's fees, costs and expenses incurred by Customer as a result of any Virus, Malware, Unapproved and/or Unauthorized Code introduced by Vendor shall be subject to the indemnification provisions set forth in Section 6(c). In addition, Vendor shall, at its option, promptly replace all system(s) which cannot be corrected or cured within a reasonable period of time or shall immediately reestablish the affected system(s) to be functionally equivalent to that which existed prior to the introduction of the Virus, Malware, Unapproved and/or Unauthorized Code. Vendor shall also be liable for all costs associated with correcting the issue, including but not limited to reasonable attorney fees and reimbursement to members for time and expenses.

#### **4. Charges and Payment**

The Customer shall pay the Subscription Fees to Vendor for the User Subscriptions, in full, without setoff, deduction, counterclaim or withholding for any reason (default inclusions are shown below under "Attachment A"). If Vendor has not received payment within 60 days after the due date, and without prejudice to any other rights and remedies of Vendor, Vendor may, without liability to the Customer, disable the Customer's password, account and access to all or part of the Service and Vendor shall be under no obligation to provide any or all of the Service while the invoice(s) concerned remain unpaid; and interest shall accrue on such due amounts at an annual rate equal to 18% per annum or the highest amount permitted under applicable law, whichever is less, commencing on the due date and continuing until fully paid, whether before or after judgment. Vendor shall be entitled to increase the Subscription Fees, and/or the fees payable at the start of each Renewal Period upon 60 days' prior notice to the Customer. Vendor shall provide Customer with monthly disk storage reports on or before the second business day of each month, and will include written notification in any month where Customer's storage use is at or above its monthly disk space allowance. If, at any time during the term of the agreement, the Customer exceeds 150% of the agreed-upon disk storage space allowance for to its anticipated use levels, the Vendor shall charge the Customer, and the Customer shall pay, the Vendor's excess data storage fees as identified on Attachment A to this Agreement.

#### **5. Confidentiality**

In order to perform its obligations under this Agreement, each party may be given access to Confidential Information from the other party, or in the case of Vendor, Confidential Information disclosed by Authorized Users using the Services. Confidential Information disclosed hereunder shall not be deemed to include information that is or becomes publicly known other than through any act or omission of the recipient; was in the recipient's lawful possession before the disclosure; is lawfully disclosed to the recipient by a third party without restriction on disclosure; is independently developed by the recipient, which independent development can be shown by written evidence; or is required to be disclosed by law, by any court of competent jurisdiction or by any regulatory or administrative body. In the case of any compelled disclosure by any court of competent jurisdiction or by any regulatory or administrative body then, to the extent permitted by applicable law, the recipient shall: (i) promptly, and prior to such disclosure, notify the discloser in writing of such requirement so that the discloser can seek a protective order or other remedy, and (ii) provide reasonable assistance to the discloser, at the discloser's sole cost and expense, in opposing such disclosure or seeking a protective order or other limitations on disclosure. Each

recipient shall hold the discloser's Confidential Information in confidence and, unless required by law, not make such Confidential Information available to any third party, use such Confidential Information for any purpose other than the performance of the party's obligations and exercise of its rights under this Agreement, or disclose such Confidential Information to employees and/or representatives other than Authorized Users and those having a need to know such Confidential Information for purposes of exercising its rights under this Agreement. Vendor agrees to ensure confidentiality of all services and work product performed and provided pursuant to this Agreement, including source code development and all documentation or other deliverable information pertaining to the system design. Vendor agrees to protect the security of and to keep confidential all procedures and software created pursuant to this Agreement, or modifications made to existing software to meet the specifications herein and all other data and information received or produced under the provisions of this Agreement, and shall not disclose them or make any outside use of such data and information. Vendor also agrees that it shall not disclose to any third party not providing services under this Agreement any information identifying, characterizing, or relating to any risk, threat, vulnerability, weakness or problem regarding data security in users' computer systems, or to any safeguard, countermeasure, contingency plan, policy or procedure for data security contemplated or implemented by Customer or its Authorized Users without such discloser's prior express written authorization. Each party shall take all reasonable steps to ensure that the other's Confidential Information to which it has access is not disclosed or distributed by its employees or agents in violation of the terms of this Agreement. The Customer acknowledges that details of the Service, and the results of any performance tests of the Service, constitute Vendor's Confidential Information. Vendor acknowledges that the Customer Data is the Confidential Information of the Customer. This clause shall survive termination of this Agreement, however arising.

## **6. Limitations; Indemnification**

### **(a) Subcontracts.**

- (1)** Vendor shall not enter into any subcontract, or issue any purchase order for the completed work, or any substantial part of the work, unless in each instance, prior written approval shall have been given by Customer, and Vendor complies with the requirements and procedures identified in this Section. Failure to comply with this requirement may result in breach or termination of the subcontract. Vendor shall be fully responsible to Customer for acts and omissions of Vendor's subcontractors and all persons, either directly or indirectly employed by them, and shall agree in writing with Vendor to accept and perform all services in the manner required or otherwise specified under the terms of this Agreement.
- (2)** On the terms and conditions set forth herein, Vendor may engage subcontractors during the term hereof to perform information technology time and materials project Services for this Agreement, and each approved subcontractor hereby accepts such engagement. Subcontractor agrees to use its best efforts, at a level consistent with or superior to Vendor's experience and expertise in the IT industry, in the performance of the Services called for hereunder. Upon selection by Vendor, in its sole discretion, of any one or more subcontractor employees, Vendor shall provide required information for each subcontractor to Customer, including in all cases the following:
  - a. The name(s) of the subcontractor employee(s) needed by Vendor (each, an "Assigned Employee");
  - b. The name and location for which the Assigned Employee shall work;
  - c. The description of skills required;

- d. The nature of the work to be performed by each Assigned Employee;
  - e. The time period for which Vendor will utilize each Assigned Employee;
  - f. The hourly fee or other basis of compensation by Vendor to the subcontractor; and
  - g. Such other information as may be reasonably requested.
- 3) If a subcontractor employee begins work for Vendor, and Customer determines after the first review of the subcontracted work that any Assigned Employee does not have the skills or capabilities necessary to complete the job as requested in the original requisition, or is otherwise unsuitable to Customer, Customer may request that the resources be replaced immediately, and Vendor shall also require that the subcontractor's replacement Assigned Employee replaced during such first review be provided at no charge for the first 5 business days of work after replacement, and will make any other equitable adjustments or accommodations resulting from the original performance, any rework or other damages resulting therefrom. This equitable adjustment principle shall also apply to any and all hardware or firmware supplied or sourced through Vendor, as well as any subsequent replacement requests by Customer.
- (4) Vendor shall remain fully responsible and solely liable for the performance of and payment obligations for all subcontractors, and shall compensate said subcontractors in compliance with the requirements of Minnesota Statutes, Section 471.425.

**(b) No implied warranties.** EXCEPT AS EXPRESSLY AND SPECIFICALLY PROVIDED IN THIS AGREEMENT, VENDOR HEREBY DISCLAIMS ALL IMPLIED, STATUTORY OR OTHER WARRANTIES, AND VENDOR SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT, AND ALL IMPLIED WARRANTIES ARISING FROM COURSE OF DEALING, USAGE OR TRADE PRACTICE. WITHOUT LIMITING THE FOREGOING, VENDOR MAKES NO IMPLIED WARRANTY THAT THE SERVICES, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CUSTOMER'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM OR OTHER SERVICES, OR BE SECURE AND ACCURATE. VENDOR SHALL HAVE NO LIABILITY IN THE EVENT AND TO THE EXTENT ANY DAMAGE IS CAUSED BY ERRORS OR OMISSIONS IN ANY INFORMATION, INSTRUCTIONS OR SCRIPTS PROVIDED TO VENDOR BY THE CUSTOMER IN CONNECTION WITH THE SERVICE, OR ANY ACTIONS TAKEN BY VENDOR AT THE CUSTOMER'S DIRECTION AND FOLLOWING VENDOR'S DISCLOSURE OF POTENTIAL RISKS AND AVAILABLE ALTERNATIVES.

**(c) Indemnification.**

- (1) Any and all claims that arise or may arise against Vendor, its agents, servants or employees as a consequence of any act or omission on the part of Vendor or its agents, servants, or employees while engaged in providing Services or other performance of this Agreement shall in no way be the liability, obligation or responsibility of Customer or its Authorized Users. Vendor shall indemnify, defend and hold harmless Customer, Authorized Users and their respective agents, officers, employees and other representatives against any and all liability, loss, costs, damages, expenses, claims or actions, including reasonable attorney's fees arising out of or by reason of a material breach of the warranties set forth in paragraph (2) below or otherwise in this Agreement, or for any act or omission of Vendor, its agents, servants or employees, in the execution, performance, or

failure to adequately perform Vendor's obligations pursuant to this Agreement; provided, however, that in no event shall Vendor's liability hereunder exceed the sum of: (a) the highest revenues received by Vendor or otherwise calculable and payable by Customer for any 24 month period during the Term, and (b) amounts payable under the policies of insurance required to be maintained in accordance with the insurance requirements set forth in Section 8. For the avoidance of doubt, there shall be no limit or ceiling under this subsection (b) in the event that Vendor fails to obtain or maintain any required insurance coverage hereunder.

- (2) Vendor warrants and represents that any data or programs provided to Customer shall be original, copyrightable works of authorship created by Vendor and its employees, and shall be free, at the time of shipment, of any computer virus, malware or other unauthorized code. As used herein, "Virus, malware or other unauthorized code" shall be defined as any harmful or hidden programs or data incorporated therein with malicious or mischievous intent. Vendor also warrants that, in addition to the warranties identified in Section 3.g above, that it will review and maintain the Services at all times using industry standard or superior procedures and resources to prevent or minimize the risks that any Virus, malware or other unauthorized code can prevent, disrupt or otherwise adversely affect provision of the Services or Vendor's other duties or obligations under this Agreement.
- (3) In case any claim is made as to which Customer may be entitled to seek indemnity under this Agreement, including, but not limited to any third-party claims, Customer shall first give Vendor timely notice of such claim and the opportunity to defend or compromise such claim. Such notice shall be given in writing, and shall describe the claim or claims involved and Vendor shall have 10 days to elect in writing whether or not to assume the defense of such claim. If Vendor elects to defend such claim, it may use such counsel as it so chooses, and Customer shall have no duty to participate in such defense other than to make the services of its directors, officers and employees available for the purpose of supplying information, records and testimony. However, Vendor will be responsible for reimbursing the other party's reasonable out-of-pocket expenses incurred. Where Vendor has elected to defend any such claim, it will be solely liable for all fees and costs of defense counsel for such claims. Vendor will not be liable for any settlement of any claim described above which settlement is affected without its prior written consent, which consent will not be unreasonably withheld.

(d) **Limitation of liability.** EXCEPT AS EXPRESSLY AND SPECIFICALLY PROVIDED IN THIS AGREEMENT, THE CUSTOMER ASSUMES SOLE RESPONSIBILITY FOR RESULTS OBTAINED FROM THE USE OF THE SERVICE BY THE CUSTOMER, AND FOR CONCLUSIONS DRAWN FROM SUCH USE. VENDOR SHALL NOT BE LIABLE WHETHER IN TORT (INCLUDING FOR NEGLIGENCE OR BREACH OF STATUTORY DUTY), STRICT LIABILITY, CONTRACT, MISREPRESENTATION, RESTITUTION OR OTHERWISE FOR ANY LOSS OF PROFITS, LOSS OF BUSINESS, DEPLETION OF GOODWILL AND/OR SIMILAR LOSSES OR LOSS OR CORRUPTION OF DATA OR INFORMATION, OR PURE ECONOMIC LOSS, OR FOR ANY SPECIAL, INDIRECT, PUNITIVE, EXEMPLARY OR CONSEQUENTIAL LOSS, COSTS, DAMAGES, CHARGES OR EXPENSES HOWEVER ARISING UNDER THIS AGREEMENT, REGARDLESS OF WHETHER CUSTOMER WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE. VENDOR'S TOTAL AGGREGATE LIABILITY IN CONTRACT, TORT (INCLUDING

NEGLIGENCE OR BREACH OF STATUTORY DUTY), MISREPRESENTATION, RESTITUTION OR OTHERWISE, ARISING IN CONNECTION WITH THE PERFORMANCE OR CONTEMPLATED PERFORMANCE OF THIS AGREEMENT SHALL BE LIMITED AS PROVIDED IN SECTION 6(C)(1.) ABOVE. VENDOR SHALL HAVE NO LIABILITY TO THE CUSTOMER UNDER THIS AGREEMENT IF IT IS TEMPORARILY PREVENTED FROM OR DELAYED IN PERFORMING ITS OBLIGATIONS UNDER THIS AGREEMENT, OR FROM CARRYING ON ITS BUSINESS, BY ACTS, EVENTS, OMISSIONS OR ACCIDENTS BEYOND ITS REASONABLE CONTROL, INCLUDING, WITHOUT LIMITATION, STRIKES, LOCK-OUTS OR OTHER INDUSTRIAL DISPUTES (WHETHER INVOLVING THE WORKFORCE OF VENDOR OR ANY OTHER PARTY), FAILURE OF A UTILITY SERVICE OR TRANSPORT OR TELECOMMUNICATIONS NETWORK, ACT OF GOD, WAR, RIOT, CIVIL COMMOTION, MALICIOUS DAMAGE, COMPLIANCE WITH ANY LAW OR GOVERNMENTAL ORDER, RULE, REGULATION OR DIRECTION, ACCIDENT, BREAKDOWN OF PLANT OR MACHINERY, FIRE, FLOOD, STORM OR DEFAULT OF VENDOR OR SUB-CONTRACTORS, PROVIDED THAT THE CUSTOMER IS NOTIFIED OF SUCH AN EVENT AND ITS EXPECTED DURATION AND VENDOR TAKES ALL COMMERCIALY REASONABLE ACTIONS DURING THE EXISTENCE OF SUCH TEMPORARY CONDITIONS TO INVESTIGATE AND PROVIDE ALTERNATIVE RESOURCES TO PERFORM AS REQUIRED HEREUNDER DURING THE PENDENCY OF ANY TEMPORARY CONDITIONS.

