



STEELE COUNTY BOARD AGENDA
Administration Center - 630 Florence Avenue – Owatonna, MN 55060

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

TUESDAY, AUGUST 26, 2025 at 5:00 PM
County Boardroom, Steele County Administration Center

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

Agenda

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

Public Comment - *Those wishing to speak must state their name and address for the record after they are acknowledged by the Board Chair. Each person will be limited to two (2) minutes to make his/ her remarks.*

Steele County is committed to respectful behavior in its work environment and in its Boardroom. Speakers should show dignity and respect towards others. Speakers will address all comments to the Board as a whole and not one individual commissioner and will not make comments about any elected or appointed officials or staff. The Board may not take action on an item presented during the Public Comment period, unless the item is already on the agenda for action. When appropriate, the Board may refer inquiries and items brought up during the Public Comment period to the County Administrator for follow up.

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

Correspondence

- 4.

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

5. Approve August 12, 2025 Board Minutes (pg. 4)

6. Approve August 12, 2025 Board Work Session Minutes (pg. 8)
7. Approve Bills and Journal Entries (pg. 9)
8. Approve Personnel Report (pg. 63)
9. Adopt Resolution 2025-036 giving authority to the Park & Rec Director to set contract and lease fees for 12 months or less for the use of the Four Seasons Centre. (pg. 64)
10. Approve JD11 repair estimate from SF Enterprises, LLC for over the \$10,000 Ditch Inspector approval threshold in an amount of \$22,697.80. (pg. 66)
11. Approve budget transfer for the Steele Fit Health Fair of up to \$1,000 from the Dividend Fund to Steele County's Employee Wellness Program and authorize employees to attend the Employee Health Fair, contingent on department staffing levels and the assurance of uninterrupted public service. (pg. 68)
12. Approve the 2026 Opioid Response Initiative Awards - Request for Proposals (RFP) process and timeline. (pg. 73)
13. Approve JD2 invoice in an amount of \$11,384.20 (*over the \$10,000 threshold*) to Tree Brush & Bare Ground Spraying Service. (pg. 110)

General Agenda

14. Award contract for the Landfill MSW Phase V-A & V-B cell construction to low bidder Borneke Construction in the amount of \$6,057,471.23. (pg. 113)
15. Approve Rice & Steele 911 Dispatch Center Budget and authorize the Steele County Board Committee Representatives to vote in favor of the budget. (pg. 117)
16. Approve the updated Steele County Cell Phone Policy. (pg. 120)
17. Approve the letter to Governor Walz requesting State Disaster Assistance for the July 28, 2025 storms and authorize the Chair to sign. (pg. 124)
18. Action Items

Land Use & Records Committee- August 14, 2025

19. Purchase of a one-year subscription to RouteSmart (pg. 126)

Information Items

20. Human Services update
21. Public Works Committee Minutes – August 12, 2025

22. Land Use and Records Committee Minutes – August 14, 2025

23. Public Safety & Health Committee Minutes – August 19, 2025

Commissioner Reports:

Next Meeting Notices:

Internal Central Services – **Tuesday, Sept. 2nd at 8 a.m. in the Boardroom**

Property & Maintenance Committee – **Thursday, Sept. 4th at 8 a.m. in the Boardroom**

County/Township Annual Meeting– **Monday, Sept. 8th at 4 p.m. at the Community Center**

Public Works Committee – **Tuesday, Sept. 9th at 8 a.m., Public Works Facility**

County Board Work Session – **Tuesday, Sept. 9th at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, Sept. 9th at 5 p.m. in the Boardroom**

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

Motion to go into closed Session

Discussion

Motion to end closed Session

Action Item if necessary

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

Motion to go into closed Session

Discussion

Motion to end closed Session

Action Item if necessary

Adjourn

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

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

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

August 12, 2025

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on August 12, 2025 with Commissioner's Brady, Glynn, Prokopec, Abbe and Krueger present. Also present were Human Resources Director Gina McGuire, Finance Director Candi Lemarr, IT Director Dave Purscell, County Assessor Brian Anderson, Assistant County Attorney Campbell Housch, and County Administrator Renae Fry.

Call to order and Pledge of Allegiance.

The Renewal/Extension of the MNPrairie IT Services Contract was moved to the regular Board Meeting for formal consideration and added as item 18. Motion by Commissioner Krueger, seconded by Commissioner Abbe, to approve the agenda as amended. Ayes all.

Amendments to the agenda:

Added item 18. Approve Renewal/Extension of MNPrairie IT Services Contract.

Comments and Correspondence:

Public Comment: One person spoke regarding the upcoming housing summit and one person requested information about the status of the roundabout project.

Correspondence: The Board acknowledged receipt of the thank you letter from Transitional Housing.

Consent Agenda:

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

- A. Approve the minutes of July 22, 2025 Board Meeting
- B. Approve the minutes of July 22, 2025 Board Work Session
- C. Approve the minutes of August 5, 2025 Special Session
- D. Approve the minutes of August 7, 2025 Budget Work Session
- E. Approve Bills
- F. Approve the Personnel Report

New Hires/Promotions/Demotions/Transfers:

Name	Position/Dept.	Rating/Step	Date
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:

Name	Position	Department	End Date
Shelby Taylor	Record's Specialist	Sheriff's Office	07/22/2025

- G. 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.
- H. Approve GovAp – Electronic Accounts Payable Software in an amount of \$2,500 set up fee + \$12,500 a year.
- I. Ratify the Steele County Guidelines and Procedures for MN Government Data Practices Act
- J. Approve Interagency Agreement Owatonna Police Department & Steele County Community Corrections
- K. Approve Interagency Agreement - Steele County Sheriff's Department & Steele County Community Corrections

General Agenda:

Human Resource Director read the August Anniversary Report

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

Motion by Commissioner Krueger, seconded by Commissioner Abbe to approve the Renewal/Extension of the MNPrairie IT Services Contract. Ayes all.

Commissioner Reports:

Commissioner Glynn reported his attendance at ICS, Board Budget Meeting, Board Special Meeting and Work Session.

Commissioner Prokopec reported his attendance at SPERO, SPERO Special Meeting, Board Budget Meeting, Board Special Meeting, Canon River Watershed, SEMCAC, Public Works Committee and Work Session

Commissioner Abbe reported his attendance at Land Use and Records for June and July, Law Library Board, MNPrairie JPB for June and July, Board of Equalization, Rice Steele 911 JPB for July and August, Property and Maintenance Committee for July and August, Board Budget Meeting, Board Special Meeting and Work Session.

Commissioner Krueger reported his attendance at South Country Health Alliance Finance Committee, South Country Health Alliance JPB, Meeting with Tom Sexton, South Country Health Alliance Utilization Meeting, Southeast Minnesota Emergency Communications Board Meeting, Public Works, MNPrairie Finance Committee, Board Budget Meeting, Board Special Meeting and Work Session.

Commissioner Brady reported his attendance at SPERO, ICS, Board Budget Meeting, Board Special Meeting and Work Session, Rice Steele 911 JPB, Property and Maintenance.

LISTING OF BILLS

August 15, 2025

Vendor Name	Amount
Advanced Correctional Healthcare Inc	16,871.78
All American Arena Products	7,437.01
American Lung Association	3,180.37
Baker Tilly US, LLP	20,800.50
Bauer Bui It Inc	2,225.82
BRN Lawn & Landscape LLC	6,070.00
Central Farm Services	9,252.62
Clear Impact LLC Inc	2,250.00
Counties Providing Technology	4,731.00
Crane Creek Asphalt	6,509.14
Dobberstein Law Firm PLLC	2,961.39
Erickson Engineering Co LLC	9,896.00
Goodman/Alan D	7,737.02
Hillyard-Hutchinson	2,522.58
Information Systems Corp	116,367.00
L & L Street Rods & Sport Trucks	6,587.48
Lexipol LLC	2,974.64
Madison National Life Ins Co Inc	3,931.94
Minnesota Life Insurance Company	4,620.65
Nuss Truck & Equipment	3,697.97
Office of MN IT Services	2,058.11
Paape Companies Inc	5,020.50
R & K Electric Inc	456,553.36
Rice-Steele 911 Center	2,623.50
Rise & Shine Kids	3,180.11
Short Elliott Hendrickson Inc	59,322.92
Steele County Soil & Water Conserv Dist	38,750.00

Summit Food Services LLC	11,514.02
SVL Service Corporation	3,033.05
The MPX Group	2,926.07
Thomson Reuters - West	3,756.49
Tree, Brush & Bare Ground Spraying Svc	15,772.35
Vertiv Corporation	3,821.00
WHKS & Co	2,339.43
105 Payments less than 2000	44,701.75
Final Total:	895,997.57

Motion by Commissioner Abbe, seconded by Commissioner Glynn to adjourn to the Call of the Chair at 5:15 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

August 12, 2025

STATE OF MINNESOTA }
COUNTY OF STEELE } ss

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on August 12, 2025 with Commissioner's Krueger, Brady, Glynn, Prokopec, and Abbe present. Also present were Human Resources Director Gina McGuire, Finance Director Candi Lemarr, IT Director Dave Purscell, County Assessor Brian Anderson, Assistant County Attorney Campbell Housch, and County Administrator Renae Fry.

Benya Kraus, SMIF President/CEO, introduced herself and provided a summary of her professional experience locally and nationally prior to accepting the position with SMIF. Alissa Oeltjenbruns, Vice President of Philanthropy & Community Vitality, presented a summary of initiatives funded by SMIF in Steele County and thanked the Board for its support.

Dave Purscell reported that the current IT services agreement with MNPrairie will be expiring at the end of 2025 and presented the Board with a draft agreement to extend the contract through 2026 . The new contract will include services to support the transition of IT to another company when Steele County exits MNPrairie. The Board moved this matter to its regular meeting for formal consideration.

HMA presented to the Board and provided a summary of their recommendations for initial structure of the county's new human services division. The new department would have as its base structure, the regulative business model, but in time, the department could evolve into the collaborative business model, the integrative and eventually the generative business model. This structure was adopted in Olmstead County as well as nationally, Operations would be structured around the three general service categories, and HMA will be working on a program inventory. The county will have the opportunity to determine how those services will be provided and what additional programs the county wants to offer. HMA provided a proposed timeline for the onboarding of a new director and staff and explained the work they are doing with liaisons from HHS and DCYF to gather data regarding the client mix and the types of services being provided to the clients. They will be working on a second statement of work, describing the services to be rendered during the second phase of their master services contract.

Meeting was adjourned at 4:55 p.m.

Chairman

ATTEST: _____
Administrator

SBENDORF

8/21/25

9:40AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF
8/21/25 9:40AM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		Administration			
68420	Plunkett's Pest Control, Inc.					
24	10-301-000-0000-6512	118.56	August pest control	10069527	Bldg Repair & Maintenance	N
68420	Plunkett's Pest Control, Inc.	118.56	1 Transactions			
301	DEPT Total:	118.56	Administration	1 Vendors	1 Transactions	
302	DEPT		Road & Bridge Maintenance Expense			
2982	Falkstone LLC					
14	10-302-000-0000-6525	185.37	Durapatch chips CSAH #14	11335	CSAH Supplies - Aggregate/Asphalt	Y
15	10-302-000-0000-6525	183.63	Durapatch chips CSAH #15	11335	CSAH Supplies - Aggregate/Asphalt	Y
2982	Falkstone LLC	369.00	2 Transactions			
1037	Midstates Equipment & Supply Inc					
18	10-302-000-0000-6525	2,598.75	Maxwell gap primer CSAH #23	225666	CSAH Supplies - Aggregate/Asphalt	N
19	10-302-000-0000-6525	32,102.25	Maxwell gap polyskin CASH #23	225674	CSAH Supplies - Aggregate/Asphalt	N
1037	Midstates Equipment & Supply Inc	34,701.00	2 Transactions			
10118	Midwest Mobile Water Jet					
20	10-302-000-0000-6534	1,578.50	Remove reflecting sheeting	25-4502	Supplies - Signing	N
10118	Midwest Mobile Water Jet	1,578.50	1 Transactions			
302	DEPT Total:	36,648.50	Road & Bridge Maintenance Expense	3 Vendors	5 Transactions	
304	DEPT		Equipment Maintenance & Shops			
10067	Auto Value Owatonna					
4	10-304-000-0000-6513	79.95	Radiator rocket coil	197015988	Tools	N
5	10-304-000-0000-6520	11.99	Permatex#2133	197016238	Machinery/Vehicle Parts	N
1	10-304-000-0000-6520	60.36	Oil Filter #2193	197016516	Machinery/Vehicle Parts	N
2	10-304-000-0000-6520	60.36	Oil Filter #2144	197016516	Machinery/Vehicle Parts	N
3	10-304-000-0000-6520	60.36	Oil Filter #2202	197016516	Machinery/Vehicle Parts	N
6	10-304-000-0000-6520	179.00	Spool Cable #2235	197016587	Machinery/Vehicle Parts	N
7	10-304-000-0000-6520	8.98	Toggle Switches #2134	197016944	Machinery/Vehicle Parts	N
8	10-304-000-0000-6520	4.49	Toggle Switch #2134	197016945	Machinery/Vehicle Parts	N
9	10-304-000-0000-6520	739.72	Golf Car Battery #2190	197017068	Machinery/Vehicle Parts	N
10067	Auto Value Owatonna	1,205.21	9 Transactions			
11215	Central Farm Services					

SBENDORF

8/21/25 9:40AM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
10	10-304-000-0000-6540		275 gallons DEF	702170	Fuel & Lubricants	N
11215	Central Farm Services	652.25				
		652.25	1 Transactions			
16480	Crysteel Truck Equipment Inc					
11	10-304-000-0000-6520	275.34	Supression system #2251	LP224288	Machinery/Vehicle Parts	N
12	10-304-000-0000-6520	275.33	Supression system #2250	LP224288	Machinery/Vehicle Parts	N
13	10-304-000-0000-6520	275.33	Supression system #2230	LP224288	Machinery/Vehicle Parts	N
16480	Crysteel Truck Equipment Inc	826.00				
			3 Transactions			
49625	Matejcek Implement Co					
16	10-304-000-0000-6520	238.74	Excess Vibration #2153	WA47002	Machinery/Vehicle Parts	N
49625	Matejcek Implement Co	238.74				
			1 Transactions			
50510	McNeilus Steel Inc					
17	10-304-000-0000-6511	139.70	Sign Shop Supplies	01262841	Maint Shop Supplies & Materials	N
50510	McNeilus Steel Inc	139.70				
			1 Transactions			
10263	Mogen/Todd					
21	10-304-000-0000-6511	18.36	Reimb rope clips and cable	194252	Maint Shop Supplies & Materials	N
10263	Mogen/Todd	18.36				
			1 Transactions			
56125	NAPA Auto Parts					
22	10-304-000-0000-6520	17.99	Fuse Holder #2235	059755	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts	17.99				
			1 Transactions			
9922	Owatonna Ace Hardware					
23	10-304-000-0000-6520	19.98	Adhesive #2133	3643/5	Machinery/Vehicle Parts	N
9922	Owatonna Ace Hardware	19.98				
			1 Transactions			
9923	Steve James Excavating Inc					
25	10-304-000-0000-6520	33.52	Propane #2186	18431	Machinery/Vehicle Parts	N
9923	Steve James Excavating Inc	33.52				
			1 Transactions			
86520	Terminal Supply Company					
26	10-304-000-0000-6511	468.62	Screws,washers,cable ties	39437-00	Maint Shop Supplies & Materials	N
27	10-304-000-0000-6511	439.41	Metric cap	40719-00	Maint Shop Supplies & Materials	N
86520	Terminal Supply Company	908.03				
			2 Transactions			
10245	US Farm Innovations					

SBENDORF
8/21/25 9:40AM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
28	10-304-000-0000-6520		510.00	Side Window #9981	1557	Machinery/Vehicle Parts	Y
29	10-304-000-0000-6520		510.00	Side window #9980	1557	Machinery/Vehicle Parts	Y
10245	US Farm Innovations		1,020.00	2 Transactions			
304	DEPT Total:		5,079.78	Equipment Maintenance & Shops	11 Vendors	23 Transactions	
310	DEPT			Capital Construction			
9217	WHKS & Co						
30	10-310-000-0000-6262		78,765.78	Prof serv 074-628-004	54914	Sales Tax Consultants	Y
31	10-310-000-0000-6262		1,115.60	Prof serv 074-602-008	55046	Sales Tax Consultants	Y
32	10-310-000-0000-6262		2,418.24	Prof serv 074-628-004	55060	Sales Tax Consultants	Y
9217	WHKS & Co		82,299.62	3 Transactions			
4364	WSB & Associates Inc						
33	10-310-000-0000-6262		654.50	SAP 74-648-007	1795300024	Sales Tax Consultants	Y
34	10-310-000-0000-6262		6,887.50	SAP 74-648-007	1795300025	Sales Tax Consultants	Y
35	10-310-000-0000-6262		16,927.25	CP 74-021-006	1985000035	Sales Tax Consultants	Y
36	10-310-000-0000-6262		6,604.00	CP 74-021-006	1985000036	Sales Tax Consultants	Y
4364	WSB & Associates Inc		31,073.25	4 Transactions			
310	DEPT Total:		113,372.87	Capital Construction	2 Vendors	7 Transactions	
10	Fund Total:		155,219.71	Road & Bridge Fund		36 Transactions	
	Final Total:		155,219.71	17 Vendors	36 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	155,219.71	Road & Bridge Fund	
	All Funds	155,219.71	Total	Approved by, ...
				
				

SBENDORF

8/21/25

9:40AM

Steele County



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Save Report Options?: N

SBENDORF

8/21/25 9:40AM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3	DEPT			County Wide			
	10224 Health Management Associates Inc						
55	01-003-000-0000-6194		20,863.75	Consulting services-HS-July	213794-03	Personnel Policy	Y
	10224 Health Management Associates Inc		20,863.75	1 Transactions			
	9173 Madden Galanter Hansen LLP						
17	01-003-000-0000-6194		1,245.50	Labor relations services-July	August 6, 2025	Personnel Policy	Y
	9173 Madden Galanter Hansen LLP		1,245.50	1 Transactions			
	4879 Shred Right						
32	01-003-000-0000-6801		42.53	Shred documents	0053390	General Expense	Y
	4879 Shred Right		42.53	1 Transactions			
3	DEPT Total:		22,151.78	County Wide	3 Vendors	3 Transactions	
31	DEPT			County Administrator			
	84035 Tri-M Graphics						
45	01-031-000-0000-6410		211.89	Administration envelopes	107798	Office Supplies	N
	84035 Tri-M Graphics		211.89	1 Transactions			
31	DEPT Total:		211.89	County Administrator	1 Vendors	1 Transactions	
32	DEPT			Human Resources			
	8393 AMC - MACA						
2	01-032-000-0000-6261		75.00	MCHRMA tech day-GMcGuire	73872	Conference & Training	N
	8393 AMC - MACA		75.00	1 Transactions			
	9348 Vault Health						
52	01-032-000-0000-6801		359.78	DOT 3rd quarter randoms	FL00683381	General Expense	N
	9348 Vault Health		359.78	1 Transactions			
32	DEPT Total:		434.78	Human Resources	2 Vendors	2 Transactions	
62	DEPT			Central Services			
	16282 Crosstown Cartage Inc						
53	01-062-000-0000-6801		324.00	Contracted mail services	8/15/2025	General Expense	N
54	01-062-000-0000-6802		200.00	Additional mail services	8/15/2025	Internal Chargeback	N

SBENDORF

8/21/25 9:40AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	16282 Crosstown Cartage Inc		524.00	2 Transactions		
	5655 High Point Networks					
10	01-062-000-0000-6301		868.00	FS firewall renewal - 1 year	276413	Equip/Software Maint Y
	5655 High Point Networks		868.00	1 Transactions		
	9767 UKG Kronos Systems LLC					
48	01-062-000-0000-6301		3,550.92	HRIS operating costs-Jul 2025	I10080015374	Equip/Software Maint N
	9767 UKG Kronos Systems LLC		3,550.92	1 Transactions		
62	DEPT Total:		4,942.92	Central Services	3 Vendors	4 Transactions
91	DEPT			County Attorney		
	3659 MCAA					
18	01-091-000-0000-6261		195.00	Leadership retreat-RJJ	200013092	Conference & Training N
19	01-091-000-0000-6261		210.00	CHIPS conference-MES	200013097	Conference & Training N
20	01-091-000-0000-6261		210.00	CHIPS conference-AMH	200013098	Conference & Training N
	3659 MCAA		615.00	3 Transactions		
	9363 PITNEY BOWES GLOBAL FINANACIAL SVC					
29	01-091-000-0000-6304		163.53	Meter lease 7/1 - 9/30/25	3107346081	Misc Contracts N
	9363 PITNEY BOWES GLOBAL FINANACIAL SVC		163.53	1 Transactions		
	90675 Us Postal Service					
51	01-091-000-0000-6215		500.00	Postage	52708492	Postage N
	90675 Us Postal Service		500.00	1 Transactions		
91	DEPT Total:		1,278.53	County Attorney	3 Vendors	5 Transactions
101	DEPT			County Recorder		
	8413 Austin Office Products					
5	01-101-000-0000-6410		74.80	Casters for office chair	8035	Office Supplies N
	8413 Austin Office Products		74.80	1 Transactions		
	9789 Imaging Spectrum Inc					
12	01-101-000-0000-6410		1,128.58	Passport folders & media	51942	Office Supplies N
	9789 Imaging Spectrum Inc		1,128.58	1 Transactions		

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
21	51300 Metro Sales Inc					
	01-101-000-0000-6410		155.51	Copies	INV2855374	Office Supplies N
	51300 Metro Sales Inc		155.51	1 Transactions		
101	DEPT Total:		1,358.89	County Recorder	3 Vendors	3 Transactions
102	DEPT			Surveyor		
	39600 Jones Haugh & Smith Inc					
57	01-102-000-0000-6801		1,187.50	Survey work - July 2025	46927	General Expense N
	39600 Jones Haugh & Smith Inc		1,187.50	1 Transactions		
102	DEPT Total:		1,187.50	Surveyor	1 Vendors	1 Transactions
105	DEPT			Planning & Zoning		
	13000 City Of Blooming Prairie					
8	01-105-000-0000-6805		1,527.24	Bldg permit reimb - July	July bldg permit	Bl Pr Reimb-Bldg Permit N
	13000 City Of Blooming Prairie		1,527.24	1 Transactions		
	37025 Innovative Office Solutions LLC					
11	01-105-000-0000-6410		50.79	Tape, markers, batteries	4896741	Office Supplies Y
	37025 Innovative Office Solutions LLC		50.79	1 Transactions		
	84035 Tri-M Graphics					
46	01-105-000-0000-6410		169.08	Business cards-KB & DS	107774	Office Supplies N
	84035 Tri-M Graphics		169.08	1 Transactions		
105	DEPT Total:		1,747.11	Planning & Zoning	3 Vendors	3 Transactions
111	DEPT			Buildings & Grounds		
	5202 Clearview Window Cleaning					
9	01-111-040-0000-6300		1,010.00	Window cleaning - Admin	28212	Bldg Repairs & Maintenance Y
	5202 Clearview Window Cleaning		1,010.00	1 Transactions		
	9161 Kraft Mechanical LLC					
14	01-111-044-0000-6300		6,736.00	Preventative maint agreement	40810	Bldg Repairs & Maintenance N
	9161 Kraft Mechanical LLC		6,736.00	1 Transactions		
	9592 Kubat/Mark					

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
15	01-111-040-0000-6300		Repair carpet tile	953056	Bldg Repairs & Maintenance	Y
9592	Kubat/Mark		1 Transactions			
70157	Quality Overhead Door Co Inc					
30	01-111-049-0000-6300	90.00	Install single button remote	129996	Bldg Repairs & Maintenance	N
70157	Quality Overhead Door Co Inc	90.00	1 Transactions			
85167	Stewart Sanitation					
36	01-111-040-0000-6300	203.06	Recycling-Admin-August	935835	Bldg Repairs & Maintenance	N
40	01-111-041-0000-6300	95.47	Recycling-Annex-July	936511	Bldg Repairs & Maintenance	N
39	01-111-042-0000-6300	86.67	Reycling-CH-July	936514	Bldg Repairs & Maintenance	N
38	01-111-043-0000-6300	64.27	Recycling-Atty-July	936514	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation	449.47	4 Transactions			
4035	Uline Inc					
49	01-111-041-0000-6300	534.04	Air purifier	195756006	Bldg Repairs & Maintenance	N
4035	Uline Inc	534.04	1 Transactions			
111	DEPT Total:	8,919.51	Buildings & Grounds	6 Vendors	9 Transactions	
121	DEPT		Veteran Service			
37025	Innovative Office Solutions LLC					
56	01-121-000-0000-6410	18.18	Appointment book	4906816	Office Supplies	Y
37025	Innovative Office Solutions LLC	18.18	1 Transactions			
60050	Oakdale Motel					
61	01-121-000-0000-5761	397.32	Distressed Vet - PE	83398410	Donations for Van	Y
60050	Oakdale Motel	397.32	1 Transactions			
121	DEPT Total:	415.50	Veteran Service	2 Vendors	2 Transactions	
201	DEPT		Sheriff			
8458	American Tower Corporation					
3	01-201-297-0000-6347	712.87	BP tower rent - Aug 2025	413743758	T-BI Pr Lease Payments	N
8458	American Tower Corporation	712.87	1 Transactions			
3275	Anhorn's Gas & Tire					
4	01-201-000-0000-6320	682.08	Four new tires - 7409	45834	Vehicle Maintenance	Y

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3275	Anhorn's Gas & Tire		682.08	1 Transactions		
6	1967 BATTERIES PLUS BULBS					
	01-201-000-0124-6320	10.95	Key fob battery	P84739196	20 Chevy Silverado maintenance	Y
	1967 BATTERIES PLUS BULBS	10.95	1 Transactions			
16	5487 LexisNexis Risk Data Management					
	01-201-000-0000-6425	200.00	Searches/reports - July 2025	1100175938	Investigation Expense	N
	5487 LexisNexis Risk Data Management	200.00	1 Transactions			
23	56125 NAPA Auto Parts					
	01-201-000-0000-6320	29.94	Windshield wash - 6	058234	Vehicle Maintenance	N
	56125 NAPA Auto Parts	29.94	1 Transactions			
26	3248 Personnel Evaluation, Inc					
	01-201-000-0000-6801	75.00	Personnel eval - JT, MR, TC	55580	Misc Expense	6
27	01-201-000-0000-6801	37.00	Personnel eval & search-MB	55580	Misc Expense	6
	3248 Personnel Evaluation, Inc	112.00	2 Transactions			
35	1663 Sign Pro Of Owatonna, Inc.					
	01-201-000-0000-6480	575.00	Graphics - 7414	1142454	Non-Capitalized Inventory	N
	1663 Sign Pro Of Owatonna, Inc.	575.00	1 Transactions			
201	DEPT Total:	2,322.84	Sheriff	7 Vendors	8 Transactions	
208	DEPT		Coroner			
	8048 Edwardsen/Danette Marie					
146	01-208-000-0000-6801	200.00	Death investigations - 1	July 2025	General Expense	6
	8048 Edwardsen/Danette Marie	200.00	1 Transactions			
	9860 Klapperich/Julie					
58	01-208-000-0000-6801	1,150.00	Death investigations - 12	July 2025	General Expense	6
	9860 Klapperich/Julie	1,150.00	1 Transactions			
	49916 Mayo Clinic					
147	01-208-000-0000-6801	1,800.00	Autopsy - July - NDhul	2923106	General Expense	6
	49916 Mayo Clinic	1,800.00	1 Transactions			
	4229 Moore Md/Kellyanna J					

