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, SEPTEMBER 9, 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. Letter from Xcel Energy proposing cost increase

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 26, 2025 Board Minutes (pg. 4)

6. Approve Bills (pg. 8)

7. Approve Personnel Report (pg. 29)

8. Approve Region 1 Homeland Security Emergency Management Joint Powers Board Agreement and authorize the E&RM Director to sign. (pg. 30)

9. Adopt Resolution 2025-037 re-appointment of Rene Gilormini as the Steele County Veterans Service Officer for a 4-year term. (pg. 38)

General Agenda

10. September Anniversary Report (pg. 40)

County Board Work Session – Tuesday, September 9, 2025

11. Action Items

Internal Central Services Committee – Tuesday, September 2, 2025

12. Approve the purchase of ES&S ExpressVote assistive voting devices in an amount of $104,805.00 and authorize PT&E Director to sign agreement and order form. (pg. 41)

13. Approve the purchase of KnowInk Poll Pads in an amount of $157,800 and authorize the PT&E Director to sign agreement and order form. (pg. 48)

Information Items

14. Internal Central Services Committee Minutes – Tuesday, September 2, 2025 (pg. 53)

Commissioner Reports:

Next Meeting Notices:

AMC Conference – **Wednesday, September 10th – Friday, September 12th**

Board 2026 Budget Meeting–**Monday, September 15th at 7:30 a.m., Conference Room 10**

Public Safety & Health Committee–**Tuesday, September 16th at 8 a.m. in the Boardroom**

Land Use & Records – **Thursday, September 18th at 8 a.m. in the Boardroom**

County Board Work Session – **Tuesday, September 23rd at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, September 23rd at 5 p.m. in the Boardroom**

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

Motion to go into closed Session
Discussion
Motion to end closed Session
Action Item if necessary

Adjourn

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

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

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION August 26, 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 26, 2025 with Commissioner's Brady, Glynn, Prokopec, Abbe and Krueger present. Also present were Human Resources Director Gina McGuire, IT Director Dave Purscell, Public Works Director Ronald Gaines, Human Services Director Tara Reich, Public Works Maintenance Supervisor Paul Kirtz, GIS Coordinator Nick Flatgard, Landfill Supervisor Josh Johnson, County Assessor Brian Anderson, County Attorney Robert Jarrett, Assistant County Attorney Campbell Housh, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

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

Comments and Correspondence:

Public Comment: One speaker on transparency and Eastside Corridor and one person regarding the status of hiring public works staff

Correspondence: None

Consent Agenda:

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

A. Approve the minutes of August 12, 2025 Board Meeting
B. Approve the minutes of August 12, 2025 Board Work Session
C. Approve Bills and Journal Entries
D. Approve the Personnel Report

New Hires/Promotions/Demotions/Transfers:

Name	Position/Dept.	Rating/Step	Date
Ronald Gaines	Public Works Director/Highway	E83/8	08/20/2025
Bryce Reuter	Correctional Officer/DC	B24/1	08/25/2025
Taylor Cureton	Sheriff Patrol Deputy/Sheriff	C41/1	09/02/2025
Brianna Robran	Care Coord/Case Manager/PH	C42/2	09/08/2025

Resignations/Retirements/Terminations:

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

E. Adopt **Resolution No. 25-036** 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. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.

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

G. 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.

H. Approve the 2026 Opioid Response Initiative Awards - Request for Proposals (RFP) process and timeline.

I. Approve JD2 invoice in an amount of $11,384.20 (over the $10,000 threshold) to Tree Brush & Bare Ground Spraying Service.

General Agenda:

Motion by Commissioner Abbe, seconded by Commissioner Glynn to 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. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve Rice & Steele 911 Dispatch Center Budget and authorize the Steele County Board Committee Representatives to vote in favor of the budget. Ayes all.

Motion by Commissioner Prokopec, seconded by Commissioner Krueger to approve the updated Steele County Cell Phone Policy. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Glynn to approve the letter to Governor Walz requesting State Disaster Assistance for the July 28, 2025 storms and authorize the Chair to sign. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve the purchase of a one-year subscription to RouteSmart. Ayes all.

Information:

Human Services Update: Steele County staff continue to meet with HMA weekly. HMA is developing a second statement of work that will include defining the leadership qualities for the new director, outlining the service delivery models, and identifying software needs. The proposed Statement of Work will be presented at a future work session for board review. HMA is now working with MNP to collect information that can be used to determine client counts for purposes of sizing the new human services department of the county.

Commissioner Reports:

Commissioner Glynn reported his attendance at Land Use and Records Committee meeting and MNP All Commissioner meeting.

Commissioner Prokopec reported his attendance at Public Safety and Health Committee meeting, Work Force Develop Joint Powers Board Special meeting, MNP All Commissioner meeting, and Spero meeting.