CUSTOMER'S AGGREGATE LIABILITY UNDER THIS AGREEMENT SHALL IN NO EVENT EXCEED THE SUM OF: (A) SUBSCRIPTION FEES AND OTHER CHARGES FOR SERVICES DUE UNDER THIS AGREEMENT; AND (B) \$10,000.

(e) **Right of First Refusal.** Vendor shall provide Customer with at least 90 days' prior written notice of any potential sale, assignment or other transfer of the Service or of any software or other products utilized to provide the Service, and shall give Customer the right of first refusal to match the substantive economic terms of such offer. Any exercise of this right shall be given by written notice, and the sale completed in a timely manner and within a 60-day period following expiration of the notice period. Subject to the transfer of all rights and obligations associated with this Agreement, Vendor shall be free to sell and transfer the Service (and/or software or other products) to any third party on expiration of the time periods identified herein.

## **7. Term and Termination**

(a) **Term and Renewal.** This Agreement shall, unless otherwise terminated as provided in this clause, commence on the Effective Date and shall continue for a period of 36 months (the "Initial Subscription Term") and, thereafter, this Agreement shall be automatically renewed for up to five successive periods of 12 months (each a "Renewal Period"; the Initial Subscription Term together with any Renewal Period(s) are sometimes herein referred to as the "Term"), unless the party desiring to terminate the Agreement gives written notice of such intent to terminate at least 180 days (or for notices given by Vendor, at least 360 days) before the end of the Initial Subscription Term or any Renewal Period, in which case this Agreement shall terminate upon the expiration of the applicable Initial Subscription Term or Renewal Period; or otherwise terminated in accordance with the provisions of this Agreement.

(b) **Early Termination.** Without prejudice to any other rights or remedies to which the parties may be entitled, either party may terminate this Agreement without liability to the other if the other party commits a material breach of any of the terms of this Agreement, including the non-payment of fees due hereunder and (if such a breach is remediable) fails to remedy that breach within 30 days of that party being notified in writing of the breach. In addition, either party may terminate this Agreement, effective immediately upon written notice to the other party,

if the other party: (i) becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due; (ii) files or has filed against it, a petition for voluntary or involuntary bankruptcy or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law; (iii) makes or seeks to make a general assignment for the benefit of its creditors; or (iv) applies for or has appointed a receiver, trustee, custodian or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.

**(c) Effect of Termination.** Upon termination of this Agreement for any reason, all licenses granted under this Agreement shall immediately terminate; each party shall return and make no further use of any equipment, property, and other items (and all copies of them) belonging to the other party; Vendor may destroy or otherwise dispose of any of the Customer Data in its possession unless Vendor receives, no later than ten days after the effective date of the termination of this Agreement, a written request for the delivery to the Customer of the then most recent back-up of the Customer Data. Vendor shall use commercially reasonable efforts to remove from its systems and deliver the back-up to the Customer within 30 days of its receipt of such a written request, provided that the Customer has, at that time, paid all fees and charges outstanding at and resulting from termination (whether or not due at the date of termination). The Customer shall pay reasonable expenses of up to \$1,000 as may be incurred and documented by Vendor in returning or disposing of Customer Data. The accrued rights of the parties as at termination, or the continuation after termination of any provision expressly stated to survive or implicitly surviving termination, shall not be affected or prejudiced.

## **7. Insurance Requirements**

**(a)** Vendor shall not commence work under this Agreement until it has obtained at its own cost and expense all required insurance coverage identified herein. All insurance coverage is subject to review and approval of MnCCC and shall be maintained by Vendor until final completion of the work and through a period extending through the 24-month anniversary of the expiration or other termination of this Agreement, other than for policies obtained and maintained on an occurrence basis.

**(b)** Customer shall not accept any insurance coverage provisions under which Vendor or its insurer(s) attempt or purport to avail themselves of any governmental right of immunity available to MnCCC as a joint power organization, or any of its members, pursuant to any common law doctrine, Minnesota Statutes or other authority.

**(c) WORKERS COMPENSATION.** Insurance covering all employees meeting statutory limits in compliance with the applicable state and federal laws. The coverage must include Employers' Liability with limits of at least \$500,000 for each claim; and at least \$500,000 for each occurrence; and \$500,000 aggregate.

**(d) COMPREHENSIVE GENERAL LIABILITY.** Coverage shall have minimum limits of \$1,500,000 per occurrence and \$3,000,000 general aggregate, Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include Premises and Operations; Independent Contractors; Products and Completed Operations (if applicable); Contractual Liability; Explosion, Collision and Underground (XCU); Hazard Liability (if applicable); Personal Injury Liability; and Aircraft and Watercraft Liability (if applicable).

**(e) BUSINESS AUTO LIABILITY.** Coverage shall have minimum limits of \$1,500,000.00 Combined Single Limit for Bodily Injury Liability and Property Damage.

**(f) LIABILITY.** This shall include: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership.

**(g) PROFESSIONAL LIABILITY.** Coverage shall have minimum limits of \$2,000,000.00 per wrongful

act or occurrence, and \$4,000,000.00 annual aggregate limit.

**(h) SPECIAL REQUIREMENTS:**

- (1) Customer is to be included as an "Additional Insured" on all policies other than required Workers Compensation coverage.
- (2) Current, valid insurance policies meeting the requirements herein identified shall be filed with MnCCC before Vendor commences a project and maintained during the named project's duration. Renewal Certificates shall be sent to MnCCC within thirty (30) days prior to any expiration date. There shall also be thirty (30) days notification to MnCCC in the event of cancellation or modification of any stipulated insurance coverage.
- (3) It shall be the responsibility of Vendor to ensure that all subcontracts comply with the same insurance requirements that he/she is required to meet.

**8. Dispute Resolution**

In case of any dispute under this Agreement, Customer and Vendor shall promptly meet and use good faith and use commercially reasonable efforts to resolve the dispute within thirty (30) days of the initial dispute notice. If they cannot resolve the dispute by their own efforts, they shall select an independent, qualified mediator within the State of Minnesota to assist them in resolving the dispute. If they cannot agree on a mediator, either party may petition the District Court of Ramsey County, Minnesota to appoint a mediator. The parties to the mediation shall share the costs of the mediator equally. If the parties cannot resolve the dispute with the assistance of a mediator, either party shall thereafter be free to pursue its available legal remedies in those courts identified in this Agreement.

**9. Compliance with Laws; Governing Law; Jurisdiction and Venue**

Vendor shall abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect, or hereafter adopted, pertaining to this Agreement or the subject matter hereof. This shall include obtaining all licenses, permits or other rights required for the provision of Services contemplated by this Agreement. This Agreement shall be governed by and construed in accordance with the internal substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. The parties irrevocably consent and agree that the applicable federal or state courts located in Ramsey County, Minnesota shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims), excluding only claims relating to any breach of the confidentiality obligations under Section 5, which may be brought in any competent jurisdiction. Each party waives its right to a jury trial in any court action arising between the parties, whether under this Agreement or otherwise related to the Service, and whether made by claim, counterclaim, third party claim or otherwise. This Agreement has been entered into on the date stated at the beginning of it.

**11. Notices**

All notices, requests, demands and determinations under this Agreement (other than routine operational communications) shall be in writing and shall be deemed duly given: (i) when delivered personally (against a signed receipt), (ii) on the designated day of delivery (other than a weekend or government holiday) after being timely given to an express overnight courier with a reliable system for tracking delivery, or (iii) four (4) days after the day of delivery, when sent by first class mail (postage prepaid and return receipt requested) to the addresses of the parties set forth at the beginning of this Agreement. Either party may change the address(es) or addressee(s) for notice hereunder upon written notice to the other. Because facsimile numbers and email addresses may change

over time and facsimile transmissions and emails may not be treated with the same degree of seriousness as more formal communications, notices given by facsimile or email shall only be deemed effective if: (i) sent by confirmed facsimile (in the case of faxes) or responded to by the intended recipient or his or her successor (in the case of emails), and (ii) a copy is sent by another means specified in this paragraph.

#### **12. No Publicity**

Vendor may not disclose the existence and/or any of the terms of this Agreement to any third party, and may not refer to this Agreement in publications, advertisements, or other materials or communications, and may use MnCCC as a reference only with MnCCC's prior written consent.

#### **13. Severability**

The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement, unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of this entire Agreement with respect to either party.

#### **14. Assignment; Binding Nature**

Neither party shall assign or otherwise transfer any of its rights, or delegate or otherwise transfer any of its obligations or performance, under this Agreement, in each case whether voluntarily, involuntarily, by operation of law or otherwise, without the other party's prior written consent. Any purported assignment, delegation or transfer in violation of this Section is void. This Agreement is binding upon and inures to the benefit of the parties hereto and their respective permitted successors and assigns.

#### **15. Miscellaneous**

The recitals to this Agreement and Vendor's prior marketing materials and other written communications regarding the Services are incorporated herein by reference and made a part hereof. The relationship between the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever. The parties intend this Agreement to be construed without regard to any presumption or rule requiring construction or interpretation against the party drafting an instrument or causing any instrument to be drafted. The exhibits, schedules, attachments and appendices referred to herein are an integral part of this Agreement to the same extent as if they were set forth verbatim herein. The headings in this Agreement are for reference only and do not affect the interpretation of this Agreement. This Agreement, together with any other documents expressly incorporated herein by reference, constitutes the sole and entire agreement of the parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to such subject matter. This Agreement is binding upon and inures to the benefit of the parties hereto and their respective permitted successors and assigns. No amendment to or modification of this Agreement is effective unless it is in writing and signed by each party. No waiver by any party of any of the provisions hereof shall be effective unless explicitly set forth in writing and signed by the party so waiving. If any provision of this Agreement is invalid, illegal or unenforceable in any jurisdiction, such invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. In the event that any action, suit, or other legal or administrative proceeding is instituted or commenced by either party hereto against the other party arising out of or related to this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and court



costs from the non-prevailing party if and as awarded by a court of competent jurisdiction.



MnCCC

RTVision

T. Pat Paquin  
T. Pat Paquin (Mar 23, 2023 14:29 CDT)

Board Chair

Dated: Mar 23, 2023

A large, stylized signature in black ink, likely belonging to the Executive Director, written over a horizontal line.

Executive Director

Dated: 3/24/2023

Waylon Welvaert  
Waylon Welvaert (Mar 23, 2023 15:11 CDT)

Finance & General Government User Group Chair

Dated: Mar 23, 2023

Brent Backowski

By Its CFO

Dated: 03/24/2023

## **Attachment A**

### **Software subscription fee:**

- \$7,500/year – Less than \$20,000,000 in budget size\*
- \$10,000 - \$20,000,001 - \$50,000,000 in budget size\*
- \$12,500 - \$50,000,001 - \$90,000,000 in budget size\*
- \$15,000 - \$90,000,001+ in budget size\*
- \* = budget size is determined by the total amount of expenses for the fiscal year most recently completed.

### **Implementation fee:**

- \$4,000
  - Includes software setup, training, and integration with IFS

### **MnCCC discount/incentive:**

- \$1,500 reduction in implementation fee for all MnCCC members

### **MnCCC hourly rate (for services not included in the Service)**

- \$175 per hour, billable in 10-minute increments. Time for authorized travel is billable at 50% of the above hourly rate

## **Attachment B – Service Level Agreement (SLA)**

Support/maintenance begins upon completion of implementation services. Support is considered to be a report of an issue or a question(s) and assistance and does not include scheduled training, customization requests, or any events noted in the 'Exclusions to the SLA. If additional fees are required to complete the request, RTVision will notify customer and request approval before proceeding'.

Phone, email, and online support: Phone, email, and online support options are available in the application Support/Help section. Support is available during 'RTVision normal business' hours from 7:00 AM- 5PM CST, with the exception of annual holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Holiday
- Christmas Eve
- Christmas Day

Emergency support is available after hours for critical support/system degradation. Phone support is recommended in these scenarios.

Response times for support are no more than 4 hours for non-urgent support questions. For urgent support where an issue is disrupting use of the application, response time shall be within one hour.

Online support services: Online support is available from application user guides, found in each application. Additionally, links to online support services, via Service Desk, are also available within each application. Online assistance can also be provided during 'RTVision normal business' hours, via a third-party online meeting provider, GoToMeeting.