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
59	01-208-000-0000-6801	3,980.17	Coroner services - August	August 2025	General Expense	6
4229	Moore Md/Kellyanna J	3,980.17	1 Transactions			
208	DEPT Total:	7,130.17	Coroner	4 Vendors	4 Transactions	
251	DEPT		Jail			
10215	Christeyns					
7	01-251-000-0000-6560	207.44	Laundry detergents	2025-21167-00	Janitorial Supplies	N
10215	Christeyns	207.44	1 Transactions			
524	Kecks Repair Inc					
13	01-251-000-0000-6320	293.00	Air conditioning-2007 van	307237	Vehicle Maintenance	N
524	Kecks Repair Inc	293.00	1 Transactions			
3248	Personnel Evaluation, Inc					
28	01-251-000-0000-6196	100.00	Pre-employt eval-BR,DS,HW,JB	55579	Employee Phys And Exams	6
3248	Personnel Evaluation, Inc	100.00	1 Transactions			
1179	Sheriff Of Olmsted Co					
31	01-251-000-0000-6801	100.00	Civil process-Mya Johnson	25002081	Misc Expense	N
1179	Sheriff Of Olmsted Co	100.00	1 Transactions			
4879	Shred Right					
33	01-251-000-0000-6304	44.75	Document shredding	0052929	Contract Serv./Bldg Maint	Y
34	01-251-000-0000-6304	44.75	Document shredding	0053691	Contract Serv./Bldg Maint	Y
4879	Shred Right	89.50	2 Transactions			
8247	Summit Food Services LLC					
41	01-251-000-0000-6441	3,979.18	Inmate meals 7/19 - 7/25/25	INV2000249343	Prisoner Meals	N
42	01-251-000-0000-6441	3,737.64	Inmate meals 7/26 - 8/1/25	INV2000249927	Prisoner Meals	N
43	01-251-000-0000-6441	3,658.56	Inmate meals 8/2 - 8/8/25	INV2000250623	Prisoner Meals	N
8247	Summit Food Services LLC	11,375.38	3 Transactions			
618	Turnkey Corrections					
47	01-251-000-0000-6418	37.17	Indigent fees	20508	Lock-Up Supplies	N
618	Turnkey Corrections	37.17	1 Transactions			

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	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
251	DEPT Total:		12,202.49	Jail	7 Vendors	10 Transactions	
252	DEPT			Community Corrections			
	4064 Alcohol Monitoring System Inc						
1	01-252-000-0000-6274		1,131.30	SCRAM monitoring	349902	Scram Monitoring	N
	4064 Alcohol Monitoring System Inc		1,131.30	1 Transactions			
	5830 Midwest Monitoring & Surveillance						
22	01-252-000-0000-6270		130.00	Lab services - July 2025	DT0725142	Chemical Testing	Y
	5830 Midwest Monitoring & Surveillance		130.00	1 Transactions			
252	DEPT Total:		1,261.30	Community Corrections	2 Vendors	2 Transactions	
281	DEPT			Emergency Management			
	56125 NAPA Auto Parts						
148	01-281-000-0000-6410		28.99	Battery charger for generator	059264	Office Supplies	N
	56125 NAPA Auto Parts		28.99	1 Transactions			
281	DEPT Total:		28.99	Emergency Management	1 Vendors	1 Transactions	
391	DEPT			Environmental Services			
	87305 Thompson Sanitation						
44	01-391-000-0000-6548		75,722.74	Recycling contract - July	93244	Recycling	N
	87305 Thompson Sanitation		75,722.74	1 Transactions			
	4035 Uline Inc						
50	01-391-000-0000-6550		309.95	Hazardous waste supplies	196525001	Household Hazardous Waste	N
	4035 Uline Inc		309.95	1 Transactions			
391	DEPT Total:		76,032.69	Environmental Services	2 Vendors	2 Transactions	
481	DEPT			Public Health Nursing			
	115 Aaseth/Amber						
108	01-481-464-6065-6331		42.00	Mileage - July 2025	August 2025	Mileage Reimbursement	N
	115 Aaseth/Amber		42.00	1 Transactions			
	8204 Adams/Penny						
109	01-481-460-6009-6331		72.10	Mileage - July 2025	August 2025	Mileage Reimbursement	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8204	Adams/Penny		72.10	1 Transactions		
10172	Air Chek					
90	01-481-463-6049-6464		121.00	Radon kits - 20	36862	EH-General Supplies & Outreach N
10172	Air Chek		121.00	1 Transactions		
1650	American Lung Association of MN					
145	01-481-461-6066-6383		2,141.96	Vaping contract - July	05	Contract Services N
1650	American Lung Association of MN		2,141.96	1 Transactions		
3566	Anderson/Gaynelle					
110	01-481-460-6009-6331		30.10	Mileage - July 2025	August 2025	Mileage Reimbursement N
3566	Anderson/Gaynelle		30.10	1 Transactions		
2574	Archambault/Kristi					
111	01-481-460-6009-6331		2.10	Mileage - July 2025	August 2025	Mileage Reimbursement N
2574	Archambault/Kristi		2.10	1 Transactions		
8783	Availity LLC					
91	01-481-460-6009-6383		20.00	Medicare billing charges	INV01418332	Contract Services N
8783	Availity LLC		20.00	1 Transactions		
7	Bartsch/Christine					
112	01-481-460-6009-6331		93.80	Mileage - July 2025	August 2025	Mileage Reimbursement N
7	Bartsch/Christine		93.80	1 Transactions		
8486	Baumgartner/Ann					
113	01-481-460-6009-6331		20.30	Mileage - July 2025	August 2025	Mileage Reimbursement N
8486	Baumgartner/Ann		20.30	1 Transactions		
9966	Benschoter/Paula					
114	01-481-460-6009-6331		15.40	Mileage - July 2025	August 2025	Mileage Reimbursement N
9966	Benschoter/Paula		15.40	1 Transactions		
9413	Benson/Robert					
115	01-481-460-6009-6331		51.80	Mileage - July 2025	August 2025	Mileage Reimbursement N
9413	Benson/Robert		51.80	1 Transactions		
6267	Brinkman/Stacie Lynn					

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
116	01-481-461-6025-6331		27.30	Mileage - July 2025	August 2025	Mileage Reimbursement N
118	01-481-461-6031-6331		1.40	Mileage - July 2025	August 2025	Mileage Reimbursement N
117	01-481-461-6068-6331		7.00	Mileage - July 2025	August 2025	Mileage Reimbursement N
6267	Brinkman/Stacie Lynn		35.70	3 Transactions		
10084	Cardinal Health 110 LLC					
92	01-481-462-6047-6434		219.57	TST - 20 doses	7433961263	Medical Supplies Y
10084	Cardinal Health 110 LLC		219.57	1 Transactions		
10128	Christenson/Sandra					
119	01-481-460-6009-6331		51.80	Mileage - July 2025	August 2025	Mileage Reimbursement N
10128	Christenson/Sandra		51.80	1 Transactions		
12590	Christenson/Yukari					
120	01-481-460-6009-6331		119.70	Mileage - July 2025	August 2025	Mileage Reimbursement N
12590	Christenson/Yukari		119.70	1 Transactions		
8789	Dahle/Teya F					
93	01-481-461-6034-6383		110.10	Reflective consulting	1689	Contract Services Y
94	01-481-461-6059-6383		110.10	Reflective consulting	1689	Contract Services Y
8789	Dahle/Teya F		220.20	2 Transactions		
9841	Farr/Whitney					
121	01-481-460-6012-6331		8.40	Mileage - July 2025	August 2025	Mileage Reimbursement N
9841	Farr/Whitney		8.40	1 Transactions		
10130	Fleming/Bobbi Jo					
122	01-481-460-6012-6331		6.30	Mileage - July 2025	August 2025	Mileage Reimbursement N
10130	Fleming/Bobbi Jo		6.30	1 Transactions		
10209	Grunklee/Korey					
123	01-481-460-6012-6331		22.96	Mileage - July 2025	August 2025	Mileage Reimbursement N
10209	Grunklee/Korey		22.96	1 Transactions		
8735	Hanson/Julie					
124	01-481-460-6012-6331		4.20	Mileage - July 2025	August 2025	Mileage Reimbursement N
8735	Hanson/Julie		4.20	1 Transactions		
9892	Haroldson/Julie					

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
125	01-481-460-6009-6331	60.20	Mileage - July 2025	August 2025	Mileage Reimbursement	N
9892	Haroldson/Julie	60.20	1 Transactions			
8389	Healthcare First					
95	01-481-460-6009-6383	116.57	HHCAHPS survey	5537076	Contract Services	N
8389	Healthcare First	116.57	1 Transactions			
10132	Hedervare/Sara					
126	01-481-460-6012-6331	2.54	Mileage - July 2025	August 2025	Mileage Reimbursement	N
10132	Hedervare/Sara	2.54	1 Transactions			
37025	Innovative Office Solutions LLC					
96	01-481-000-0000-6410	14.49	Cardstock, tape	4901261	Office Supplies	Y
97	01-481-000-0000-6410	91.80	Envelopes	4906548	Office Supplies	Y
98	01-481-460-6012-6210	17.21	Folders	4906548	Telephone	Y
37025	Innovative Office Solutions LLC	123.50	3 Transactions			
10043	Johnson/Emma					
128	01-481-461-6066-6330	15.00	Parking for conference	08142025	Travel Expenses	N
127	01-481-461-6066-6331	4.20	Mileage - July 2025	August 2025	Mileage Reimbursement	N
10043	Johnson/Emma	19.20	2 Transactions			
9458	Jongbloedt/Beth					
129	01-481-460-6009-6331	24.50	Mileage - July 2025	August 2025	Mileage Reimbursement	N
9458	Jongbloedt/Beth	24.50	1 Transactions			
3629	Kent/Leah					
130	01-481-460-6009-6331	38.85	Mileage - July 2025	August 2025	Mileage Reimbursement	N
3629	Kent/Leah	38.85	1 Transactions			
10009	Martinez/Stephanie					
131	01-481-460-6009-6331	4.20	Mileage - July 2025	August 2025	Mileage Reimbursement	N
10009	Martinez/Stephanie	4.20	1 Transactions			
5754	McMann/Katy					
132	01-481-460-6009-6331	51.80	Mileage - July 2025	August 2025	Mileage Reimbursement	N
5754	McMann/Katy	51.80	1 Transactions			
5424	Northstar Calibration Inc					

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
99	01-481-462-6047-6563	204.00	Thermometer calibration	650577	Maintenance And Repair	N
5424	Northstar Calibration Inc	204.00	1 Transactions			
10196	Parkos/Leila					
133	01-481-460-6009-6331	4.20	Mileage - July 2025	August 2025	Mileage Reimbursement	N
10196	Parkos/Leila	4.20	1 Transactions			
9616	Parrott & Smith LLC					
100	01-481-461-6066-6341	295.00	Office rent - September	August 2025	Office Rent	1
9616	Parrott & Smith LLC	295.00	1 Transactions			
8934	Point & Pay					
152	01-481-465-6056-6383	250.00	Credit card setup fee	11479-00-0625-1	FPHR - Contracted Services	N
149	01-481-465-6056-6410	100.00	Credit card machine	11479-00-0625-1	Office Supplies	N
151	01-481-465-6057-6383	250.00	Credit card setup fee	11479-00-0625-1	Contract Services	N
150	01-481-465-6057-6410	100.00	Credit card machine	11479-00-0625-1	Office Supplies	N
8934	Point & Pay	700.00	4 Transactions			
10131	Prestegard/Amanda					
134	01-481-461-6030-6331	2.10	Mileage - July 2025	August 2025	Mileage Reimbursement	N
10131	Prestegard/Amanda	2.10	1 Transactions			
7944	Red Oxygen					
101	01-481-461-6011-6210	31.72	Texting services	674884	Telephone	N
102	01-481-461-6040-6210	31.71	Texting services	674884	Telephone	N
7944	Red Oxygen	63.43	2 Transactions			
9703	Regents of the University of Minnesota					
107	01-481-461-6032-6464	1,748.13	CP award-raised garden beds	08062025	General Supplies & Outreach	G
9703	Regents of the University of Minnesota	1,748.13	1 Transactions			
9903	Rindfleisch/Ethan					
136	01-481-464-6065-6331	9.80	Mileage - July 2025	August 2025	Mileage Reimbursement	N
135	01-481-465-6056-6331	4.20	Mileage - July 2025	August 2025	Mileage Reimbursement	N
9903	Rindfleisch/Ethan	14.00	2 Transactions			
10166	Roemhildt/Brenda					
138	01-481-460-6012-6331	2.10	Mileage - July 2025	August 2025	Mileage Reimbursement	N
137	01-481-460-6012-6383	6,190.00	Contracted hours - July 2025	August 2025	Contract Services	N

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10166	Roemhildt/Brenda		6,192.10	2 Transactions		
77316	Schroeder/Greg					
104	01-481-460-6009-6331		84.00	PT mileage - July 2025	August 2025	Mileage Reimbursement Y
103	01-481-460-6009-6383		1,263.68	Physical therapist - July 2025	August 2025	Contract Services Y
77316	Schroeder/Greg		1,347.68	2 Transactions		
4879	Shred Right					
105	01-481-000-0000-6322		42.53	Shredding service	54486	Service Agreements Y
4879	Shred Right		42.53	1 Transactions		
5619	Tonche/Denise					
139	01-481-460-6009-6331		91.70	Mileage - July 2025	August 2025	Mileage Reimbursement N
5619	Tonche/Denise		91.70	1 Transactions		
90165	UC Lab					
106	01-481-463-6049-6322		593.39	Well water testing	124834	Well Water Service Agreements N
90165	UC Lab		593.39	1 Transactions		
4100	Wencl/Dianne Marie					
140	01-481-460-6009-6331		38.50	Mileage - July 2025	August 2025	Mileage Reimbursement N
4100	Wencl/Dianne Marie		38.50	1 Transactions		
481	DEPT Total:		15,077.51	Public Health Nursing	43 Vendors	56 Transactions
502	DEPT			Steele Co Community Ctr		
85167	Stewart Sanitation					
37	01-502-000-0000-6300		36.50	Recycling-CommCtr-July	936512	Bldg Repairs & Maintenance N
85167	Stewart Sanitation		36.50	1 Transactions		
502	DEPT Total:		36.50	Steele Co Community Ctr	1 Vendors	1 Transactions
550	DEPT			Four Seasons		
56125	NAPA Auto Parts					
60	01-550-000-0000-6410		15.98	Battery terminal	059259	Operating Supplies - Contracts N
56125	NAPA Auto Parts		15.98	1 Transactions		
585	Olympic Fire Protection Corp					

SBENDORF

8/21/25 9:40AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 14

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
63	01-550-000-0000-6410		Repairs to fire system	10006124	Operating Supplies - Contracts	N
62	01-550-000-0000-6410		Annual fire system inspection	10006162	Operating Supplies - Contracts	N
585	Olympic Fire Protection Corp		2 Transactions			
9922	Owatonna Ace Hardware					
25	01-550-000-0000-6410		Wax ring, ant killer	3603/5	Operating Supplies - Contracts	N
24	01-550-000-0000-6410		Toilet valve	3637/5	Operating Supplies - Contracts	N
64	01-550-000-0000-6410		Light connector	3687/5	Operating Supplies - Contracts	N
65	01-550-000-0000-6410		Fasteners	3740/5	Operating Supplies - Contracts	N
9922	Owatonna Ace Hardware		4 Transactions			
85167	Stewart Sanitation					
66	01-550-000-0000-6254		Monthly garbage - July	935812	Garbage Disposal	N
85167	Stewart Sanitation		1 Transactions			
550	DEPT Total:		Four Seasons	4 Vendors	8 Transactions	
1	Fund Total:		General Revenue Fund		125 Transactions	

SBENDORF
8/21/25 9:40AM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 15

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							
69	10-301-000-0000-6260		284.76	Housing- Highway Director	8/12 - 8/13/2025	Consultants/Admin Fee		Y
67	10-301-000-0000-6260		4,800.00	Interim Highway Director	8/4 - 8/14/2025	Consultants/Admin Fee		Y
68	10-301-000-0000-6260		266.72	Housing- Highway Director	8/5 - 8/6/2025	Consultants/Admin Fee		Y
	10205 Goodman/Alan D		5,351.48	3 Transactions				
301	DEPT Total:		5,351.48	Administration	1 Vendors		3 Transactions	
10	Fund Total:		5,351.48	Road & Bridge Fund			3 Transactions	

SBENDORF
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38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 16

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	1099
201	DEPT			Sheriff			
	10261 Construction Supply Inc						
71	38-201-000-0000-6600		1,769.00	Office signage	27404	Capital Outlay - Sheriff	N
	10261 Construction Supply Inc		1,769.00	1 Transactions			
	8288 Four Seasons Electric						
70	38-201-000-0000-6600		219.25	Outlets added to DC conf room	15011	Capital Outlay - Sheriff	N
	8288 Four Seasons Electric		219.25	1 Transactions			
	33541 Inpro Corporation						
72	38-201-000-0000-6600		27.52	Inside corner chair rail	2363076	Capital Outlay - Sheriff	N
	33541 Inpro Corporation		27.52	1 Transactions			
	4241 Motorola Solutions Inc						
74	38-201-000-0000-6600		42,361.40	Body camera & services	1411195099	Capital Outlay - Sheriff	N
73	38-201-000-0000-6600		9,900.00	Video equipment/storage	1411195804	Capital Outlay - Sheriff	N
75	38-201-000-0000-6600		3,200.00	Remote deploy, config, mgmt	8282171981	Capital Outlay - Sheriff	N
	4241 Motorola Solutions Inc		55,461.40	3 Transactions			
201	DEPT Total:		57,477.17	Sheriff	4 Vendors	6 Transactions	
38	Fund Total:		57,477.17	Capital Outlay Fund		6 Transactions	

SBENDORF
8/21/25 9:40AM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 17

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
88	9087 7 Rivers Recycling LLC					
	53-398-000-0000-6304	9,102.50	305 mattresses, hauler fee	9164	Contract Services	Y
	9087 7 Rivers Recycling LLC	9,102.50	1 Transactions			
76	10067 Auto Value Owatonna					
	53-398-000-0000-6301	611.01	3 batteries	197016134	Equip Repairs	N
77	53-398-000-0000-6301	213.40	Shock HD - truck #5316	197016240	Equip Repairs	N
	10067 Auto Value Owatonna	824.41	2 Transactions			
78	11215 Central Farm Services					
	53-398-000-0000-6540	1,297.24	410 gallons diesel-back shop	28998	Machine Fuel	N
141	53-398-000-0000-6540	1,067.43	345 gallons diesel-back shop	29044	Machine Fuel	N
79	53-398-000-0000-6540	617.47	260 gallons DEF	702171	Machine Fuel	N
	11215 Central Farm Services	2,982.14	3 Transactions			
142	1240 Cole's Electric Inc					
	53-398-000-0000-6304	524.94	Move a push button for scale	43681	Contract Services	N
	1240 Cole's Electric Inc	524.94	1 Transactions			
80	14420 Culligan Inc					
	53-398-000-0000-6304	52.15	Water - July 2025	5402197	Contract Services	N
81	53-398-000-0000-6304	12.94	Cooler rental - July	5426791	Contract Services	N
82	53-398-000-0000-6304	37.15	Softener rental - July	5427275	Contract Services	N
83	53-398-000-0000-6304	39.99	Softener rental - July	5436095	Contract Services	N
	14420 Culligan Inc	142.23	4 Transactions			
153	10262 Integrity Material Sales Inc					
	53-398-000-0000-6547	39,000.00	Concrete crushing	2368	Cover Material	Y
	10262 Integrity Material Sales Inc	39,000.00	1 Transactions			
84	38160 J R's Advanced Recyclers Inc					
	53-398-000-0000-6304	355.00	66 appliances	116118	Contract Services	N
	38160 J R's Advanced Recyclers Inc	355.00	1 Transactions			
85	4181 Kennedy Scales Inc					
	53-398-000-0000-6301	2,973.11	Recalibrate scale	155292	Equip Repairs	N
	4181 Kennedy Scales Inc	2,973.11	1 Transactions			

SBENDORF
8/21/25 9:40AM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 18

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1308	Miner's Outdoor & Rec						
143	53-398-000-0000-6301		34.30	Service trimmer	226725	Equip Repairs	N
1308	Miner's Outdoor & Rec		34.30	1 Transactions			
52975	Minnesota Valley Testing Labs						
144	53-398-000-0000-6545		15,734.80	Stormwater testing	1319256	Water Testing	N
52975	Minnesota Valley Testing Labs		15,734.80	1 Transactions			
4097	Nuss Truck & Equipment						
86	53-398-000-0000-6301		5,143.79	Bomag compactor	SW0052985-1	Equip Repairs	N
4097	Nuss Truck & Equipment		5,143.79	1 Transactions			
85167	Stewart Sanitation						
87	53-398-000-0000-6544		1,642.68	Waste treatment plant bill	936549	Leachate Treatment	N
85167	Stewart Sanitation		1,642.68	1 Transactions			
398	DEPT Total:		78,459.90	Landfill	12 Vendors	18 Transactions	
53	Fund Total:		78,459.90	Landfill Fund		18 Transactions	

SBENDORF
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72 State Collections Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 19

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
866	DEPT			Conceal & Carry Permits		
	9204 BCA MNJIS Biometrics Unit					
89	72-866-000-0000-2100		635.00	BCA fees-permit to carry 8/5	75-000085	Mn State Treasurer-Conceal & Carry N
	9204 BCA MNJIS Biometrics Unit		635.00	1 Transactions		
866	DEPT Total:		635.00	Conceal & Carry Permits	1 Vendors	1 Transactions
72	Fund Total:		635.00	State Collections Fund		1 Transactions
	Final Total:		300,988.60	116 Vendors	153 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	159,065.05	General Revenue Fund	
	10	5,351.48	Road & Bridge Fund	
	38	57,477.17	Capital Outlay Fund	
	53	78,459.90	Landfill Fund	
	72	635.00	State Collections Fund	
	All Funds	300,988.60	Total	Approved by, ...
				
				

Steele County

JOURNAL ENTRIES



Description 06 2025 JE UPLOAD - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	6/30/25	901	01-103-000-0000-6215 Postage	48.30	D	Postage - Assessor				1
2	6/30/25	901	01-041-000-0000-6215 Postage	480.51	D	Postage - PT&E				1
3	6/30/25	901	01-252-000-0000-6215 Postage	179.70	D	Postage - CCA				1
4	6/30/25	901	01-062-000-0000-6802 Internal Chargeback	569.75	D	Postage - Court Admin				1
5	6/30/25	901	01-251-000-0000-6215 Postage	4.14	D	Postage - Detention Center				1
6	6/30/25	901	01-063-000-0000-6215 Postage	5.52	D	Postage - Elections				1
7	6/30/25	901	01-602-000-0000-6215 Postage	160.77	D	Postage - Extension				1
8	6/30/25	901	01-044-000-0000-6215 Postage	80.73	D	Postage - Finance				1
9	6/30/25	901	01-550-000-0000-6215 Postage	2.76	D	Postage - Four Seasons				1
10	6/30/25	901	01-032-000-0000-6215 Postage	11.04	D	Postage - Human Resources				1
11	6/30/25	901	01-062-000-0000-6802 Internal Chargeback	51.66	D	Postage - MRCI				1
12	6/30/25	901	01-105-000-0000-6215 Postage	100.24	D	Postage - Planning and Zoning				1
13	6/30/25	901	01-101-000-0000-6215 Postage	127.41	D	Postage - Recorder				1
14	6/30/25	901	01-121-000-0000-6215 Postage	44.50	D	Postage - Veterans				1
15	6/30/25	901	01-481-460-6009-6215 Postage	24.12	D	Postage - QA				1
16	6/30/25	901	01-481-461-6011-6215 Postage	249.39	D	Postage - CTC				1
17	6/30/25	901	01-481-461-6025-6215 Postage	49.82	D	Postage - FAP/HCB/FC				1
18	6/30/25	901	01-481-461-6030-6215 Postage	25.03	D	Postage - MCH				1
19	6/30/25	901	01-481-461-6040-6215 Postage	5.76	D	Postage - WIC				1
20	6/30/25	901	01-481-461-6059-6215 Postage	2.04	D	Postage - SEMN/FHV				1

Steele County
JOURNAL ENTRIES



Description 06 2025 JE UPLOAD - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	6/30/25	901	01-481-462-6047-6215 Postage	2.19	D	Postage - CID				1
22	6/30/25	901	01-481-465-6057-6215 Postage	25.23	D	Postage - LPHG/INF/MISC/ENV				1
23	6/30/25	901	01-062-000-0000-6215 Postage	2,250.61	C	GF Postage Allocation				1
24	6/30/25	901	10-301-000-0000-6215 Postage	1.66	D	Highway Postage				1
25	6/30/25	901	10-000-000-0000-1001 Cash	1.66	C	Highway Postage				1
26	6/30/25	901	01-000-000-0000-1001 Cash	1.66	D	Highway Postage				1
27	6/30/25	901	01-062-000-0000-5831 Miscellaneous	1.66	C	Highway Postage				1
28	6/30/25	901	53-398-000-0000-6215 Postage	25.03	D	Landfill Postage				1
29	6/30/25	901	53-000-000-0000-1001 Cash	25.03	C	Landfill Postage				1
30	6/30/25	901	01-000-000-0000-1001 Cash	25.03	D	Landfill Postage				1
31	6/30/25	901	01-062-000-0000-5831 Miscellaneous	25.03	C	Landfill Postage				1
Debit Total				2,303.99		Credit Total	2,303.99	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 06 2025 JE UPLOAD - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	6/30/25	902	01-031-000-0000-6210 Telephone	49.08	D	Phone Charges - Verizon				1
2	6/30/25	902	01-005-000-0000-6210 Telephone	44.08	D	Phone Charges - Verizon				1
3	6/30/25	902	01-032-000-0000-6210 Telephone	49.08	D	Phone Charges - Verizon				1
4	6/30/25	902	01-044-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
5	6/30/25	902	01-061-000-0000-6210 Telephone	69.10	D	Phone Charges - Verizon				1
6	6/30/25	902	01-091-000-0000-6210 Telephone	353.57	D	Phone Charges - Verizon				1
7	6/30/25	902	01-103-000-0000-6210 Telephone	245.40	D	Phone Charges - Verizon				1
8	6/30/25	902	01-105-000-0000-6210 Telephone	216.33	D	Phone Charges - Verizon				1
9	6/30/25	902	01-111-000-0000-6210 Telephone	440.80	D	Phone Charges - Verizon				1
10	6/30/25	902	01-121-000-0000-6210 Telephone	60.03	D	Phone Charges - Verizon				1
11	6/30/25	902	01-251-000-0000-6210 Telephone	181.32	D	Phone Charges - Verizon				1
12	6/30/25	902	01-252-000-0000-6210 Telephone	726.70	D	Phone Charges - Verizon				1
13	6/30/25	902	01-281-000-0000-6210 Telephone	187.25	D	Phone Charges - Verizon				1
14	6/30/25	902	01-602-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
15	6/30/25	902	01-481-460-6009-6210 Telephone	44.08	D	QA				1
16	6/30/25	902	01-481-460-6009-6210 Telephone	44.08	D	QA				1
17	6/30/25	902	01-481-460-6012-6210 Telephone	49.08	D	LTC				1
18	6/30/25	902	01-481-461-6040-6210 Telephone	49.08	D	LTC				1
19	6/30/25	902	01-481-460-6011-6210 Telephone	22.04	D	CTC				1
20	6/30/25	902	01-481-462-6047-6210 Telephone	22.04	D	CID				1

Description 06 2025 JE UPLOAD - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	6/30/25	902	01-481-461-6040-6210 Telephone	22.04	D	FAP				1
22	6/30/25	902	01-481-461-6030-6210 Telephone	22.04	D	MCH				1
23	6/30/25	902	01-481-461-6030-6210 Telephone	44.08	D	MCH				1
24	6/30/25	902	01-481-461-6059-6210 Telephone	6.61	D	SEMNFHV				1
25	6/30/25	902	01-481-461-6031-6210 Telephone	4.41	D	FAPCC				1
26	6/30/25	902	01-481-461-6034-6210 Telephone	33.06	D	TANF				1
27	6/30/25	902	01-481-461-6059-6210 Telephone	28.66	D	SEMNFHV				1
28	6/30/25	902	01-481-461-6025-6210 Telephone	6.61	D	HCB				1
29	6/30/25	902	01-481-461-6030-6210 Telephone	2.20	D	MCH				1
30	6/30/25	902	01-481-461-6034-6210 Telephone	6.61	D	TANF				1
31	6/30/25	902	01-481-460-6009-6210 Telephone	44.08	D	QA				1
32	6/30/25	902	01-481-460-6009-6210 Telephone	44.08	D	QA				1
33	6/30/25	902	01-481-460-6009-6210 Telephone	44.08	D	QA				1
34	6/30/25	902	01-481-461-6059-6210 Telephone	15.43	D	SEMNFHV				1
35	6/30/25	902	01-481-461-6040-6210 Telephone	17.63	D	WIC				1
36	6/30/25	902	01-481-461-6025-6210 Telephone	4.41	D	HCB				1
37	6/30/25	902	01-481-461-6030-6210 Telephone	2.20	D	MCH				1
38	6/30/25	902	01-481-461-6034-6210 Telephone	4.41	D	TANF				1
39	6/30/25	902	01-481-460-6012-6210 Telephone	49.08	D	LTC				1
40	6/30/25	902	01-481-460-6012-6210 Telephone	49.08	D	LTC				1