Commissioner Abbe reported his attendance at Land Use and Records Committee meeting, MNP Joint Powers Board meeting, and MNP All Commissioner meeting.

Commissioner Krueger reported his attendance at MNP Joint Powers Board, MNP All Commissioner, SMART Trails Mtg, MNP Finance separate meeting, MNP Finance Committee meeting, and Public Safety and Health Committee meeting.

Commissioner Brady reported his attendance at MNP All Commissioner meeting and Spero meeting.

County Attorney had nothing to report.

County Administrator had nothing additional to report.

LISTING OF BILLS
August 26, 2025

7 Rivers Recycling LLC	9,102.50
American Lung Association of MN	2,141.96
Auto Value Owatonna	2,029.62
Central Farm Services	3,634.39
Goodman/Alan D	5,351.48
Health Management Associates Inc	20,863.75
Integrity Material Sales Inc	39,000.00
Kennedy Scales Inc	2,973.11
Kraft Mechanical LLC	6,736.00
Midstates Equipment & Supply Inc	34,701.00
Minnesota Valley Testing Labs	15,734.80
Moore Md/Kellyanna J	3,980.17
Motorola Solutions Inc	55,461.40
Nuss Truck & Equipment	5,143.79

Olympic Fire Protection Corp	2,111.57
Roemhildt/Brenda	6,192.10
Stewart Sanitation	2,263.12
Summit Food Services LLC	11,375.38
Thompson Sanitation	75,722.74
UKG Kronos Systems LLC	3,550.92
WHKS & Co	82,299.62
WSB & Associates Inc	31,073.25
95 Payments less than 2000	34,765.64
Final Total:	456,208.31

Motion by Commissioner Abbe, seconded by Commissioner Krueger to go into closed session at 5:43 p.m. for the purpose of labor negotiations strategy, per MN statute 179A.01, section 13D.03. Ayes all. Roll call was taken.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to end closed session at 5:43 p.m. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to go into closed session at 5:43 p.m. for the purpose of discussing pending litigation - attorney/client privilege, pursuant to Minn. Stat. § 13D.05, Subd. 3(b). Ayes all. Roll call was taken. In closed session, the Board discussed litigation strategy.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to end closed session at 6:36 p.m. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Prokopec to go into closed session at 6:37 p.m. for the purpose of labor negotiations strategy, per MN statute 179A.01, section 13D.03. Ayes all. In closed session, the Board discussed labor requests and next steps in the negotiation process.

Motion by Commissioner Abbe, seconded by Commissioner Prokopec to end closed session at 7:30 p.m. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to adjourn to the Call of the Chair at 7:30 p.m. Ayes all.

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CHAIRMAN

ATTEST: ________________________
ADMINISTRATOR

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

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
301	DEPT			Administration			
37025	Innovative Office Solutions LLC						
23	10-301-000-0000-6410		67.96	Copier paper	4910935	Office Supplies	Y
37025	Innovative Office Solutions LLC		67.96	1 Transactions			
10274	RouteSmart Technologies Inc						
29	10-301-000-0000-6301		11,880.00	Pro-Street Routing Sftw	251054	Equip/Software Maint	N
10274	RouteSmart Technologies Inc		11,880.00	1 Transactions			
85167	Stewart Sanitation						
37	10-301-000-0000-6250		114.61	Garbage services-Aug	942446	Utilities	N
85167	Stewart Sanitation		114.61	1 Transactions			
301	DEPT Total:		12,062.57	Administration	3 Vendors	3 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
2041	Bishop Excavating, Inc.						
14	10-302-000-0000-6525		5,470.15	Shouldering CSAH #4	2824	CSAH Supplies - Aggregate/Asphalt	N
15	10-302-000-0000-6525		5,470.15	Shouldering CSAH #26	2824	CSAH Supplies - Aggregate/Asphalt	N
16	10-302-000-0000-6525		5,470.15	Shouldering CSAH #16	2824	CSAH Supplies - Aggregate/Asphalt	N
17	10-302-000-0000-6525		5,470.17	Shouldering CR#179	2824	CSAH Supplies - Aggregate/Asphalt	N
18	10-302-000-0000-6525		5,470.15	Shouldering CSAH #15	2824	CSAH Supplies - Aggregate/Asphalt	N
2041	Bishop Excavating, Inc.		27,350.77	5 Transactions			
5217	Crane Creek Asphalt						
19	10-302-000-0000-6529		1,443.64	WEA mix Fairgrounds	4800010972	Co Rd Supplies	N
20	10-302-000-0000-6525		124.08	WEB Mix CSAH #43	4800010998	CSAH Supplies - Aggregate/Asphalt	N
5217	Crane Creek Asphalt		1,567.72	2 Transactions			
36550	IFACS						
21	10-302-000-0000-6534		146.00	Screws, nuts, washers	5365313	Supplies - Signing	Y
36550	IFACS		146.00	1 Transactions			
48700	M-R Sign Company, Inc						
24	10-302-000-0000-6534		1,007.01	2"sq posts	228982	Supplies - Signing	N
48700	M-R Sign Company, Inc		1,007.01	1 Transactions			
9922	Owatonna Ace Hardware						
38	10-302-000-0000-6534		659.80	Mailboxes	3845/5	Supplies - Signing	N