Vendor shall issue a 25% credit for Service fees during any month in which services covered by this SLA are not available to Customer or its Authorized Users. Such credit shall be issued by the second business day of the month following the month in which contracted services under this SLA were not provided to Customer or Authorized Users.



**Maintenance and Application Updates:** Major application updates may be applied quarterly, with additional minor and patch updates on a more frequent basis. Should the parties need to reschedule, then a written modification of this agreement will be required and entered by the parties hereto.

Application updates will occur automatically overnight. Operating System updates will be scheduled to occur after business hours.

**Update notifications:** Notifications for planned major application and OS updates will be sent one week in advance. Notifications for planned minor application and OS updates will be sent 24 hours in advance. RTVision reserves the right to provide critical updates without advanced notice if use of applications is severely impacted.

**Backups:** RTVision uses Amazon Web Services (AWS) for cloud installs and provides remote backups to an offsite SSAE18 secure facility for additional backup redundancy. Full backups are performed daily.

**Exclusions to the SLA:**

- Onsite support visits. If onsite support is necessary, travel expenses will be incurred, and service fees will apply.
- Any support or issues that occur as a result of application misuse by an Authorized User
- Support or issues that occur as a result of Customer's unauthorized development or modifications to the application
- Support or services required to be provided during non 'RTVision business hours', except during required minimum response periods or otherwise as contemplated by this SLA
- Support for non-supported browsers, databases, operating systems, and 3rd party vendor integrations, and devices. 'Supported' is defined as having mainstream support, whereas, 'non-supported' is defined as anything outside of mainstream support (including extended support and/or specialized support contracts)
- Custom-enhancements or modifications to the application
- Reinstalling applications, application migrations, and/or non-RTVision upgrades
- Custom report modifications and custom application extensions
- Manual and/or custom updates

RTVision reserves the right to expand or enhance this SLA with at least 60 days' advance notice to Customer. Any other proposed SLA modifications shall require Customer's prior written consent, which shall not be unreasonably withheld, delayed or conditioned.

## Attachment C – Order Form

The attached order form outlines the terms and conditions for MnCCC members to sublicense GovAP and receive the Service as an Authorized User and pursuant to the contract between MnCCC and RTVision.

- All invoices submitted are net 45 and will carry a .5 % per month interest charge for overdue payments. Failure to make payment when due may result in work delays on your project.
- Upon full execution of this Order Form, the software fees and 50% of the service fees are invoiced. Remaining Service fees are invoiced once training is completed.
- The initial term commences 8 weeks from the date of your kickoff call with RTVision's Customer Success Manager, and subsequent renewals begin on the anniversary of this date. In the event you wish to terminate your subscription at the end of a term, you will provide written notice to RTVision prior to the end of a term. If you do not provide a termination notice, your subscription will automatically renew for an additional year and shall continue to do so until you provide termination notice.
- Renewal fees will be based on current subscription pricing, not to exceed a 3% increase from the previous annual subscription amount. Following years' fees will be sent out prior to May 15<sup>th</sup> of the prior budget year.
- RTVision will assign a Customer Success Manager to represent the project performance, progress, and execution of the project, throughout the duration of the project. This Customer Success Manager will be the main contact at RTVision throughout the duration of the services.
- Please indicate (circle) which pricing tier your agency falls in:
  - \$7,500/year - Less than \$20,000,000 in budget size
  - \$10,000/year - \$20,000,001 - \$50,000,000 in budget size
  - \$12,500/year - \$50,000,001 - \$90,000,000 in budget size
  - \$15,000/year - \$90,000,001+ in budget size
- Implementation:
  - \$4,000
- Incentive:
  - \$1,500 off implementation for MnCCC members

BY EXECUTING THIS AGREEMENT, THE UNDERSIGNED MnCCC AUTHORIZED USER CONFIRMS THAT SUCH USER HAS CAREFULLY REVIEWED AND AGREES TO ABIDE BY ALL TERMS OF THE AGREEMENT BETWEEN VENDOR AND CUSTOMER APPLICABLE TO AUTHORIZED USER SUBLICENSEE; THAT THE SIGNATORY HAS RECEIVED ALL NECESSARY AUTHORIZATIONS TO EXECUTE THIS AGREEMENT AND BIND THE AUTHORIZED USER TO HONOR ALL CONTRACT TERMS AND OBLIGATIONS FOR THE AUTHORIZED USE OF THE SOFTWARE AND OTHER ASPECTS OF THE SERVICE

By: \_\_\_\_\_  
(Authorized Signature)



Name and Title: \_\_\_\_\_

Legal Name of Authorized User: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Initial Principal Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

AUTHORIZED USER ORDER ACKNOWLEDGED AS OF THE DATE HEREOF

RTVISION, INC.

MnCCC

By: \_\_\_\_\_  
(Authorized Signature)

By: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(please print name and title)

\_\_\_\_\_  
(please print name and title)

# MnCCC RTVision Software as a Service Agreement January 2023

Final Audit Report

2023-03-23

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2023-03-23                                   |
| By:             | Emily Ladd (emily@mnccc.org)                 |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAApaAgibpva6sF1BPbMa0FpHDc9K6husA3 |

## "MnCCC RTVision Software as a Service Agreement January 2023" History

-  Document created by Emily Ladd (emily@mnccc.org)  
2023-03-23 - 1:49:03 PM GMT
-  Document emailed to pat.paquin@co.freeborn.mn.us for signature  
2023-03-23 - 1:49:42 PM GMT
-  Email viewed by pat.paquin@co.freeborn.mn.us  
2023-03-23 - 2:22:09 PM GMT
-  Signer pat.paquin@co.freeborn.mn.us entered name at signing as T. Pat Paquin  
2023-03-23 - 7:29:06 PM GMT
-  Document e-signed by T. Pat Paquin (pat.paquin@co.freeborn.mn.us)  
Signature Date: 2023-03-23 - 7:29:08 PM GMT - Time Source: server
-  Document emailed to waylon.welvaert@co.freeborn.mn.us for signature  
2023-03-23 - 7:29:09 PM GMT
-  Email viewed by waylon.welvaert@co.freeborn.mn.us  
2023-03-23 - 7:30:05 PM GMT
-  Signer waylon.welvaert@co.freeborn.mn.us entered name at signing as Waylon Welvaert  
2023-03-23 - 8:11:03 PM GMT
-  Document e-signed by Waylon Welvaert (waylon.welvaert@co.freeborn.mn.us)  
Signature Date: 2023-03-23 - 8:11:05 PM GMT - Time Source: server
-  Agreement completed.  
2023-03-23 - 8:11:05 PM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.



# Steele County Agenda Item

Request for Board Action

**Subject:** Steele County Guidelines and Procedures for MN Government Data Practices Act

**Department:** Administration Office

**Committee:** Internal Central Services

**Committee Meeting Date:** August 5, 2025

**Work Session Date:** Enter a date.

**Board Meeting Date:** August 12, 2025

**Consent Agenda:** ☐ Yes ☐ No

**Resolution:** ☐ Yes ☐ No

## Policy Committee Recommendation:

.

## Recommendation:

Ratify the Steele County Guidelines and Procedures for MN Government Data Practices Act.

## Background (*Including Budget Impact*):

The Minnesota Government Data Practices Act (MGDPA) is in Chapter 13 of Minnesota Statutes. It controls how government data is collected, created, stored, maintained, used and disseminated. It also regulates the management of all government data that are created, collected, received, or released by a government entity no matter what form the data are in or how or where it is stored or used.

The Act regulates what data can be collected; who may see or get copies of the data; the classification of specific types of data; the duties of personnel in administering the MGDPA; procedures for access to the data; procedures for classifying data as not public; civil and criminal penalties for violation of the MGDPA; and the charging of fees for copies of data.

These guidelines and procedures aid Steele County staff in complying with those portions of MGDPA that relate to access to government data and to the rights of data subjects. Persons or entities licensed or funded by or under contract to a government entity are subject to the MGDPA to the extent specified in the licensing, contract, or funding agreement.

This document has been reviewed by the Attorney's office.

## Attachments:

Data Practices Act



**STEELE COUNTY  
GUIDELINES AND PROCEDURES  
FOR  
MINNESOTA GOVERNMENT  
DATA PRACTICES ACT**

Adopted by the Steele County Board of Commissioners  
May 22, 2018  
Updated: July 2025

# MINNESOTA GOVERNMENT DATA PRACTICES ACT

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# MINNESOTA GOVERNMENT DATA PRACTICES ACT (MGDPA)

## Chapter 13 of the Minnesota Statutes

### **Introduction**

The Minnesota Government Data Practices Act regulates the management of all government data that are created, collected, received, or released by a government entity no matter what form the data are in or how or where it is stored or used.

#### **The Act regulates:**

- what data can be collected;
- who may see or get copies of the data;
- the classification of specific types of data;
- the duties of personnel in administering the MGDPA;
- procedures for access to the data;
- procedures for classifying data as not public;
- civil and criminal penalties for violation of the MGDPA; and
- the charging of fees for copies of data.

These guidelines and procedures provide assistance to Steele County staff in complying with those portions of MGDPA that relate to *access to government data* and to the *rights of data subjects*.

The access provisions and rights are:

- The presumption is all government data are public unless classified as not public by state or federal statute or other legal authority;
- The right of any person to know what types of data are collected by Steele County about that person and how that data is classified;
- The right of any person to inspect at no charge data classified as public at reasonable times and places subject to reasonable charges that may be imposed as authorized by Minn. Stat. 13.03, subd. 3(c) for searching for and retrieving the data;
- The right of any person to have data reasonably explained in an understandable way;
- The right of any person to get copies of government data at a reasonable cost;
- The right of any person to an appropriate and reasonably prompt response from Steele County when exercising these rights;
- The right of any person to be informed of the authority by which Steele County denies access to government data; and
- The right to be reasonably notified consistent with this policy if not public data concerning the person is subject to a breach of the security of the data.

## I. COLLECTION OF GOVERNMENT DATA

### **What is the Minnesota Government Data Practices Act?**

The Minnesota Government Data Practices Act (MGDPA) is in Chapter 13 of Minnesota Statutes. It controls how government data are collected, created, stored, maintained, used and disseminated.

### **What is government data?**

Government data are all data maintained in any form by state and local government entities. As long as data exists in some form in a government entity, it is government data no matter what physical form it is in or how stored or used. Government data may be stored on paper forms/records/files, in electronic form, on audio or video tape, on charts, maps, etc. Government data may include oral statements but usually does not include mental impressions of a government official not existing in some other format.

Persons or entities licensed or funded by or under contract to a government entity are subject to the MGDPA to the extent specified in the licensing, contract, or funding agreement.

- A. Official records must be kept. MINN. STAT. § 15.17, subd. 1 requires all officers and agencies of Steele County to make and keep all records necessary for a full and accurate knowledge of their official activities. Requirements for collecting, creating, maintaining, storing, and disseminating data are in MINN. STAT. CH. 13 AND MINN. R. 1205, the Minnesota Government Data Practices Act and Rules. Links for locating the statutes and rules are in Appendices B and C.
- B. The collection and storage of public, private, and confidential data on individuals are limited to that necessary for the administration and management of programs specifically authorized or mandated by the state, local governing body or the federal government.
- C. Access to data that are not public shall be limited to persons whose work assignment reasonably requires access.

## D. DEFINITIONS

- 1. **Data Inventory** - The public document(s) required by Minn. Stat. § 13.025 containing the name of the responsible authority and the individual designee, title and address and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the government entity.
- 2. **Authorized Representative** - An individual, entity, or person authorized to act on behalf of another individual, entity or person. The authorized representative may include, but is not limited to: (a) in the case of a minor, a parent, or guardian, (see Section IX.B); (b) an attorney acting on behalf of an individual when the individual has given written informed consent; (c) any other individual entity, or person given written authorization by the data subject; or (d) an insurer or its representative provided the data subject has given written informed consent for the release of the information, (e) court appointed guardian/conservator if authorized by the court order, (f) personal representative of the estate of a decedent or a decedent's heirs.

3. **Court Order** - The order of a judge made or entered in writing or on the record in a legal proceeding.
4. **Data** - All data collected, created, received, maintained, or disseminated by a government entity regardless of its physical form, storage media, or conditions of use, including, but not limited to, paper records and files, microfilm, computer media or other processes.
5. **Data Subject** - The individual or person who is the subject of the data.
6. **Designee** - Any person designated by the responsible authority (a) to be in charge of individual files or systems containing government data and (b) to receive and comply with requests for government data.
7. **Government Entity** – A state agency, statewide system, or political subdivision.
8. **Individual** - A natural person. In the case of a minor or an individual judged by a court mentally incompetent “individual” includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian except the responsible authority shall withhold data from parents or guardians or individuals acting as parents or guardians in the absence of parents or guardians upon request by the minor if the responsible authority determines withholding the data would be in the best interest of the minor.
9. **Informed Consent** - The written consent given by a data subject to allow disclosure of private data about that person.
10. **Person** - Any individual, partnership, corporation, association, business trust or legal representative of an organization.
11. **Political Subdivision** - Any county, city, school district, special district, any town exercising powers under Minn. Stat. 368 and located in a metropolitan area, and any board, commission, district or authority created pursuant to law, local ordinance, or charter provision. It includes any nonprofit corporation that is a community action agency organized to qualify for public funds or any nonprofit social service agency that performs services under contract to a government entity to the extent the nonprofit social service agency or nonprofit corporation collects, stores, disseminates, and uses data on individuals because of a contractual relationship with a government entity.
12. **Representative of the Decedent** - The personal representative of the estate of the decedent during the period of administration or if no personal representative has been appointed, or after discharge, the surviving spouse, any child of the decedent, or, if there are no surviving spouse or children, a parent of the decedent.
13. **Requestor** - The entity or person requesting access to and/or copies of the data.
14. **Responsible Authority for Counties** - Each elected official of Steele County is the responsible authority of the respective office. An individual who is an employee of the County shall be appointed by the County Board to be the responsible authority for any data administered outside the offices of elected officials.