Steele County
JOURNAL ENTRIES



Description 06 2025 JE UPLOAD - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	6/30/25	902	01-481-461-6040-6210 Telephone	40.01	D	LTC				1
42	6/30/25	902	01-481-460-6012-6210 Telephone	49.08	D	LTC				1
43	6/30/25	902	01-481-465-6057-6210 Telephone	49.08	D	LPHG				1
44	6/30/25	902	01-481-465-6057-6210 Telephone	44.08	D	LPHG				1
45	6/30/25	902	01-481-460-6012-6210 Telephone	49.08	D	LTC				1
46	6/30/25	902	01-201-000-0000-6211 Radio-Computers-Cameras	670.47	D	Squad Connections - Verizon				1
47	6/30/25	902	01-201-000-0000-6210 Telephone	1,072.19	D	Phone Charges - Verizon				1
48	6/30/25	902	01-000-000-0000-1001 Cash	5,357.95	C	Verizon Charges June				1
49	6/30/25	902	10-301-000-0000-6210 Telephone	770.75	D	Phone Charges - Verizon				1
50	6/30/25	902	10-000-000-0000-1001 Cash	770.75	C	Phone Charges - Verizon				1
51	6/30/25	902	53-398-000-0000-6210 Telephone	84.09	D	Phone Charges - Verizon				1
52	6/30/25	902	53-000-000-0000-1001 Cash	84.09	C	Phone Charges - Verizon				1
Debit Total				6,212.79		Credit Total	6,212.79	Net:	0.00	

Description 06 2025 JE UPLOAD - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	6/30/25	903	72-860-000-0000-2100 Mn State Treasurer - Mortgage Regis Tax	69,983.46	D	State Mortgage Tax				1
2	6/30/25	903	72-000-000-0000-1001 Cash	2,099.50	C	State Mortgage Tax				1
3	6/30/25	903	72-000-000-0000-1001 Cash	67,883.96	C	State Mortgage Tax				1
4	6/30/25	903	01-000-000-0000-1001 Cash	2,099.50	D	State Mortgage Tax				1
5	6/30/25	903	01-003-000-0000-5013 Mortgage Registry Tax Revenue	2,099.50	C	State Mortgage Tax				1
6	6/30/25	903	72-861-000-0000-2100 Mn State Treasurer - State Deed Tax	66,275.03	D	State Deed Tax				1
7	6/30/25	903	72-000-000-0000-1001 Cash	1,988.25	C	State Deed Tax				1
8	6/30/25	903	72-000-000-0000-1001 Cash	64,286.78	C	State Deed Tax				1
9	6/30/25	903	01-000-000-0000-1001 Cash	1,988.25	D	State Deed Tax				1
10	6/30/25	903	01-003-000-0000-5014 State Deed Tax Revenue	1,988.25	C	State Deed Tax				1
11	6/30/25	903	72-862-000-0000-2100 Mn State Treasurer - Sales Tax	6,553.00	D	Sales Tax				1
12	6/30/25	903	72-000-000-0000-1001 Cash	6,553.00	C	Sales Tax				1
13	6/30/25	903	53-398-000-0000-6540 Machine Fuel	236.00	D	Usage Diesel Tax				1
14	6/30/25	903	53-000-000-0000-1001 Cash	236.00	C	Usage Diesel Tax				1
15	6/30/25	903	53-398-000-0000-6540 Machine Fuel	228.80	D	Diesel Tax				1
16	6/30/25	903	53-000-000-0000-1001 Cash	228.80	C	Diesel Tax				1
17	6/30/25	903	10-304-000-0000-6522 Diesel Fuel Tax	261.87	D	Diesel Tax				1
18	6/30/25	903	10-000-000-0000-1001 Cash	261.87	C	Diesel Tax				1
19	6/30/25	903	01-003-000-0000-6961 Visa One Card Program	38,917.99	D	BMO One Card Payment				1
20	6/30/25	903	01-000-000-0000-1001 Cash	38,917.99	C	BMO One Card Payment				1

Steele County

JOURNAL ENTRIES



Description 06 2025 JE UPLOAD - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	6/30/25	903	53-398-000-0000-6801 General Expense	776.00	D	Landfill CC Fees				1
22	6/30/25	903	53-000-000-0000-1001 Cash	776.00	C	Landfill CC Fees				1
23	6/30/25	903	01-481-465-6057-6540 Gas & Oil	26.63	D	WEX Enterprise Payment Jun2025				1
24	6/30/25	903	01-201-000-0000-6562 Gas & Oil Squads	39.57	D	WEX Enterprise Payment Jun2025				1
25	6/30/25	903	01-251-000-0000-6562 Gas & Oil	48.23	D	WEX Enterprise Payment Jun2025				1
26	6/30/25	903	01-000-000-0000-1001 Cash	114.43	C	WEX Enterprise Payment Jun2025				1
27	6/30/25	903	01-521-000-0000-6540 Gas & Oil	50.82	D	WEX NASPO Payment Jun 2025				1
28	6/30/25	903	01-000-000-0000-1001 Cash	50.82	C	WEX NASPO Payment Jun 2025				1
29	6/30/25	903	72-860-000-0000-2100 Mn State Treasurer-Mortgage Regis Tax	61,095.56	D	June Accelerated Mort Deed				1
30	6/30/25	903	72-000-000-0000-1001 Cash	1,832.87	C	June Accelerated Mort Deed				1
31	6/30/25	903	72-000-000-0000-1001 Cash	59,262.69	C	June Accelerated Mort Deed				1
32	6/30/25	903	01-000-000-0000-1001 Cash	1,832.87	D	June Accelerated Mort Deed				1
33	6/30/25	903	01-003-000-0000-5013 Mortgage Registry Tax Revenue	1,832.87	C	June Accelerated Mort Deed				1
34	6/30/25	903	72-861-000-0000-2100 Mn State Treasurer-State Deed Tax	57,858.10	D	June Accelerated Mort Deed				1
35	6/30/25	903	72-000-000-0000-1001 Cash	1,735.74	C	June Accelerated Mort Deed				1
36	6/30/25	903	72-000-000-0000-1001 Cash	56,122.36	C	June Accelerated Mort Deed				1
37	6/30/25	903	01-000-000-0000-1001 Cash	1,735.74	D	June Accelerated Mort Deed				1
38	6/30/25	903	01-003-000-0000-5014 State Deed Tax Revenue	1,735.74	C	June Accelerated Mort Deed				1
39	6/30/25	903	01-111-043-0000-6250 Utilities	89.78	D	OPU Payment Invoice # 718547				1
40	6/30/25	903	01-000-000-0000-1001 Cash	89.78	C	OPU Payment Invoice # 718547				1

Steele County

JOURNAL ENTRIES



Description 06 2025 JE UPLOAD - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	6/30/25	903	01-111-043-0000-6250 Utilities	30.62	D	OPU Payment Invoice # 705296				1
42	6/30/25	903	01-000-000-0000-1001 Cash	30.62	C	OPU Payment Invoice # 705296				1
43	6/30/25	903	01-111-043-0000-6250 Utilities	436.69	D	OPU Payment Invoice # 718546				1
44	6/30/25	903	01-000-000-0000-1001 Cash	436.69	C	OPU Payment Invoice # 718546				1
45	6/30/25	903	01-502-000-0000-6250 Utilities	646.80	D	OPU Payment Invoice # 718550				1
46	6/30/25	903	01-000-000-0000-1001 Cash	646.80	C	OPU Payment Invoice # 718550				1
47	6/30/25	903	10-304-000-0000-6514 Utility Services	96.69	D	OPU Payment Invoice # 718553				1
48	6/30/25	903	10-000-000-0000-1001 Cash	96.69	C	OPU Payment Invoice # 718553				1
49	6/30/25	903	01-111-047-0000-6250 Utilities	36.52	D	OPU Payment Invoice # 716285				1
50	6/30/25	903	01-000-000-0000-1001 Cash	36.52	C	OPU Payment Invoice # 716285				1
51	6/30/25	903	01-111-041-0000-6250 Utilities	1,870.37	D	OPU Payment Invoice # 718556				1
52	6/30/25	903	01-000-000-0000-1001 Cash	1,870.37	C	OPU Payment Invoice # 718556				1
53	6/30/25	903	01-111-042-0000-6250 Utilities	4,421.29	D	OPU Payment Invoice # 718555				1
54	6/30/25	903	01-000-000-0000-1001 Cash	4,421.29	C	OPU Payment Invoice # 718555				1
55	6/30/25	903	01-111-040-0000-6250 Utilities	6,987.77	D	OPU Payment Invoice # 718557				1
56	6/30/25	903	01-000-000-0000-1001 Cash	6,987.77	C	OPU Payment Invoice # 718557				1
57	6/30/25	903	01-111-044-0000-6250 Utilities	18,846.83	D	OPU Payment Invoice # 718563				1
58	6/30/25	903	01-000-000-0000-1001 Cash	18,846.83	C	OPU Payment Invoice # 718563				1
59	6/30/25	903	10-304-000-0000-6514 Utility Services	4,250.96	D	OPU Payment Invoice # 718562				1
60	6/30/25	903	10-000-000-0000-1001 Cash	4,250.96	C	OPU Payment Invoice # 718562				1

Steele County

JOURNAL ENTRIES



Description 06 2025 JE UPLOAD - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	6/30/25	903	01-111-049-0000-6250 Utilities	466.42	D	OPU Payment Invoice # 747497				1
62	6/30/25	903	01-000-000-0000-1001 Cash	466.42	C	OPU Payment Invoice # 747497				1
63	6/30/25	903	01-201-296-0000-6250 T#9 Utilities	366.39	D	OPU Payment Invoice # 718561				1
64	6/30/25	903	01-000-000-0000-1001 Cash	366.39	C	OPU Payment Invoice # 718561				1
65	6/30/25	903	01-111-045-0000-6250 Utilities	769.15	D	OPU Payment Invoice # 749804				1
66	6/30/25	903	01-000-000-0000-1001 Cash	769.15	C	OPU Payment Invoice # 749804				1
67	6/30/25	903	01-000-000-0000-1001 Cash	49.53	D	Void Check # 184837				1
68	6/30/25	903	01-201-000-0000-6320 Vehicle Maintenance	49.53	C	Void Check # 184837				1
69	6/30/25	903	01-000-000-0000-1001 Cash	500.00	D	Returned ACH 95567				1
70	6/30/25	903	01-003-000-0000-6808 Agency Appropriations	500.00	C	Returned ACH 95567				1
71	6/30/25	903	70-000-000-0000-2101 Unapportioned Current Tax	2,363.50	D	Returned Check # 3792				1
72	6/30/25	903	70-000-000-0000-1001 Cash	2,363.50	C	Returned Check # 3792				1
73	6/30/25	903	70-000-000-0000-2101 Unapportioned Current Tax	2,737.00	D	Returned Check # 5820				1
74	6/30/25	903	70-000-000-0000-1001 Cash	2,737.00	C	Returned Check # 5820				1
75	6/30/25	903	01-121-000-0000-6540 Gas & Oil	145.15	D	Veteran Services Fuel				1
76	6/30/25	903	01-061-000-0000-6540 Gas & Oil	15.41	D	IT Fuel				1
77	6/30/25	903	01-104-000-0000-6540 Gas & Oil	18.23	D	GIS Fuel				1
78	6/30/25	903	01-105-000-0000-6540 Gas & Oil	151.68	D	PZ Fuel: Dave,Amber,Katie				1
79	6/30/25	903	01-111-000-0000-6562 Fuel And Gas	70.29	D	Buildings & Grounds Fuel -Mark				1
80	6/30/25	903	01-111-000-0000-6562 Fuel And Gas	106.51	D	Buildings & Grounds Fuel -TW				1

Steele County

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Description 06 2025 JE UPLOAD - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	6/30/25	903	01-111-000-0000-6562 Fuel And Gas	55.12	D	Buildings & Grounds Fuel -Mike				1
82	6/30/25	903	01-111-000-0000-6562 Fuel And Gas	42.94	D	Buildings & Grounds Fuel -Todd				1
83	6/30/25	903	01-111-000-0000-6261 Conference & Training	107.55	D	Buildings & Grounds OSHA				1
84	6/30/25	903	01-201-000-0000-6562 Gas & Oil Squads	6,069.19	D	SCSO Squad Fuel				1
85	6/30/25	903	01-251-000-0000-6562 Gas & Oil	273.02	D	Detention Center Fuel				1
86	6/30/25	903	01-101-000-9305-6540 Tech Fund Gas & Oil	26.17	D	Recorders Fuel				1
87	6/30/25	903	01-252-000-0000-6540 Gas & Oil	121.54	D	Community Corrections Fuel				1
88	6/30/25	903	01-103-000-0000-6540 Gas & Oil	112.41	D	Assessors Fuel				1
89	6/30/25	903	01-481-465-6057-6540 Gas & Oil	221.93	D	Public Health Fuel				1
90	6/30/25	903	01-521-000-0000-6540 Gas & Oil	309.97	D	Four Seasons Fuel				1
91	6/30/25	903	01-521-000-0000-6261 Conference & Training	265.93	D	Four Seasons - OSHA				1
92	6/30/25	903	01-000-000-0000-1001 Cash	8,113.04	C	Fuel to Highway - Jun				1
93	6/30/25	903	53-398-000-0000-6388 Labor costs-Highway	4,073.28	D	Work for Landfill				1
94	6/30/25	903	53-000-000-0000-1001 Cash	4,073.28	C	Payment to Highway				1
95	6/30/25	903	10-000-000-0000-1001 Cash	12,186.32	D	Fuel to Highway - Jun				1
96	6/30/25	903	10-304-000-0000-5514 Reimburse Against Expense	12,186.32	C	Fuel to Highway - Jun				1
97	6/30/25	903	70-000-000-0000-2101 Unapportioned Current Tax	2,219.00	D	Returned Check # 5238				1
98	6/30/25	903	70-000-000-0000-1001 Cash	2,219.00	C	Returned Check # 5238				1
99	6/30/25	903	70-000-000-0000-2101 Unapportioned Current Tax	1,634.00	D	Returned Check # 2006				1
100	6/30/25	903	70-000-000-0000-1001 Cash	1,634.00	C	Returned Check # 2006				1

Description 06 2025 JE UPLOAD - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	6/30/25	903	75-000-000-0000-2270 Security Deposits Accrued	210.00	D	Blue Wolf - Laredo 062625				1
102	6/30/25	903	75-000-000-0000-1001 Cash	210.00	C	Blue Wolf - Laredo 062625				1
103	6/30/25	903	01-000-000-0000-1001 Cash	210.00	D	Blue Wolf - Laredo 062625				1
104	6/30/25	903	01-101-000-0000-5520 Fees	210.00	C	Blue Wolf - Laredo 062625				1
105	6/30/25	903	70-000-000-0000-2162 Unapporitioned Rev Sale Forfeited Land	68.02	D	Not Exp 06-018-4101				1
106	6/30/25	903	70-000-000-0000-2162 Unapporitioned Rev Sale Forfeited Land	68.02	D	Not Exp 09-018-1105				1
107	6/30/25	903	70-000-000-0000-2162 Unapporitioned Rev Sale Forfeited Land	68.02	D	Not Exp 15-101-1304				1
108	6/30/25	903	70-000-000-0000-2162 Unapporitioned Rev Sale Forfeited Land	68.02	D	Not Exp 17-009-1308				1
109	6/30/25	903	70-000-000-0000-2162 Unapporitioned Rev Sale Forfeited Land	68.02	D	Not Exp 17-016-2039				1
110	6/30/25	903	70-000-000-0000-2162 Unapporitioned Rev Sale Forfeited Land	68.02	D	Not Exp 17-125-0603				1
111	6/30/25	903	70-000-000-0000-2162 Unapporitioned Rev Sale Forfeited Land	68.02	D	Not Exp 17-175-0208				1
112	6/30/25	903	70-000-000-0000-2162 Unapporitioned Rev Sale Forfeited Land	68.02	D	Not Exp 17-360-0103				1
113	6/30/25	903	70-000-000-0000-1001 Cash	544.16	C	Civil Papers				1
114	6/30/25	903	01-000-000-0000-1001 Cash	544.16	D	Civil Papers				1
115	6/30/25	903	01-201-000-0000-5520 Civil Fees Income	544.16	C	Civil Papers				1
116	6/30/25	903	35-800-000-0000-6700 Bond And Interest	28,300.00	D	Interest Payment GO Bond 2018A				1
117	6/30/25	903	35-000-000-0000-1001 Cash	28,300.00	C	Interest Payment GO Bond 2018A				1
118	6/30/25	903	35-800-000-0000-6700 Bond And Interest	41,350.00	D	Interest Payment GO Bond 2020A				1
119	6/30/25	903	35-000-000-0000-1001 Cash	41,350.00	C	Interest Payment GO Bond 2020A				1
120	6/30/25	903	01-254-000-0000-6801 Misc. Expense	275,956.43	D	Op Costs 2nd Quarter Steele				1

Steele County
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Description 06 2025 JE UPLOAD - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	6/30/25	903	01-000-000-0000-1001 Cash	275,956.43	C	Op Costs 2nd Quarter Steele				1
122	6/30/25	903	81-000-000-0000-1001 Cash	275,956.43	D	Op Costs 2nd Quarter Steele				1
123	6/30/25	903	81-230-000-0000-5251 Revenue From Other Counties	275,956.43	C	Op Costs 2nd Quarter Steele				1
124	6/30/25	903	70-000-000-0000-2460 School District 2168	45,423.48	D	Final Pmt 1st Set 25 - ISD2168				1
125	6/30/25	903	70-000-000-0000-1001 Cash	45,423.48	C	Final Pmt 1st Set 25 - ISD2168				1
126	6/30/25	903	70-000-000-0000-2454 School District 761	1,067,032.81	D	Final Pmt 1st Set 25 - ISD 761				1
127	6/30/25	903	70-000-000-0000-1001 Cash	1,067,032.81	C	Final Pmt 1st Set 25 - ISD 761				1
128	6/30/25	903	70-000-000-0000-2163 Unapportioned Other State Revenue	252,041.23	D	Final Pmt 1st Set 25 - StateMN				1
129	6/30/25	903	70-000-000-0000-1001 Cash	252,041.23	C	Final Pmt 1st Set 25 - StateMN				1
130	6/30/25	903	70-000-000-0000-2417 City Of Owatonna	8,100,000.00	D	Final Pmt 1st Set 25 -Owatonna				1
131	6/30/25	903	70-000-000-0000-1001 Cash	8,100,000.00	C	Final Pmt 1st Set 25 -Owatonna				1
132	6/30/25	903	01-255-000-0000-6253 Contracted Services-MN Prairie SDA	2,889,657.00	D	MNPrairie levy PMT				1
133	6/30/25	903	01-000-000-0000-1001 Cash	2,889,657.00	C	MNPrairie levy PMT				1
Debit Total 13,360,425.07				Credit Total13,360,425.07		Net:	0.00			

Steele County

JOURNAL ENTRIES



Description 06 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	6/30/25	904	01-000-000-0000-1001 Cash	5,383.94	D	BMO One Card Allocation Jun	BMO One Card Allocation Jun			1
2	6/30/25	904	01-003-000-0000-6961 Visa One Card Program	38,917.99	C	BMO Charges June	BMO Charges June			1
3	6/30/25	904	01-031-000-0000-6241 Membership Dues	233.00	D	Lawyers registration	State Of Minnesota			1
4	6/30/25	904	01-032-000-0000-6241 Membership Dues	165.00	D	SHRM Recertification Training	Shrm Certification			1
5	6/30/25	904	01-032-000-0000-6261 Conference & Training	30.00	D	Local SHRM Chapter Meeting	Fullsteam Operations Llc			1
6	6/30/25	904	01-032-000-0000-6330 Travel Expenses	166.14	D	MCHRMA Spring Conf Hotel Room	Silver Leaf Lodging Grou			1
7	6/30/25	904	01-041-000-0000-6330 Travel Expenses	100.00	D	MnCCC hotel deposit-KWinter	Fullsteam Operations Llc			1
8	6/30/25	904	01-041-000-0000-6330 Travel Expenses	100.00	D	MnCCC hotel deposit-SBendorf	Fullsteam Operations Llc			1
9	6/30/25	904	01-041-000-0000-6330 Travel Expenses	100.00	D	MnCCC hotel deposit-JMueller	Fullsteam Operations Llc			1
10	6/30/25	904	01-044-000-0000-6330 Travel Expenses	41.77	D	Gas for County Vehicle	Holiday Companies			1
11	6/30/25	904	01-044-000-0000-6330 Travel Expenses	118.11	D	Hotel for conference	Fullsteam Operations Llc			1
12	6/30/25	904	01-044-000-0000-6330 Travel Expenses	12.39	D	Meal on final day not included	Berr Management Llc			1
13	6/30/25	904	01-044-000-0000-6330 Travel Expenses	5.37	D	Drinks for conference pop	Fullsteam Operations Llc			1
14	6/30/25	904	01-044-000-0000-6330 Travel Expenses	3.18	D	Conference Charge cord	Target Corporation			1
15	6/30/25	904	01-044-000-0000-6410 Office Supplies	17.99	D	Conference Charge cord	Target Corporation			1
16	6/30/25	904	01-061-000-0000-6260 Computer Support	614.00	D	PSA - Ticketing plus Training	Kaseya US Llc			1
17	6/30/25	904	01-061-000-0000-6260 Computer Support	449.00	D	Performance Mgmt SW	Brightgauge Software, In			1
18	6/30/25	904	01-061-000-0000-6261 Conference & Training	933.90	D	PSA - Ticketing plus Training	Kaseya US Llc			1
19	6/30/25	904	01-061-000-0000-6330 Travel Expenses	146.51	D	MSP Parking (MS-ISAC)	Metropolitan Airports Com			1
20	6/30/25	904	01-061-000-0000-6413 Computer Supplies	44.98	D	Flash Drives	Amazon.Com, Inc.			1

Steele County

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Description 06 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	6/30/25	904	01-061-000-0000-6413 Computer Supplies	47.67	D	USB Splitter for Renae	Amazon.Com, Inc.			1
22	6/30/25	904	01-061-000-0000-6413 Computer Supplies	9.99	D	DB9 Console Cable	Amazon.Com, Inc.			1
23	6/30/25	904	01-062-000-0000-6801 General Expense	2,203.54	D	Monthly AWS Backup	Amazon.Com, Inc.			1
24	6/30/25	904	01-091-000-0000-6261 Conference & Training	295.00	C	credit invoice for MCAA	Minnesota County Attorney			1
25	6/30/25	904	01-091-000-0000-6410 Office Supplies	63.32	D	pens/laptop stand/note pads	Amazon.Com, Inc.			1
26	6/30/25	904	01-091-000-0000-6410 Office Supplies	30.90	D	pens	Amazon.Com, Inc.			1
27	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	BC Postage	United States Postal Serv			1
28	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
29	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
30	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
31	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
32	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
33	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
34	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
35	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
36	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Postage	United States Postal Serv			1
37	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Postage	United States Postal Serv			1
38	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Postage	United States Postal Serv			1
39	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Postage	United States Postal Serv			1
40	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Postage	United States Postal Serv			1

Steele County

JOURNAL ENTRIES



Description 06 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Postage	United States Postal Serv			1
42	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Postage	United States Postal Serv			1
43	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Postage	United States Postal Serv			1
44	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Postage	United States Postal Serv			1
45	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Postage	United States Postal Serv			1
46	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Postage	United States Postal Serv			1
47	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Postage	United States Postal Serv			1
48	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Postage	United States Postal Serv			1
49	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
50	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
51	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
52	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
53	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
54	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
55	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
56	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
57	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
58	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	passport postage	United States Postal Serv			1
59	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	passport postage	United States Postal Serv			1
60	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	passport postage	United States Postal Serv			1

Description 06 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	passport postage	United States Postal Serv			1
62	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
63	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
64	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
65	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
66	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
67	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
68	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
69	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
70	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
71	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
72	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
73	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
74	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
75	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
76	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
77	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
78	6/30/25	904	01-101-000-0000-6215 Postage	177.29	D	Melissa Trihus Hotel Fidler	Silver Leaf Lodging Grou			1
79	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
80	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1

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RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
82	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
83	6/30/25	904	01-101-000-0000-6215 Postage	27.20	D	Passport Postage	United States Postal Serv			1
84	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
85	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	United States Postal Serv			1
86	6/30/25	904	01-101-000-0000-6215 Postage	8.40	D	Passport postage	United States Postal Serv			1
87	6/30/25	904	01-101-000-9305-6330 Tech Fund Travel Expenses	245.26	D	Hotel Symposium	Twin River Management Gro			1
88	6/30/25	904	01-101-000-9305-6330 Tech Fund Travel Expenses	245.26	D	Hotel Symposium	Twin River Management Gro			1
89	6/30/25	904	01-101-000-9305-6330 Tech Fund Travel Expenses	61.86	D	Airport parking for conference	Metropolitan Airports Com			1
90	6/30/25	904	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	49.32	D	Pria Meeting Kristi & Melissa	Toast, Inc.			1
91	6/30/25	904	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	23.80	D	District Meeting Lunch	Toast, Inc.			1
92	6/30/25	904	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	19.47	D	District Meeting Lunch	Toast, Inc.			1
93	6/30/25	904	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	177.29	D	Kristi Blum Hotel Fidler	Silver Leaf Lodging Grou			1
94	6/30/25	904	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	33.38	D	Fidler business Trip dinner	Zullas Lc			1
95	6/30/25	904	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	242.96	D	Rick's Ticket	American Airlines Inc			1
96	6/30/25	904	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	53.20	D	Travel Insurance Fee	Aga Service Company			1
97	6/30/25	904	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	69.12	D	Rick's Ticket Tax Charge	American Airlines Inc			1
98	6/30/25	904	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	69.12	D	Penny's Ticket Tax Charge	American Airlines Inc			1
99	6/30/25	904	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	242.96	D	Penny's Ticket	American Airlines Inc			1
100	6/30/25	904	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	50.01	D	Fidler Dinner	Toast, Inc.			1

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101	6/30/25	904	01-103-000-0000-6241 Membership Dues & Subscriptions	2.69	D	CONVENIENCE FEE	Us Bank National Associat			1
102	6/30/25	904	01-103-000-0000-6241 Membership Dues & Subscriptions	1.83	D	CONVENIENCE FEE FOR LICENSE	Us Bank National Associat			1
103	6/30/25	904	01-103-000-0000-6241 Membership Dues & Subscriptions	3.22	D	CONVENIENCE FEE	Us Bank National Associat			1
104	6/30/25	904	01-103-000-0000-6241 Membership Dues & Subscriptions	85.00	D	LICENSE RENEWAL - GRANT	State Of Minnesota			1
105	6/30/25	904	01-103-000-0000-6241 Membership Dues & Subscriptions	150.00	D	LICENSE RENEWAL - BRIAN	State Of Minnesota			1
106	6/30/25	904	01-103-000-0000-6241 Membership Dues & Subscriptions	125.00	D	LICENSE RENEWAL - BENJI	State Of Minnesota			1
107	6/30/25	904	01-103-000-0000-6301 Equip/Software Maint	23.20	D	MONTHLY PEOPLE'S PRESS SUBS.	Apg Media Of Southern Min			1
108	6/30/25	904	01-103-000-0000-6330 Travel Expenses	250.88	D	BRIAN HOTEL - SUMMER SEMINARS	St.Cloud Hotel Group Llc			1
109	6/30/25	904	01-103-000-0000-6330 Travel Expenses	18.56	D	BRIAN - DINNER AT CONFERENCE	Willy McCoys Of Albertvil			1
110	6/30/25	904	01-103-000-0000-6330 Travel Expenses	241.84	D	GRANT - HOTEL FOR SUMMER CONF	St.Cloud Hotel Group Llc			1
111	6/30/25	904	01-103-000-0000-6330 Travel Expenses	241.84	D	BENJI HOTEL - SUMMER SEMINARS	St.Cloud Hotel Group Llc			1
112	6/30/25	904	01-103-000-0000-6330 Travel Expenses	24.59	D	GRANT - DINNER @ CONFERENCE	Willy McCoys Of Albertvil			1
113	6/30/25	904	01-103-000-0000-6330 Travel Expenses	26.68	D	DINNER @ CONFERENCE	Wisconsin 5g Llc			1
114	6/30/25	904	01-103-000-0000-6330 Travel Expenses	22.34	D	DINNER @ CONFERENCE - BENJI	Wisconsin 5g Llc			1
115	6/30/25	904	01-103-000-0000-6410 Office Supplies	19.79	D	LACY'S NOTARY STAMP	Amazon.Com, Inc.			1
116	6/30/25	904	01-111-000-0000-6320 Fleet Vehicle Maintenance	83.82	D	TMobile- Fleet GeoTabs	T-Mobile Usa, Inc.			1
117	6/30/25	904	01-111-000-0000-6410 Office Supplies	819.39	D	Laptop for Mtc Staff at CCA	Dell International L.L.C			1
118	6/30/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	327.43	D	Tools	Lowes Companies, Inc.			1
119	6/30/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	16.56	D	AA Batteries	Bpb, Llc			1
120	6/30/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	750.00	D	April service	Intuit Payment Solutions,			1