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
	9922	Owatonna Ace Hardware		659.80	1 Transactions			
	10272	Sherwin Williams Co						
30		10-302-000-0000-6537		137.25	Striping Paint CSAH #19	1091-2	County Contracts	N
31		10-302-000-0000-6537		137.25	Striping Paint CSAH #45	1091-2	County Contracts	N
32		10-302-000-0000-6537		137.25	Striping Paint CSAH #2	1091-2	County Contracts	N
33		10-302-000-0000-6537		137.25	Striping Paint CSAH #12	1091-2	County Contracts	N
34		10-302-000-0000-6537		137.25	Striping Paint CASH #23	1091.2	County Contracts	N
	10272	Sherwin Williams Co		686.25	5 Transactions			
	9923	Steve James Excavating Inc						
36		10-302-000-0000-6525		105.00	3.5 yds screen dirt CSAH #28	18579	CSAH Supplies - Aggregate/Asphalt	N
	9923	Steve James Excavating Inc		105.00	1 Transactions			
302	DEPT Total:			31,522.55	Road & Bridge Maintenance Expense	7 Vendors	16 Transactions	
304	DEPT				Equipment Maintenance & Shops			
	10067	Auto Value Owatonna						
1		10-304-000-0000-6520		147.93	Battery #2133	197016904	Machinery/Vehicle Parts	N
2		10-304-000-0000-6515		50.99	Blue Lever	197017099	Shop Equip Repair & Maintenance	N
3		10-304-000-0000-6520		7.99	Brake Fluid #2022	197017106	Machinery/Vehicle Parts	N
4		10-304-000-0000-6520		26.47	ATM circuit fuses #2134	197017142	Machinery/Vehicle Parts	N
5		10-304-000-0000-6520		15.96	Spark plug #9998	197017177	Machinery/Vehicle Parts	N
6		10-304-000-0000-6520		15.29	Air Filter #9998	197017178	Machinery/Vehicle Parts	N
7		10-304-000-0000-6520		23.32	Air filter #2198	197017223	Machinery/Vehicle Parts	N
8		10-304-000-0000-6520		5.29	Oil Filter #2163	197017260	Machinery/Vehicle Parts	N
9		10-304-000-0000-6520		5.29	Oil filter #2236	197017543	Machinery/Vehicle Parts	N
10		10-304-000-0000-6520		4.49	Amber toggle #2133	197017550	Machinery/Vehicle Parts	N
11		10-304-000-0000-6512		7.49	1/4" male quick co	197017560	Bldg Repair & Maintenance	N
12		10-304-000-0000-6512		16.98	3/8" male quick co	197017565	Bldg Repair & Maintenance	N
13		10-304-000-0000-6520		20.99	ATM circuit fuse #2133	197017577	Machinery/Vehicle Parts	N
	10067	Auto Value Owatonna		348.48	13 Transactions			
	36550	IFACS						
22		10-304-000-0000-6520		6.01	Cap nut #2161	5365695	Machinery/Vehicle Parts	Y
	36550	IFACS		6.01	1 Transactions			
	51630	Mike's Repair						
25		10-304-000-0000-6520		717.90	Tire & mount #2200	111642	Machinery/Vehicle Parts	Y

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
51630	Mike's Repair		717.90	1 Transactions			
56125	NAPA Auto Parts						
27	10-304-000-0000-6520		57.56	Fuse holder #2021	061045	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts		57.56	1 Transactions			
61520	Owatonna Motor Company						
28	10-304-000-0000-6520		1,096.54	Mirror assembly #2193	174849	Machinery/Vehicle Parts	N
61520	Owatonna Motor Company		1,096.54	1 Transactions			
304	DEPT Total:		2,226.49	Equipment Maintenance & Shops	5 Vendors	17 Transactions	
310	DEPT			Capital Construction			
52513	Mn Dept Of Transportation						
26	10-310-000-0000-6260		143.84	Material testing 074-628-007	P00020425	Consultants/Admin Fee	N
52513	Mn Dept Of Transportation		143.84	1 Transactions			
77570	Short Elliott Hendrickson Inc						
35	10-310-000-0000-6262		67,401.97	Professional svs 074-648-008	493060	Sales Tax Consultants	N
77570	Short Elliott Hendrickson Inc		67,401.97	1 Transactions			
4364	WSB & Associates Inc						
39	10-310-000-0000-6262		528.00	SAP 074-648-007	1795300026	Sales Tax Consultants	Y
40	10-310-000-0000-6262		11,844.25	Professional svs 074-021-006	1985000037	Sales Tax Consultants	Y
4364	WSB & Associates Inc		12,372.25	2 Transactions			
310	DEPT Total:		79,918.06	Capital Construction	3 Vendors	4 Transactions	
10	Fund Total:		125,729.67	Road & Bridge Fund		40 Transactions	
	Final Total:		125,729.67	18 Vendors	40 Transactions		

Recap by Fund	Fund	AMOUNT	Name		
	10	125,729.67	Road & Bridge Fund		
	All Funds	125,729.67	Total	Approved by,	....
					....
					....