15. **Rules** - “The Rules Governing the Enforcement of the Minnesota Government Data Practices Act.” Minn. R., Chap. 1205.
16. **State Agency** - The state, the University of Minnesota, and any office, officer, department, division, bureau, board, commission, authority, district, or agency of the state.
17. **Statewide System** - Any recordkeeping system in which government data are collected, stored, disseminated, and used by means of a system common to one or more state agencies or more than one of its political subdivisions or any combination of state agencies and political subdivisions.
18. **Temporary Classification** - An application pursuant to MINN. STAT. § 13.06 approved by the Commissioner of Administration to classify government data not classified by state statute or federal law as either private or confidential for data on individuals or nonpublic or protected nonpublic for data not on individuals.
19. **Tennessee Warning** - Those rights as contained in Section VIII.A communicated to an individual asked to supply private or confidential data concerning himself or herself and which may also be known as a Data Practices Rights Advisory.

## II. CLASSIFICATION OF GOVERNMENT DATA

For the purposes of these guidelines, data are divided into four types; (a) data on individuals that is classified as either public, private, or confidential; (b) data not on individuals that is classified as either public, nonpublic, or protected nonpublic; (c) statistical or summary data derived from data on individuals in which individuals are not identified; and (d) data on decedents. These classifications, the criteria for classification and the description of who has access are as follows:

### A. DATA ON INDIVIDUALS

#### 1. Public Data on Individuals

- a. **Definition:** All data on individuals is public unless classified as private or confidential.
- b. **Data on Individuals is public if:**
  - i) A statute or federal law requires or allows the collection of the data and does not classify the data as private or confidential.
  - ii) An application for Temporary Classification for private or confidential data on individuals is disapproved by the Commissioner of Administration.
  - iii) Private or confidential data may become public to comply with either a judicial order or administrative rules pertaining to the conduct of a legal action or if a statute changes or causes the classification to change. (For example: Private or confidential data that is presented in court and made public by the court.)

- c. **Access:** All public data on individuals is accessible by all persons regardless of their interest in that data.

## 2. Private Data on Individuals

- a. **Definition:** Private data on individuals is data that are not accessible to the public but are accessible to the data subject.
- b. **Tennessee Warning:** Except for law enforcement investigations a Tennessee Warning must be given when private or confidential data are collected from the subject of the data.

A Tennessee Warning need not be given when private or confidential data are collected from someone other than the subject of the data.

- c. **Data on Individuals is Private if:**

- i) A state statute or federal law expressly classifies the data as not accessible to the public but accessible to the data subject.
- ii) A Temporary Classification of private has been approved by the Commissioner of Administration and has not expired.
- iii) If data are classified as both private and confidential by state or federal law the data are treated as private data.

- d. **Access:** Private data on individuals is accessible to:

- i) The data subject or the representative as authorized in writing, by the subject (if the subject is a minor, usually by the subject's parent or guardian).
- ii) Individuals, entities, or persons who have been given express written permission by the data subject.
- iii) Personnel within the entity who have a work-related reason to access the data as determined by the responsible authority or designee.
- iv) Entities or persons who used, stored, and disseminated government data collected prior to August 1, 1975, with the condition that use, storage, and dissemination was not accessible to the public but accessible to the data subject. Use, storage and dissemination of this data are generally limited to the purposes for which it was originally collected.
- v) Entities or persons for which a state, local, or federal law authorizes new use or new dissemination of the data.
- vi) Entities or persons subsequent to the collection of the data and subsequent to the communication of the Tennessee Warning when specifically approved by

the Commissioner of Administration as necessary to carry out a function assigned by law.

vii) Pursuant to a court order.

viii) Entities or persons as otherwise provided by federal or state statutes.

### 3. Confidential Data on Individuals

a. **Definition:** Data on individuals Re confidential if it are made by statute or federal law not accessible by the public and not accessible by the data subject.

b. **Tennessee Warning:** Except for law enforcement investigations, a Tennessee Warning must be given when confidential data are collected from the subject of the data.

A Tennessee Warning need not be given when confidential data are collected from someone other than the subject of the data.

c. **Data on Individuals is Confidential if:**

i) A state or federal statute expressly provides that: (a) the data shall not be available to either the public or to the data subject, or (b) the data shall not be available to anyone except those agencies that need the data for agency purposes.

ii) A Temporary Classification of confidential has been approved by the Commissioner of Administration and has not expired.

d. **Access:** Confidential data on individuals is accessible to:

i) Entities or persons who are authorized by state, local, or federal law to gain access.

ii) Personnel within the entity who have a work-related reason to access the data as determined by the responsible authority or the designee.

iii) Entities or persons who used, stored, and disseminated government data collected prior to August 1, 1975, with the condition that the data was not accessible to the individual subject of the data.

iv) Individuals, entities or persons for which a state or federal law authorizes a new use or new dissemination of the data.

v) Entities or persons subsequent to the collection of the data and communication of the Tennessee Warning when specifically approved by the Commissioner of Administration as necessary to carry out a function assigned by law.

vi) Pursuant to a court order.

- vii) Entities or persons as otherwise provided for by federal or state statutes.

## **B. PUBLIC, NONPUBLIC, OR PROTECTED NONPUBLIC DATA NOT ON INDIVIDUALS**

### **1. Public Data Not on Individuals**

- a. **Definition:** Public data not on individuals means data not on individuals that is accessible to the public.
- b. **Data Not on Individuals is Public if:**
  - i) A statute or federal law does not expressly classify the data as not public.
  - ii) An application for Temporary Classification for data as nonpublic or protected nonpublic is not approved by the Commissioner of Administration.
- c. **Access:** Public data not on individuals is accessible to all persons regardless of their interest in the data.

### **2. Nonpublic Data Not on Individuals**

- a. **Definition:** Nonpublic data not on individuals means data that are not public but are accessible to the data subject, if any. As used here the subject of the data means a person as defined in Section I.D., paragraph 10.
- b. **Data Not on Individuals is Nonpublic if:**
  - i) A state statute or federal law classifies the data as not public but accessible to the data subject, if any.
  - ii) A Temporary Classification of data as nonpublic has been approved by the Commissioner of Administration.
- c. **Access:** Nonpublic data not on individuals is accessible to:
  - i) The data subject, if any.
  - ii) Personnel within the entity who have a work-related reason to access the data as determined by the responsible authority or designee.
  - iii) Entities or persons authorized by statute or federal statute to gain access.
  - iv) Pursuant to court order.
  - v) Entities or persons as otherwise provided by federal or state statutes.

### 3. Protected Nonpublic Data Not on Individuals

- a. **Definition:** Protected nonpublic data not on individuals means data that is not public and not accessible to the data subject, if any. As used here the subject data means a person as defined in Section I.D.10.
- b. **Data Not on Individuals is Protected Nonpublic if:**
  - i) A state statute or federal law classifies the data as not accessible to the public and not accessible to the data subject, if any.
  - ii) A Temporary Classification of government data as protected nonpublic has been approved by the Commissioner of Administration.
- c. **Access:** Protected nonpublic data not on individuals is accessible to:
  - i) Personnel within the entity who have a work-related reason to access the data as determined by the responsible authority or the designee.
  - ii) Entities or persons authorized by statute or federal law to gain access.
  - iii) Pursuant to a court order.
  - iv) Entities or persons as otherwise provided by federal or state statutes.

### C. SUMMARY DATA

- 1. **Definition:** Summary data are statistical records and reports derived from data on individuals but in which individuals are not identified and neither their identities nor other characteristics that could uniquely identify an individual is ascertainable.
- 2. **Data are Summary Data if:**
  - a. All data elements that could link the data to a specific individual have been removed; AND,
  - b. Any list of numbers or other data that could uniquely identify an individual is separated from the summary data and is not available to persons who gains access to or possess summary data.
  - c. **Access:** Unless otherwise classified by a Temporary Classification summary data are public and may be requested by and made available to any entity or person, including a governmental entity.

## D. DATA ON DECEDENTS

### 1. Private Data on Decedents

- a. **Definition:** Upon death, private and confidential data on an individual shall become, respectively, private data on decedents and confidential data on descendants.
- b. **Access:**
  - i) Access is available to the personal representative of the estate during the administration or if no personal representative, the surviving spouse, and any child of the decedent, or if no spouse or children, or any heir apparent of the decedent.
  - ii) A trustee appointed by court order in a wrongful death action also has access to private data on decedents concerning the data subject.
- c. The representative of the decedent may exercise all rights that are conferred by the Act on individuals who are the subjects of confidential data in the case of confidential data on decedents.

### 2. Confidential Data on Decedents

- a. **Definition:** Confidential data on decedents means data that prior to the death of the data subject was classified as confidential data on individuals.
  - b. **Access:** Access to and use of the data are the same as access to confidential data on individuals.
  - c. The representative of the decedent may exercise all rights that are conferred by the Act on individuals who are the subjects of confidential data in the case of confidential data on decedents.
3. Release of private data on a decedent or confidential data on a decedent may also be obtained from a court following the procedure outlined in the statute. Any person may bring an action in the district court located in the county where the data are being maintained to authorize release of private data on decedents or confidential data on decedents. The court must examine the data and consider whether the harm to the surviving spouse, children, or next-of-kin of the decedent, the harm to any other individual identified in the data or the harm to the public outweighs the benefit to the person bringing the action or the benefit to the public.
4. Private data on decedents and confidential data on decedents shall become public when ten years have elapsed from the actual or presumed death of the individual and 30 years have elapsed from the creation of the data. For purposes of this determination, an individual is presumed to be dead if either 90 years elapsed since the creation of the data or 90 years have elapsed since the individual's birth, whichever is earlier except an individual is not presumed to be dead if readily available data indicates the individual is still living.

### III. REQUEST FOR GOVERNMENT DATA

Refer to Appendix D for forms to use when copies of data are requested. No fee shall be charged for only viewing data. Pursuant to Minn. Stat. §13.03, subd. 3(c) actual costs may be required to be paid for compiling some data.

- A. REQUEST FOR DATA: GENERAL** - Upon request to the responsible authority or designee, an authorized person shall be permitted to inspect government data at reasonable times and places.

Regardless of where the data originates, if it is in the possession of Steele County, it is government data and subject to the Data Practices Act, including access provisions.

#### **B. REQUESTS FOR DATA ON INDIVIDUALS BY THE DATA SUBJECT**

1. Upon request and when access or copies are authorized, the designee shall provide access to the private or public data on an individual to the data subject or authorized representative. See Minn. R. 1205.0500 if the data subject is a minor. If a copy is provided the appropriate fees shall be charged as per the County's Fee Schedule.
2. The designee shall respond to the request as soon as reasonably possible and no later than within ten (10) working days of the receipt of the request.
3. After an individual has been shown the data, the data need not be disclosed to that individual for six (6) months unless a dispute or action is pending concerning accuracy of data or additional data has been obtained about that individual.

#### **C. REQUESTS FOR SUMMARY DATA**

1. Unless otherwise classified by a Temporary Classification, summary data derived from private or confidential data on individuals is public and the responsible authority or designee shall provide the summary data upon the request of any person.
2. Within a reasonably prompt time of receipt of such request, the responsible authority or designee shall inform the requestor of the costs of preparing the summary data, if any.
3. The responsible authority or the designee shall:
  - a. Provide the summary data requested **OR**
  - b. Provide a written statement to the requestor describing a likely time schedule for preparing the requested data, including reasons for any delays and a statement of the cost, which should be pre-paid unless waived by the County; **OR**
  - c. Provide access to the requestor to the private or confidential data so that the requestor can compile the summary data. Such access will be provided only when the requestor signs a non-disclosure agreement; **OR**

- d. Provide a written statement to the requestor stating reasons why the requestor's access would compromise the private or confidential data or is classified as other than public.
4. A non-disclosure agreement is used to protect the privacy or confidentiality of the data when the requestor of the summary data prepares the summary by accessing private or confidential data on individuals. Because of the obligation to protect the security of the data from improper access or use, such agreements will be rarely used. In the rare case of such use, a non-disclosure agreement shall contain at least the following:
- a. A general description of the private or confidential data being used to prepare summary data.
  - b. The purpose for which the summary data are being prepared.
  - c. A statement that the requestor understands the requestor may be subject to the civil or criminal penalty provisions of the Act for violation of the protected status of the data.
  - d. The dated signature of the requestor and the responsible authority, designee, or representative.
  - e. Willingness by the requestor to sign the agreement is not a guarantee of access to the data. Access may be denied if Steele County determines such assurances are insufficient to protect the not public nature of the data.