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RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	6/30/25	904	01-111-040-0000-6560 Janitorial Supplies	52.83	D	Handicap button	Ppinc Usd Pro 1			1
122	6/30/25	904	01-111-042-0000-6300 Bldg Repairs & Maintenance	15.99	D	Cabletie 14" Bulk	Owt Hardware Inc			1
123	6/30/25	904	01-111-042-0000-6300 Bldg Repairs & Maintenance	31.96	D	Draino Max Gel	Lowes Companies, Inc.			1
124	6/30/25	904	01-111-042-0000-6560 Janitorial Supplies	366.83	D	Cleaning Supplies	Hillyard Inc			1
125	6/30/25	904	01-111-042-0000-6560 Janitorial Supplies	42.89	D	Floor mop	Amazon.Com, Inc.			1
126	6/30/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	36.56	D	Asphalt	Lowes Companies, Inc.			1
127	6/30/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	15.12	D	motor & Pump Drian gaskets	Amazon.Com, Inc.			1
128	6/30/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	91.90	D	Hoses and Nozzles	Lowes Companies, Inc.			1
129	6/30/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	17.56	D	Corner Brace 2	Lowes Companies, Inc.			1
130	6/30/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	17.96	D	Gorilla double sided tape	Lowes Companies, Inc.			1
131	6/30/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	65.00	D	Pest Control	Plunketts Pest Control In			1
132	6/30/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	199.32	D	Flags	Amazon.Com, Inc.			1
133	6/30/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	76.77	D	Pest Control	Plunketts Pest Control In			1
134	6/30/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	5.04	D	Motor and Pump Drian Gasket	Amazon.Com, Inc.			1
135	6/30/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	13.10	D	Knife and Gear kit	Amazon.Com, Inc.			1
136	6/30/25	904	01-111-045-0000-6300 Bldg Repairs & Maintenance	11.99	D	Hose for mop sink	Owt Hardware Inc			1
137	6/30/25	904	01-111-045-0000-6560 Janitorial Supplies	61.80	D	Wastebaskets	Amazon.Com, Inc.			1
138	6/30/25	904	01-111-045-0000-6560 Janitorial Supplies	543.20	D	Cleaning Supplies	Hillyard Inc			1
139	6/30/25	904	01-111-048-0000-6560 Janitorial Supplies	71.98	D	Cleaning supplies	Amazon.Com, Inc.			1
140	6/30/25	904	01-111-049-0000-6300 Bldg Repairs & Maintenance	22.20	D	Washer Fluid	Wen-Col Inc			1

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141	6/30/25	904	01-111-049-0000-6300 Bldg Repairs & Maintenance	174.00	D	Cordless Tire Pump	Fleet Farm Group, Llc			1
142	6/30/25	904	01-111-049-0000-6300 Bldg Repairs & Maintenance	11.99	D	Tools	Owt Hardware Inc			1
143	6/30/25	904	01-201-000-0000-6210 Telephone	0.99	D	Data Storage	Apple Inc.			1
144	6/30/25	904	01-201-000-0000-6211 Radio-Computers-Cameras	104.67	D	3 MDC Batteries	Amazon.Com, Inc.			1
145	6/30/25	904	01-201-000-0000-6241 Membership Dues	280.00	D	Nat'l Sheriff Assn Memb. Dues	National Sheriffs Associa			1
146	6/30/25	904	01-201-000-0000-6261 Conference & Training	300.00	D	MSA SUMMER CONFERENCE	Minnesota Sheriffs Associ			1
147	6/30/25	904	01-201-000-0000-6285 Firearms/Ammo Training	646.20	D	Firearms Red Dot Sight	Kiesler Police Supply			1
148	6/30/25	904	01-201-000-0000-6285 Firearms/Ammo Training	5.95	D	Batteries for Red Dot Sight	Bpb, Llc			1
149	6/30/25	904	01-201-000-0000-6293 Gun Permit Expenses	27.91	D	Dry Erase Markers, Post-Its	Amazon.Com, Inc.			1
150	6/30/25	904	01-201-000-0000-6293 Gun Permit Expenses	9.68	D	Void Permit to Carry	United States Postal Serv			1
151	6/30/25	904	01-201-000-0000-6293 Gun Permit Expenses	18.95	D	Lobby Music	Cloud Cover Media Inc			1
152	6/30/25	904	01-201-000-0000-6320 Vehicle Maintenance	275.48	D	2 Battery Jump Starters	Amazon.Com, Inc.			1
153	6/30/25	904	01-201-000-0000-6320 Vehicle Maintenance	55.88	D	TMobile- Fleet GeoTabs	T-Mobile Usa, Inc.			1
154	6/30/25	904	01-201-000-0000-6330 Travel Expenses	12.96	D	Reid Interrogation Training	Raising Cane's Restaurant			1
155	6/30/25	904	01-201-000-0000-6330 Travel Expenses	9.85	D	Reid Interrogation Training	Chipotle Mexican Grill			1
156	6/30/25	904	01-201-000-0000-6330 Travel Expenses	15.56	D	Reid Interrogation Training	Yogi Custard Inc			1
157	6/30/25	904	01-201-000-0000-6330 Travel Expenses	708.63	D	MSA SUMMER CONFERENCE	Fullsteam Operations Llc			1
158	6/30/25	904	01-201-000-0000-6410 Office Supplies	11.73	D	MOUSE PAD	Amazon.Com, Inc.			1
159	6/30/25	904	01-201-000-0000-6410 Office Supplies	16.19	D	photo backdrop	Amazon.Com, Inc.			1
160	6/30/25	904	01-201-000-0000-6410 Office Supplies	33.14	D	Office supplies	Amazon.Com, Inc.			1

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RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	6/30/25	904	01-201-000-0000-6410 Office Supplies	10.33	D	OFFICE SUPPLIES	Amazon.Com, Inc.			1
162	6/30/25	904	01-201-000-0000-6410 Office Supplies	85.97	D	Office Supplies	Amazon.Com, Inc.			1
163	6/30/25	904	01-201-000-0000-6410 Office Supplies	83.81	D	shelving	Amazon.Com, Inc.			1
164	6/30/25	904	01-201-000-0000-6410 Office Supplies	21.46	D	Battery for Doorbell	Bpb, Llc			1
165	6/30/25	904	01-201-000-0000-6419 Community Programs	2.68	D	2 Pool Noodle Medf Traf Safety	Dollar Tree Stores, Inc.			1
166	6/30/25	904	01-201-000-0000-6425 Investigation Expense	936.60	D	Evidence Software Supplies	Amazon.Com, Inc.			1
167	6/30/25	904	01-201-000-0000-6480 Non-Capitalized Inventory	669.97	D	Furniture Soft Interview Room	Wayfair Llc			1
168	6/30/25	904	01-201-000-0000-6806 Vehicle Towing	55.00	D	7401 Jump Start Squad	Collins Brothers Towing O			1
169	6/30/25	904	01-204-000-0000-6410 Supplies	127.50	D	Paddle & Inflatable Fenders	Cabela's Wholesale, Llc			1
170	6/30/25	904	01-251-000-0000-6211 Radio - Computers - Cameras	149.85	D	radio mic holders	Amazon.Com, Inc.			1
171	6/30/25	904	01-251-000-0000-6215 Postage	14.40	D	postage-ua	United States Postal Serv			1
172	6/30/25	904	01-251-000-0000-6320 Vehicle Maintenance	139.70	D	TMobile- Fleet GeoTabs	T-Mobile Usa, Inc.			1
173	6/30/25	904	01-251-000-0000-6330 Travel Expenses	274.50	D	lodging for training	Brutger Equities Inc			1
174	6/30/25	904	01-251-000-0000-6406 Program Supplies	10.73	D	PROGRAM MUSIC	Sirius Xm Radio Llc			1
175	6/30/25	904	01-251-000-0000-6406 Program Supplies	99.84	D	PROGRAM TV	Disney Worldwide Services			1
176	6/30/25	904	01-251-000-0000-6406 Program Supplies	39.24	D	prog supplies	Dollar Tree Stores, Inc.			1
177	6/30/25	904	01-251-000-0000-6406 Program Supplies	9.90	D	prog supplies	Dollar General Corporatio			1
178	6/30/25	904	01-251-000-0000-6406 Program Supplies	8.90	D	prog supplies	Amazon.Com, Inc.			1
179	6/30/25	904	01-251-000-0000-6406 Program Supplies	14.99	D	eye covers	Amazon.Com, Inc.			1
180	6/30/25	904	01-251-000-0000-6407 Training Supplies	250.00	D	def instruc training	Minnesota Sheriffs Associ			1

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RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	6/30/25	904	01-251-000-0000-6432 Medical Payments	102.02	D	bp cuff medical	Amazon.Com, Inc.			1
182	6/30/25	904	01-251-000-0000-6451 Operating Supplies	13.98	C	credit	Amazon.Com, Inc.			1
183	6/30/25	904	01-251-000-0000-6451 Operating Supplies	8.99	D	money bags	Amazon.Com, Inc.			1
184	6/30/25	904	01-251-000-0000-6560 Janitorial Supplies	204.87	D	laundry det. soap	Amazon.Com, Inc.			1
185	6/30/25	904	01-251-000-0000-6560 Janitorial Supplies	13.49	D	clenaing cloths	Amazon.Com, Inc.			1
186	6/30/25	904	01-252-000-0000-6261 Conference & Training	229.00	D	Tactical Communication trainin	Lifeline Training Ltd			1
187	6/30/25	904	01-252-000-0000-6261 Conference & Training	686.17	D	MNATSA Training	Minneapolis Hotel Acquisi			1
188	6/30/25	904	01-252-000-0000-6410 Office Supplies	105.77	D	Pamphlet holder	Amazon.Com, Inc.			1
189	6/30/25	904	01-252-000-0000-6410 Office Supplies	24.99	D	Keyboard/wrist pad	Amazon.Com, Inc.			1
190	6/30/25	904	01-252-000-0000-6410 Office Supplies	37.92	D	Poster board/batteries/hooks	Wal-Mart Stores, Inc.			1
191	6/30/25	904	01-252-000-0000-6410 Office Supplies	9.41	D	Mounting hooks	Wal-Mart Stores, Inc.			1
192	6/30/25	904	01-252-000-0000-6410 Office Supplies	101.98	D	Monitor Privacy Filters	Amazon.Com, Inc.			1
193	6/30/25	904	01-253-000-0000-6261 Conference & Training	175.00	D	Gasner-Adv Criminal Expungment	Minnesota Sheriffs Associ			1
194	6/30/25	904	01-253-000-0000-6300 Bldg Repairs & Maintenance	54.00	D	water filter	Lowes Companies, Inc.			1
195	6/30/25	904	01-253-000-0000-6300 Bldg Repairs & Maintenance	37.50	D	Pest Control	Plunketts Pest Control In			1
196	6/30/25	904	01-281-000-0000-6199 Safety Program	3.04	C	Tax Refund for CPR materials	American Heart Assoc			1
197	6/30/25	904	01-281-000-0000-6251 Other Administrative Costs	43.43	D	Meeting over 4 hours rfreshmts	Kwik Trip Inc			1
198	6/30/25	904	01-281-000-0000-6251 Other Administrative Costs	67.50	D	Coffee for 4 hour meeting	Wal-Mart Stores, Inc.			1
199	6/30/25	904	01-281-000-0000-6251 Other Administrative Costs	37.95	D	Food for 4 hour meeting	Kwik Trip Inc			1
200	6/30/25	904	01-281-000-0000-6251 Other Administrative Costs	42.74	D	Portal Software Renewal	Freemius, Inc			1

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RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
201	6/30/25	904	01-281-000-0000-6806 Skywarn System	167.47	D	Retractable Signage	Minnesota Elevator Inc			1
202	6/30/25	904	01-281-000-0000-6806 Skywarn System	329.89	D	Allison House Weather Data	Allisonhouse Llc			1
203	6/30/25	904	01-481-460-6009-6434 Medical Supplies	27.98	D	Wound Care Supplies	Amazon.Com, Inc.			1
204	6/30/25	904	01-481-460-6009-6465 Patient Supplies & Services	69.22	D	Wound Care Supplies	Amazon.Com, Inc.			1
205	6/30/25	904	01-481-460-6009-6465 Patient Supplies & Services	9.44	D	Client Wound Care	Amazon.Com, Inc.			1
206	6/30/25	904	01-481-460-6009-6465 Patient Supplies & Services	24.96	D	Patient Wound Care	Amazon.Com, Inc.			1
207	6/30/25	904	01-481-460-6009-6806 Miscellaneous	44.00	D	Background Check - AS	State Of Minnesota			1
208	6/30/25	904	01-481-460-6009-6806 Miscellaneous	44.00	D	Background Check	State Of Minnesota			1
209	6/30/25	904	01-481-460-6012-6465 Pass Thru - Patient Supplies & Services	159.98	D	Patient Supplies	Amazon.Com, Inc.			1
210	6/30/25	904	01-481-460-6012-6465 Pass Thru - Patient Supplies & Services	67.99	D	Incontinence Supplies	Amazon.Com, Inc.			1
211	6/30/25	904	01-481-460-6012-6465 Pass Thru - Patient Supplies & Services	32.78	D	Patient Doorbell & Alarm	Amazon.Com, Inc.			1
212	6/30/25	904	01-481-461-6031-6464 General Supplies & Outreach	886.99	D	Portable Monitor	Amazon.Com, Inc.			1
213	6/30/25	904	01-481-461-6031-6464 General Supplies & Outreach	65.89	D	Family Festival Mandarins	Coborn's Incorporated			1
214	6/30/25	904	01-481-461-6031-6464 General Supplies & Outreach	26.94	D	Family Festival Water	Wal-Mart Stores, Inc.			1
215	6/30/25	904	01-481-461-6032-6464 General Supplies & Outreach	1,398.30	D	Portable BF Station Supplies	Amazon.Com, Inc.			1
216	6/30/25	904	01-481-461-6032-6464 General Supplies & Outreach	239.94	D	Portable BF Station Supplies	Amazon.Com, Inc.			1
217	6/30/25	904	01-481-461-6032-6464 General Supplies & Outreach	149.99	D	Wagon	Amazon.Com, Inc.			1
218	6/30/25	904	01-481-461-6040-6464 General Supplies & Outreach	22.60	D	Seeds for WIC Garden/Education	Fleet Farm Group, Llc			1
219	6/30/25	904	01-481-461-6040-6806 Miscellaneous	15.98	D	Flange Inserts - BF Award	Amazon.Com, Inc.			1
220	6/30/25	904	01-481-461-6040-6806 Miscellaneous	12.50	D	Parent Guide - BF Award	Amazon.Com, Inc.			1

Steele County

JOURNAL ENTRIES



Description 06 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
221	6/30/25	904	01-481-461-6066-6410 Office Supplies	85.49	D	Storage Containers	Target Corporation			1
222	6/30/25	904	01-481-461-6066-6410 Office Supplies	34.88	D	Storage Bins	Target Corporation			1
223	6/30/25	904	01-481-461-6066-6410 Office Supplies	52.20	D	Storage Bins	Target Corporation			1
224	6/30/25	904	01-481-461-6066-6464 General Supplies & Outreach	4,982.25	D	Operation Parent Handbooks	Operation: Parent, Inc.			1
225	6/30/25	904	01-481-461-6066-6464 General Supplies & Outreach	46.87	D	YOLO Meeting Breakfast	Block, Inc.			1
226	6/30/25	904	01-481-461-6066-6464 General Supplies & Outreach	388.33	D	Wellness Basket Supplies	Amazon.Com, Inc.			1
227	6/30/25	904	01-481-461-6066-6464 General Supplies & Outreach	23.85	D	Snacks for YOLO Meeting	Target Corporation			1
228	6/30/25	904	01-481-461-6066-6464 General Supplies & Outreach	42.67	D	Items for YOLO Office	Target Corporation			1
229	6/30/25	904	01-481-461-6066-6464 General Supplies & Outreach	24.14	D	Snacks for YOLO Office	Target Corporation			1
230	6/30/25	904	01-481-464-6065-6464 General Supplies & Outreach	30.90	D	Injection Practice Pad	Amazon.Com, Inc.			1
231	6/30/25	904	01-481-465-6056-6330 Travel Expenses	198.00	D	PHEP Conference	Twin Cities Hospitality,			1
232	6/30/25	904	01-481-467-6070-6801 General Expense	427.39	D	New Staff Scanner	Cdw Llc			1
233	6/30/25	904	01-481-467-6070-6801 General Expense	34.99	D	Keyboard for new PHN hire	Amazon.Com, Inc.			1
234	6/30/25	904	01-481-467-6070-6801 General Expense	137.49	D	New Staff Monitor	Dell International L.L.C			1
235	6/30/25	904	01-481-467-6070-6801 General Expense	963.02	D	New Staff Laptop	Dell International L.L.C			1
236	6/30/25	904	01-502-000-0000-6300 Bldg Repairs & Maintenance	16.98	D	Toilet Paper Holder	Owt Hardware Inc			1
237	6/30/25	904	01-502-000-0000-6301 Equip/Software Maint	124.99	D	ComCtr Internet	Charter Communications Op			1
238	6/30/25	904	01-521-000-0000-6320 Stage Expense	62.92	D	Lighting Retrofit Showmobile	Lowes Companies, Inc.			1
239	6/30/25	904	01-521-000-0000-6320 Stage Expense	315.00	D	Lighting Retrofit Showmobile	Winsupply, Inc			1
240	6/30/25	904	01-521-000-0000-6410 Operating Supplies/Truck Repairs	175.14	D	TV Service	Charter Communications Op			1

Steele County

JOURNAL ENTRIES



Description 06 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
241	6/30/25	904	01-521-000-0000-6823 Beaver Lake	279.91	D	Supplies Beach House	Fleet Farm Group, Llc			1
242	6/30/25	904	01-521-000-0000-6823 Beaver Lake	240.42	C	Supplies Beach house Return	Fleet Farm Group, Llc			1
243	6/30/25	904	01-521-000-0000-6823 Beaver Lake	240.42	D	Supplies Beach House	Fleet Farm Group, Llc			1
244	6/30/25	904	01-550-000-0000-6410 Operating Supplies - Contracts	128.96	D	Misc. Shop Supplies	Lowes Companies, Inc.			1
245	6/30/25	904	01-550-000-0000-6410 Operating Supplies - Contracts	102.95	D	Expansion Joint Repair - East	Amazon.Com, Inc.			1
246	6/30/25	904	01-550-000-0000-6410 Operating Supplies - Contracts	280.46	D	Expansion Joint Repair - East	Pk Supplies, Inc.			1
247	6/30/25	904	01-550-000-0000-6410 Operating Supplies - Contracts	13.73	D	Expansion Joint Repair - East	Amazon.Com, Inc.			1
248	6/30/25	904	01-550-000-0000-6410 Operating Supplies - Contracts	42.94	D	East Expansion Joint Repair	Lowes Companies, Inc.			1
249	6/30/25	904	01-550-000-0000-6410 Operating Supplies - Contracts	24.00	D	RE License Renewal	State Of Minnesota			1
250	6/30/25	904	10-000-000-0000-1001 Cash	995.62	C	BMO One Card Allocation Jun	BMO One Card Allocation Jun			1
251	6/30/25	904	10-302-000-0000-6525 CSAH Supplies - Aggregate/Asphalt	365.08	D	CSAH 3 - barrier and pipes	Lowes Companies, Inc.			1
252	6/30/25	904	10-302-000-0000-6534 Supplies - Signing	47.98	D	Bridge Fence Bill CF Twnship	Fleet Farm Group, Llc			1
253	6/30/25	904	10-302-000-0000-6801 Osha/Safety Supplies	129.99	D	wading boots	Cabela's Wholesale, Llc			1
254	6/30/25	904	10-303-000-0000-6510 Engineering & Surveying Supplies	38.18	D	Unite 2244 Fuel	Kwik Trip Inc			1
255	6/30/25	904	10-303-000-0000-6510 Engineering & Surveying Supplies	9.65	D	Hammerdrill for bridges	Fleet Farm Group, Llc			1
256	6/30/25	904	10-303-000-0000-6510 Engineering & Surveying Supplies	12.33	D	Drill bits for bridges	Lowes Companies, Inc.			1
257	6/30/25	904	10-303-000-0000-6510 Engineering & Surveying Supplies	23.60	D	Drill bits	Fleet Farm Group, Llc			1
258	6/30/25	904	10-304-000-0000-6511 Maint Shop Supplies & Materials	69.93	D	Welding Rods	Fleet Farm Group, Llc			1
259	6/30/25	904	10-304-000-0000-6511 Maint Shop Supplies & Materials	79.99	D	Tri Tap Ext Cord 100 FT	Harbor Freight Tools Usa			1
260	6/30/25	904	10-304-000-0000-6515 Shop Equip Repair & Maintenance	21.96	D	Clear poly casters	Harbor Freight Tools Usa			1

Description 06 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
261	6/30/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	93.21	D	2247 - Parts	Alexander Lumber Company			1
262	6/30/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	101.83	D	Parts #2247	Fleet Farm Group, Llc			1
263	6/30/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	1.89	D	Threaded rod	Fleet Farm Group, Llc			1
264	6/30/25	904	38-000-000-0000-1001 Cash	3,236.29	C	BMO One Card Allocation Jun	BMO One Card Allocation Jun			1
265	6/30/25	904	38-111-000-0000-6600 Capital Outlay - Buildings and Grounds	887.98	D	Cell Booster CCA	Amazon.Com, Inc.			1
266	6/30/25	904	38-111-045-0000-6600 Capital Outlay - CCA Bldg	1,139.03	D	Flex Office Conf. Equip.	Cdw Llc			1
267	6/30/25	904	38-111-045-0000-6600 Capital Outlay - CCA Bldg	91.30	D	Coax for CCA Cell Booster	Amazon.Com, Inc.			1
268	6/30/25	904	38-201-000-0000-6600 Capital Outlay - Sheriff	104.73	D	Fitness room TV mounts	Amazon.Com, Inc.			1
269	6/30/25	904	38-201-000-0000-6600 Capital Outlay - Sheriff	1,013.25	D	Fitness Room TVs	Cdw Llc			1
270	6/30/25	904	81-000-000-0000-1001 Cash	1,152.03	C	BMO One Card Allocation Jun	BMO One Card Allocation Jun			1
271	6/30/25	904	81-230-000-0000-6210 Telephone	99.84	D	Cable TV	Hulu. Llc			1
272	6/30/25	904	81-230-000-0000-6261 Conference & Training	9.71	D	Training Book	Amazon.Com, Inc.			1
273	6/30/25	904	81-230-000-0000-6261 Conference & Training	649.00	D	NENA Conference	National Emergency Number			1
274	6/30/25	904	81-230-000-0000-6301 Equip Maint	203.88	D	Website Managing System	Godaddy Inc.			1
275	6/30/25	904	81-230-000-0000-6330 Travel Expenses	118.18	C	Flight for NENA Conference	United Airlines, Inc.			1
276	6/30/25	904	81-230-000-0000-6330 Travel Expenses	2.60	C	Flight for NENA Conference	Expedia, Inc.			1
277	6/30/25	904	81-230-000-0000-6330 Travel Expenses	118.18	D	Flight for NENA Conference	United Airlines, Inc.			1
278	6/30/25	904	81-230-000-0000-6330 Travel Expenses	134.00	D	Flight for NENA Conference	Allegiant Travel Company			1
279	6/30/25	904	81-230-000-0000-6330 Travel Expenses	2.60	D	NENA Conference Flight	Expedia, Inc.			1
280	6/30/25	904	81-230-000-0000-6410 Office Supplies	6.99	D	Certificate Covers	Amazon.Com, Inc.			1

Steele County
JOURNAL ENTRIES



Description 06 2025 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
281	6/30/25	904	81-230-000-0000-6410 Office Supplies	11.62	D	AAA Batteries	Amazon.Com, Inc.			1
282	6/30/25	904	81-230-000-0000-6410 Office Supplies	36.99	C	Bathroom Garbage Cans	Amazon.Com, Inc.			1
283	6/30/25	904	81-230-000-0000-6410 Office Supplies	13.48	C	Bathroom Garbage Cans	Wal-Mart Stores, Inc.			1
284	6/30/25	904	81-230-000-0000-6410 Office Supplies	13.48	D	Bathroom Garbage Cans	Wal-Mart Stores, Inc.			1
285	6/30/25	904	81-230-000-0000-6410 Office Supplies	73.98	D	Bathroom Garbage Cans	Amazon.Com, Inc.			1
Debit Total				45,025.62		Credit Total	45,025.62	Net:		0.00

Steele County

JOURNAL ENTRIES



Description 06 2025 JE UPLOAD - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	6/30/25	905	01-111-050-0000-6320 Vehicle Repairs & Maintenance	88.57	D	Enterprise Full Maint Fee Admn				1
2	6/30/25	905	01-251-000-0000-6320 Vehicle Maintenance	374.45	D	Enterprise Full Maint Fee DC				1
3	6/30/25	905	01-201-000-0000-6320 Vehicle Maintenance	6,318.23	D	Enterprise Full Maint Fee SO				1
4	6/30/25	905	01-000-000-0000-1001 Cash	6,781.25	C	Admin-DC Enterprise June 2025				1
5	6/30/25	905	01-111-050-0000-6347 Enterprise Fleet Leasing	5,098.79	D	County Fleet Lease - June 25				1
6	6/30/25	905	01-201-000-0000-6347 Enterprise Fleet Leasing	16,505.98	D	Sheriff Fleet Lease - June 25				1
7	6/30/25	905	01-000-000-0000-1001 Cash	21,604.77	C	Fleet Lease Payments - Jun 25				1
8	6/30/25	905	01-003-000-0000-5710 Interest From Investments	42,015.51	C	Magic 1 Interest				1
9	6/30/25	905	01-003-000-0000-5710 Interest From Investments	17,350.47	C	Magic 2 Interest				1
10	6/30/25	905	01-000-000-0000-1001 Cash	59,365.98	D	Bank Interest				1
11	6/30/25	905	05-445-000-0000-5710 Interest Income	465.94	C	Homeless Prevent Interest				1
12	6/30/25	905	05-445-000-0000-5710 Interest Income	430.09	C	Housing Afford Interest				1
13	6/30/25	905	05-000-000-0000-1001 Cash, Human Services Fund	896.03	D	Bank Interest				1
14	6/30/25	905	81-230-000-0000-5710 Interest	796.69	C	E911 Interest				1
15	6/30/25	905	81-000-000-0000-1001 Cash	796.69	D	Bank Interest				1
16	6/30/25	905	01-003-000-0000-6357 Bank Charges	497.56	D	Magic 1 Bank Fees				1
17	6/30/25	905	01-003-000-0000-6357 Bank Charges	19.48	D	Magic 2 Bank Fees				1
18	6/30/25	905	01-000-000-0000-1001 Cash	517.04	C	Bank Fees				1
19	6/30/25	905	01-003-000-0000-6355 Wex Benefit Administration	500.50	D	WEX Admin Service Fees				1
20	6/30/25	905	01-000-000-0000-1001 Cash	500.50	C	WEX Admin Service Fees				1

Steele County
JOURNAL ENTRIES



Description 06 2025 JE UPLOAD - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	6/30/25	905	81-230-000-0000-6355 Wex Benefit Administration	52.25	D	WEX Admin Service Fees				1
22	6/30/25	905	81-000-000-0000-1001 Cash	52.25	C	WEX Admin Service Fees				1
Debit Total				90,514.51		Credit Total	90,514.51	Net:	0.00	

PERSONNEL REPORT

August 26, 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>
Ronald Gaines	Public Works Director/Highway	E83/8	08/20/2025
Bryce Reuter	Correctional Officer/Detention Center	B24/1	08/25/2025
Taylor Cureton	Sheriff Patrol Deputy/Sheriff	C41/1	09/02/2025
Brianna Robran	Care Coord/Case Manager/Public Health	C42/2	09/08/2025

Resignations/Retirements/Terminations/Change in Status:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Juanita Christenson	Technical Clerk II	Sheriff's Office	08/28/2025
Nancy Gjerald (Retirement)	Accounting Technician	Finance	09/15/2025
Denise Krell (Retirement)	Accounting Support Specialist	Landfill	10/14/2025

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 – 1 position	Sheriff's Office	Recruiting/Backgrounding
Correctional Officer – 3 positions	Detention Center	Recruiting/Backgrounding
Records Specialist	Sheriff's Office	Interviewing
Tech Clerk II to Records Specialist	Sheriff's Office	Interviewing
Procurement Specialist	Finance	Recruiting
County Engineer	Highway	Recruiting/Interviewing
Deputy Sheriff Sergeant – 2 positions	Sheriff	Interviewing
Correctional Corporal	Detention Center	Interviewing
Building Inspector or Official	Planning & Zoning	Interviewing
Accounting Support Specialist	Landfill	Recruiting will begin soon
Accounting Technician	Finance	Recruiting will begin soon
Engineering Techs I/II/III – 3positions	Highway	On-hold
Accounting Support Specialist	Highway	On-hold
Assistant County Engineer	Highway	On-hold
Technical Clerk II	PT & E	On-hold



Steele County Agenda Item

Request for Board Action

Subject: Four Seasons Centre Contracts / Leases Pricing Authority

Department: Park & Recreation

Committee: Public Works

Committee Meeting Date: August 12, 2025

Work Session Date: Enter a date.