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

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
5	DEPT			Board Of Commissioners			
37025	Innovative Office Solutions LLC						
59	01-005-000-0000-6410		89.07	Copy paper	4916511	Office Supplies	Y
37025	Innovative Office Solutions LLC		89.07	1 Transactions			
5	DEPT Total:		89.07	Board Of Commissioners	1 Vendors	1 Transactions	
32	DEPT			Human Resources			
37025	Innovative Office Solutions LLC						
60	01-032-000-0000-6410		13.86	Copy paper	4916511	Office Supplies	Y
61	01-032-000-0000-6410		13.86	Copy paper	4916511	Office Supplies	Y
37025	Innovative Office Solutions LLC		27.72	2 Transactions			
32	DEPT Total:		27.72	Human Resources	1 Vendors	2 Transactions	
41	DEPT			Auditor			
37025	Innovative Office Solutions LLC						
63	01-041-000-0000-6410		51.46	Copy paper	4916511	Office Supplies	Y
37025	Innovative Office Solutions LLC		51.46	1 Transactions			
1601	Rice County Recorder						
70	01-041-000-0000-6241		20.00	Record Notary comm-CLaue	September 2025	Membership Dues & Subscriptions	N
1601	Rice County Recorder		20.00	1 Transactions			
41	DEPT Total:		71.46	Auditor	2 Vendors	2 Transactions	
44	DEPT			Financial Administrator			
8917	Girard's Business Solutions, Inc.						
20	01-044-000-0000-6410		289.00	Scanner, Canon	2509STLCTY	Office Supplies	N
19	01-044-000-0000-6480		1,563.00	MirrorImage	2509STLCTY	Non-Capitalized Inventory	N
8917	Girard's Business Solutions, Inc.		1,852.00	2 Transactions			
37025	Innovative Office Solutions LLC						
62	01-044-000-0000-6410		29.67	Copy paper	4916511	Office Supplies	Y
37025	Innovative Office Solutions LLC		29.67	1 Transactions			