#### **D. REQUESTS FOR GOVERNMENT DATA BY OTHER GOVERNMENT AGENCIES**

- 1. A responsible authority shall allow another government entity access to data classified as private, confidential, nonpublic, or protected nonpublic only when the access is authorized or required by state or federal statute.
- 2. An agency that supplies government data under this section may require the requesting agency to pay the actual cost of supplying the data when the requested data are not provided in the normal course of business and not required by state or federal statute. In most circumstances Steele County will not charge a fee to another government entity. Consideration should be given to transmission of the data by electronic means to save Steele County copying costs.
- 3. In many cases, data will have the same classification in the hands of the agency receiving it as it had in the agency providing it unless the classification is required to change to meet judicial, administrative, or statutory requirements such as change in classification by statutory definition. When reasonably practical, the agency providing the requested data information shall indicate the classification of the data when the data are classified as other than public.

4. When reasonably practical and reasonably necessary, if it is not clear the requesting agency is authorized to access the data, it shall be directed to obtain the informed consent from the data subject(s) for data classified as private or confidential.
5. If the agency is unable to obtain such written consent, the Steele County Responsible Authority should be consulted for a determination of access prior to release of the data.

#### **E. HOW DATA PRACTICES APPLIES TO CONTRACTUAL LICENSING AND FUNDING RELATIONSHIP WITH GOVERNMENT ENTITIES**

1. Pursuant to Minn. Stat. § 13.05, subd. 6, if a person receives not public data on individuals from a government entity because that person has a contract with that entity, the person must administer the data in a manner consistent with the MGDPA.
2. Pursuant to Minn. Stat. § 13.05, subd. 11, if a private person collects, receives, stores, uses, maintains or disseminates data because the person has a contract with a government entity to perform any of the entity's functions, the data are subject to the requirements of MGDPA, and the contractor must comply with the MGDPA requirements. The contract should clearly inform the contractor of these responsibilities.
3. Pursuant to Minn. Stat. § 13.02, subd. 11, if the data are collected by a nonprofit social services entity that performs services under contract to a government entity and the data are collected and used because of that contract, access to the data are regulated by the MGDPA.
4. If a third party is licensed by a government entity and the licensure is conditioned upon compliance with the MGDPA or if the party has another type of contract with a government entity, the party is subject to the MGDPA to the extent specified in the contract or the licensing agreement.

#### **IV. FEES FOR COPIES OF GOVERNMENT DATA.**

Pursuant to the Minnesota Government Data Practices Act and Steele County Board resolution and unless otherwise provided for by federal law, state statute or rule, fees for copies of government data shall be determined as set forth in Section IV.E.

#### **FEES SHALL NOT BE CHARGED TO THOSE INDIVIDUALS WHO ONLY WISH TO VIEW DATA.**

#### **FEES SHALL NOT BE CHARGED FOR SEPARATING PUBLIC FROM NONPUBLIC DATA.**

#### **A. COPIES PROVIDED AT NO CHARGE:** When access is authorized copies may be provided at no charge:

1. When another government agency or responsible authority requires or requests the record/document copies as part of the administration and management of an authorized program and the copies are usually provided as part of the normal course of business.

2. When records, documents, brochures, pamphlets, books, reports, or other similar publications are produced for free distribution to the public. A charge may be assessed if an individual request exceeds normal distribution.
3. When required by statute or court order.

**B. COPIES PROVIDED WITH CHARGE:** When access is authorized, copies shall be provided at the applicable rate in the following circumstances:

1. Other government agencies or responsible authorities who require or request record documents or publication copies that are not usually provided or reproduced at a cost as part of the normal course of business.
2. Records, documents, brochures, pamphlets, books, reports, or other similar publications that are not normally provided or reproduced for distribution to the public.
3. Public data on individuals and public data not on individuals, particularly when the requestor is not the subject of the data.

**C. COPYING FEES:** Copying fees shall be charged for those records, documents, and publications covered in Section B above. The fee schedule is established annually by the Board of Commissioners and available on the county's website.

1. Charges for copies of requested records, documents, and publications are as set forth in Appendix A and will be collected by the department or office in which they are available.
2. When copies are mailed, postage costs shall be added to the rates listed in Section E unless alternative arrangements have been made.
3. Actual costs may be imposed if the number of copies requested exceeds 100 pages and includes:
  - Costs of media (paper, CD ROMs, DVDs, etc.)
  - Mailing costs
  - Employee time to prepare copies
  - Costs of reproduction that cannot be done by the entity, such as photographs (Advisory Opinions: 95-044, 97-012)
  - Employee time to search for and retrieve data for copying (Advisory opinion 00-054) (Entities cannot charge search for and retrieval time when the requestor is the data subject)
  - Employee time will be calculated based on the wages/salary (including benefits) of the lowest-paid entity employee who could complete the task. (Advisory opinion 04-056)

**D. COLLECTION OF COPYING FEES:** Fees shall be collected before releasing copies unless prior arrangements have been made. Payment may be required before copies are made.

**E. FEE SCHEDULE:**

The fee schedule is available on the county's website.  
[www.SteeleCountyMN.gov](http://www.SteeleCountyMN.gov)

**F. DISPOSITION OF FEES:** Copying fees collected shall be deposited in the appropriate account with the County Finance Office.

**V. ASSIGNMENT OF DESIGNEE**

The responsible authority may assign in writing one or more designees. The designee is the person in charge of individual files or systems containing government data and who receives and complies with the requests for government data. The designee shall implement the provisions of the Act, the rules, and these guidelines and procedures as directed by the responsible authority. All duties outlined as duties of the responsible authority may be delegated to the designee.

**VI. DUTIES OF THE RESPONSIBLE AUTHORITY OR DESIGNEE**

**A. DATA INVENTORY**

1. The responsible authority shall prepare a public document on data categories. The public document will contain the responsible authority's name, title, address, and description of each category of record, file, or process relating to private or confidential data on individuals maintained by Steele County.
2. The public document shall be updated annually.
3. The responsible authority shall supply the document to the Minnesota Commissioner of Administration, if requested by the Commissioner.
4. Steele County will maintain the report on its web site.

**B. PROCEDURES FOR DISSEMINATION OF DATA**

1. The responsible authority shall ensure each department establishes procedures to manage the dissemination of data. Collection, storage, use, and dissemination of private and confidential data shall be limited to what is necessary for the administration and management of programs authorized or mandated by law.
2. Public data cannot be collected, stored, used, or disseminated for any purpose other than the purpose stated to the individual when the data was originally collected unless:
  - a. The data was collected prior to 1975 in which case the data can be used for the original purpose for which it was collected or for an additional purpose approved by the Commissioner of Administration.
  - b. There is specific authorization for the use in state, local, or federal law.

- c. The additional use has been approved by the Commissioner of Administration as necessary to carry out a function designated by law.
- d. The individual data subject has given an informed consent for the additional use of the data (see Informed Consent, Section IX., subd. C).

### **C. DATA PROTECTION**

The responsible authority shall establish procedures to assure all data on individuals is accurate, complete, and current for the purpose for which it was collected and establish appropriate security safeguards for all data. An annual security assessment is included in this duty.

- D. Steele County, as required by Minn. Stat. 13.055, has implemented a protocol in the event of a breach of security of not public data. That protocol is incorporated in this manual as Appendix C.

## **VII. ACCESS TO GOVERNMENT DATA**

### **A. WHO CAN MAKE A DATA REQUEST?**

Anyone may seek access to data by making a data request.

### **B. TO WHOM MUST A DATA REQUEST BE MADE?**

1. A data request must be made to the responsible authority or to the appropriate designee(s).
2. The responsible authority may cause preparation of summary data upon the request of any person if the request is in writing and the requestor pays in advance the cost to prepare the summary data.
3. The responsible authority may delegate the preparation of summary data to anyone outside of the entity, including the requestor, if
  - a. That person's purpose is set forth in writing and the person agrees not to release any of the private or confidential data used to prepare the summary data; and
  - b. The responsible authority determines the access will not compromise private or confidential data on individuals; and
  - c. All elements of Section III(C) of this policy are complied with.
4. The entity may require the requestor to prepay the cost of preparing summary data.
5. See Appendix B for more information.

## VIII. RIGHTS OF DATA SUBJECT

### A. TENNESSEN WARNING - Rights of Subjects of Data

1. Except for law enforcement investigations, every agency that collects private and confidential data from an individual concerning that individual shall prior to collecting the data, inform the individual of their rights as a subject of data. The notice must be given whenever:
  - a. A government *entity requests* data; and
  - b. The data are requested from an *individual*; and
  - c. The data requested are *private or confidential*; and,
  - d. The data are *about the individual* from whom it is requested.

All four of these conditions must be present before a Tennesen warning must be given. These rights are referred to as the Tennesen Warning or Data Practices Rights Advisory.

A Tennesen Warning may be given but is not required when private and confidential data are collected from an individual who is not the subject of the data.

2. The Tennesen Warning consists of the following information that must be communicated to the individual from whom private or confidential data concerning the individual is collected:
  - a. The purpose and intended use of the data. This is why the data are requested and how it will be used.
  - b. Whether the individual may refuse or is legally required to supply the data. The subject has the right to know whether or not she/he is required to provide the data.
  - c. Any consequences to the individual of either supplying or refusing to supply the data. The entity is required to state the consequences known to the entity at the time when the notice is given; and
  - d. The identity of other persons or entities that may be authorized to receive the data. The notice must identify recipients that are known to the entity at the time the notice is given.

NOTE: In accordance with the Federal Privacy Act of 1974 any federal, state, or local agency that requests an individual to disclose their social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited and what uses will be made of it.

3. Tennessean Warnings may be either oral or written.
  - a. Oral communication is not the preferred method of communicating the Tennessean Warning, but it may be necessary under some circumstances. If an oral communication is necessary, the specific language communicated must be in written form and contained in the departmental data practices procedures and the situation documented.
  - b. A written communication requiring the signature of the data subject (i.e., a signature attesting the individual from whom private or confidential data are collected has read and understands their rights pertaining to the requested data). The Tennessean Warning may be included on the form that collects the private or confidential data.
4. A sample format for a Notice of Rights Tennessean Warning is on page 26.

## **B. NOTIFICATION TO MINORS**

A minor has the right to request the entity withhold private data about her/him from the parent or guardian. The entity may require the request be in writing. A written request must include the reasons for withholding the data and must be signed by the minor.

Upon receipt of the request, the responsible authority must determine whether honoring the request is in the best interests of the minor. The responsible authority must consider at a minimum:

1. Whether the minor is mature enough to explain the reasons for the request and to understand the consequences of making the request;
2. Whether denying access to the data may protect the minor from physical or emotional harm;
3. Whether there is a reason to believe the minor's reasons for denying access to the parent(s) are reasonably accurate; and
4. Whether the nature of the data are such that disclosing the data to the parents could lead to physical or emotional harm to the minor. Minn. Rule 1205.0500 contains the procedures for the release of data about minors.

## **C. INFORMED CONSENT**

1. Private data on individuals may be used by and disseminated to any entity, individual or person by the responsible authority or the designee if the subject or subjects of the data have given informed consent.

**NOTE:** Informed consent cannot authorize release of confidential data on individuals since the data subject has no right to the data and therefore cannot authorize another a right to access.

2. Private data shall be disseminated to any person or entity if the subject or subjects have given their valid informed consent.
3. All informed consents shall be in writing.
4. Informed consent shall not be deemed to have been given by an individual subject of the data by the signing of any statement authorizing any person or agency to disclose information about the individual to an insurer or its authorized representative unless it is:
  - a. In plain language;
  - b. Dated;
  - c. Specific in designating the particular government entity the data subject is authorizing to disclose data about the data subject;
  - d. Specific as to the nature of the data the subject is authorizing to be disclosed;
  - e. Specific as to the persons to whom the subject is authorizing data to be disclosed;
  - f. Specific as to the purpose or purposes for which data information may be used by any of the persons named in clause(s) both at the time of the disclosure and at any time in the future; and
  - g. Specific as to its expiration date, which must be within a reasonable period of time. In the case of authorizations given in connection with applications for life insurance or noncancellable or guaranteed renewable health insurance and identified as such the consent shall not exceed two years after the date of the policy.
  - h. An authorization in connection with medical assistance under chapter 256B or MinnesotaCare under chapter 256L, or for individual education plan health-related services provided by a school district under section 125A.21, subdivision 2, is valid during all terms of eligibility.
5. Informed consent for health insurance purposes must comply with Minn. Stat. §13.05, unless otherwise pre-empted by the HIPPA Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. 164.
6. Informed consent for other purposes may be valid for longer than one year if the consent otherwise meets the above requirements.
7. The informed consent for the disclosure of alcohol and drug abuse patient records may be made only if the consent is in writing and expressly states the request is for alcohol or drug abuse patient records. It should contain the following:
  - a. The name of the program that is to make the disclosure;

- b. The name or title of the person or organization to which disclosure is to be made;
- c. The name of the patient;
- d. The purpose or nature of information to be disclosed;
- e. The extent or nature of information to be disclosed;
- f. A statement that the consent is subject to revocation at any time except to the extent that action has been taken in reliance thereon and a specification of the data, event, or condition upon which it will expire without express revocation;
- g. The date the consent is signed; and
- h. The signature of the patient and, when required, of a person authorized to give consent.