Board Meeting Date: Enter a date.

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:

Staff recommends Four Seasons Centre Director to have the authority to sign off on all Four Seasons Centre Contracts and Leases, unless the contracts are for more than 12 months.

Background (*Including Budget Impact*):

Currently, there are some contracts and leases that the Four Seasons Centre Director can sign off on and there are some that the Steele County Board Chair signs, along with the Four Seasons Centre Director. These contracts / leases may be for both Dry floor and/or Ice activities. There would be no budget impact on this.

Attachments:

New Resolution



STEELE COUNTY RESOLUTION

Four Seasons Centre Contracts / Leases Pricing Authority

Department: Park & Recreation

Date: 8/12/2025

Resolution No: 2025-036

WHEREAS, Steele County Four Seasons Centre provides services to the public such as ice rentals and dry floor rentals. These services have associated fees and are listed in the Steele County yearly fee schedule adopted by the Steele County Board of Commissioners effective the first of each year. This fee schedule is not exhaustive since the Steele County Board of Commissioners may adopt or change fees in various formats. All fees and related information are subject to change without notice.

WHEREAS, Steele County Four Seasons Centre works with multiple user groups and event organizations where the person hereinafter named is hereby authorized for and on behalf of Steele County to negotiate and set, in the name of the county, an appropriate fee.

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Director of the Four Seasons Centre, on behalf of Steele County, may negotiate, set pricing, and sign any reasonable contracts and leases for various user groups and event organizations, unless the contract and leases are for more than 12 months.

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

Dated this ____ day of _____, 2025.

STEELE COUNTY
BOARD OF COMMISSIONERS

Chair

CERTIFICATION

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

Attest



Steele County Agenda Item

Request for Board Action

Subject: Approve Repair on JD11

Department: Property Tax & Elections

Committee: Land Use & Records

Committee Meeting Date: July 10, 2025

Work Session Date:

Board Meeting Date: July 22, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

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 JD11 repair estimate from SF Enterprises, LLC for over the \$10,000 Ditch Inspector approval threshold in an amount of \$22,697.80.

Background (*Including Budget Impact*):

Cleaning and repair are needed on JD11. Bids were requested from SF Enterprises and Hodgman Drainage last month, Hodgman did not respond to request. Looking for approval for one bid. This is a joint ditch system with Dodge County, they are the majority and will also be responsible for 81% of this repair billing.

Attachments:

Estimate for Ditch Inspection Repairs

SF Enterprises LLC

34662 Valleyview Rd Waseca, MN 56093

507-461-6455

sfenterprisesdigit@gmail.com



Steele County JD 11

BID:

Date	Description	QTY	Unit Price	Price
	Mobilization	1	\$600	\$600
	Clean and Level Spoil	12,602ft	\$1.40	\$17,642.80
	Seeding	3	\$400	\$1,200.00
	Seed	3	\$85.00	\$255.00
	Mow Trees	1	\$3,000.00	\$3,000.00
			Subtotal	\$22,697.80
			Total	\$22,697.80

Notes:

JD 11 Clean bottom of ditch, level spoil bank, seeding, mow trees



Steele County Agenda Item

Request for Board Action

Subject: Employee Health Fair

Department: Choose an item.

Committee: Internal Central Services

Committee Meeting Date: August 19, 2025

Work Session Date: Enter a date.

Board Meeting Date: August 26, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

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Recommendation:

Approve a budget transfer of up to \$1,000 from the Dividend Fund to Steele County's Employee Wellness Program, Steele Fit, to support activities ineligible for funding through the Wellness Funding Support Program grant offered by the Southeast Service Cooperative.

Approve up to one hour of paid time annually for employees to attend the Employee Health Fair, contingent on department staffing levels and the assurance of uninterrupted public service.

Background (*Including Budget Impact*):

Steele Fit, Steele County's Employee Wellness Program, is primarily funded through the Wellness Funding Support Program grant offered by the Southeast Service Cooperative. The goal of the grant is to promote healthy lifestyle choices among employees, ultimately to control costs by reducing health insurance claims and plan usage.

However, the grant prohibits the use of grant dollars for certain expenses, including food and one-time social wellness gatherings. In the past, the County has provided supplemental funding to Steele Fit through the Dividend Fund to help sustain initiatives such as the annual Health Fair, 'Tis the Season activities, Veteran's Day recognition events, and speaker events. These programs have become integral to our workplace culture, helping boost employee morale and well-being.

This year, Steele Fit is requesting a \$1,000 budget transfer to cover the costs of the following:

1. Providing lunch for health fair vendors, in appreciation of their time and service to our employees. Vendors are scheduled to staff booths from 10am to 2pm, which overlaps with the typical lunch hour. Last year, 24 vendors participated, and a similar or greater turnout is expected this year. Feedback from last year indicated that the lunch was greatly appreciated by the vendors and helped create a positive impression of the County.
2. Supporting employee morale activities, namely 'Tis the Season, which includes a variety of traditions such as holiday bingo, gingerbread house competition, and providing candy canes and hot cocoa to all staff, boosting moral during the busy holiday season.

In addition, Steele Fit is proposing that up to one hour of paid time is approved annually for employees to attend the health fair, consistent with existing practices for other wellness-related events such as the county blood drive and safety trainings. Department heads/supervisors will ensure office coverage and approve each employee's participation. Attendance will be recorded at the health fair to ensure accountability.

The Employee Health Fair gives employees in-person access to wellness benefit providers that can educate about employee benefits, as well as local organizations that can share information and highlight community resources that can support their health and well-being in their everyday lives. We also offer biometric screenings at the health fair, an important step in chronic disease prevention. By reducing barriers for employees to attend the health fair, the County is showing a commitment to employee wellness while taking proactive steps to reduce long-term health insurance claims and costs.

Attachments:

SSC Wellness Funding Support Program Guide 2025

2025 Wellness Funding Program Support Program Guide



Program Summary

Most workplaces offer some type of wellness program for their employees, and with good reason – wellness programs can increase morale, decrease absenteeism and presentism, reduce turnover, and nudge employees to make healthier choices for themselves, and in turn, their families. Employers achieve the most value for their employees when they create a culture of health at their organization. This is attained by offering a comprehensive wellness program, which pairs policy, systems, and environmental changes (PSE) with programs (challenges, speakers, fitness trackers, etc.) With the ever-rising costs of healthcare and increase in claims, it's SSC's hope that groups will strategically use their funds in the hopes of lowering plan usage.

Wellness funding from SSC is designed to improve well-being and control health care costs by encouraging healthy lifestyle choices and utilizing provided well-being tools (Medica's My Health Rewards program). The wellness funding is intended to help SSC member groups create a culture of health and wellbeing at their organization. The amount per site is based on the number of health insurance contracts, as indicated by our insurance carrier on the renewal date.

Funding Parameters/Tiers

Your group has received two funding amounts, Tier 1 and Tier 2. Your group can receive the larger, Tier 1 amount if your application includes at least 50% of requested funds from the Tier 1 category below. Tier 1 activities/programs are more likely to meet the goals of the SSC Wellness Funding program. Please contact Nicole LaChapelle-Strumski if you'd like more clarification on the funding process or would like to discuss eligibility of your request.

Tier 1 Funded Activities/Programs

Activity/Program	Examples/More Information
PSE (Policy, Systems, Environmental) Change(s)	Wellness room creation/additions/updates, sit-stand workstations, walking workstations, quiet/breastfeeding room, water bottle filling stations, signs for walking paths, materials to create a garden, wellness library, pickleball court, fitness equipment for check out.
Promotion of My Health Rewards	Consider incenting employees to register for this program. The program itself features an excellent array of tools to help individuals make healthier choices.
Biometric Testing	Giving employees this valuable information can be a useful component of a comprehensive well-being program. Groups can rent the equipment from SSC and purchase testing supplies at cost. Nicole will get one of your staff members trained in on how to administer the finger-stick testing (full cholesterol panel as well as glucose). Groups are also welcome to work with Medica or another provider to offer the testing.

Tier 2 Funded Activities

Activity/Program	Examples/More Information
Well-being Challenges/Programs	These will look very different from group to group. Some groups run week long hydration, walking, or sleep

	challenges. Other groups hold months-long well-being challenges that incorporate many of the different dimensions of well-being. Each January SSC holds a Member vs. Member walking challenge – you are welcome to use your funding for incentives for these challenges. Challenges cannot be based on amount of weight lost, i.e. “Biggest Loser”).
Well-being Education	This could be a speaker on a well-being topic or a book club focused on a well-being topic. Some groups offer fitness classes for their employees or healthy cooking classes. Trying out a new physical activity together would also be funded (group snowshoeing activity, pickleball gathering, disc golf, etc.)
Reimbursements for Wellness Items/Gym Memberships	Some groups offer reimbursements for athletic shoes, trackers, fitness equipment or fitness centers/gym memberships.

Programs/Activities Not Eligible for Funding

We know a lot of these ideas can benefit your workplace culture/employee morale, and can be a great part of a comprehensive wellness program, we’d ask that your organization use your own funding for the following:

- Apparel (*Unless it is used as an incentive for a challenge*)
- Chair massages
- Giveaways not tied to a program or challenge (*Example: Everyone is receiving a water bottle/sunscreen/t-shirt/care package, etc.)*
- First aid supplies/trainings
- Food (*Healthy snacks to start-up (not maintain) a snack station would be eligible, or taste-testing of healthy snacks.*)
- One-time social wellness gatherings
- Essential oils

Your Role

We ask that someone at your organization be appointed a wellness coordinator to provide direction for the site-based Wellness Program planning and budgeting. Ideally your group will have a wellness committee made up of folks in a variety of positions. We ask that groups work with SSC to promote the wellness tools from Medica, and share out information with individuals on the MHC health plan. We ask that you share the following language with employees when promoting wellness programs funded by SSC: *“This wellness activity was made possible with funding from the Health Insurance Pool and participation in the Wellness Program offered through the Southeast Service Cooperative.”*

SSC’s Role

We are here to support you with your wellness programming and promoting the wellness tools available from Medica. Nicole is able to work with your wellness coordinator or committee to formulate a plan for your group. Nicole can supply your group with startup tools that feature instruction for forming a wellness committee, program, gaining leadership support and branding your program. Nicole can also assist with your employee interest survey. Nicole shares resources with wellness coordinators throughout the year and can also come to your site to share information on the wellness tools from Medica.

Timelines

The Wellness Program is funded by the health insurance pool reserves and is therefore only available to participating employer groups in the SSC pool. (Groups must be in for the full plan year. If a group withdraws from the Pool, it forfeits any funding that hasn't been distributed.)

Groups have two deadlines using the following process and timelines:

- **June 13, 2025** – Submit your plan by or prior to this date to Nicole LaChapelle-Strumski, nlachapelle@ssc.coop. This is a hard deadline. Monies not requested by groups will be forfeited for the year.
- **December 15, 2025** – Progress and Completion Report to be submitted to Nicole. Reimbursement of balance of actual incurred expenditures will be made after this deadline. Failure to submit your final report in by December 16 will result in forfeiture of funds.

Plan Elements

- Plans will be reviewed and approved by SSC staff members. SSC may recommend modifications and/or request additional plan details prior to approval.
- Wellness Funding Program funds will be distributed by SSC to the Group as follows:
Reimbursement will be made at the end of the project for the balance of actual expenses incurred up to your allocated amount, upon receipt of expense documentation (e.g., receipts) and final report (due December 15, 2025).
- **The Progress and Completion Report (see attached form) is your request for final reimbursement** and should include the following information: Activities completed, barriers you encountered if any, participation data, outcomes, and receipts of expenditures.* This must be submitted by December 15, 2025.
- **Funding Timeline.** All funds must be spent prior to submitting the progress and completion report. Funds may not be carried over. Any funds not spent prior to December 15, 2025 will be forfeited by the group.



Steele County Agenda Item

Request for Board Action

Subject: 2026 Opioid Response Initiative Awards

Department: Public Health

Committee: Public Safety & Health

Committee Meeting Date: August 19, 2025

Work Session Date: Enter a date.

Board Meeting Date: August 26, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Public Health staff recommend a slightly modified Request for Proposals (RFP) process for awarding the 2026 Opioid Response Initiative (ORI) Awards from Steele County's Opioid Settlement Funds. The proposed timeline is as follows:

- September 2025 – Release RFP solicitation
- October 2025 – Present high-level overview of proposals to the Board to inform the Board's decision to set the total funding amount available for awards
- October/November 2025 – Conduct in-depth review of proposals and present final funding recommendations to the Board
- December 2025 – Draft & execute project agreements
- January – December 2026 – Project implementation
- Early 2027 – Report on impact of projects

Background (*Including Budget Impact*):

Last year, Steele County Public Health administered the first iteration of the Opioid Response Initiative Awards. Based on that experience, staff recommend refining the process to better align funding decisions with changing community needs and capacity.

In 2024, staff requested the Board to set a funding ceiling for the 2025 ORI Awards before proposals were solicited. Under the proposed process, staff would first solicit proposals for projects

aligned with priorities identified through current data and community input and with the abatement strategies in the Opioids State-Subdivision Memorandum of Agreement.

In October, staff would present a high-level overview of those proposals, so that the Board can set a funding ceiling informed by available funds, demonstrated needs, and community capacity, which all may vary from year to year. Following that decision, the ORI Review Committee would conduct an in-depth review of proposals and present award recommendations in November. Contracts would be executed by the end of the year so that projects could begin at the start of the 2026 calendar year, with a progress report to the Board in early 2027.

Public Health will continue to gather input through community surveys and the Steele County Mental Health & Substance Use Collaborative meetings held each March & September to help identify priority areas each year.

Attachments:

2026 Opioid Response Initiative Award RFP

Minnesota Opioids State-Subdivision Memorandum of Agreement

AMENDED MINNESOTA OPIOIDS STATE-SUBDIVISION MEMORANDUM OF AGREEMENT

WHEREAS, the State of Minnesota, Minnesota counties and cities, and their people have been harmed by misconduct committed by certain entities that engage in or have engaged in the manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic;

WHEREAS, certain Minnesota counties and cities, through their counsel, and the State, through its Attorney General, are separately engaged in ongoing investigations, litigation, and settlement discussions seeking to hold opioid manufacturers and distributors accountable for the damage caused by their misconduct;

WHEREAS, the State and Local Governments share a common desire to abate and alleviate the impacts of the misconduct described above throughout Minnesota;

WHEREAS, while the State and Local Governments recognize the sums which may be available from the aforementioned litigation will likely be insufficient to fully abate the public health crisis caused by the opioid epidemic, they share a common interest in dedicating the most resources possible to the abatement effort;

WHEREAS, the investigations and litigation with several companies have resulted in National Settlement Agreements with those companies, which the State has already committed to join;

WHEREAS, Minnesota's share of settlement funds from the National Settlement Agreements will be maximized only if all Minnesota counties, and cities of a certain size, participate in the settlements;

WHEREAS, the National Settlement Agreements will set a default allocation between each state and its political subdivisions unless they enter into a state-specific agreement regarding the distribution and use of settlement amounts;

WHEREAS, this Amended Memorandum of Agreement is intended to facilitate compliance by the State and by the Local Governments with the terms of the National Settlement Agreements and is intended to serve as a State-Subdivision Agreement under the National Settlement Agreements;

WHEREAS, this Amended Memorandum of Agreement is also intended to serve as a State-Subdivision Agreement under resolutions of claims concerning alleged misconduct in the manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic entered in bankruptcy court that provide for payments (including payments through a trust) to both the State and Minnesota counties and cities and allow for the allocation between a state and its political subdivisions to be set through a state-specific agreement; and

WHEREAS, specifically, this Amended Memorandum of Agreement is intended to serve under the Bankruptcy Resolutions concerning Purdue Pharma, Mallinckrodt, and Endo as a qualifying Statewide Abatement Agreement.

I. Definitions

As used in this MOA (including the preamble above):

“Approved Uses” shall mean forward-looking strategies, programming, and services to abate the opioid epidemic that fall within the list of uses on **Exhibit A**. Consistent with the terms of the National Settlement Agreements and Bankruptcy Resolutions, “Approved Uses” shall include the reasonable administrative expenses associated with overseeing and administering Opioid Settlement Funds. Reimbursement by the State or Local Governments for past expenses are not Approved Uses.

“Backstop Fund” is defined in Section VI.B below.

“Bankruptcy Defendants” mean any Opioid Supply Chain Participants that have filed for federal bankruptcy protection, including, but not limited to, Purdue Pharma L.P., Mallinckrodt plc, and Endo International plc.

“Bankruptcy Resolution(s)” means resolutions of claims concerning alleged misconduct in manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic by the Bankruptcy Defendants entered in bankruptcy court that provide for payments (including payments through a trust) to both the State and Minnesota counties and municipalities and allow for the allocation between the state and its political subdivisions to be set through a state-specific agreement.

“Counsel” is defined in Section VI.B below.

“County Area” shall mean a county in the State of Minnesota plus the Local Governments, or portion of any Local Government, within that county.

“Governing Body” means (1) for a county, the county commissioners of the county, and (2) for a municipality, the elected city council or the equivalent legislative body for the municipality.

“Legislative Modification” is defined in Section II.C below.

“Litigating Local Governments” mean a Local Government that filed an opioid lawsuit(s) on or before December 3, 2021, as defined in Section VI.B below.

“Local Abatement Funds” are defined in Section II.B below.

“Local Government” means all Minnesota political subdivisions within the geographic boundaries of the state of Minnesota.

“MDL Matter” means the matter captioned *In re National Prescription Opiate Litigation*, MDL 2804, pending in the United States District Court for the Northern District of Ohio.

“Memorandum of Agreement” or “MOA” means this agreement, the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement.

“National Settlement Agreements” means a national opioid settlement agreement with the Parties and one or more Opioid Supply Chain Participants concerning alleged misconduct in manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic, which includes structural or payment provisions requiring or anticipating the participation of both the State and its political subdivisions in the national opioid settlement agreement and allows for the allocation of Opioid Settlement Funds between the State and its political subdivisions to be set through a state-specific agreement.

“Opioid Settlement Funds” shall mean all funds allocated by the National Settlement Agreements and any Bankruptcy Resolutions to the State and Local Governments for purposes of opioid remediation activities or restitution, as well as any repayment of those funds and any interest or investment earnings that may accrue as those funds are temporarily held before being expended on opioid remediation strategies.

“Opioid Supply Chain Participants” means entities that engage in, have engaged in, or have provided consultation services regarding the manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic, including, but not limited to, Janssen, AmerisourceBergen, Cardinal Health, McKesson, Teva Pharmaceuticals, Allergan plc, CVS Health Corporation, Walgreens Boots Alliance, Inc., and Walmart Inc. “Opioid Supply Chain Participants” also means all subsidiaries, affiliates, officers, directors, employees, or agents of such entities.

“Parties” means the State and the Participating Local Governments.

“Participating Local Government” means a political subdivision within the geographic boundaries of the State of Minnesota that has signed this Memorandum of Agreement and has executed a release of claims by signing on to the National Settlement Agreements. For the avoidance of doubt, a Local Government must sign this MOA to become a “Participating Local Government.”

“Region” is defined in Section II.H below.

“State” means the State of Minnesota by and through its Attorney General, Keith Ellison.

“State Abatement Fund” is defined in Section II.B below.

II. Allocation of Settlement Proceeds

- A. Method of distribution. Pursuant to the National Settlement Agreements and any Bankruptcy Resolutions, Opioid Settlement Funds shall be distributed directly to the State and directly to Participating Local Governments in such proportions and for such uses as set forth in this MOA, provided Opioid Settlement Funds shall not be considered funds of

the State or any Participating Local Government unless and until such time as each distribution is made.

- B. Overall allocation of funds. Opioid Settlement Funds will be initially allocated as follows: (i) 25% directly to the State (“State Abatement Fund”), and (ii) 75% directly to abatement funds established by Participating Local Governments (“Local Abatement Funds”). This initial allocation is subject to modification by Sections II.F, II.G, and II.H, below.
- C. Statutory change.
1. The Parties agree to work together in good faith to propose and lobby for legislation in the 2022 Minnesota legislative session to modify the distribution of the State’s Opiate Epidemic Response Fund under Minnesota Statutes section 256.043, subd. 3(d), so that “50 percent of the remaining amount” is no longer appropriated to county social services, as related to Opioid Settlement Funds that are ultimately placed into the Minnesota Opiate Epidemic Response Fund (“Legislative Modification”).¹ Such efforts include, but are not limited to, providing testimony and letters in support of the Legislative Modification.
 2. It is the intent of the Parties that the Legislative Modification would affect only the county share under section 256.043, subd. 3(d), and would not impact the provision of funds to tribal social service agencies. Further, it is the intent of the Parties that the Legislative Modification would relate only to disposition of Opioid Settlement Funds and is not predicated on a change to the distribution of the Board of Pharmacy fee revenue that is deposited into the Opiate Epidemic Response Fund.
- D. Bill Drafting Workgroup. The Parties will work together to convene a Bill Drafting Workgroup to recommend draft legislation to achieve this Legislative Modification. The Workgroup will meet as often as practicable in December 2021 and January 2022 until recommended language is completed. Invitations to participate in the group shall be extended to the League of Minnesota Cities, the Association of Minnesota Counties, the Coalition of Greater Minnesota Cities, state agencies, the Governor’s Office, the Attorney General’s Office, the Opioid Epidemic Response Advisory Council, the Revisor’s Office, and Minnesota tribal representatives. The Workgroup will host meetings with Members of the Minnesota House of Representatives and Minnesota Senate who have been involved in this matter to assist in crafting a bill draft.
- E. No payments until August 1, 2022. The Parties agree to take all steps necessary to ensure that any Opioid Settlement Funds ready for distribution directly to the State and Participating Local Governments under the National Settlement Agreements or Bankruptcy Resolutions are not actually distributed to the Parties until on or after August 1, 2022, in order to allow the Parties to pursue legislative change that would take effect

¹ It is the intent of the Parties that counties will continue to fund child protection services for children and families who are affected by addiction, in compliance with the Approved Uses in **Exhibit A**.

before the Opioid Settlement Funds are received by the Parties. Such steps may include, but are not limited to, the Attorney General's Office delaying its filing of Consent Judgments in Minnesota state court memorializing the National Settlement Agreements. This provision will cease to apply upon the effective date of the Legislative Modification described above, if that date is prior to August 1, 2022.

- F. Effect of no statutory change by August 1, 2022. If the Legislative Modification described above does not take effect by August 1, 2022, the allocation between the Parties set forth in Section II.B shall be modified as follows: (i) 40% directly to the State Abatement Fund, and (ii) 60% to Local Abatement Funds. The Parties further agree to discuss potential amendment of this MOA if such legislation does not timely go into effect in accordance with this paragraph.
- G. Effect of later statutory change. If the Legislative Modification described above takes effect after August 1, 2022, the allocation between the Parties will be modified as follows: (i) 25% directly to the State Abatement Fund, and (ii) 75% to Local Abatement Funds.
- H. Effect of partial statutory change. If any legislative action otherwise modifies or diminishes the direct allocation of Opioid Settlement Funds to Participating Local Governments so that as a result the Participating Local Governments would receive less than 75 percent of the Opioid Settlement Funds (inclusive of amounts received by counties per statutory appropriation through the Minnesota Opiate Epidemic Response Fund), then the allocation set forth in Section II.B will be modified to ensure Participating Local Governments receive 75% of the Opioid Settlement Funds.
- I. Participating Local Governments receiving payments. The proportions set forth in **Exhibit B** provide for payments directly to: (i) all Minnesota counties; and (ii) all Minnesota cities that (a) have a population of more than 30,000, based on the United States Census Bureau's Vintage 2019 population totals, (b) have funded or otherwise managed an established health care or treatment infrastructure (e.g., health department or similar agency), or (c) have initiated litigation against AmerisourceBergen, Cardinal Health, McKesson, or Janssen as of December 3, 2021.
- J. Allocation of funds between Participating Local Governments. The Local Abatement Funds shall be allocated to Participating Local Governments in such proportions as set forth in **Exhibit B**, attached hereto and incorporated herein by reference, which is based upon the MDL Matter's Opioid Negotiation Class Model.² The proportions shall not change based on population changes during the term of the MOA. However, to the extent required by the terms of the National Settlement Agreements, the proportions set forth in **Exhibit B** must be adjusted: (i) to provide no payment from the National Settlement Agreements to any listed county or municipality that does not participate in the National

² More specifically, the proportions in Exhibit B were created based on Exhibit G to the National Settlement Agreements, which in turn was based on the MDL Matter's allocation criteria. Cities under 30,000 in population that had shares under the Exhibit G default allocation were removed and their shares were proportionally reallocated amongst the remaining subdivisions.

Settlement Agreements; and (ii) to provide a reduced payment from the National Settlement Agreements to any listed county or city that signs on to the National Settlement Agreements after the Initial Participation Date.

- K. Redistribution in certain situations. In the event a Participating Local Government merges, dissolves, or ceases to exist, the allocation percentage for that Participating Local Government shall be redistributed equitably based on the composition of the successor Local Government. In the event an allocation to a Local Government cannot be paid to the Local Government, such unpaid allocations will be allocated to Local Abatement Funds and be distributed in such proportions as set forth in Exhibit B.
- L. City may direct payments to county. Any city allocated a share may elect to have its full share or a portion of its full share of current or future annual distributions of settlement funds instead directed to the county or counties in which it is located, so long as that county or counties are Participating Local Governments[s]. If a city is located in more than one county, the city's funds will be directed based on the MDL Matter's Opioid Negotiation Class Model.

III. Special Revenue Fund

- A. Creation of special revenue fund. Every Participating Local Government receiving Opioid Settlement Funds through direct distribution shall create a separate special revenue fund, as described below, that is designated for the receipt and expenditure of Opioid Settlement Funds.
- B. Procedures for special revenue fund. Funds in this special revenue fund shall not be commingled with any other money or funds of the Participating Local Government. The funds in the special revenue fund shall not be used for any loans or pledge of assets, unless the loan or pledge is for an Approved Use. Participating Local Governments may not assign to another entity their rights to receive payments of Opioid Settlement Funds or their responsibilities for funding decisions, except as provided in Section II.L.
- C. Process for drawing from special revenue funds.
 - 1. Opioid Settlement Funds can be used for a purpose when the Governing Body includes in its budget or passes a separate resolution authorizing the expenditure of a stated amount of Opioid Settlement Funds for that purpose or those purposes during a specified period of time.
 - 2. The budget or resolution must (i) indicate that it is an authorization for expenditures of opioid settlement funds; (ii) state the specific strategy or strategies the county or city intends to fund, using the item letter and/or number in **Exhibit A** to identify each funded strategy, if applicable; and (iii) state the amount dedicated to each strategy for a stated period of time.