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
44	DEPT Total:			1,881.67	Financial Administrator	2 Vendors	3 Transactions	
61	DEPT				Information Technology			
	18450	Office of MN IT Services						
66		01-061-000-0000-6212		1,631.16	Internet fees - July 2025	DV25070413	M-Net Expenses	N
	18450	Office of MN IT Services		1,631.16	1 Transactions			
61	DEPT Total:			1,631.16	Information Technology	1 Vendors	1 Transactions	
62	DEPT				Central Services			
	9983	CallTower						
51		01-062-000-0000-6210		1,455.26	Phone charges - August 2025	202722040	Telephone	N
	9983	CallTower		1,455.26	1 Transactions			
	4636	CPS Technology Solutions						
53		01-062-000-0000-6301		3,735.00	AS400 hosting 8/19 - 11/18/25	386681	Equip/Software Maint	Y
	4636	CPS Technology Solutions		3,735.00	1 Transactions			
	5655	High Point Networks						
57		01-062-000-0000-6480		661.25	UPS battery replacements	277217	Non-Capitalized Inventory	Y
56		01-062-000-0000-6480		336.82	UPS battery replacement	277519-1	Non-Capitalized Inventory	Y
	5655	High Point Networks		998.07	2 Transactions			
	18450	Office of MN IT Services						
68		01-062-000-0000-6301		1,551.73	TVMU & Crowdstrike-July 2025	25070594	Equip/Software Maint	N
	18450	Office of MN IT Services		1,551.73	1 Transactions			
	3778	SHI International Corp						
72		01-062-000-0000-6801		61.00	TEAMS VOIP licenses	B20110253	General Expense	N
	3778	SHI International Corp		61.00	1 Transactions			
62	DEPT Total:			7,801.06	Central Services	5 Vendors	6 Transactions	
101	DEPT				County Recorder			
	37025	Innovative Office Solutions LLC						
21		01-101-000-0000-6410		18.01	Tape, post-its	4920185	Office Supplies	Y
	37025	Innovative Office Solutions LLC		18.01	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
101	DEPT Total:		18.01	County Recorder	1 Vendors	1 Transactions	
105	DEPT			Planning & Zoning			
6032	APG Media of Southern Minnesota LLC						
75	01-105-000-0000-6242		1.40	Public Notice-PC mtg-Sept	1063885	Publishing	N
6032	APG Media of Southern Minnesota LLC		1.40	1 Transactions			
13000	City Of Blooming Prairie						
76	01-105-000-0000-6805		307.87	Bldg permit reimb-August	Aug Bldg Permits	Bl Pr Reimb-Bldg Permit	N
13000	City Of Blooming Prairie		307.87	1 Transactions			
10268	Korman/Lonnie & Teri M						
5	01-105-000-0000-6837		2,179.21	Permit reimb - EDR 24.007	08/26/2025	Ellendale Reimb-Bldg Permit	N
10268	Korman/Lonnie & Teri M		2,179.21	1 Transactions			
105	DEPT Total:		2,488.48	Planning & Zoning	3 Vendors	3 Transactions	
111	DEPT			Buildings & Grounds			
9783	Alternative Business Furniture						
1	01-111-041-0000-6300		281.44	Laminate worksurface-Annex	72233	Bldg Repairs & Maintenance	N
9783	Alternative Business Furniture		281.44	1 Transactions			
4710	Interstate Power Systems Inc						
3	01-111-044-0000-6300		1,897.40	Perform B inspection	R001223836.01	Bldg Repairs & Maintenance	N
4	01-111-042-0000-6300		845.00	Perform B inspection, labor	R001223837.01	Bldg Repairs & Maintenance	N
2	01-111-041-0000-6300		505.00	Perform B inspection, labor	R001224127.01	Bldg Repairs & Maintenance	N
4710	Interstate Power Systems Inc		3,247.40	3 Transactions			
9161	Kraft Mechanical LLC						
77	01-111-044-0000-6300		2,094.50	Replaced damper, install valve	40865	Bldg Repairs & Maintenance	N
9161	Kraft Mechanical LLC		2,094.50	1 Transactions			
7860	Metropolitan Mechanical Contractors Inc						
6	01-111-041-0000-6300		365.00	Reassemble AC unit - theft	10026345	Bldg Repairs & Maintenance	N
7860	Metropolitan Mechanical Contractors Inc		365.00	1 Transactions			
9683	Northland Pest Control						
14	01-111-043-0000-6300		75.00	Pest control - Atty	16064	Bldg Repairs & Maintenance	Y