#### **D. PROCEDURES FOR COMPLYING WITH DATA REQUESTS FROM AN INDIVIDUAL**

The responsible authority shall ensure each department establishes procedures to comply with requests for government data in an appropriate and prompt manner.

1. Upon request to the responsible authority, an individual shall be informed whether they are the subject of stored data on individuals and whether it is classified as public, private, or confidential.
  - a. The responsible authority shall provide access to the private or public data upon request by the individual subject of the data.
  - b. An individual may contest the accuracy or completeness of public or private data. If the individual notifies the responsible authority in writing as to the nature of the disagreement with the data, the responsible authority shall within 30 days either correct the data and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual, or notify the individual the responsible authority believes the data to be correct. Subsequently, data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
2. The responsible authority shall prepare a public document setting forth in writing the rights of the data subject and specific procedures in effect in the county for access by the data subject to public or private data on individuals.
  - a. When a request is denied, the responsible authority must inform the requestor orally at the time of the request and if requested in writing as soon thereafter as reasonably possible and shall cite the statute, temporary classification or federal law on which the determination is based.

- b. The responsible authority shall require the requestor to pay the actual costs of making and certifying copies of the data requested except those exempted in Section IV., subd. A. The requestor may not be charged for separating private or confidential data from public data.
- c. The responsible authority shall reasonably inform the requestor of the data's meaning if asked to do so.

**E. IF STEELE COUNTY DETERMINES THAT CHALLENGED DATA ARE ACCURATE AND/OR COMPLETE AND THE DATA SUBJECT DISAGREES WITH THAT DETERMINATION, THE SUBJECT HAS THE RIGHT TO APPEAL THE DETERMINATION TO THE COMMISSIONER OF ADMINISTRATION**

1. The subject has the right to take this step after both the subject and Steele County have properly completed all the steps in the data challenge process. The subject may appeal only the County's determination about the accuracy and/or completeness of data.
2. The requirements for filing an appeal are in Minnesota Rules Section 1205.1600.
3. Procedure when data are not accurate or complete.
  - a. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days, either:
    - i) Correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or
    - ii) Notify the individual the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
4. The determination of the responsible authority may be appealed pursuant to the Administrative Procedure Act, MINN. STAT. § 14.57 to 14.62 and Minn. R. 1205.1600, relating to contested cases. Upon receipt of an appeal by an individual, the Commissioner of Administration shall, before issuing the order and notice of a contested case hearing required by Chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties' consent, the Commissioner may refer the matter to mediation.

Following these efforts, the Commissioner shall dismiss the appeal if resolved or issue the order and notice of hearing.

- a. Data on individuals successfully challenged by an individual must be completed, corrected, or destroyed without regard to the requirements of Minn. Stat. § 138.17.

- b.** After completing, correcting, or destroying successfully challenged data, Steele County will retain a copy of the Commissioner of Administration's order issued under Chapter 14 or if no order was issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

## **IX. ROLE OF THE COMMISSIONER OF ADMINISTRATION**

- A.** Pursuant to Minn. Stat. Section 13.06, subd. 4, the Commissioner of Administration is given the authority to approve new uses and disseminations of private and confidential data on individuals.
- B.** Minn. Stat. Section 13.06 gives the Commissioner certain powers with regard to approving temporary classifications of data.
- C.** Minn. Stat. Section 13.072 gives the Commissioner authority to issue advisory opinions concerning the rights-of-data-subjects and the classification of government data. Commissioner's opinions are found at [www.ipad.state.mn.us](http://www.ipad.state.mn.us).

## **X. WHERE MORE INFORMATION CAN BE FOUND**

- A.** Responsible Authority Robert Jarrett, Steele County Attorney's Office, at 507-444-7780 or [SCAO@SteeleCountyMN.gov](mailto:SCAO@SteeleCountyMN.gov)
- B.** Data Practices Office, 200 Administration Building, 50 Sherburne Ave. St. Paul, MN 55155, at 651-296-6733 or [info.dpo@state.mn.us](mailto:info.dpo@state.mn.us)
- C.** Minnesota Statutes Chapter 13 is found on the website of the Revisor of Statutes at: [www.leg.state.mn.us/leg/statutes.asp](http://www.leg.state.mn.us/leg/statutes.asp).  
  
Minnesota Rules, Chapter 1205, is found on the website of the Revisor of Statutes at: [www.revisor.leg.state.mn.us/arule/1205](http://www.revisor.leg.state.mn.us/arule/1205).

# STEELE COUNTY

## Non-Disclosure Agreement

1. General description of the private or confidential data that is being used to prepare summary data:

2. Purpose for which summary data are being prepared:

3. I, \_\_\_\_\_, representing \_\_\_\_\_

have requested the data described above and for the purposes stated and fully understand that I may be subject to the civil or criminal liability, including but not limited to, the provisions of the Minnesota Data Practices Act in the event the private or confidential data are disclosed or used in any manner not authorized by law. See Minn. Stat. 13.08 and 13.09.

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Requestor of Data

---

Date

---

Contact Information

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Responsible Authority/Designee

---

Date

# NOTICE OF RIGHTS TENNESSEN WARNING INSTRUCTION GUIDE

## Minnesota Statutes Section 13.04, subdivision 2

|                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The notice must be given when:</p>                                              | <ol style="list-style-type: none"> <li>1. An individual</li> <li>2. Is asked to supply</li> <li>3. Private or confidential data</li> <li>4. Concerning self</li> </ol> <p>All four conditions must be present to trigger the notice requirement.</p>                                                                                                                                                                                                                                                    |
| <p>Statements must be included from the individual that inform the individual:</p> | <ul style="list-style-type: none"> <li>• Why the data are being collected and how the entity intends to use the data;</li> <li>• Whether the individual may refuse or is legally required to supply the data;</li> <li>• Any consequences to the individual of either supplying or refusing to supply the data; and</li> <li>• The identity of other persons or entities authorized by law to receive the data.</li> </ul>                                                                              |
| <p>Consequences of giving the notice are:</p>                                      | <p>Private or confidential data on individuals may be collected, stored, and used as described in the notice without liability to the entity.</p>                                                                                                                                                                                                                                                                                                                                                       |
| <p>Consequences on <i>not</i> giving the notice are:</p>                           | <p>Private or confidential data on individuals cannot be collected, stored, used, or released for any purposes other than those stated in the notice unless:</p> <ul style="list-style-type: none"> <li>• The individual subject of the data gives informed consent;</li> <li>• The Commissioner of Administration gives approval;</li> <li>• A state or federal law subsequently authorizes or requires the new use or release; or</li> <li>• A Court order is issued to authorize release.</li> </ul> |

**“NOTICE OF RIGHTS”  
TENNESSEN WARNING**

The Data Practices Act requires Steele County to inform you of your rights as they pertain to private and confidential data collected from you and about you. Some of the data we collect from you may be private data. Access to this data are available only to you, the agency collecting the data or other statutorily authorized agencies unless you or a court authorize its release. Some data may be classified as confidential data are not accessible to the public or you.

The Data Practices Act requires you be advised of the following when you are asked to provide private or confidential data.

---

The purpose and intended use of the requested data are:

---

Authorized persons or agencies with whom this data may be shared include:

---

Furnishing the above data are voluntary, but refusal to supply the requested data will mean:

---

Name

---

Date

Minn. Stat. § 13.04 (subd. 2)

## INFORMED CONSENT INSTRUCTION GUIDE

- A. Enter the complete name and address of the entity that maintains the data. Include any relevant program names, staff names, titles and telephone numbers.
- B. Identify as specifically as reasonably possible the reports, record names, or types of data that will be released.
- C. Identify the entity or agencies to which the data will be released. Include the name and address of the entity. Include relevant staff names and titles. Be as specific as reasonably possible.
- D. Describe specifically and completely the purpose(s) for seeking the person's informed consent.
- E. Describe the known consequences, if any, of releasing the data.
- F. Instruct the person to sign the consent and enter the date the consent is signed.
- G. As a general rule, a parent or guardian's signature should be obtained when the subject is under the age of 18 or has a legally appointed guardian. However specific requirements for obtaining consent to release data in these circumstances vary. **Instructions for completing this portion of the form within your particular entity should be developed in consultation with the County Attorney's office.**

## INFORMED CONSENT FOR THE RELEASE OF DATA

I, \_\_\_\_\_

*(Name of individual authorizing release)*

authorize \_\_\_\_\_

*(Name of individual, entity, or person holding record)*

to disclose to \_\_\_\_\_

*(Name of individual, entity, or person to receive the data)*

the following information:

\_\_\_\_\_

for the purpose of:

\_\_\_\_\_

I understand this data may be protected under state and/or federal privacy laws and may not be disclosed without my written consent unless otherwise provided for by state or federal law. I understand once this data are released it may be subject to further disclosure without my written consent. I also understand I may revoke this consent at any time except to the extent that action has been taken in reliance on it and in any event this consent expires or as described below, whichever is earlier.

On specification of the date or condition upon which this consent expires:

\_\_\_\_\_

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

*(Signature of individual authorizing release)*

\_\_\_\_\_

*(Printed name)*

\_\_\_\_\_

*(Signature of parent, guardian, or authorized representative, when required)*

\_\_\_\_\_

*(Printed name)*

## **DATA PRACTICES NOTICE**

I have been subpoenaed to testify before this court. I have been advised by the Office of the Steele County Attorney to provide the following information to the Court.

“The data I have been requested to provide includes data classified as private or confidential data as defined by Minnesota Statute Chapter 13, the Data Practices Act. Pursuant to Minnesota Statute 13.03 and Minnesota Rule 1205.0100, Subd, 5, the Court’s attention is called to this classification. The Data Practices Act provides I may disclose data only if the data subject has given written consent, a statute allows disclosure, or a court orders disclosure. If this court orders me to provide these data I will do so.”

## **APPENDIX A**

### **STEELE COUNTY DATA REQUESTS**

#### **Fee Schedule**

**DATA PRACTICES**  
**APPENDIX A**  
**FEE SCHEDULE**  
**FOR FAXING AND PHOTOCOPYING**  
**(COUNTY AND NON-COUNTY MATERIALS)**

*(Sales tax exempt)*

**Copy Costs** (Unless cost noted elsewhere or per Minn. Stat.)

≤100 pages: Hard copy of Electronic Delivery  
\$.25 per side/page

>100 pages: Hard copy of Electronic Delivery  
Actual Cost to search/retrieve/copy

**Cost of Media** (CD's, DVD's, Jump Drives, etc.)

Actual Cost

\*Note that the most current fee schedule is available on the county's website,  
please visit [www.SteeleCountyMN.gov](http://www.SteeleCountyMN.gov)

## **APPENDIX B**

### **STEELE COUNTY DATA PRACTICES ACT**

#### **Responsible Authorities and Designees**

## APPENDIX B

### Steele County - Responsible Authorities (RA) and Designees

| Department             | Responsible Authority | Designee                                       |
|------------------------|-----------------------|------------------------------------------------|
| Administration         | Robert J. Jarrett     | Renae Fry                                      |
| Attorney               | Robert J. Jarrett     | Campbell Housh                                 |
| Community Corrections  | Robert J. Jarrett     | Tim Schammel<br>Stephen Rick                   |
| Human Resources        | Robert J. Jarrett     | Gina McGuire                                   |
| Information Technology | Robert J. Jarrett     | David Purscell                                 |
| Land Use & Records     | Robert J. Jarrett     | Rick Kvien<br>Jennifer Mueller<br>Candi Lemarr |
| Public Health          | Robert J. Jarrett     | Amber Aaseth                                   |
| Environmental Services | Robert J. Jarrett     | Katie Barden                                   |
| Public Works           | Robert J. Jarrett     | Public Works Director                          |
| Sheriff                | Lon Thiele            | Anthony Buttera                                |
| Veteran's Services     | Robert J. Jarrett     | Rene Gilormini                                 |

### County Data Practices Compliance Officer

Robert J. Jarrett  
Steele County Attorney

\*Note the above Data Practices Responsible Authority and Designees may change as holders of officers and appointment change.

## **APPENDIX C**

### **STEELE COUNTY DATA PRACTICES ACT**

#### **DATA SECURITY BREACH PROTOCOL**

## APPENDIX C

### DATA SECURITY BREACH PROTOCOL

#### Part 1. Purpose.

This protocol is intended to assist Steele County in implementing the requirements of Minn. Stat. § 13.055 that is intended to provide timely and appropriate notice to individuals who are affected by a breach of the security of their private or confidential data. All employees must immediately report known or potential breaches of security to the responsible authority and their supervisor. The County Attorney's Office in consultation with the affected department or office or Information Technology personnel as appropriate shall determine whether notice of the potential breach is required and if so how the notice will be provided.

#### Part 2. Definitions. Minn. Stat. 13.055, Subd. 1 (in part)

**Subpart A. Potential Data Security Breach.** A situation or incident that provides a reasonable basis to believe not public data may have been compromised or accessed for a purpose not authorized by law or by a person or entity not authorized by law to have access to such data.