- D. Local government grantmaking. Participating Local Governments may make contracts with or grants to a nonprofit, charity, or other entity with Opioid Settlement Funds.
- E. Interest earned on special revenue fund. The funds in the special revenue fund may be invested, consistent with the investment limitations for local governments, and may be placed in an interest-bearing bank account. Any interest earned on the special revenue funds must be used in a way that is consistent with this MOA.

IV. Opioid Remediation Activities

- A. Limitation on use of funds. This MOA requires that Opioid Settlement Funds be utilized only for future opioid remediation activities, and Parties shall expend Opioid Settlement Funds only for Approved Uses and for expenditures incurred after the effective date of this MOA, unless execution of the National Settlement Agreements requires a later date. Opioid Settlement Funds cannot be used to pay litigation costs, expenses, or attorney fees arising from the enforcement of legal claims related to the opioid epidemic, except for the portion of Opioid Settlement Funds that comprise the Backstop Fund described in Section VI. For the avoidance of doubt, counsel for Litigating Local Governments may recover litigation costs, expenses, or attorney fees from the common benefit, contingency fee, and cost funds established in the National Settlement Agreements, as well as the Backstop Fund described in Section VI.
- B. Public health departments as Chief Strategists. For Participating Local Governments that have public health departments, the public health departments shall serve as the lead agency and Chief Strategist to identify, collaborate, and respond to local issues as Local Governments decide how to leverage and disburse Opioid Settlement Funds. In their role as Chief Strategist, public health departments will convene multi-sector meetings and lead efforts that build upon local efforts like Community Health Assessments and Community Health Improvement Plans, while fostering community focused and collaborative evidence-informed approaches that prevent and address addiction across the areas of public health, human services, and public safety. Chief Strategists should consult with municipalities located within their county in the development of any Community Health Assessment, and are encouraged to collaborate with law enforcement agencies in the county where appropriate.
- C. Administrative expenses. Reasonable administrative costs for the State or Local Government to administer its allocation of the Opioid Settlement Funds shall not exceed actual costs, 10% of the relevant allocation of the Opioid Settlement Funds, or any administrative expense limitation imposed by the National Settlement Agreements or Bankruptcy Resolution, whichever is less.
- D. Regions. Two or more Participating Local Governments may at their discretion form a new group or utilize an existing group (“Region”) to pool their respective shares of settlement funds and make joint spending decisions. Participating Local Governments may

choose to create a Region or utilize an existing Region under a joint exercise of powers under Minn. Stat. § 471.59.

E. Consultation and partnerships.

1. Each county receiving Opioid Settlement Funds must consult annually with the municipalities in the county regarding future use of the settlement funds in the county, including by holding an annual meeting with all municipalities in the county in order to receive input as to proposed uses of the Opioid Settlement Funds and to encourage collaboration between Local Governments both within and beyond the county. These meetings shall be open to the public.
2. Participating Local Governments within the same County Area have a duty to regularly consult with each other to coordinate spending priorities.
3. Participating Local Governments can form partnerships at the local level whereby Participating Local Governments dedicate a portion of their Opioid Settlement Funds to support city- or community-based work with local stakeholders and partners within the Approved Uses.

- F. Collaboration. The State and Participating Local Governments must collaborate to promote effective use of Opioid Settlement Funds, including through the sharing of expertise, training, and technical assistance. They will also coordinate with trusted partners, including community stakeholders, to collect and share information about successful regional and other high-impact strategies and opioid treatment programs.

V. Reporting and Compliance

- A. Construction of reporting and compliance provisions. Reporting and compliance requirements will be developed and mutually agreed upon by the Parties, utilizing the recommendations provided by the Advisory Panel to the Attorney General on Distribution and Allocation of Opioid Settlement Funds.
- B. Reporting Workgroup. The Parties will work together to establish a Reporting Workgroup that includes representatives of the Attorney General's Office, state stakeholders, and city and county representatives, who will meet on a regular basis to develop reporting and compliance recommendations. The Reporting Workgroup must produce a set of reporting and compliance measures by June 1, 2022. Such reporting and compliance measures will be effective once approved by representatives of the Attorney General's Office, the Governor's Office, the Association of Minnesota Counties, and the League of Minnesota Cities that are on the Workgroup.
- C. Application of Reporting Addendum and State Law. The requirements of the Reporting and Compliance Addendum agreed to by the Minnesota Governor's Office, the Minnesota Attorney General's Office, the Association of Minnesota Counties, the League of Minnesota Cities, and members of the Minnesota Opioid Epidemic Response Advisory

Council, as well as the requirements of Minnesota Statutes section 256.042, subdivision 5(d), apply to Local Governments receiving Opioid Settlement Funds under National Settlement Agreements and Bankruptcy Resolutions within the scope of this MOA.

VI. Backstop Fund

- A. National Attorney Fee Fund. When the National Settlement Agreements provide for the payment of all or a portion of the attorney fees and costs owed by Litigating Local Governments to private attorneys specifically retained to file suit in the opioid litigation (“National Attorney Fee Fund”), the Parties acknowledge that the National Settlement Agreements may provide for a portion of the attorney fees of Litigating Local Governments.
- B. Backstop Fund and Waiver of Contingency Fee. The Parties agree that the Participating Local Governments will create a supplemental attorney fees fund (the “Backstop Fund”) to be used to compensate private attorneys (“Counsel”) for Local Governments that filed opioid lawsuits on or before December 3, 2021 (“Litigating Local Governments”). By order³ dated August 6, 2021, Judge Polster capped all applicable contingent fee agreements at 15%. Judge Polster’s 15% cap does not limit fees from the National Attorney Fee Fund or from any state backstop fund for attorney fees, but private attorneys for local governments must waive their contingent fee agreements to receive payment from the National Attorney Fee Fund. Judge Polster recognized that a state backstop fund can be designed to incentivize private attorneys to waive their right to enforce contingent fee agreements and instead apply to the National Attorney Fee Fund, with the goals of achieving greater subdivision participation and higher ultimate payouts to both states and local governments. Accordingly, in order to seek payment from the Backstop Fund, Counsel must agree to waive their contingency fee agreements relating to these National Settlement Agreements and first apply to the National Attorney Fee Fund.
- C. Backstop Fund Source. The Backstop Fund will be funded by seven percent (7%) of the share of each payment made to the Local Abatement Funds from the National Settlement Agreements (annual or otherwise), based upon the initial allocation of 25% directly to the State Abatement Fund and 75% directly to Local Abatement Funds, and will not include payments resulting from the Purdue, Mallinckrodt, or Endo Bankruptcies. In the event that the initial allocation is modified pursuant to Section II.F. above, then the Backstop Fund will be funded by 8.75% of the share of each payment made to the Local Abatement Funds from the National Settlement Agreements (annual or otherwise), based upon the modified allocation of 40% directly to the State Abatement Fund and 60% directly to the Local Abatement Funds, and will not include payments resulting from the Purdue, Mallinckrodt, or Endo Bankruptcies. In the event that the allocation is modified pursuant to Section II.G. or Section II.H. above, back to an allocation of 25% directly to the State Abatement Fund and 75% directly to Local Abatement Funds, then the Backstop Fund will be funded by 7% of the share of each payment made to the Local Abatement Funds from the National

³ Order, In re: Nat’l Prescription Opiate Litig., Case No. 17-MD-02804, Doc. No. 3814 (N.D. Ohio August 6, 2021).

Settlement Agreements (annual or otherwise), and will not include payments resulting from the Purdue, Mallinckrodt, or Endo Bankruptcies.

- D. Backstop Fund Payment Cap. Any attorney fees paid from the Backstop Fund, together with any compensation received from the National Settlement Agreements' Contingency Fee Fund, shall not exceed 15% of the total gross recovery of the Litigating Local Governments' share of funds from the National Settlement Agreements. To avoid doubt, in no instance will Counsel receive more than 15% of the amount paid to their respective Litigating Local Government client(s) when taking into account what private attorneys receive from both the Backstop Fund and any fees received from the National Settlement Agreements' Contingency Fee Fund.
- E. Requirements to Seek Payment from Backstop Fund. A private attorney may seek payment from the Backstop Fund in the event that funds received by Counsel from the National Settlement Agreements' Contingency Fee Fund are insufficient to cover the amount that would be due to Counsel under any contingency fee agreement with a Litigating Local Government based on any recovery Litigating Local Governments receive from the National Settlement Agreements. Before seeking any payment from the Backstop Fund, private attorneys must certify that they first sought fees from the National Settlement Agreements' Contingency Fee Fund, and must certify that they agreed to accept the maximum fees payments awarded to them. Nothing in this Section, or in the terms of this Agreement, shall be construed as a waiver of fees, contractual or otherwise, with respect to fees that may be recovered under a contingency fee agreement or otherwise from other past or future settlements, verdicts, or recoveries related to the opioid litigation.
- F. Special Master. A special master will administer the Backstop Fund, including overseeing any distribution, evaluating the requests of Counsel for payment, and determining the appropriate amount of any payment from the Backstop Fund. The special master will be selected jointly by the Minnesota Attorney General and the Hennepin County Attorney, and will be one of the following individuals: Hon. Jeffrey Keyes, Hon. David Lillehaug; or Hon. Jack Van de North. The special master will be compensated from the Backstop Fund. In the event that a successor special master is needed, the Minnesota Attorney General and the Hennepin County Attorney will jointly select the successor special master from the above-listed individuals. If none of the above-listed individuals is available to serve as the successor special master, then the Minnesota Attorney General and the Hennepin County Attorney will jointly select a successor special master from a list of individuals that is agreed upon between the Minnesota Attorney General, the Hennepin County Attorney, and Counsel.
- G. Special Master Determinations. The special master will determine the amount and timing of any payment to Counsel from the Backstop Fund. The special master shall make one determination regarding payment of attorney fees to Counsel, which will apply through the term of the recovery from the National Settlement Agreements. In making such determinations, the special master shall consider the amounts that have been or will be received by the private attorney's firm from the National Settlement Agreements' Contingency Fee Fund relating to Litigating Local Governments; the contingency fee contracts; the dollar amount of recovery for Counsel's respective clients who are Litigating

Local Governments; the Backstop Fund Payment Cap above; the complexity of the legal issues involved in the opioid litigation; work done to directly benefit the Local Governments within the State of Minnesota; and the principles set forth in the Minnesota Rules of Professional Conduct, including the reasonable and contingency fee principles of Rule 1.5. In the interest of transparency, Counsel shall provide information in their initial fee application about the total amount of fees that Counsel have received or will receive from the National Attorney Fee Fund related to the Litigating Local Governments.

- H. Special Master Proceedings. Counsel seeking payment from the Backstop Fund may also provide written submissions to the special master, which may include declarations from counsel, summaries relating to the factors described above, and/or attestation regarding total payments awarded or anticipated from the National Settlement Agreements' Contingency Fee Fund. Private attorneys shall not be required to disclose work product, proprietary or confidential information, including but not limited to detailed billing or lodestar records. To the extent that counsel rely upon written submissions to support their application to the special master, the special master will incorporate said submission or summary into the record. Any proceedings before the special master and documents filed with the special master shall be public, and the special master's determinations regarding any payment from the Backstop Funds shall be transparent, public, final, and not appealable.
- I. Distribution of Any Excess Funds. To the extent the special master determines that the Backstop Fund exceeds the amount necessary for payment to Counsel, the special master shall distribute any excess amount to Participating Local Governments according to the percentages set forth in **Exhibit B**.
- J. Term. The Backstop Fund will be administered for (a) the length of the National Litigation Settlement Agreements' payments; or (b) until all Counsel for Litigating Local Governments have either (i) received payments equal to the Backstop Fund Payment Cap above or (ii) received the full amount determined by the special master; whichever occurs first.
- K. No State Funds Toward Attorney Fees. For the avoidance of doubt, no portion of the State Abatement Fund will be used to fund the Backstop Fund or in any other way to fund any Litigating Local Government's attorney fees and expenses. Any funds that the State receives from the National Settlement Agreements as attorney fees and costs or in lieu of attorney fees and costs, including the Additional Restitution Amounts, will be treated as State Abatement Funds.

VII. General Terms

A. Scope of agreement.

1. This MOA applies to the National Settlement Agreements and the Bankruptcy Resolutions.⁴
2. This MOA will also apply to future National Settlement Agreements and Bankruptcy Resolutions with Opioid Supply Chain Participants that include structural or payment provisions requiring or anticipating the participation of both the State and its political subdivisions, and allows for the allocation between the State and its political subdivisions to be set through a state-specific agreement.
3. The Parties acknowledge that this MOA does not excuse any requirements placed upon them by the terms of the National Settlement Agreements or any Bankruptcy Resolution, except to the extent those terms allow for a State-Subdivision Agreement to do so.

B. When MOA takes effect.

1. This MOA shall become effective at the time a sufficient number of Local Governments have joined the MOA to qualify this MOA as a State-Subdivision Agreement under the National Settlement Agreements or as a Statewide Abatement Agreement under any Bankruptcy Resolution. If this MOA does not thereby qualify as a State-Subdivision Agreement or Statewide Abatement Agreement, this MOA will have no effect.
2. The Parties may conditionally agree to sign on to the MOA through a letter of intent, resolution, or similar written statement, declaration, or pronouncement declaring their intent to sign on to the MOA if the threshold for Party participation in a specific Settlement is achieved.

C. Dispute resolution.

1. If any Party believes another Party has violated the terms of this MOA, the alleging Party may seek to enforce the terms of this MOA in Ramsey County District Court, provided the alleging Party first provides notice to the alleged offending Party of the alleged violation and a reasonable opportunity to cure the alleged violation.
2. If a Party believes another Party, Region, or individual involved in the receipt, distribution, or administration of Opioid Settlement Funds has violated any

⁴ For the avoidance of doubt, this includes settlements reached with AmerisourceBergen, Cardinal Health, McKesson, Janssen, Teva Pharmaceuticals, Allergan plc, CVS Health Corporation, Walgreens Boots Alliance, Inc., and Walmart Inc., and Bankruptcy Resolutions involving Purdue Pharma L.P., Mallinckrodt plc, and Endo International plc.

applicable ethics codes or rules, a complaint shall be lodged with the appropriate forum for handling such matters.

3. If a Party believes another Party, Region, or individual involved in the receipt, distribution, or administration of Opioid Settlement Funds violated any Minnesota criminal law, such conduct shall be reported to the appropriate criminal authorities.
- D. Amendments. The Parties agree to make such amendments as necessary to implement the intent of this MOA.
- E. Applicable law and venue. Unless otherwise required by the National Settlement Agreements or a Bankruptcy Resolution, this MOA, including any issues related to interpretation or enforcement, is governed by the laws of the State of Minnesota. Any action related to the provisions of this MOA must be adjudicated by the Ramsey County District Court. If any provision of this MOA is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision which can be given effect without the invalid provision.
- F. Relationship of this MOA to other agreements and resolutions. All Parties acknowledge and agree that the National Settlement Agreements will require a Participating Local Government to release all its claims as provided in the National Settlement Agreements to receive direct allocation of Opioid Settlement Funds. All Parties further acknowledge and agree that based on the terms of the National Settlement Agreements, a Participating Local Government may receive funds through this MOA only after complying with all requirements set forth in the National Settlement Agreements to release its claims. This MOA is not a promise from any Party that any National Settlement Agreements or Bankruptcy Resolution will be finalized or executed.
- G. When MOA is no longer in effect. This MOA is effective until one year after the last date on which any Opioid Settlement Funds are being spent by the Parties pursuant to the National Settlement Agreements and any Bankruptcy Resolution.
- H. No waiver for failure to exercise. The failure of a Party to exercise any rights under this MOA will not be deemed to be a waiver of any right or any future rights.
- I. No effect on authority of Parties. Nothing in this MOA should be construed to limit the power or authority of the State of Minnesota, the Attorney General, or the Local Governments, except as expressly set forth herein.
- J. Signing and execution. This MOA may be executed in counterparts, each of which constitutes an original, and all of which constitute one and the same agreement. This MOA may be executed by facsimile or electronic copy in any image format. Each Party represents that all procedures necessary to authorize such Party's execution of this MOA have been performed and that the person signing for such Party has been authorized to execute the MOA in an official capacity that binds the Party.

This **Amended Minnesota Opioids State-Subdivision Memorandum of Agreement** is signed

this ____ day of _____, _____ by:

Name and Title: _____

On behalf of: _____

EXHIBIT A

List of Opioid Remediation Uses

Settlement fund recipients shall choose from among abatement strategies, including but not limited to those listed in this Exhibit. The programs and strategies listed in this Exhibit are not exclusive, and fund recipients shall have flexibility to modify their abatement approach as needed and as new uses are discovered.

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder (“*OUD*”) and any co-occurring Substance Use Disorder or Mental Health (“*SUD/MH*”) conditions through evidence-based or evidence-informed programs⁵ or strategies that may include, but are not limited to, those that:⁶

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication for Opioid Use Disorder (“*MOUD*”)⁷ approved by the U.S. Food and Drug Administration, including by making capital expenditures to purchase, rehabilitate, or expand facilities that offer treatment.
2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine (“*ASAM*”) continuum of care for OUD and any co-occurring SUD/MH conditions.
3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including *MOUD*, as well as counseling, psychiatric support, and other treatment and recovery support services.

⁵ Use of the terms “evidence-based,” “evidence-informed,” or “best practices” shall not limit the ability of recipients to fund innovative services or those built on culturally specific needs. Rather, recipients are encouraged to support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions.

⁶ As used in this Exhibit, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

⁷ Historically, pharmacological treatment for opioid use disorder was referred to as “Medication-Assisted Treatment” (“*MAT*”). It has recently been determined that the better term is “Medication for Opioid Use Disorder” (“*MOUD*”). This Exhibit will use “*MOUD*” going forward. Use of the term *MOUD* is not intended to and shall in no way limit abatement programs or strategies now or into the future as new strategies and terminology evolve.

4. Improve oversight of Opioid Treatment Programs (“OTPs”) to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.
5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.
6. Provide treatment of trauma for individuals with OUD (e.g., violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (e.g., surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.
7. Support detoxification (detox) and withdrawal management services for people with OUD and any co-occurring SUD/MH conditions, including but not limited to medical detox, referral to treatment, or connections to other services or supports.
8. Provide training on MOUD for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.
9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH or mental health conditions.
10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.
11. Offer scholarships and supports for certified addiction counselors, licensed alcohol and drug counselors, licensed clinical social workers, licensed mental health counselors, and other mental and behavioral health practitioners or workers, including peer recovery coaches, peer recovery supports, and treatment coordinators, involved in addressing OUD and any co-occurring SUD/MH or mental health conditions, including, but not limited to, training, scholarships, fellowships, loan repayment programs, continuing education, licensing fees, or other incentives for providers to work in rural or underserved areas.
12. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (“DATA 2000”) to prescribe MOUD for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.
13. Dissemination of web-based training curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service–Opioids web-based training curriculum and motivational interviewing.

14. Develop and disseminate new curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service for Medication-Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the programs or strategies that:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.
2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.
3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.
4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved medication with other support services.
5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.
6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.
7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.
8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.
9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.

10. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
11. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.
12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.
13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including but not limited to new Americans, African Americans, and American Indians.
14. Create and/or support recovery high schools.
15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

**C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED
(CONNECTIONS TO CARE)**

Provide connections to care for people who have—or are at risk of developing—OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.
2. Fund Screening, Brief Intervention and Referral to Treatment (“SBIRT”) programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.
3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.
4. Purchase automated versions of SBIRT and support ongoing costs of the technology.
5. Expand services such as navigators and on-call teams to begin MOUD in hospital emergency departments.
6. Provide training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MOUD, recovery case management or support services.

7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.
8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.
9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.
10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.
11. Expand warm hand-off services to transition to recovery services.
12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.
13. Develop and support best practices on addressing OUD in the workplace.
14. Support assistance programs for health care providers with OUD.
15. Engage non-profits and the faith community as a system to support outreach for treatment.
16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:
 1. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (“PAARP”);

2. Active outreach strategies such as the Drug Abuse Response Team (“*DART*”) model;
 3. “Naloxone Plus” strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;
 4. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (“*LEAD*”) model;
 5. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or
 6. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.
2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MOUD, and related services.
 3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.
 4. Provide evidence-informed treatment, including MOUD, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.
 5. Provide evidence-informed treatment, including MOUD, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.
 6. Support critical time interventions (“*CTI*”), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.
 7. Provide training on best practices for addressing the needs of criminal justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF THE PERINATAL POPULATION, CAREGIVERS, AND FAMILIES, INCLUDING BABIES WITH NEONATAL OPIOID WITHDRAWAL SYNDROME.

Address the needs of the perinatal population and caregivers with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal opioid withdrawal syndrome (“*NOWS*”), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support evidence-based or evidence-informed treatment, including MOUD, recovery services and supports, and prevention services for the perinatal population—or individuals who could become pregnant—who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to caregivers and families affected by Neonatal Opioid Withdrawal Syndrome.
2. Expand comprehensive evidence-based treatment and recovery services, including MOUD, for uninsured individuals with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.
3. Provide training for obstetricians or other healthcare personnel who work with the perinatal population and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.
4. Expand comprehensive evidence-based treatment and recovery support for *NOWS* babies; expand services for better continuum of care with infant-caregiver dyad; and expand long-term treatment and services for medical monitoring of *NOWS* babies and their caregivers and families.
5. Provide training to health care providers who work with the perinatal population and caregivers on best practices for compliance with federal requirements that children born with *NOWS* get referred to appropriate services and receive a plan of safe care.
6. Provide child and family supports for caregivers with OUD and any co-occurring SUD/MH conditions, emphasizing the desire to keep families together.
7. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.
8. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including, but not limited to, parent skills training.
9. Provide support for Children’s Services—Fund additional positions and services, including supportive housing and other residential services, relating to children

being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. **PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS**

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).
2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.
3. Continuing Medical Education (CME) on appropriate prescribing of opioids.
4. Providing Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.
5. Supporting enhancements or improvements to Prescription Drug Monitoring Programs (“PDMPs”), including, but not limited to, improvements that:
 1. Increase the number of prescribers using PDMPs;
 2. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or
 3. Enable states to use PDMP data in support of surveillance or intervention strategies, including MOUD referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.
6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation’s Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.
7. Increasing electronic prescribing to prevent diversion or forgery.
8. Educating dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding media campaigns to prevent opioid misuse, including but not limited to focusing on risk factors and early interventions.
2. Corrective advertising or affirmative public education campaigns based on evidence.
3. Public education relating to drug disposal.
4. Drug take-back disposal or destruction programs.
5. Funding community anti-drug coalitions that engage in drug prevention efforts.
6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (“SAMHSA”).
7. Engaging non-profits and faith-based communities as systems to support prevention.
8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.
11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health

workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.
2. Public health entities providing free naloxone to anyone in the community.
3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.
4. Enabling school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.
5. Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.
6. Public education relating to emergency responses to overdoses.
7. Public education relating to immunity and Good Samaritan laws.
8. Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.
9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.
10. Expanding access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.
11. Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.

12. Providing training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions.
13. Supporting screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in section C, D and H relating to first responders, support the following:

1. Law enforcement expenditures related to the opioid epidemic.
2. Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.
3. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.
3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

4. Provide resources to staff government oversight and management of opioid abatement programs.
5. Support multidisciplinary collaborative approaches consisting of, but not limited to, public health, public safety, behavioral health, harm reduction, and others at the state, regional, local, nonprofit, and community level to maximize collective impact.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, those that:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.
2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (*e.g.*, health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
2. Research non-opioid treatment of chronic pain.
3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.
4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.
5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.
6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (*e.g.*, Hawaii HOPE and Dakota 24/7).

7. Epidemiological surveillance of OUD-related behaviors in critical populations, including individuals entering the criminal justice system, including, but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring (“*ADAM*”) system.
8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.
9. Geospatial analysis of access barriers to MOUD and their association with treatment engagement and treatment outcomes.

M. POST-MORTEM

1. Toxicology tests for the range of opioids, including synthetic opioids, seen in overdose deaths as well as newly evolving synthetic opioids infiltrating the drug supply.
2. Toxicology method development and method validation for the range of synthetic opioids observed now and in the future, including the cost of installation, maintenance, repairs and training of capital equipment.
3. Autopsies in cases of overdose deaths resulting from opioids and synthetic opioids.
4. Additional storage space/facilities for bodies directly related to opioid or synthetic opioid related deaths.
5. Comprehensive death investigations for individuals where a death is caused by or suspected to have been caused by an opioid or synthetic opioid overdose, whether intentional or accidental (overdose fatality reviews).
6. Indigent burial for unclaimed remains resulting from overdose deaths.
7. Navigation-to-care services for individuals with opioid use disorder who are encountered by the medical examiner’s office as either family and/or social network members of decedents dying of opioid overdose.
8. Epidemiologic data management and reporting to public health and public safety stakeholders regarding opioid overdose fatalities.