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
10	01-111-045-0000-6300		65.00	Pest control - CCA	16065	Bldg Repairs & Maintenance	Y
8	01-111-042-0000-6300		105.00	Pest control - CH	16066	Bldg Repairs & Maintenance	Y
15	01-111-041-0000-6300		85.00	Pest control - Annex	16067	Bldg Repairs & Maintenance	Y
9	01-111-040-0000-6300		65.00	Pest control - Admin	16068	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control		395.00	5 Transactions			
74005	Sherwin-Williams Company						
78	01-111-042-0000-6300		65.94	Paint for courthouse	4703-5	Bldg Repairs & Maintenance	N
74005	Sherwin-Williams Company		65.94	1 Transactions			
1663	Sign Pro Of Owatonna, Inc.						
11	01-111-043-0000-6300		151.67	Vinyl door graphics - Atty	1143666	Bldg Repairs & Maintenance	N
1663	Sign Pro Of Owatonna, Inc.		151.67	1 Transactions			
3452	Temple Electric Motor Service Inc						
12	01-111-041-0000-6300		113.00	Fan blades & motor	S3043	Bldg Repairs & Maintenance	N
3452	Temple Electric Motor Service Inc		113.00	1 Transactions			
111	DEPT Total:		6,713.95	Buildings & Grounds	8 Vendors	14 Transactions	
201	DEPT			Sheriff			
14805	Corporate Recognition Inc						
17	01-201-000-0000-6419		595.88	Jr Deputy star stickers-5000	23707	Community Programs	N
14805	Corporate Recognition Inc		595.88	1 Transactions			
4710	Interstate Power Systems Inc						
22	01-201-000-0000-6345		583.00	Somerset tower inspection	R001223838.01	Somerset Tower	N
23	01-201-296-0000-6301		665.00	26th St tower inspection	R001223839.01	T#9 Equipment Repairs	N
24	01-201-000-0000-6345		665.00	Bl Prairie tower inspection	R001223840.01	Somerset Tower	N
4710	Interstate Power Systems Inc		1,913.00	3 Transactions			
4877	L & L Street Rods & Sport Trucks						
25	01-201-000-0000-6480		5,393.34	Upfit new squad - 7416	4433	Non-Capitalized Inventory	Y
26	01-201-000-0000-6480		640.00	Tear down old squad - 7413	4435	Non-Capitalized Inventory	Y
4877	L & L Street Rods & Sport Trucks		6,033.34	2 Transactions			
3693	Loffler Companies Inc						
64	01-201-000-0000-6293		712.00	New printer - SCSO	5105843	Gun Permit Expenses	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
3693	Loffler Companies Inc		712.00	1 Transactions			
56125	NAPA Auto Parts						
27	01-201-000-0000-6320		277.99	Battery - 7414	060911	Vehicle Maintenance	N
56125	NAPA Auto Parts		277.99	1 Transactions			
18450	Office of MN IT Services						
28	01-201-000-0000-6210		285.95	Sheriff telecom - July 2025	W25070603	Telephone	N
18450	Office of MN IT Services		285.95	1 Transactions			
9134	Pirkl Gas Company						
30	01-201-000-0000-6345		9.59	Propane for tower generator	1518414954	Somerset Tower	N
9134	Pirkl Gas Company		9.59	1 Transactions			
17780	Sheriff of Dodge County						
31	01-201-000-0000-6801		2,236.76	Security @ county fair - 2025	2025-0014	Misc Expense	N
17780	Sheriff of Dodge County		2,236.76	1 Transactions			
85300	Streichers Inc						
34	01-201-000-0000-6285		5,202.60	Launchers - 4	I1778805	Firearms/Ammo Training	N
32	01-201-000-0000-6408		45.96	Lanyard, nameplate-Cureton	I1779529	Uniforms/Uniform Reimbursement	N
33	01-201-000-0000-6408		15.99	CPR mask-Cureton	I1780046	Uniforms/Uniform Reimbursement	N
85300	Streichers Inc		5,264.55	3 Transactions			
84035	Tri-M Graphics						
37	01-201-000-0000-6410		1,030.47	Door hangers - 1000	107910	Office Supplies	N
38	01-201-000-0000-6410		496.71	6x9 creme envelopes-1000	107975	Office Supplies	N
84035	Tri-M Graphics		1,527.18	2 Transactions			
201	DEPT Total:		18,856.24	Sheriff	10 Vendors	16 Transactions	
208	DEPT			Coroner			
9620	Black Mountain Plastics Corporation						
16	01-208-000-0000-6801		547.50	Body bags for coroner	3599	General Expense	N
9620	Black Mountain Plastics Corporation		547.50	1 Transactions			
208	DEPT Total:		547.50	Coroner	1 Vendors	1 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
251	DEPT			Jail			
3682	Diamond Medical						
18	01-251-000-0000-6432		421.78	Pharmacy - July 2025	INV001522071	Medical Payments	N
3682	Diamond Medical		421.78	1 Transactions			
18450	Office of MN IT Services						
67	01-251-000-0000-6211		42.50	Fiber mgmt fees - July 2025	DV25070413	Radio - Computers - Cameras	N
29	01-251-000-0000-6410		91.07	Jail telecom - July 2025	W25070603	Office Supplies	N
18450	Office of MN IT Services		133.57	2 Transactions			
4879	Shred Right						
108	01-251-000-0000-6304		44.75	Document shredding	54807	Contract Serv./Bldg Maint	Y
4879	Shred Right		44.75	1 Transactions			
85300	Streichers Inc						