**Subpart B. Breach of the security of the data.** Breach of the security of the data means the unauthorized acquisition of data maintained by Steele County in any medium that compromises the security and classification of the data but not including the good faith acquisition by an employee, contractor or agent of the County if not provided to an unauthorized person.

**Subpart C. Contact Information.** Contact information means either name and mailing address or name and e-mail address for each individual who is the subject of data maintained by Steele County.

**Subpart D. Unauthorized acquisition.** Unauthorized acquisition means a person has obtained government data without the informed consent of the individuals who are the subjects of the data or lacks statutory or other legal authority and with the intent to use the data for non-governmental purposes.

**Subpart E. Unauthorized person.** Unauthorized person means any person who accesses government data without permission or without a work assignment that reasonably requires the person to have access to the data.

#### Part 3. Guidelines

**Subpart A. Reporting a Potential Breach.** Any employee who knows of or reasonably believes breach of the security of private or confidential data may have occurred must immediately report to his or her supervisor and Steele County's responsible authority. (R.A.)

The report should include the date and time of the report, when the breach occurred (if known); the type of data involved; the approximate number of affected individuals, if known, and other pertinent data. The attached form should be used for that purpose whenever reasonably possible.

Employees who in good faith report a potential or actual breach under these guidelines will not be subject to retaliation for making such a report.

**Subpart B. Breach Affected Division Response Process.** After a potential breach of security has been reported, the responsible authority will work with the affected department or office to take necessary steps to contain and control the integrity of the data handling systems impacted by the potential or reported breach and conduct a preliminary internal assessment of the scope of the potential breach. Applicable Information Technology (IT) staff and security procedures or other guidelines may be consulted as set forth in this policy.

If the potential breach is on a county computing system that contains or has network access to private or confidential data, the R.A. shall consult with IT personnel and consider control measures that may include but are not necessarily limited to removing the computing system from the network.

1. **Determining Breach.** The responsible authority shall consult with the affected staff supervisor to determine whether a breach of security of data has occurred.
2. **Incidents.** Examples of the types of incidents that may result in a notice-triggering breach include, but are not limited to:
  - a. Evidence of unauthorized access into a computer system containing private/confidential data;
  - b. Missing documents or papers or stolen or missing laptop, desktop, storage device or other types of information technology resource containing files with private/confidential data;
  - c. Documents containing private/confidential data sent in any form to a wrong recipient;
  - d. IT Systems containing private/confidential data that has been compromised; or
  - e. Employee misuse of authorized access to or disclose of private or confidential data.
3. **Acquisitions.** Minn. Stat. Sect. 13.055, subd. 2 requires government entities to notify individuals if their private or confidential data has been or is reasonably believed to have been acquired by an unauthorized person. In making that determination the following factors among others may be considered:
  - a. Indications the data are in the physical possession and control of an unauthorized person such as a lost or stolen computer or other device or documents containing unprotected private or confidential data.
  - b. Indications the data has been downloaded or otherwise acquired.

- c. Indications the data was used by an unauthorized person such as a fraudulent account opened, or an instance of identity theft reported;
  - d. The encryption protection of the data, if any;
  - e. Duration of exposure;
  - f. The extent to which the compromise of electronic data indicates a directed attack such as a pattern showing the device itself was specifically targeted; or
  - g. Indications the attack was intended to seek and collect private or confidential data.
4. **Timing of Notification.** If a breach has been determined, in most instances the affected department or office has primary responsibility to notify affected individuals and may be assisted by the R.A. Notice is to occur without unreasonable delay. Notice maybe delayed due to a) the legitimate needs of a law enforcement agency; or b) any measures necessary to determine the scope of the breach and restore the reasonable security of the data.

Immediate notification may be appropriate in the event of a breach that could have immediate deleterious impact on individuals whose data may have been acquired by an unauthorized person.

5. **Contacting Law Enforcement.** The responsible authority or designee(s) shall contact law enforcement agencies if the breach of security is believed to involve illegal activities. Data may be shared with law enforcement consistent with applicable data practice laws. If law enforcement is contacted, it should be informed of Steele County's practice to provide notice to affected individuals. If law enforcement advises such notice would impede an active criminal investigation notice may be delayed. Delayed notice should be sent out as soon as law enforcement advises it would no longer impede the criminal investigation.
6. **Whom to Notify.** The responsible authority in consultation with other appropriate county personnel, including but not limited to the affected department or office, shall determine the scope of the notice. Notice of a breach must be provided to any individual whose private or confidential data has been or is reasonably believed to have been acquired by an unauthorized person. If specific individuals cannot be identified notice should be sent to groups of individuals likely to have been affected such as all whose data are stored in the database of files involved in the breach. Measures should be taken to prevent notice lists from being over-inclusive. If questions arise regarding the scope of the notice required the County Attorneys' Office may be contacted for guidance.

### **Subpart C. Notice.**

1. **Content.** The responsible authority or designee shall consult with the affected department or office on the wording of a notice. IT personnel may also be consulted where appropriate. Notices shall generally be sent separate from other documents. The notice should use clear and plain language.

The following should generally be included in the notice:

- a. A general description of what happened and when to the extent known.
  - b. The nature of the individual's private or confidential data that was involved but not listing the specific private/confidential data.
  - c. Information about what Steele County has done to protect the individual's private/confidential data from further disclosure.
  - d. Institution assistance such as website information or telephone number for further information about the incident.
  - e. Information such as Web sites about what individuals can do to protect themselves against identity theft including contact information for nationwide credit reporting agencies.
2. **Method of Notification.** The responsible authority in consultation with the affected division shall determine the appropriate method of notice as follows.

a. **Written notice** by first class mail to each affected individual; or

b. **Electronic notice** to each affected individual if communication normally occurs in that medium and the procedure is otherwise consistent with the provisions regarding electronic records and signatures contained in 15 U.S.C. 7001.

c. **Substitute notice** may be provided if the cost of providing the written notice required to each affected individual would exceed \$250,000 or the affected class of individuals to be notified exceeds 500,000 or the County does not have sufficient contact information to notify affected individuals. Substitute notice consists of all the following:

- i. **E-mail notice** if Steele County has an e-mail address for the affected individuals;
- ii. **Conspicuous posting** of the notice on Steele County's website for a minimum of 45 days and
- iii. **Notification to major media** outlets that reach the general public.

**Subpart D. Coordination with Credit Reporting Agencies.** Credit reporting agencies assist individuals in responding to a notice of a security breach. Such agencies should be notified in advance of sending notice of security breach incidents that may significantly increase calls to agencies for assistance.

If notice is required to be given to 1,000 or more individuals at one time, Steele County shall notify without unreasonable delay all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis as defined in 15 U.S.C. 1681a, of the timing, distribution and content of the notice to be sent. Such contacts shall include but not be limited to the following:

- Equifax:  
U.S. Consumer Services  
Equifax Information Services, LLC.  
Phone: 1-800-525-6285
- Experian:  
Experian Security Assistance  
P.O. Box 72  
Allen, TX 75013  
1-888-397-3742
- TransUnion:  
Phone: 1-800-680-7289

**Subpart E. Documentation.** The responsible authority or designee must complete a Breach of Security Incident Response Summary for each reported breach regardless of whether notice is given. The form should be completed beginning at the time of the initial report or as soon thereafter as reasonably practical.

Where appropriate, all documentation related to the breach and investigation shall be labeled and maintained as not public pursuant to the applicable data privacy classification including but not limited to, “security information” as defined by Minn. Stat. 13.37, Subd. 1(a). The form shall be retained by the responsible authority in accordance with the applicable records retention policy.

## Potential Not Public Data Breach Report

Name of Reporting Person(s): \_\_\_\_\_

Department or Office: \_\_\_\_\_

Division: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Time of Report: \_\_\_\_\_

Date and Time of Discovery of Potential Breach: \_\_\_\_\_

\_\_\_\_\_

To Extent Known Date and Time of Potential Breach: \_\_\_\_\_

\_\_\_\_\_

Type of Data Involved: \_\_\_\_\_

\_\_\_\_\_

Method of Breach to Extent Known or Suspected: \_\_\_\_\_

\_\_\_\_\_

Number of Affected Persons: \_\_\_\_\_

\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Reporting Person

This report must be promptly completed and forwarded to Steele County Attorney Robert Jarrett. It may be emailed to [Robert.Jarrett@SteeleCountyMn.gov](mailto:Robert.Jarrett@SteeleCountyMn.gov).

For any assistance or questions, email Robert Jarrett or call 507-444-7780.

## **APPENDIX D**

### **STEELE COUNTY DATA PRACTICES ACT**

#### **Data Request Forms**

## DATA REQUEST FORM – MEMBERS OF THE PUBLIC

Date of the Request: \_\_\_\_\_

I am requesting access to data in the following way:

☐ Inspection      ☐ Copies      ☐ Both inspection and copies      ☐ Email

Note: inspection is free, but reproduction costs must be prepaid before you receive the copies.

### Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

*You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of the data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information, we will not be able to begin processing your request until you contact us.*

### The data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form. If you need assistance with technical wording, terminology, or are unsure about the use or meanings of acronyms, please contact the RA. However, please be advised that the RA cannot give you legal advice regarding your request.

We will respond to your request as soon as reasonably possible.

## DATA REQUEST FORM – DATA SUBJECTS

Date of the Request: \_\_\_\_\_

To request data as a data subject, you must show a valid government-issued ID, such as a Driver's License, ID card, Minnesota Tribal ID, military ID, or passport as proof of identify.

I am requesting access to data in the following way:

☐ Inspection                      ☐ Copies                      ☐ Both inspection and copies

Note: inspection is free, but reproduction costs must be prepaid before you receive the copies.

### Contact Information

Data Subject Name: \_\_\_\_\_

Parent/Guardian Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

### *Staff Verification*

Identification Provided: \_\_\_\_\_

### **These are the data I am requesting:**

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form. If you need assistance with technical wording, terminology, or are unsure about the use or meanings of acronyms, please contact the RA. However, please be advised that the RA cannot give you legal advice regarding your request.

We will respond to your request within 10 business days.

## **APPENDIX E**

### **STEELE COUNTY DATA PRACTICES ACT**

#### **How to Request Data from a Minnesota Government Entity**

## **APPENDIX E**

### **HOW TO REQUEST DATA FROM A MINNESOTA GOVERNMENT ENTITY**

#### **Part 1: Submit request to responsible authority**

Ask to review access policies and procedures and locate the responsible authority.

Submit your request to the government entity's responsible authority unless the entity has a policy that directs you to make your request to a different person.

- State agencies - commissioner, chief executive officer or individual appointed by the agency's governing body
- Cities or school districts - employee appointed by the city or school district's governing body
- Counties - each elected official (sheriff, county auditor, etc.) for her/his office
  - A county governing body must appoint an employee to be the responsible authority for information maintained outside of Steele County's elected official's office
  - The responsible authority for a county social services office is the director of that office
- Constitutional offices - attorney general, state auditor, secretary of state

#### **Part 2: Requesting information**

Make your request under the MN Government Data Practices Act, not the federal FOIA

State that you are requesting information under Minnesota Statutes, Chapter 13.

#### **Part 3: Ask for access to data rather than asking questions**

Under the Data Practices Act, a government entity is required to respond if you ask to inspect or get copies of government data, but it does not have to answer questions. The first bullet is a question that a government entity is not required to respond to under Chapter 13. The second bullet is an example of a proper request for government data.

- Why did the county board decide to end the park program?
- I would like to inspect all data that document the county board's decision to end the park program.

#### **Part 4: Ask to inspect data before asking for copies**

Inspection is free but you may be charged for copies of government data. Ask for an estimate of the costs if you decide you want copies after inspection.

## Part 5: Ask for a written denial

Ask for the specific statutory basis in writing if the entity redacts or withholds any data. An entity is required to give you this information.

**Note:** *An entity cannot require you to identify yourself or ask why you are requesting the information. You may want to provide contact information so the entity can respond if your request needs clarification.*

Data Practices Office, Minnesota Department of Administration <https://mn.gov/admin/data-practices/>. [info.ipad@state.mn.us](mailto:info.ipad@state.mn.us) .  
651.296.6733 2017



## Steele County Agenda Item

---

**Subject:** Interagency Agreement Owatonna Police Department & Steele County Community Corrections

**Department:** Community Corrections

**Committee Meeting Date:** May 20, 2025

**Board Meeting Date:** August 12, 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:**

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

### **Background (*Including Budget Impact*):**

Due to the nature of the work provided by Steele County Community Corrections (SCCC), we have a connection to the Criminal Justice Data Network (CJDN). The policy governing this connection and the information obtained from it, is the Criminal Justice Information Services (CJIS) Security Policy under the direction of the FBI CJIS Security Officer and the CJIS Advisory Policy Board. According to that policy, whenever an individual has unescorted access to the physically secure location where criminal justice information is stored, accessed, and/or utilized, they must be subject to a National Fingerprint based background check and complete annual Security Awareness trainings. Before individuals outside of SCCC can be granted unescorted access to our physically secure location, they must also comply with fingerprinting and complete Security Awareness trainings annually.

Officers with Owatonna Police Department (OPD) are subject to the same requirements of the CJIS Security Policy and therefore complete Security Awareness training annually and submit to national fingerprint background checks. They have unescorted access to our physically secure location. The Interagency Agreement allows for OPD to provide SCCC verification of the completion of a national fingerprint background check and annually provide verification of completion for the Security Awareness Trainings.