EXHIBIT B

Local Abatement Funds Allocation

Subdivision	Allocation Percentage
AITKIN COUNTY	0.5760578506020%
Andover city	0.1364919450741%
ANOKA COUNTY	5.0386504680954%
Apple Valley city	0.2990817344560%
BECKER COUNTY	0.6619330684437%
BELTRAMI COUNTY	0.7640787092763%
BENTON COUNTY	0.6440948102319%
BIG STONE COUNTY	0.1194868774775%
Blaine city	0.4249516912759%
Bloomington city	0.4900195550092%
BLUE EARTH COUNTY	0.6635420704652%
Brooklyn Center city	0.1413853902225%
Brooklyn Park city	0.2804136234778%
BROWN COUNTY	0.3325325415732%
Burnsville city	0.5135361296508%
CARLTON COUNTY	0.9839591749060%
CARVER COUNTY	1.1452829659572%
CASS COUNTY	0.8895681513437%
CHIPPEWA COUNTY	0.2092611794436%
CHISAGO COUNTY	0.9950193750117%
CLAY COUNTY	0.9428475281726%
CLEARWATER COUNTY	0.1858592042741%
COOK COUNTY	0.1074594959729%
Coon Rapids city	0.5772642444915%
Cottage Grove city	0.2810994719143%
COTTONWOOD COUNTY	0.1739065270025%
CROW WING COUNTY	1.1394859174804%
DAKOTA COUNTY	4.4207140602835%
DODGE COUNTY	0.2213963257778%
DOUGLAS COUNTY	0.6021779472345%
Duluth city	1.1502115379896%
Eagan city	0.3657951576014%
Eden Prairie city	0.2552171572659%
Edina city	0.1973054822135%
FARIBAULT COUNTY	0.2169409335358%
FILLMORE COUNTY	0.2329591105316%
FREEBORN COUNTY	0.3507169823793%
GOODHUE COUNTY	0.5616542387089%

Subdivision	Allocation Percentage
GRANT COUNTY	0.0764556498477%
HENNEPIN COUNTY	19.0624622261821%
HOUSTON COUNTY	0.3099019273452%
HUBBARD COUNTY	0.4582368775192%
Inver Grove Heights city	0.2193400520297%
ISANTI COUNTY	0.7712992707537%
ITASCA COUNTY	1.1406408131328%
JACKSON COUNTY	0.1408950443531%
KANABEC COUNTY	0.3078966749987%
KANDIYOHI COUNTY	0.1581167542252%
KITTSOON COUNTY	0.0812834506382%
KOOCHICHING COUNTY	0.2612581865885%
LAC QUI PARLE COUNTY	0.0985665133485%
LAKE COUNTY	0.1827750320696%
LAKE OF THE WOODS COUNTY	0.1123105027592%
Lakeville city	0.2822249627090%
LE SUEUR COUNTY	0.3225703347466%
LINCOLN COUNTY	0.1091919983965%
LYON COUNTY	0.2935118186364%
MAHNOMEN COUNTY	0.1416417687922%
Mankato city	0.3698584320930%
Maple Grove city	0.1814019046900%
Maplewood city	0.1875101678223%
MARSHALL COUNTY	0.1296352091057%
MARTIN COUNTY	0.2543064014046%
MCLEOD COUNTY	0.1247104517575%
MEEKER COUNTY	0.3744031515243%
MILLE LACS COUNTY	0.9301506695846%
Minneapolis city	4.8777618689374%
Minnetonka city	0.1967231070869%
Moorhead city	0.4337377037965%
MORRISON COUNTY	0.7178981419196%
MOWER COUNTY	0.5801769148506%
MURRAY COUNTY	0.1348775389165%
NICOLLET COUNTY	0.1572381052896%
NOBLES COUNTY	0.1562005111775%
NORMAN COUNTY	0.1087596675165%
North St. Paul city	0.0575844069340%
OLMSTED COUNTY	1.9236715094724%
OTTER TAIL COUNTY	0.8336175418789%
PENNINGTON COUNTY	0.3082576394945%
PINE COUNTY	0.5671222706703%

Subdivision	Allocation Percentage
PIPESTONE COUNTY	0.1535154503112%
Plymouth city	0.1762541472591%
POLK COUNTY	0.8654291473909%
POPE COUNTY	0.1870129873102%
Proctor city	0.0214374127881%
RAMSEY COUNTY	7.1081424150498%
RED LAKE COUNTY	0.0532649128178%
REDWOOD COUNTY	0.2809842366614%
RENVILLE COUNTY	0.2706888807449%
RICE COUNTY	0.2674764397830%
Richfield city	0.2534018444052%
Rochester city	0.7363082848763%
ROCK COUNTY	0.2043437335735%
ROSEAU COUNTY	0.2517872793025%
Roseville city	0.1721905548771%
Savage city	0.1883576635033%
SCOTT COUNTY	1.3274301645797%
Shakopee city	0.2879873611373%
SHERBURNE COUNTY	1.2543449471994%
SIBLEY COUNTY	0.2393480708456%
ST LOUIS COUNTY	4.7407767169807%
St. Cloud city	0.7330089009029%
St. Louis Park city	0.1476314588229%
St. Paul city	3.7475206797569%
STEARNS COUNTY	2.4158085321227%
STEELE COUNTY	0.3969975262520%
STEVENS COUNTY	0.1439474275223%
SWIFT COUNTY	0.1344167568499%
TODD COUNTY	0.4180909816781%
TRAVERSE COUNTY	0.0903964133868%
WABASHA COUNTY	0.3103038996965%
WADENA COUNTY	0.2644094336575%
WASECA COUNTY	0.2857912156338%
WASHINGTON COUNTY	3.0852862512586%
WATONWAN COUNTY	0.1475626355615%
WILKIN COUNTY	0.0937962507119%
WINONA COUNTY	0.7755267356126%
Woodbury city	0.4677270171716%
WRIGHT COUNTY	1.6985269385427%
YELLOW MEDICINE COUNTY	0.1742264836427%



Steele County Opioid Response Initiative Awards

**Request for Proposals
2026 Award Year**

Application Deadline: Sunday, October 12th, 2025, at 11:59 PM

.....
Available through the Steele County's Opioid Settlement Funds

Managed by Steele County Public Health
635 Florence Avenue
Owatonna, MN 55060
(507) 444-7650
SCPHN@SteeleCountyMN.gov

https://www.steelecountymn.gov/public_health/opioid_response_initiative.php

Opioid Response Initiative Overview

Minnesotans have suffered tremendously from the opioid epidemic. Data from the Minnesota Department of Health shows that from 2018 to 2022, opioid-related overdose fatalities increased by nearly 200%, reaching an all-time high of 1,039 deaths in 2022. Additional data on the opioid epidemic is available on the [Minnesota Department of Health's Drug Overdose Dashboard](#).

In Steele County, opioid-related overdose fatalities have remained relatively stable, ranging from 1 to 3 per year between 2018 to 2023. Meanwhile, from 2022 to 2024, hospital visits where an opioid dependence diagnosis code was present increased by 162%. Further information on the opioid epidemic in Steele County can be found in the [Steele County Opioid Profile](#).

Since 2021, the Office of the Minnesota Attorney General has joined several historic multistate settlement agreements with pharmaceutical distributors, opioid manufacturers, and retail pharmacy chains to hold these companies accountable for their role in creating and perpetuating the devastating opioid epidemic. These settlements will bring more than \$500 million into Minnesota over the next 18 years to fight the opioid crisis. Steele County is expected to receive approximately \$1.5 million from these settlements.

According to the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#), public health departments are designated as the chief strategists for the disbursement of opioid settlement funding. Steele County Public Health thus has a responsibility to analyze data, convene partners, and develop a strategic plan to ensure the funding is used effectively.

Purpose

The purpose of this Request for Proposals (RFP) is to identify strategies to address the opioid epidemic in Steele County. Funded projects should have a high impact and equitably serve communities impacted by the opioid crisis while aligning with local needs and organizational capacity. Proposals may focus on one of the following priorities:

- Prevention
- Treatment and recovery
- Harm Reduction
- Criminal justice

Eligible Applicants

Eligible applicants must serve Steele County residents and may include: non-profit and for-profit organizations, faith-based organizations, businesses, healthcare providers, youth groups, neighborhood organizations, schools, and other organizations serving a specific affinity group, cultural community, or geographic area. Agencies may also partner to submit a joint application with a designated lead agency for application submission, contracting, and reporting.

Project Eligibility

Funding is available for all strategies listed in Exhibit A of the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#). While all listed strategies are eligible, priority will be given to those that align with the [2023 Steele County Opioid Funding Prioritization Report](#).

Each application may only include strategies within one part of Exhibit A:

- Part One: **Treatment** (pages 1-8) – includes categories A – E
- Part Two: **Prevention** (page 8-11) – includes categories F – H
- Part Three: **Other Strategies** (pages 11-13) – includes categories I – M

Applicants may incorporate multiple categories and strategies into their proposal as long as they fall under the same part of Exhibit A.

Proposals that go beyond the strategies listed in Exhibit A may also be considered if they meet all other application requirements. Innovative ideas should be evidence-informed or based on promising practices and must align with the opioid settlement priorities: prevention, treatment & recovery, harm reduction, or criminal justice. Applicants are encouraged to consult [Minnesota's Results First Inventory](#) for additional evidence-based strategies related to these priorities.

Allowable Costs

Funds may be used for direct expenses for approved activities, including but not limited to:

- Staffing and benefits
- Conferences, events, and trainings
- Transportation, lodging, meals, and other travel costs
- Printing, copying, and general office supplies
- Equipment purchases
- Capital improvements

Ineligible costs include direct lobbying, supplanting funds from other sources, and general operational expenses. Applicants who receive funding for similar projects (e.g., substance use or mental health prevention, treatment, or recovery) must show how this funding will supplement, rather than duplicate, existing activities. While braiding funding streams is encouraged to maximize impact, opioid settlement funds must support a distinct project with its own goals, metrics, and outcomes.

Funding Requirements

Applicants selected to receiving funding must participate in, at minimum, quarterly check-ins with Steele County Public Health. Awardees must also complete a final Project Summary Report and present a report to the Steele County Board of Commissioners.

Timeline

The following is a comprehensive listing of application and project milestones:

RFP release	September 2, 2025
RFP questions deadline	October 6, 2025, at 4:30pm
Proposal deadline	October 12, 2025, at 11:59pm
Preliminary presentation of proposals to the Board	October 28, 2025
Review of proposals	October/November
Presentation of funding recommendations to the Board	November 25, 2025
Project start date	January 5, 2026
Project check-ins	March 31, June 30, September 30, December 31
Final report to the Board	Early 2027

Questions

All questions regarding the RFP should be directed to Steele County Public Health via email at SCPHN@SteeleCountyMN.gov. A Frequently Asked Questions (FAQ) document will be posted on the [application webpage](#). Additional questions must be submitted by Monday, October 6, at 4:30pm. All questions and answers will be added to the FAQ by Friday, October 10 at 4:30pm.

Application Process

Applicants are required to submit:

- Application Form (applicant information, organization overview, project narrative)
- Workplan
- Budget and Budget Narrative
- Form W-9

Templates for the application form, workplan, and budget & budget narrative, as well as a blank Form W-9 are available to download from the [application webpage](#).

Completed applications must be submitted by **Sunday, October 12, 2025, at 11:59pm** via email to SCPHN@SteeleCountyMN.gov. Upon submission, the proposal cannot be edited.

Evaluation of Proposals

Prior to entering the review process, applications will be screened by Steele County Public Health to ensure they meet all application requirements. Eligible submissions will then be reviewed by a team of at least 5 reviewers from the Steele County Mental Health & Substance Use Collaborative. Individuals with a conflict of interest, including applicants, may not serve on the review team.

Each proposals will be scored using a rubric with a maximum of 80 points: Organization Overview (10 points), Project Narrative (40 points), Workplan (20 points), and Budget/Budget Narrative (10 points). Reviewers' scores will be averaged to determine the final score.

Funding recommendations will be based on final review scores, reviewer input, and available funding. The review team will present funding recommendations to the Steele County Board of Commissioners who will make all final grant award decisions.

Contracting and Reimbursement

Selected proposals will be incorporated into a formal agreement following potential negotiations. Upon contracting, Steele County will reimburse grantee only for prior-authorized, rendered services. Grantees will work closely with Steele County Public Health to ensure expenditures align with approved budgets. Any changes to the budget or workplan must be submitted through a formal budget amendment process in coordination with Steele County Public Health.

Reservation of Rights

This RFP does not commit Steele County to award funds, and submission of an application does not obligate or entitle any applicant to funding. Steele County reserves the following rights, to be exercised in Steele County's sole and absolute discretion:

- 1) to determine whether any aspect of an application satisfactorily meets the criteria established in this RFP;
- 2) to seek clarification or additional information from any applicant;
- 3) to negotiate, sequentially or simultaneously, pricing and/or terms with any applicant or vendor;
- 4) to reject any or all applications with or without cause;
- 5) to waive any irregularities or informalities in an application;
- 6) to cancel or amend by agenda with RFP, in part or entirely;
- 7) to award multiple awards to applicants and/or award reimbursement to a vendor that did not submit an application.

Steele County does not promise to accept the lowest cost proposal and specifically reserves the right to reject any and all proposals, to waive any formal proposal requirements, to investigate the qualifications and experience of any applicant, to reject any provisions in any proposal, to obtain new proposals, to negotiate the requested services and contract terms with any applicant, or to proceed to do the work otherwise. Incomplete, insufficiently detailed, or improperly formatted proposals may be returned for revision or rejected.



Steele County Agenda Item

Request for Board Action

Subject: Approve JD 2 Invoice over \$10,000 Threshold

Department: Property Tax & Elections

Committee: Public Safety & Health

Committee Meeting Date: August 19, 2025

Work Session Date: Enter a date.

Board Meeting Date: August 26, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve invoice for tree & brush control from Tree Brush & Bare Ground Spraying Service for over the \$10,000 Ditch Inspector approval threshold on JD2.

Background (*Including Budget Impact*):

Ditch Inspector contracted with Tree Brush & Bare Ground Spraying for tree & brush control on multiple ditch systems. JD2 invoice came in at \$11,384.20, over the \$10,000 threshold. They thought it might go over the threshold, but it made no sense to stop as the entire system needed attention. JD2 has a healthy balance to support this invoice.

Attachments:

TBB Spraying Invoice

DITCH INSPECTION REPAIRS

DATE_8/12/25_____

DITCH #_JD 2_____

LOCATION: (SECTION NUMBER AND LAND OWNER)

Township Section

All of JD 2

INSPECTION/ISSUE:

Trees/Brush

CORRECTION AND NATURE OF REPAIRS:

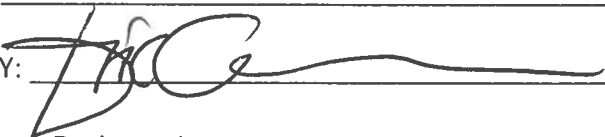
Spray entire system to control.

COST ESTIMATE: _____

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

CONTRACTOR: _____

SUBMITTED BY: _____


Drainage Inspector

TITLE

REMARKS:

We've had difficulty contracting a spray crew in recent years and the whole system needed to be sprayed. We thought it may exceed \$10,000 but it made no sense to stop at the limit as the whole system needed attention.

SUBMITTED TO THE COUNTY BOARD ON THE 12th DAY OF August, 2025

TBB SPRAYING

1903 340th Street
Tiltonka, Ia 50480 US
(515) 341-6947
franksalvatore.fs@gmail.com

INVOICE

BILL TO
Steele County DD

INVOICE 1084
DATE 07/22/2025
TERMS Net 60
DUE DATE 09/20/2025

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Atv and Applicator	JD 2	44.50	110.00	4,895.00
Utv and Applicator	JD 2	44.50	125.00	5,562.50
Opensight/Method/Cide-Kick II	3.3/15/32 oz per 100 gallons	1,085	0.52	564.20
Garlon 4	20% Garlon 4 and 80% carrier oil Price per gallon	14.50	25.00	362.50

Thank you for your business.

BALANCE DUE \$11,384.20

Handwritten signature:
7/25/25



Steele County Agenda Item

Request for Board Action

Subject: Landfill Expansion Project

Department: Landfill

Committee: Public Works

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: August 26, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Award contract for the MSW Phase V-A & V-B cell construction to low bidder Borneke Construction in the amount of \$6,057,471.23

Background *(Including Budget Impact)*:

This project is to expand east of the existing MSW “Municipal Solid Waste” hill to extend the life of the landfill.

<u>Contractor</u>	<u>Base Lump Sum bid</u>
1) Borneke Construction Inc.	\$ 6,057,471.23
2) JJD Companies	\$ 6,139,085.95
3) Frattalone Companies	\$ 6,210,451.60
4) Engineer’s Estimate	\$ 5,456,633.95

This project will be funded by the landfills Reserve Funds

Attachments:

- SEH Recommendation of award letter
- SEH Tabulation of Bids



August 21, 2025

RE: Steele County Sanitary Landfill
MSW Phase V-A & V-B Cell
Construction
SEH No. STEEL 183106 14.00

Joshua Johnson
Landfill Supervisor
Steele County, Minnesota
9420 SE 64th Ave
Blooming Prairie, MN 55917

Dear Mr. Johnson:
Short Elliott Hendrickson Inc. (SEH®) is presenting our recommendation of award for the MSW Phase V-A & V-B Cell Construction.

On Tuesday, August 19, 2025 at 1:00 PM, three (3) bids were received for the above referenced project. The bids ranged from a total high bid of \$6,210,451.60 to a low of \$6,057,471.23.

	Contractor	Base Lump Sum Bid
1	Borneke Construction Inc.	\$6,057,471.23
2	JJD Companies, LLC	\$6,139,085.95
3	Frattalone Companies	\$6,210,451.60
	Engineer's Estimate	\$5,456,633.95

The low bid was submitted by Borneke Construction Inc. of Janesville, Minnesota in the amount of \$6,057,471.23.

In reliance on the Proof of Responsibility and information provided by references provided by the contractor, we have determined that 1) they have a sufficient understanding of the project and equipment to perform the construction for which it bid; and 2) according to their bonding agent they presently have the financial ability to complete the project bid. SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

Accordingly, we recommend the project be awarded to Borneke Construction Inc. in the lump sum amount of \$6,057,471.23

Sincerely,

Trevor Romanko, PE (Lic. MN, WI)
Project Manager

x:\pts\steel\183106\6-bid-const\recommendation of award.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

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TABULATION OF BIDS

Steele County Sanitary LandfillPhase V-A & V-B Cell Construction Blooming Prairie, MN SEH No.: STEEL 183106 Bid Date: August 19, 2025 @ 1:00 p.m					Engineer's Estimate \$5,456,633.95		Borneke Construction Inc. 41537 50th St. St, Janesville, MN 56048 \$6,057,471.23		JJD Companies LLC Address City, State Zip \$6,139,085.95		Frattalone Companies Address City, State Zip \$6,210,451.60	
Item No.		Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
31 13 15	1	Mobilization	LS	1	\$335,000.00	\$335,000.00	\$233,000.00	\$233,000.00	\$435,000.00	\$435,000.00	\$395,500.00	\$395,500.00
31 13 15	2	Site Preparation	LS	1	\$192,000.00	\$192,000.00	125,172.35	\$125,172.35	130,000.00	\$130,000.00	207,210.00	\$207,210.00
01 71 23	3	Surveying and Material Testing	LS	1	\$144,000.00	\$144,000.00	165,348.75	\$165,348.75	150,000.00	\$150,000.00	73,880.00	\$73,880.00
31 13 15	5	Existing Structure In-Place Abandonment	LS	1	\$20,000.00	\$20,000.00	26,290.00	\$26,290.00	125,000.00	\$125,000.00	71,570.00	\$71,570.00
31 22 10	6	Common Excavation	CY	138190	\$4.50	\$621,855.00	2.55	\$352,384.50	2.00	\$276,380.00	2.30	\$317,837.00
31 22 10	7	Common Fill	CY	115520	\$4.50	\$519,840.00	7.40	\$854,848.00	5.25	\$606,480.00	1.80	\$207,936.00
31 11 22	8	Access Road (includes base, subbase, structural fill, geosynthetic)	LF	2660	\$215.00	\$571,900.00	96.20	\$255,892.00	78.85	\$209,741.00	123.50	\$328,510.00
32 11 22	8.1	Access Road Guardrails	LF	750	\$43.00	\$32,250.00	41.55	\$31,162.50	45.00	\$33,750.00	41.75	\$31,312.50
	9	Phase 5-A&B Liner										
02 50 23	9.1	6" Perforated HDPE SDR 11 Underdrain Pipe (includes rock and geotextile)	LF	2545	\$60.00	\$152,700.00	43.25	\$110,071.25	55.00	\$139,975.00	58.00	\$147,610.00
02 50 23	9.2	8" Perforated HDPE SDR 11 Underdrain Pipe (includes rock and geotextile)	LF	370	\$85.00	\$31,450.00	64.55	\$23,883.50	72.00	\$26,640.00	115.00	\$42,550.00
02 50 23	9.3	8" Solid HDPE SDR 11 Underdrain Pipe (includes rock and geotextile)	LF	210	\$80.00	\$16,800.00	50.70	\$10,647.00	65.00	\$13,650.00	\$62.25	\$13,072.50
02 50 23 02 66 31	9.4	Lysimeter	LS	1	\$12,500.00	\$12,500.00	125,555.70	\$125,555.70	65,000.00	\$65,000.00	\$12,420.00	\$12,420.00
02 66 11	9.5	2-foot Clay Liner	CY	27330	\$6.50	\$177,645.00	15.75	\$430,447.50	12.00	\$327,960.00	\$11.50	\$314,295.00
02 66 12	9.6	60-mil Textured HDPE Geomembrane Liner	SF	380695	\$0.81	\$308,362.95	0.81	\$308,362.95	0.61	\$232,223.95	\$0.66	\$251,258.70
31 34 10	9.7	20-oz./yd2 Geotextile Fabric (includes double layer)	SF	376160	\$0.85	\$319,736.00	0.55	\$206,888.00	0.55	\$206,888.00	0.54	\$203,126.40
02 66 31	9.8	1 1/2" Leachate Trench Coarse Aggregate	CY	440	\$70.00	\$30,800.00	88.45	\$38,918.00	105.00	\$46,200.00	112.00	\$49,280.00
02 66 31	9.9	3/4" Leachate Granular Drainage Layer	CY	13720	\$70.00	\$960,400.00	77.40	\$1,061,928.00	89.00	\$1,221,080.00	90.00	\$1,234,800.00
02 66 20	9.10	8" Perforated HDPE SDR 11 Pipe	LF	785	\$65.00	\$51,025.00	31.90	\$25,041.50	40.00	\$31,400.00	45.50	\$35,717.50
02 66 20	9.11	8" Solid HDPE SDR 11 Pipe	LF	140	\$45.00	\$6,300.00	105.15	\$14,721.00	90.00	\$12,600.00	156.00	\$21,840.00
02 66 20	9.12	18" Solid HDPE SDR 11 Pipe	LF	80	\$125.00	\$10,000.00	158.50	\$12,680.00	215.00	\$17,200.00	246.00	\$19,680.00
02 66 20	9.13	18" Perforated HDPE SDR 11 Pipe	LF	30	\$130.00	\$3,900.00	252.40	\$7,572.00	300.00	\$9,000.00	332.50	\$9,975.00
02 66 20	9.14	Leachate Head Monitoring Well	EA	1	\$4,000.00	\$4,000.00	11,778.28	\$11,778.28	8,800.00	\$8,800.00	9,790.00	\$9,790.00
02 33 21	9.15	Leachate Extraction Building	EA	1	\$25,000.00	\$25,000.00	54,668.45	\$54,668.45	55,000.00	\$55,000.00	78,200.00	\$78,200.00
02 33 21	9.16	Leachate Extraction Building (piping, fittings and accessories)	LS	1	\$10,000.00	\$10,000.00	101,641.85	\$101,641.85	35,000.00	\$35,000.00	22,260.00	\$22,260.00
02 33 21	9.17	Leachate Extraction Building (Pump, Transducer, Electrical, SCADA and Plumbing)	EA	1	\$85,000.00	\$85,000.00	144,325.25	\$144,325.25	75,000.00	\$75,000.00	180,050.00	\$180,050.00
33 05 13	9.18	Leachate Recirculation Vault Structure LRV-1	EA	1	\$2,000.00	\$2,000.00	45,883.10	\$45,883.10	57,000.00	\$57,000.00	79,870.00	\$79,870.00
33 05 13	9.19	Leachate Recirculation Vault LRV-1 (fittings and accessories)	LS	1	\$1,000.00	\$1,000.00	12,110.75	\$12,110.75	12,000.00	\$12,000.00	13,260.00	\$13,260.00
02 66 23	9.20	6"/10" HDPE SDR 17 Dual Containment Solid Pipe	LF	1250	\$75.00	\$93,750.00	75.10	\$93,875.00	90.00	\$112,500.00	109.00	\$136,250.00
02 66 23	9.21	4"/8" HDPE SDR 17 Dual Containment Solid Pipe	LF	135	\$55.00	\$7,425.00	68.00	\$9,180.00	100.00	\$13,500.00	172.00	\$23,220.00
02 66 22	9.22	Leachate Transfer Manhole Structure MH-9	EA	1	\$8,000.00	\$8,000.00	59,038.15	\$59,038.15	70,000.00	\$70,000.00	86,840.00	\$86,840.00
02 66 23	9.23	Leachate Transfer Manhole MH-9 (piping, fittings and accessories)	LS	1	\$1,000.00	\$1,000.00	17,196.60	\$17,196.60	19,000.00	\$19,000.00	18,620.00	\$18,620.00
02 66 22	9.24	Leachate Transfer Manhole Structure MH-10	EA	1	\$8,000.00	\$8,000.00	63,045.25	\$63,045.25	81,300.00	\$81,300.00	99,920.00	\$99,920.00
02 66 23	9.25	Leachate Transfer Manhole MH-10 (piping, fittings and accessories)	LS	1	\$3,000.00	\$3,000.00	23,600.75	\$23,600.75	35,000.00	\$35,000.00	33,090.00	\$33,090.00
02 66 22	9.26	Flow Metering Vault Structure FMV-1	EA	1	\$4,000.00	\$4,000.00	54,892.55	\$54,892.55	64,500.00	\$64,500.00	86,970.00	\$86,970.00
02 66 23	9.27	Flow Metering Vault FMV-1 (piping, fittings and accessories)	LS	1	\$5,000.00	\$5,000.00	10,750.85	\$10,750.85	40,000.00	\$40,000.00	43,870.00	\$43,870.00
31 22 10	9.29	5-ft Frost Protection Layer	CY	54660	\$5.00	\$273,300.00	4.70	\$256,902.00	6.75	\$368,955.00	6.10	\$333,426.00
	10	Phase 5 Leachate Loadout Pad										



TABULATION OF BIDS

Steele County Sanitary LandfillPhase V-A & V-B Cell Construction Blooming Prairie, MN SEH No.: STEEL 183106 Bid Date: August 19, 2025 @ 1:00 p.m					Engineer's Estimate \$5,456,633.95		1Borneke Construction Inc. 41537 50th St. St, Janesville, MN 56048 \$6,057,471.23		2JJD Companies LLC Address City, State Zip \$6,139,085.95		3Frattalone Companies Address City, State Zip \$6,210,451.60	
Item No.		Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
03 30 00	10.1	Loadout Pad (includes reinforced concrete pad)	LS	1	\$30,000.00	\$30,000.00	34,344.55	\$34,344.55	40,000.00	\$40,000.00	21,110.00	\$21,110.00
02 66 23	10.2	Top Loading Arm (includes structure, piping, fittings	LS	1	\$10,000.00	\$10,000.00	15,163.75	\$15,163.75	37,000.00	\$37,000.00	50,370.00	\$50,370.00
02 66 22	10.3	Catch Basin Structure	EA	1	\$2,000.00	\$2,000.00	9,624.55	\$9,624.55	15,500.00	\$15,500.00	4,550.00	\$4,550.00
02 66 23	10.4	Catch Basin (piping, fitting and accessories)	LS	1	\$1,000.00	\$1,000.00	3,600.45	\$3,600.45	1,500.00	\$1,500.00	5,250.00	\$5,250.00
02 66 26	10.5	30,000 gallon Underground Storage Tank (UST)	EA	1	\$150,000.00	\$150,000.00	409,116.15	\$409,116.15	310,000.00	\$310,000.00	417,720.00	\$417,720.00
02 66 26	10.6	UST (piping, fittings and accessories)	LS	1	\$5,000.00	\$5,000.00	13,837.30	\$13,837.30	16,000.00	\$16,000.00	14,940.00	\$14,940.00
02 66 26	10.7	UST (Pump, Electrical, SCADA and Plumbing)	LS	1	\$85,000.00	\$85,000.00	40,804.05	\$40,804.05	75,000.00	\$75,000.00	191,510.00	\$191,510.00
33 42 20	11	21" Corrugated Polyethylene Pipe (includes FES,	LF	115	\$29.00	\$3,335.00	128.80	\$14,812.00	185.00	\$21,275.00	244.50	\$28,117.50
33 42 20	12	24" Reinforced Concrete Pipe (includes FES, riprap and geotextile)	LF	60	\$35.00	\$2,100.00	212.00	\$12,720.00	140.00	\$8,400.00	228.00	\$13,680.00
33 42 20	13	30" Corrugated Polyethylene Pipe (includes FES, riprap and geotextile)	LF	95	\$60.00	\$5,700.00	149.55	\$14,207.25	160.00	\$15,200.00	155.50	\$14,772.50
33 42 20	14	12" Corrugated Polyethylene Pipe (includes FES, riprap and geotextile)	LF	130	\$30.00	\$3,900.00	72.60	\$9,438.00	52.00	\$6,760.00	90.00	\$11,700.00
33 44 20	15	Sedimentation Basin Control Structure	LS	1	\$2,500.00	\$2,500.00	13,442.45	\$13,442.45	10,000.00	\$10,000.00	8,510.00	\$8,510.00
31 37 00	16	Emergency Spillway (includes riprap, geotextile)	EA	1	\$20,000.00	\$20,000.00	11,357.40	\$11,357.40	27,000.00	\$27,000.00	33,270.00	\$33,270.00
31 13 15	17	Bollards	EA	7	\$800.00	\$5,600.00	500.00	\$3,500.00	1,500.00	\$10,500.00	1,790.00	\$12,530.00
31 25 10	18	Erosion Control Structures, Bio-rolls, Inlet Protection,	LS	1	\$10,000.00	\$10,000.00	3,500.00	\$3,500.00	70,000.00	\$70,000.00	14,255.00	\$14,255.00
31 25 10	19	Stormwater Management (SWPPP and Maintenance)	LS	1	\$8,000.00	\$8,000.00	25,000.00	\$25,000.00	15,000.00	\$15,000.00	1,580.00	\$1,580.00
32 92 12	20	Turf Establishment (seed, ferilizer and mulch; does not include stockpile areas)	AC	7.32	\$8,000.00	\$58,560.00	2,500.00	\$18,300.00	2,900.00	\$21,228.00	2,750.00	\$20,130.00
32 92 12	21	Site Restoration (stockpiles areas)	LS	1	\$5,000.00	\$5,000.00	25,000.00	\$25,000.00	75,000.00	\$75,000.00	111,440.00	\$111,440.00
TOTAL BID PRICE					\$5,456,633.95		\$6,057,471.23		\$6,139,085.95		\$6,210,451.60	



Steele County Agenda Item

Request for Board Action

Subject: Rice & Steele 911 Center 2026 Budget

Department: 911 Dispatch-Other

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: August 26, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve Rice & Steele 911 Center 2026 Budget and authorize the 911 Dispatch Steele County Board Representatives to vote in favor of the budget.