35	01-251-000-0000-6192		380.00	Uniforms-Adreon	I1778048	Uniform Allowance	N
85300	Streichers Inc		380.00	1 Transactions			
8247	Summit Food Services LLC						
36	01-251-000-0000-6441		3,579.45	Inmate meals 8/9 - 8/15/2025	INV200251206	Prisoner Meals	N
8247	Summit Food Services LLC		3,579.45	1 Transactions			
251	DEPT Total:		4,559.55	Jail	5 Vendors	6 Transactions	
281	DEPT			Emergency Management			
8338	Verified First LLC						
74	01-281-000-1001-6801		71.56	CERT background checks	INV000564048	CERT Program Expenditures	Y
8338	Verified First LLC		71.56	1 Transactions			
281	DEPT Total:		71.56	Emergency Management	1 Vendors	1 Transactions	
391	DEPT			Environmental Services			
10206	GFL Environmental Services USA LLC						
54	01-391-000-0000-6550		75.00	Used oil pick up fee	LQ02984612	Household Hazardous Waste	N
10206	GFL Environmental Services USA LLC		75.00	1 Transactions			
87305	Thompson Sanitation						
79	01-391-000-0000-6548		75,722.74	Recycling contract - August	95361	Recycling	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
87305	Thompson Sanitation		75,722.74	1 Transactions			
391	DEPT Total:		75,797.74	Environmental Services	2 Vendors	2 Transactions	
481	DEPT			Public Health Nursing			
5839	C V S - SMART Transit						
91	01-481-460-6012-6465		92.00	Bus tickets - Aug - unlimited	602179	Pass Thru - Patient Supplies & Service	N
5839	C V S - SMART Transit		92.00	1 Transactions			
10200	Cedar Valley Services Inc						
92	01-481-460-6012-6465		1,002.00	Transit ticket sales	601981	Pass Thru - Patient Supplies & Service	N
10200	Cedar Valley Services Inc		1,002.00	1 Transactions			
14805	Corporate Recognition Inc						
93	01-481-461-6011-6464		2,703.00	Teddy bears - outreach	23701	General Supplies & Outreach	N
14805	Corporate Recognition Inc		2,703.00	1 Transactions			
8789	Dahle/Teya F						
94	01-481-461-6034-6383		110.10	Reflective consulting	1696	Contract Services	Y
95	01-481-461-6059-6383		110.10	Reflective consulting	1696	Contract Services	Y
8789	Dahle/Teya F		220.20	2 Transactions			
37025	Innovative Office Solutions LLC						
99	01-481-000-0000-6410		3.67	Key tags	4915259	Office Supplies	Y
98	01-481-461-6040-6410		20.43	Disinfectant wipes	4916813	Office Supplies	Y
96	01-481-000-0000-6410		250.75	Copy paper, markers	4919061	Office Supplies	Y
97	01-481-460-6012-6410		83.90	Paper, folders	4919061	Office Supplies	Y
37025	Innovative Office Solutions LLC		358.75	4 Transactions			
10276	Jacott/Kari Marie						
100	01-481-461-6067-6464		150.00	Lunch & Learn: Flourishing	08262025	General Supplies & Outreach	Y
10276	Jacott/Kari Marie		150.00	1 Transactions			
10043	Johnson/Emma						
101	01-481-461-6066-6330		1,426.94	Conf meals, pkg, uber, hotel	08292025	Travel Expenses	N
10043	Johnson/Emma		1,426.94	1 Transactions			
4776	NRHEG						
102	01-481-461-6032-6464		702.34	CP award - headphones	09022025	General Supplies & Outreach	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
4776	NRHEG		702.34	1 Transactions			
62300	Owatonna Area Chamber Of Commerce						
104	01-481-461-6032-6261		775.00	Leadership Academy tuition	4832	Conference & Training	N
62300	Owatonna Area Chamber Of Commerce		775.00	1 Transactions			
10166	Roemhildt/Brenda						
103	01-481-460-6012-6383		4,830.00	Contracted hours - August	August 2025	Contract Services	N
10166	Roemhildt/Brenda		4,830.00	1 Transactions			
4597	Sanofi Pasteur Inc						
105	01-481-462-6047-6466		8,629.36	Flu vaccines	7143415007	Flu Vaccine	N
4597	Sanofi Pasteur Inc		8,629.36	1 Transactions			
85147	Stericycle Inc						
106	01-481-000-0000-6322		121.55	Hazardous waste	8011701484	Service Agreements	N
85147	Stericycle Inc		121.55	1 Transactions			
9354	Straight River Taxi						
107	01-481-460-6012-6465		580.00	Taxi tickets - 58- September	168485	Pass Thru - Patient Supplies & Service	N
9354	Straight River Taxi		580.00	1 Transactions			
481	DEPT Total:		21,591.14	Public Health Nursing	13 Vendors	17 Transactions	
502	DEPT			Steele Co Community Ctr			
9683	Northland Pest Control						
7	01-502-000-0000-6300		65.00	Pest control - CommCtr	16035	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control		65.00	1 Transactions			
9183	Van Meter Inc						
13	01-502-000-0000-6300		40.81	Fluorescent light	S013992449.001	Bldg Repairs & Maintenance	N
9183	Van Meter Inc		40.81	1 Transactions			
502	DEPT Total:		105.81	Steele Co Community Ctr	2 Vendors	2 Transactions	
521	DEPT			Park And Recreation			
51630	Mike's Repair						
65	01-521-000-0000-6410		51.40	Lawn mower tire	111680	Operating Supplies/Truck Repairs	Y