**Attachments:**

INTERAGENCY AGREEMENT

## INTERAGENCY AGREEMENT

The following agreement is set forth to meet FBI CJIS, National Crime Information Center (NCIC), and BCA Minnesota Justice Information Services (MNJIS) policies, procedures and standards for unescorted access of CJA law enforcement personnel to another authorized CJA between the agencies named below.

**Providing Agency Name:** Steele County Community Corrections

Agency ORI: MN074013G

Agency Administrator: Timothy Schammel, Director

Agency TAC: Nicole Meixner, Administrative Assistant

Steele Count Community Corrections agrees to access, use, disseminate and destroy Criminal Justice Information (CJI) in compliance with the FBI CJIS Security Policy.

Steele Count Community Corrections agrees to have all appropriate security controls in place, as required by the FBI CJIS Security Policy, to protect the exchange of criminal justice information.

Steele Count Community Corrections agrees that Owatonna Police Department will have sufficient control and visibility into all security aspects related to information provided to Steele County Community Corrections, including incident reporting and response.

**Receiving Agency Name:** Owatonna Police Department

Agency ORI: MN0740100

Agency Administrator: Chief Jeff Mundale

Agency TAC: Pamela Roberts, Records Supervisor

Owatonna Police Department agrees to provide certified personnel, while conducting the services indicated below, in compliance with FBI and BCA policy.

Owatonna Police Department agrees to access, use, disseminate and destroy Criminal Justice Information (CJI) in compliance with the FBI CJIS Security Policy.

Owatonna Police Department agrees to have all appropriate security controls in place, as required by the FBI CJIS Security Policy, to protect the exchange of criminal justice information.

Owatonna Police Department agrees that it will have sufficient control and visibility into all security aspects related to information provided to Steele County Community Corrections, including incident reporting and response.

**Unescorted Access to a CJA**

Steele County Community Corrections agrees to allow unescorted access of personnel from the Owatonna Police Department. Steele County Community Corrections will accept Owatonna Police Department's fingerprint-based background check clearance and Awareness and Training certification.

Owatonna Police Department agrees to provide documentation of any law enforcement personnel that may have unescorted access to Steele County Community Corrections.

**Providing Agency Administrator**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Receiving Agency Administrator**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Steele County Agenda Item

---

**Subject:** Interagency Agreement - Steele County Sheriff's Department & Steele County Community Corrections

**Department:** Community Corrections

**Committee Meeting Date:** May 20, 2025

**Board Meeting Date:** August 12, 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:**

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

### **Background (*Including Budget Impact*):**

Due to the nature of the work provided by Steele County Community Corrections (SCCC), we have a connection to the Criminal Justice Data Network (CJDN). The policy governing this connection and the information obtained from it, is the Criminal Justice Information Services (CJIS) Security Policy under the direction of the FBI CJIS Security Officer and the CJIS Advisory Policy Board. According to that policy, whenever an individual has unescorted access to the physically secure location where criminal justice information is stored, accessed, and/or utilized, they must be subject to a National Fingerprint based background check and complete annual Security Awareness trainings. Before individuals outside of SCCC can be granted unescorted access to our physically secure location, they must also comply with fingerprinting and complete Security Awareness trainings annually.

Deputies with the Steele County Sheriff's Department are subject to the same requirements of the CJIS Security Policy and therefore complete Security Awareness training annually and submit to national fingerprint background checks. They have unescorted access to our secure location. The Interagency Agreement allows for the Sheriff's Department to provide SCCC verification of the completion of a national fingerprint background check and annually provide verification of completion for the Security Awareness Trainings. Additionally, other Steele County staff who have been granted access to the physically secure locations both at the Sheriff's Office and SCCC

which includes IT, maintenance, and janitorial staff complete their background checks and annual security awareness training with the Sheriff's Department. This agreement allows for the Sheriff's Department to provide verification of the completion of these requirements annually to SCCC to avoid these individuals having to complete the requirements for both individual organizations each year.

**Attachments:**

INTERAGENCY AGREEMENT

## INTERAGENCY AGREEMENT

The following agreement is set forth to meet FBI CJIS, National Crime Information Center (NCIC), and BCA Minnesota Justice Information Services (MNJIS) policies, procedures and standards for unescorted access of CJA law enforcement personnel to another authorized CJA between the agencies named below.

**Providing Agency Name:** Steele County Community Corrections

Agency ORI: MN074013G

Agency Administrator: Timothy Schammel, Director

Agency TAC: Nicole Meixner, Administrative Assistant

Steele County Community Corrections agrees to access, use, disseminate and destroy Criminal Justice Information (CJI) in compliance with the FBI CJIS Security Policy.

Steele County Community Corrections agrees to have all appropriate security controls in place, as required by the FBI CJIS Security Policy, to protect the exchange of criminal justice information.

Steele County Community Corrections agrees that Steele County Sheriff's Office will have sufficient control and visibility into all security aspects related to information provided to Steele County Community Corrections, including incident reporting and response.

**Receiving Agency Name:** Steele County Sheriff's Office

Agency ORI: MN0740000

Agency Administrator: Sheriff Lon Thiele

Agency TAC: Jane Christenson and/or Kindra Gasner

Steele County Sheriff's Office agrees to provide certified personnel, while conducting the services indicated below, in compliance with FBI and BCA policy.

Steele County Sheriff's Office agrees to access, use, disseminate and destroy Criminal Justice Information (CJI) in compliance with the FBI CJIS Security Policy.

Steele County Sheriff's Office agrees to have all appropriate security controls in place, as required by the FBI CJIS Security Policy, to protect the exchange of criminal justice information.

Steele County Sheriff's Office agrees that it will have sufficient control and visibility into all security aspects related to information provided to Steele County Community Corrections, including incident reporting and response.

### **Unescorted Access to a CJA**

Steele County Community Corrections agrees to allow unescorted access of personnel from the Steele County Sheriff's Office. Steele County Community Corrections will accept Steele County Sheriff's Office's fingerprint-based background check clearance and Awareness and Training certification. Steele County Community Corrections will also accept fingerprint-based background check clearance and Awareness and Training certification for Steele County Staff (IT, Janitorial, Maintenance) who complete their training through Steele County Sheriff's Office.

Steele County Sheriff's Office agrees to provide documentation of any law enforcement

personnel and other Steele County Staff (IT, Janitorial, Maintenance) that may have unescorted access to Steele County Community Corrections and complete their training through Steele County Sheriff's Office.

**Providing Agency Administrator**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Receiving Agency Administrator**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STEELE COUNTY PERSONNEL AGENDA ITEM**  
August 12, 2025

**AUGUST EMPLOYEE ANNIVERSARIES**  
*(Information Only – No Action Required)*

| Name:              | Position:                         | Department:           | Anniversary Date:       | Years of Service: |
|--------------------|-----------------------------------|-----------------------|-------------------------|-------------------|
| Scott Hanson       | Chief Deputy Sheriff              | Sheriff               | August 1 <sup>st</sup>  | 25                |
| Nicholas Flatgard  | GIS Coordinator                   | GIS                   | August 1 <sup>st</sup>  | 14                |
| Denise Krell       | Accounting Support Specialist     | Landfill              | August 3 <sup>rd</sup>  | 41                |
| Amber Kniefel      | Administrative Assistant          | Community Corrections | August 7 <sup>th</sup>  | 8                 |
| Rebecca Kubicek    | Executive Assistant               | Administration        | August 13 <sup>th</sup> | 7                 |
| Aaron Pulanco      | Assistant County Attorney II      | Attorney              | August 14 <sup>th</sup> | 2                 |
| Mary Ripple        | Custodian                         | Facilities and Fleet  | August 19 <sup>th</sup> | 11                |
| Christine Hoffmann | Public Health Nurse               | Public Health         | August 20 <sup>th</sup> | 13                |
| Brian Bogen        | Arena/Park Maintenance Worker     | Parks and Recreation  | August 20 <sup>th</sup> | 7                 |
| Paul Prissel       | Assistant Jail Administrator      | Detention Center      | August 23 <sup>rd</sup> | 26                |
| Ricky Kvien        | County Recorder                   | Recorder              | August 24 <sup>th</sup> | 16                |
| Madisyn Hiniker    | Juvenile Probation Officer I      | Community Corrections | August 26 <sup>th</sup> | 1                 |
| Gregory Huebbe     | Training and Programs Coordinator | Detention Center      | August 27 <sup>th</sup> | 13                |
| Barbara Jindra     | Custodian                         | Facilities and Fleet  | August 28 <sup>th</sup> | 7                 |
| Roxanne Rezac      | Assessment Technician             | Assessor              | August 28 <sup>th</sup> | 2                 |
| Jayson Teichroew   | Deputy Sheriff Patrol             | Sheriff               | August 29 <sup>th</sup> | 9                 |



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

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

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**Tuesday, August 5, 2025 at 8:00 a.m. – Steele County Boardroom**

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**Attendees:** Commissioner Brady, Commissioner Glynn, Human Resource Director Gina McGuire, PT&E Director Jennifer Mueller, Administrator Renae Fry, County Attorney Robert Jarrett, and Executive Assistant Rebecca Kubicek.

**Consent Agenda**

1. Committee recommends approving Out of State Travel for IT Director to attend the 2025 ISM Annual Conference (IT Solutions Management for Human Services) at the Reno-Sparks Convention Center, Reno, NV.
2. Committee recommends approving GovAp – Electronic Accounts Payable Software. Account Payables process will become more electronic, less paper and less repetitive entry. MCCC negotiated the cost at \$2,500 set up fee + \$12,500 a year. RTVision is currently used by other departments.
3. Committee recommends approving Government Data Practice Policy.

**General Agenda**

**Department Head Reports**

**IT:** Interviewing for the Network Analyst Security position. Conduit in the basement of the courthouse is installed. There will be parking lot cameras going in. Access control of seven additional doors at the sheriff's department is taking place. Gate access at the Alexander building is complete. Budget; last minute things getting pulled together it is a challenge.

**Human Resources:** Sending out RFP's for short term and long-term disability. Public Works Director has been hired.

**Administration:** May need extend the Engineer search for more applicants. County Engineer interview team will consist of Commissioner Glynn and Brady (sub). Attended the Landfill pre-bid meeting. Was part of a call with the producer of Viewpoint which is doing a series on great places to live. They are considering including Owatonna on their series, but they want \$30,000 to cover some of their costs.

**PT&E Office:** Waseca has moved forward with JD 5 and JD10 redetermination and the ditch viewers have requested a landowner meeting on August 20<sup>th</sup>. Election prep and scheduling of election judge training.

**Attorney:** Lawyer has been selected for Data Practices suit. They are currently reviewing the revised complaint. Steele County has successfully joined the lawsuit against Department of Corrections regarding medication. The law is currently on hold pending the judge's order in response to the TRO motion.



**STEELE COUNTY**  
**PROPERTY & MAINTENANCE POLICY COMMITTEE MINUTES**  
**Steele County Administration Center – 630 Florence Ave - Owatonna, MN 55060**

*Steele County's Mission:*  
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**Thursday, August 7, 2025 at 8:00 a.m. – Steele County Boardroom**

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**Attendees:** Commissioner Abbe, Commissioner Brady, Finance Director Candi Lemarr, Facilities and Fleet Director Jake Rysavy, IT Director Dave Purscell, Court Administrator Stacy Ashley, Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

**Information:**

**Facilities:**

- SCFF Safety Project
  - Punch list was developed on Tuesday, August 5<sup>th</sup>. There is one electrical board that needs to be completed. Everything is ready for the fair. Moneys have been requested from the state for the grant payment. Walk through with the state is in September.
- Courthouse parking lot
  - Half of the parking lot is complete and will be open on Monday. The second half of the parking lot will start construction next week. They have started working on the green space. Will be using hydro seed.
- Four Seasons Centre roof
  - Schedule – Starting September 2 or 3<sup>rd</sup> and will be finishing in November.
- Annex roof
  - Serious roof issues as the seams are rotten and splitting open. Almost every time it rains there is an issue. \$400K for membrane work.. Alternatively, shingle work would be around \$375K with no warranty. Renae to check into the availability of 6school district building on Bridge street. Looking for the space study to be completed to better understand what is needed for space in the future with Public Health and Human Services. The second floor of the Admin building has approximately 75 spaces.
- Space study
  - Waiting for additional information from Department heads. Once all information is received then they can start putting together a plan.

**IT:**

- Security Projects – Dave Purscell
  - Gate is working at the Alexander building. Coroner can start moving their storage out to Alexander building. They will be working with Kristen. Few doors at the DC need access control for better security of records. If the county decides to keep the Annex, we would need access control and then access control for the Boardroom. Obtaining costs.
  - Courthouse security upgrades. Abbe, Fry, Thiele, Rysavy to be invited to review meeting.
  - Accessibility assessment has been completed. Information has not been provided yet.
  - Technology upgrades. Courtroom A: the state upgraded the video now the courtroom audio needs to be upgraded. This would 50/50 split in cost and is slated for 2025/2026.
  - Close to being done with Informacast at CCA.

**Department Head Reports – No Reports given**