Background *(Including Budget Impact)*:

The 2026 budget for the Rice & Steele 911 Center is submitted for review and approval with a focus on stability, employee support, and readiness for the upcoming transition to the new facility. While expenditures are increasing, the use of reserves is not recommended due to uncertainties related to the move and long-term financial planning. State 911 funding remains stagnant.

In 2025, the Center implemented law and fire protocols, prepared for medical protocol deployment, and enhanced staff training to support operational improvements. Technology upgrades, including cybersecurity and infrastructure improvements, were prioritized to strengthen system protection.

For 2026, the budget reflects rising personnel and technology costs. Factors include the addition of Minnesota Paid Family and Medical Leave, anticipated health insurance premium increases, and salary figures set by the labor contract. Technology costs are also expected to rise, particularly for cybersecurity and system maintenance.

Key priorities for 2026 include:

- Transitioning to the new facility with minimal disruption and preparing for potential regional growth.
- Leveraging technology to offset workload while preserving service quality and employee well-being.
- Supporting staff morale and mental health through recognition programs and wellness initiatives.
- Sustaining training and professional development during this time of significant organizational change.

The budget is designed to maintain financial stability while supporting staff and ensuring uninterrupted, high-quality service to the community during a year of growth and transition.

Attachments:

2026 Budget Proposal

Rice-Steele Consolidated Dispatch

2026 Budget Proposal

	2025 Final Budget	2026 Budget Proposal	\$ Increase (Decrease)	% Increase (Decrease)
Revenues				
County Contributions:				
Rice County - 64.2%	\$ 1,979,486	\$ 2,101,974	\$ 122,488	6.2%
Steele County - 35.8%	1,103,826	1,172,129	68,303	6.2%
<i>Total County Contributions</i>	3,083,312	3,274,103	190,791	6.2%
State Grant - E911	536,593	536,593	-	0.0%
Charges for Services	125,217	132,654	7,437	5.9%
Interest Income	15,000	20,000	5,000	33.3%
Budgeted Use of dedicated NG911 Funding Reserves	35,000	-	(35,000)	(100.0%)
Budgeted Use of Reserves	-	-	-	#DIV/0!
<i>Total Revenues</i>	3,795,122	3,963,350	168,228	4.4%
Expenditures (Budget)				
<i>Personnel Services</i>				
Wages and Overtime	1,994,200	2,062,530	68,330	3.4%
Health, Life, and Disability Insurance	388,600	425,643	37,043	9.5%
Payroll Taxes and Retirement Benefits	297,200	330,624	33,424	11.2%
Other Payroll Related Expenditures	3,500	4,829	1,329	38.0%
<i>Total Personnel Services</i>	2,683,500	2,823,626	140,126	5.2%
<i>Operating Expenditures</i>				
Advertising	1,000	1,000	-	0.0%
Audit Costs	16,100	18,200	2,100	13.0%
Computer Usage Fees	27,120	27,120	-	0.0%
Consultants	12,000	18,000	6,000	50.0%
Equipment Maintenance & Repairs	794,707	835,125	40,418	5.1%
Garbage Disposal	-	-	-	#DIV/0!
Membership Dues	1,260	1,381	121	9.6%
Employee Physical & Exams	5,100	5,500	400	7.8%
Miscellaneous Expenditures	8,050	8,500	450	5.6%
Non-Capitalized Inventory	11,800	12,640	840	7.1%
Office Rent	63,159	100,000	36,841	58.3%
Office Supplies	4,036	4,040	4	0.1%
Property and Liability Insurance	11,802	13,079	1,277	10.8%
Telephone, Cell Phones, Cable and Internet	49,331	43,454	(5,877)	(11.9%)
Training/Mileage/Conferences	20,900	20,535	(365)	(1.7%)
<i>Total Operating Expenditures</i>	1,026,365	1,108,574	82,209	8.0%
Budgeted Capital Outlay	85,257	31,150	(54,107)	(63.5%)
<i>Total Expenditures</i>	3,795,122	3,963,350	168,228	4.4%
<i>Net Revenues Over (Under) Expenditures</i>	\$ -	\$ -	\$ -	



Steele County Agenda Item

Request for Board Action

Subject: Steele County Cell Phone Policy

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: August 26, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

n/a

Recommendation:

Approve the Steele County Cell Phone Policy

Background (*Including Budget Impact*):

The purpose of this policy is to provide guidance regarding cellular (cell) phone privileges and to define County expectations for use of County-owned or County-reimbursed cell phones and cell phone plans.

Before 2025, the policy was last reviewed in 2013. Today's policy is updated with recent terminology and responsibilities. Plan B was updated based on current cellphone services plans.

Attachments:

Steele County Cell Phone Policy

Steele County Cell Phone Policy

Revised: 8/26/2025

PURPOSE

The purpose of this policy is to provide guidance regarding cellular (cell) phone privileges and to define County expectations for use of County-owned or County-reimbursed cell phones and cell phone plans.

Steele County recognizes that cell phones and smart phone devices are tools needed to efficiently manage County business. County-owned cell phones and cell phone plan stipends serve a public purpose by enabling employees to perform job-related duties more effectively on behalf of the citizens of Steele County.

GENERAL PROVISIONS

Steele County issues cell phones and smart devices to employees in a variety of work-related situations. This policy recognizes a universal approach will not work for all circumstances. Department Heads are responsible for ensuring employees are placed in the correct policy categories, costs to the public are minimized, and documentation requirements, if applicable, are met.

With support from County IT, departments may adopt policies for minimum standards related to items such as coverage, range, storage capacity, security, and device operating systems. The IT Department may determine which equipment and cell phone services are supported by the County.

The County will only provide cell phones or cell phone plan stipends when doing so is supported by a substantial noncompensatory business purpose. Department Heads are responsible for indicating each role/position for which cell phone use is essential to the execution of duties. Department Heads will indicate the purpose necessitating cell phone use when providing an employee with a County-owned cell phone or issuing a cell phone plan stipend. Examples of substantial noncompensatory business purposes include, but are not limited to:

1. Employee's job duties involve emergency response.
2. Immediate communication with the employee, regardless of location, is necessary to ensure the safety of the employee or others during work-related emergencies.
3. Employee must be accessible to clients/colleagues throughout the workday, even when away from the office.
4. Employee's primary responsibilities include working from various locations and frequent communication with clients/customers/key personnel is necessary.

5. Immediate communication between employee and department staff and/or other agencies is required to coordinate programs or to provide customer service.

PLAN OPTIONS

When a role is identified as requiring cell phone use, Department Heads with County Administrator Approval will indicate if County is best served through allocation and permitted use of a County-owned cell phone (Plan A) or participation in the County stipend plan (Plan B).

PLAN A: County-owned Cell Phone and Service Plan - County Use Only

Under Plan A, the County issues a cell phone to the employee for use in the performance of employee's job duties. The full cost of the phone, equipment, and service plan is paid by the County. County-owned cell phones provided to employees under Plan A will comport with the following:

1. Service plans and devices are selected and paid for by the County.
2. Upon receipt of a County-owned cell phone, Employees must sign an acknowledgement that the cell phone is intended for County use only. The acknowledgement will be placed in the employee's personnel file. Department Heads are responsible for auditing the usage of County-owned cell phones to ensure compliance with policies outlined herein.
3. County is responsible for maintenance, repair, and replacement of equipment as needed. Department Heads are responsible for timely notification of any service- or equipment-related concerns that arise.
4. IT Department will install software that allows the County to remotely wipe each device in the event it is lost or stolen. Any charge associated with software will be assigned to the applicable department.
5. All equipment provided is owned by the County and must be returned to the appropriate Department Head upon separation or when provided with new equipment. Department Heads are responsible for returning inventory to the IT Department.
6. Ancillary personal use is considered a de minimis fringe benefit and is not taxable to the employee.

Plan A is most appropriate in circumstances in which the use of a personal phone for work-related communication would pose a risk to the employee, employee's duties require retention or review of sensitive materials unsuitable for a personal device, and other circumstances in which use of a personal cell phone for job-related communication would not be practical or advisable.

PLAN B: Employee-owned Cell Phone/Service Plan Stipend – Blended Use

Under Plan B, a fixed cash allowance/stipend per month is provided to employees as reimbursement for work-related use of personally owned cell phones. Issuance of stipends under Plan B will comport with the following:

1. The fixed monthly stipend will be \$50 per month as of the adoption of this policy. Annually, thereafter, the fixed monthly stipend will be evaluated by the County's Finance Director based on an analysis of typical monthly cell phone plans.
2. Department Heads are responsible for documenting the substantial noncompensatory business purpose that necessitates use of a cell phone to carry out job duties.
3. Employee is responsible for selection and payment of service plan and equipment. Equipment and device(s) are the personal property of the employee. Employee is responsible for any maintenance and replacement.
4. Any use of a personal cell phone for County business may subject the data on the phone to data practice requests.
5. Stipends shall be paid with the second pay cycle of each month. Such payments are not considered a taxable benefit and will not be included as wages on an employee's W-2.
6. Department Heads may require employees to provide proof of County work-related usage in order to establish eligibility for the monthly stipend.

Plan B is most appropriate for employees whose cell phone usage is limited, unpredictable, or varied. Plan B should be limited to employees whose access to, and management of sensitive information is minimal.

Note: A County employee may not receive a stipend and carry a County owned device.



Steele County Agenda Item

Request for Board Action

Subject: Sign letter to Governor Walz requesting State Disaster Assistance for July 28 storms

Department: Emergency Management

Committee: Internal Central Services

Committee Meeting Date: September 2, 2025

Work Session Date: Enter a date.

Board Meeting Date: September 9, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Sign letter to Governor Walz requesting State Disaster Assistance for July 28 storms

Recommendation:

Sign letter to Governor Walz requesting State Disaster Assistance for July 28 storms

Background (*Including Budget Impact*):

Steele County submitted a Damage and Impact Assessment Report to the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management (HSEM), which indicated storm-related damages in excess of \$200,000. As a result of our initial damage estimates, Steele County requested HSEM to conduct a State Preliminary Damage Assessment (PDA), which was conducted on August 19, 2025. The PDA revealed storm-related costs and damage to our public infrastructure at \$919,675. This amount identified exceeds 50% of Steele County's federal damage indicator.

Attachments:

Letter to Governor Walz

STEELE COUNTY

Board of Commissioners

Administration Center
630 Florence Ave.
P.O. Box 890
Owatonna, MN 55060
507-444-7400

James Brady - 1st District • John Glynn - 2nd District • Josh Prokopek - 3rd District
Jim Abbe - 4th District • Greg Krueger - 5th District

August 20, 2025

The Honorable Governor Tim Walz
Office of Governor Tim Walz & Lt. Governor Peggy Flanagan
130 State Capitol
75 Martin Luther King Jr. Blvd.
St. Paul, MN 55155

Dear Governor Walz:

Beginning on July 28, Steele County was impacted by severe storms, high winds, and heavy rain across the entire county. These severe storms caused extensive damage to public infrastructure within Steele County.

On July 29, 2025, Steele County declared a local state of emergency in response to this disaster.

Steele County submitted a Damage and Impact Assessment Report to the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management (HSEM), which indicated storm-related damages in excess of \$200,000. As a result of our initial damage estimates, Steele County requested HSEM to conduct a State Preliminary Damage Assessment (PDA), which was conducted on August 19, 2025.

The PDA revealed storm-related costs and damage to our public infrastructure at \$919,675. This amount identified exceeds 50% of Steele County's federal damage indicator.

Steele County is requesting state disaster assistance in accordance with Minnesota Statute 12B.30. Steele County understands that this is a 75% reimbursement program. Thank you for your consideration.

Sincerely,

James Brady
Chairperson
Steele County Board of Commissioners



Steele County Agenda Item

Request for Board Action

Subject: RouteSmart: Snowplow route optimization

Department: GIS

Committee: Land Use & Records

Committee Meeting Date: August 14, 2025

Work Session Date: August 26, 2025

Board Meeting Date: August 26, 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 the purchase of a one-year subscription of RouteSmart.

Background (*Including Budget Impact*):

The highway department has identified a need for optimizing snowplow routing with varying levels of equipment. Utilizing RouteSmarts Routing as a Service (RaaS) integration with the Esri platform, GIS staff can assist highway staff with developing a 10 truck route, 9 truck route, 8 truck route, etc., in addition to incorporating two new sand/salt fill up locations in the southern portion of the county. The budget impact is \$11,800 for a one-year subscription. Funding for the purchase would be coming from the highway maintenance full time wages fund, which currently has an approximate savings of \$100,000.00. This is a one time purchase, as staff is not anticipating needing the subscription service for longer than 1 year.

Attachments:

RouteSmart Quote



Quotation # 7707302025-A

Date: 07/30/2025

Customer #:

Contract #

RouteSmart Technologies, Inc.
8850 Stanford Blvd.
Suite 3250
Columbia, MD 21045
Phone: 800/977-7284

Steele County, MN
Attn: Nicholas Flatgard
630 Florence Ave
Owatonna, MN 55060

Quote is valid from: 07/30/2025 To: 9/30/2025

Attention: Nicholas Flatgard – GIS Coordinator
PHONE: (507) 444-7489
EMAIL: nicholas.flatgard@steelecountymn.gov

Qty	Description	Unit Price	Total
	RouteSmart for ArcGIS Pro – Street Service Routing Subscription – 1 Year Agreement - This subscription permits up to 10 vehicles for snow removal. The price of your subscription is subject to change if your vehicle fleet size changes. The fee for additional vehicles under this subscription will be \$99.00 per vehicle per month for vehicles 11-20 if required to be added. Fleet size will be evaluated on an annual basis. - RouteSmart Technologies will provide training and consultative onboarding assistance to implement RouteSmart for ArcGIS Pro in support of route planning for Steele County, MN. - HERE Technologies Quarterly Map data included in subscription - All ongoing support is provided remotely and included in the price. - Service Area – Steele County - MN - Subscription Start Date: For agreements signed between the 1st and 15th of any month, subscription begins the 15th of the following month. For agreements signed between the 16th and the end of any month, subscription begins the 1st of the second following month. - Users should meet the Required ArcGIS Pro Skills and Data Management capabilities as outlined in the “RouteSmart for ArcGIS Pro (RSAGP) User Type Profile” - Please see the “RouteSmart for ArcGIS Pro (RSAGP) Learning Path” to better understand prerequisites and understand the training and support included as part of the subscription. - Steele County Project Coordinator – Nicholas Flatgard - nicholas.flatgard@steelecountymn.gov	\$11,880	\$11,880
Invoicing Terms:		Item Total	\$11,880
Service Period 1 Annual Payment - \$11,880 USD		Sub Total	\$11,880
		Estimated shipping & handling	
		Contract pricing adjustment	
		Total (Excludes applicable sales tax)	\$11,880

***CANCELLATION POLICY:** The Subscription Services ordered under this Quotation (and the related payment obligations) are non-cancelable; fees paid are non-refundable.

Quoted by: Jon Knazur	Account Manager: Jon Knazur
Email: jknazur@routesmart.com	Email: jknazur@routesmart.com
This Quotation is made in confidence for your review. It may not be disclosed to third parties, except as required by law.	

This offer is limited to the terms and conditions incorporated and attached herein.



RouteSmart Technologies, Inc.
8850 Stanford Blvd.
Suite 3250
Columbia, MD 21045
Phone: 800/977-7284

Quotation # 7707302025-A

Date: 07/30/2025

Customer #:

Contract #

Steele County, MN
Attn: Nicholas Flatgard
630 Florence Ave
Owatonna, MN 55060

Quote is valid from: 07/30/2025 To: 9/30/2025

Attention: Nicholas Flatgard – GIS Coordinator
PHONE: (507) 444-7489
EMAIL: nicholas.flatgard@steelecountymn.gov

BY SIGNING BELOW, YOU ARE INDICATING THAT YOU ARE AUTHORIZED TO ACCEPT THE PROVISIONS OF THIS QUOTATION AND THOSE OF THE ANCILLARY AGREEMENTS, AND THAT YOU ARE AUTHORIZED TO OBLIGATE FUNDS FOR YOUR ORGANIZATION. DO NOT USE THIS FORM FOR ORDER ACTIVATION IF YOUR ORGANIZATION WILL NOT HONOR AND PAY AN INVOICE THAT HAS BEEN ISSUED AT YOUR DIRECTION WITHOUT ADDITIONAL AUTHORIZING PAPERWORK.

You must execute this Quotation and return it to RouteSmart to indicate your acceptance of these terms and to initiate the processing of your order.

By submitting this Quotation, you agree to be bound by the provision of this Quotation and by the provisions of the documents listed below (the "Ancillary Agreements"). Acceptance of this Quotation by RouteSmart Technologies is subject to your compliance with this Quotation and all Ancillary Agreements.

Any additional or different terms in this Quotation or in any separate purchase order or other document that you may submit are deemed rejected unless expressly accepted in writing and signed by RouteSmart Technologies. Notwithstanding the foregoing, if this Quotation or any supplemental purchase order is placed under an existing signed agreement between you and RouteSmart Technologies (e.g., a Master Purchase Agreement) and such Quotation or supplemental Purchase Order specifically identifies the existing agreement, the terms and conditions of such existing agreement shall govern the subject matter of the purchase order. This Quotation should be attached to and submitted with your purchase order where applicable.

Quoted by: Jon Knazur	Account Manager: Jon Knazur
Email: jknazur@routesmart.com	Email: jknazur@routesmart.com
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Suite 3250
Columbia, MD 21045
Phone: 800/977-7284

Quotation # 7707302025-A

Date: 07/30/2025

Customer #:

Contract #

Steele County, MN
Attn: Nicholas Flatgard
630 Florence Ave
Owatonna, MN 55060

Quote is valid from: 07/30/2025 To: 9/30/2025

Attention: Nicholas Flatgard – GIS Coordinator
PHONE: (507) 444-7489
EMAIL: nicholas.flatgard@steelecountymn.gov

The following Ancillary Agreements*, which are available for review at trust.routesmart.com, apply to this Quotation:

Subscription Agreement for Use of RouteSmart Routing as a Service
Fair Usage Policy (FUP) **
System Integrator Agreement
Service Level Agreement for Hosted Solutions
Technical Support Services Policy
Third Party Technology Terms and Conditions***

* Additional Ancillary Agreements are available for review at trust.routesmart.com. RouteSmart Technologies reserves the right to modify the existing Ancillary Agreements and/or add or remove Ancillary Agreements from time-to-time

** Your usage limits are allocated in accordance with the FUP

*** The Third Party Technology Terms and Conditions applicable to your order are detailed at trust.routesmart.com

Quoted by: Jon Knazur	Account Manager: Jon Knazur
Email: jknazur@routesmart.com	Email: jknazur@routesmart.com
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Attention: Nicholas Flatgard – GIS Coordinator
PHONE: (507) 444-7489
EMAIL: nicholas.flatgard@steelecountymn.gov

By signing below, you are confirming your acceptance of the provisions of this Quotation and those contained in each Ancillary Agreement. Further, you are authorizing RouteSmart Technologies to issue invoices for the fees described in this Quotation in the amount of \$11,880, plus travel expenses and sales taxes if applicable.

Please check one of the following:

☐ I agree to pay any applicable sales tax.

☐ I am tax exempt, please contact me if exempt information is not currently on file with RouteSmart Technologies.

Signature of Authorized Representative

Date

Name (Please Print)

Title

The quotation information is proprietary and may not be copied or released other than for the express purpose of system selection and purchase/license. This information may not be given to outside parties or used for any other purpose without consent from RouteSmart Technologies, Inc. Any estimated sales and/or use tax reflected on this quote has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. RouteSmart Technologies reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state tax directly, then prior to invoicing, your organization must provide RouteSmart Technologies with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Quoted by: Jon Knazur	Account Manager: Jon Knazur
Email: jknazur@routesmart.com	Email: jknazur@routesmart.com
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STEELE COUNTY
PUBLIC WORKS POLICY COMMITTEE MINUTES
Public Works Building – 3000 Hoffman Drive - Owatonna, MN 55060

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

Tuesday, August 12, 2025 at 8:00 a.m. – Public Works Conference Room

Attendees: Commissioner Krueger, Commissioner Prokopec, Engineer Al Goodman, Four Seasons Director Steve Schroht, Landfill Supervisor Josh Johnson, Finance Director Candi Lemarr, Accountant Kris Robertson, Highway Supervisor Paul Kirtz, and Administrator Renae Fry.

Consent:

1. Committee recommends adopting Resolution 2025-036 giving authority to the Park & Rec Director to set contract and lease fees for 12 months or less for the use of the Four Seasons Centre.

Highway:

Current projects:

1. CSAH 18 (Beaver Lake Road) paving. Road is paved, however, southern section (south of Park) needs a patch due to rutting over weak subgrade and shouldering (scheduled for next week)
2. CSAH 3 paving to begin this week.
3. HSIP Lighting Project for 28 lights is over 50% done. Nightmare for Contractor for Utility coordination.

Bridge Projects lined up for Fall Advertisement for Bids:

1. Closed Bridge L5584, SE 19th Ave. over Straight River (Township Bridge Funding).
2. L5798, NE 76th St., over Rush Creek (Township Bridge Funding).
3. L8592, NE 64th Ave., over Maple Creek (Township Bridge Funding)
4. 74519, CSAH 43, over Ditch (State Bridge Bonding at 50%)
5. 92567, CSAH 18, over Crane Creek (State Bridge Bonding at 50%)

Bridge Project lined up for late 2025/early 2026 Advertisement for Bids:

1. Closed Bridge 74514, NW 46th St., over Crane Creek

Bridge Projects deferred (Plans Approved, new funding anticipated in 2027)

1. 74507, NE 34th Ave., over Rush Creek (potential Township Bridge Funding)

2. 74524, NE 14th Ave., over Medford Creek (potential Township Bridge Funding)

Road Projects:

CSAH 28 (Beaver Lake Road). Army Corps of Engineers (lead agency) and State Historic Preservation Officer have reviewed Phase 1 Archeological Review and replied. Our consultant, WHKS, will propose that the proposed alignment is necessary to meet the goals of this spot improvement and that archeological artifacts will be preserved by utilizing a “fill only” strategy over the archeological impact zone.

CSAH 48/SE 18th St. Roundabout. Our Consultant, WSB, has arranged a meeting with the responsible CPKC staff. Anticipate getting a schedule for Railroad Crossing improvements necessary to complete project. Our Contractor, Heselton Construction LLC, is on stand-by to complete their portion of work.

CSAH 48, Main Street, open house was held on July 17, 2025. Interim design details are being developed (including Utility coordination and old business vault abandonment) for end of month (August) 30% Plan submittal to the County.

EastSide Corridor, the Environmental Assessment Worksheet is in development and should be ready to go to the EQB in the next month or so.

CSAH 2/CSAH 43/CR 171 (East) and CR 180 Connector Project, our consultant, WHKS, has contacted property owners for a right of immediate entry for providing survey and Geotech borings. This project will revise the connections between multiple roads and the CPKC RR for improved safety and traffic operations. Consultant will initiate fall wetland review and, in addition, Environmental Assessment Worksheet development and coordination.

CR 180/CPKC RR Underpass, our consultant, WHKS is working on supplemental designs.

Wind Farm, Paul and Al have meetings set up with the townships affected by the wind farm construction.

Department Head Reports

Administration: Rebecca and Renae met with Noah, Sierra, Kris and Carrie, to see if we could figure out the process for generating pay requests for two projects. Renae indicated that we will need to work with WSB to try and get these projects entered into One Office to begin the process of generating a pay request.

Four Seasons: It's fair week. The new Zamboni is on hand and a photo/recognition event will occur in October. This summer had more ice sales than the past. A hockey camp used the use and will likely reserve ice for 1 – 2 weeks net summer. The 2026 dry floor season is fully booked through next July 4. Working on the ice schedule for winter 2026. Beaver Lake is busy. Steve requests that a plan for the fairgrounds parking lot be moved up in priority.

Highway: The highway team is busy refreshing the gravel on the county road shoulders. He is working with the vendor to configure the new weed sprayer. The department will only spray weeds along the county roads and not township roads for crop liability reasons. The 4 x 10 pilot is working well. The saw cutting to relieve pressure on concrete roads is also working well.

Landfill: The bidding window for the cell expansion project is currently open. 5 firms attended the pre-bid meeting, and the bid opening is planned for August 14.



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

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

Thursday, August 14, 2025 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Glynn, Commissioner Abbe, Planning & Zoning Director Amber Brooks, County Assessor Brian Anderson, County Recorder Rick Kvien, PT&E Director Jennifer Mueller, Finance Director Candi Lemarr, GIS Coordinator Nick Flatgard, and Administrator Renae Fry.

Consent:

1. Committee recommends approving the repair quote from SF Enterprises, LLC for repair services to JD11.

General:

2. Committee recommends the purchase of a one-year subscription to RouteSmart.

Other:

3. Committee tabled discussion of the Permitium Contract to the next committee meeting for staff to consult with IT about data security.

Department Head Reports

Assessor: Annual state review is complete but there is no report yet. Quintile work should be complete by October 1. The committee generally discussed the use of 1" Pictometry to save on site visits for the appraisers. Staff should review an expanded cost sharing model to include other community partners.

Finance: MnPrairie audit results should be available soon. The Steele County audit can be wrapped up once the auditors get the MNP audit report. The staffing transitions are going well.

PT&E: the JD 5 and JD 10 ditch viewer presentation is planned for August 20. 4 properties are facing forfeiture, but at least one landowner is trying to close on a home equity loan to get their taxes paid. 2 more TIF districts were certified in Owatonna.

Planning & Zoning: Amber will be interviewing new building official/inspector candidates in the next week or so.

Recorder: Document shielding legislation is going into effect January 1, 2026. Implementation will be laborious, and an implementation team is meeting regularly to go over processes.

GIS: Fair grounds mapping complete. The recent arial pictography is loaded into Change Finder for use by the assessor's office and P & Z.



STEELE COUNTY
PUBLIC SAFETY & HEALTH COMMITTEE MINUTES
Steele County Administration Building – 630 Florence - Owatonna, MN 55060

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

Tuesday, August 19, 2025 at 8:00 a.m. – Board Room

Attendees: Commissioner Prokopec, Commissioner Krueger, Sheriff Lon Thiele, Community Corrections Director Tim Schammel, Public Health Director Amber Aaseth, Finance Director Candi Lemarr, Administrator Renae Fry, PT & E Director Jennifer Mueller, Human Resource Director Gina McGuire, and Executive Assistant Rebecca Kubicek.

Consent Agenda

1. Committee recommends approving a budget transfer of up to \$1,000 from the Dividend Fund to Steele County's Employee Wellness Program, Steele Fit Health Fair and authorize employees to attend the Employee Health Fair, contingent on department staffing levels and the assurance of uninterrupted public service. (up to 60 minutes)
2. Committee recommends approving the 2026 Opioid Response Initiative Awards open RFP's
3. Committee recommends approving JD2 the invoice over the \$10,000 threshold, in an amount of \$11,384.20 to Tree Brush & Bare Ground Spraying Service.

General Agenda

Information

Discussion regarding conducting a County wide family picnic this fall on a Saturday if possible and use the wellness funds in an amount of \$2,500.00 for this picnic. Renae to bring to Department Head meeting.

Department Head Reports

Attorney's Office: New jail medical law is still on hold, waiting for the Judge's decision on the permanent restraining order. Courthouse security assessment is done, presentation is on Thursday at noon on the findings. The Attorney General handled a Supreme Court appeal for us, State v. Gaul. This is the school email case, which the Court of Appeals set precedent. Oral arguments are scheduled for a few months from now. Truancy meeting today with all schools countywide, we will have a robust countywide program this year Security Guard Courthouse review for recommendations.

Community Corrections: Fair recap – 81 hours community service work was completed. 7 agents supervised. The crew did an excellent job. No major events.

Finance: MNP audit report & audit findings update.

Public Health: Amber reported that her team discovered that MNP had been authorizing payment for ineligible waived services claims. Benefits are being correct but there may be clients that believe services being cut. Interviewed candidates for the Care Coordinator position. AmeriCorps person starting soon.

Human Resource: Contract negotiations – meeting with 5 groups this week. Public Works Director starts tomorrow.

Sheriff: Short staffed.