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
51630	Mike's Repair		51.40	1 Transactions			
521	DEPT Total:		51.40	Park And Recreation	1 Vendors	1 Transactions	
550	DEPT			Four Seasons			
6980	Block Plumbing & Heating Inc						
50	01-550-000-0000-6410		619.98	Test Zamboni RPZs, fix toilet	72107	Operating Supplies - Contracts	N
6980	Block Plumbing & Heating Inc		619.98	1 Transactions			
8424	Cintas						
52	01-550-000-0000-6420		153.43	Monthly linens - August	4240500688	Linen Service	Y
8424	Cintas		153.43	1 Transactions			
4596	Hawk Performance Specialties LLC						
55	01-550-000-0000-6410		1,494.00	White paint - west rink	6693	Operating Supplies - Contracts	Y
4596	Hawk Performance Specialties LLC		1,494.00	1 Transactions			
36550	IFACS						
58	01-550-000-0000-6410		32.76	Rink nuts & bolts	5365392	Operating Supplies - Contracts	Y
36550	IFACS		32.76	1 Transactions			
9922	Owatonna Ace Hardware						
69	01-550-000-0000-6410		35.46	Cutting bits, inserts	3897/5	Operating Supplies - Contracts	N
9922	Owatonna Ace Hardware		35.46	1 Transactions			
77390	Schilling Supply Company						
71	01-550-000-0000-6410		104.05	Air fresheners	1018323-00	Operating Supplies - Contracts	N
77390	Schilling Supply Company		104.05	1 Transactions			
84035	Tri-M Graphics						
73	01-550-000-0000-6410		164.47	Public skating cards	107988	Operating Supplies - Contracts	N
84035	Tri-M Graphics		164.47	1 Transactions			
550	DEPT Total:		2,604.15	Four Seasons	7 Vendors	7 Transactions	
1	Fund Total:		144,907.67	General Revenue Fund		86 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
301	DEPT			Administration			
10205	Goodman/Alan D						
80	10-301-000-0000-6260		3,875.00	Interim Highway Director	8/18 - 8/26/25	Consultants/Admin Fee	Y
82	10-301-000-0000-6260		300.00	Housing - Highway Director	8/19 - 8/22/25	Consultants/Admin Fee	Y
81	10-301-000-0000-6260		121.41	Housing - Highway Director	8/28/2025	Consultants/Admin Fee	Y
10205	Goodman/Alan D		4,296.41	3 Transactions			
301	DEPT Total:		4,296.41	Administration	1 Vendors	3 Transactions	
10	Fund Total:		4,296.41	Road & Bridge Fund		3 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
645	DEPT			County Ditch 5			
9239	SF Enterprises LLC						
83	21-645-000-0000-6305		3,510.00	CD5 tree grinding LE1	08252025	Construction And Repairs	Y
9239	SF Enterprises LLC		3,510.00	1 Transactions			
645	DEPT Total:		3,510.00	County Ditch 5	1 Vendors	1 Transactions	
21	Fund Total:		3,510.00	County Ditch Fund		1 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
11	DEPT			District Court Admin.			
8087	Braun Intertec Eng Inc						
46	38-011-000-0000-6600		453.12	Concrete testing - CH	B439360	Capital Outlay - District Court	Y
8087	Braun Intertec Eng Inc		453.12	1 Transactions			
3832	I & S Group Inc						
47	38-011-000-0000-6600		7,112.65	CH pkg lot bill thru 7/31	121347	Capital Outlay - District Court	Y
3832	I & S Group Inc		7,112.65	1 Transactions			
11	DEPT Total:		7,565.77	District Court Admin.	2 Vendors	2 Transactions	
111	DEPT			Buildings & Grounds			
8087	Braun Intertec Eng Inc						
45	38-111-040-0000-6600		453.13	Concrete testing - Admin	B439360	Capital Outlay - SCAC	Y
8087	Braun Intertec Eng Inc		453.13	1 Transactions			
8009	JJD Companies LLC						
48	38-111-040-0000-6600		139,108.98	Parking lot rehab thru 8/31	App 6	Capital Outlay - SCAC	Y
8009	JJD Companies LLC		139,108.98	1 Transactions			
111	DEPT Total:		139,562.11	Buildings & Grounds	2 Vendors	2 Transactions	
201	DEPT			Sheriff			
8087	Braun Intertec Eng Inc						
84	38-201-000-0000-6600		2,576.00	Materials testing-Sheriff addn	B440433	Capital Outlay - Sheriff	Y
8087	Braun Intertec Eng Inc		2,576.00	1 Transactions			
201	DEPT Total:		2,576.00	Sheriff	1 Vendors	1 Transactions	
601	DEPT			County Ag Society			
71066	R & K Electric Inc						
49	38-601-000-0000-6600		58,567.50	SCFF electrical upgrades-8/31	App 14	Capital Outlay - Fairgrounds	N
71066	R & K Electric Inc		58,567.50	1 Transactions			
601	DEPT Total:		58,567.50	County Ag Society	1 Vendors	1 Transactions	
38	Fund Total:		208,271.38	Capital Outlay Fund		6 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
398	DEPT			Landfill			
11215	Central Farm Services						
39	53-398-000-0000-6540		1,949.22	630 gallons of diesel fuel	29079	Machine Fuel	N
85	53-398-000-0000-6540		867.74	276 gallons diesel fuel	29099	Machine Fuel	N
86	53-398-000-0000-6540		358.69	115 gallons unleaded fuel	29099	Machine Fuel	N
11215	Central Farm Services		3,175.65	3 Transactions			
8424	Cintas						
40	53-398-000-0000-6304		186.18	Rugs	4239769110	Contract Services	Y
8424	Cintas		186.18	1 Transactions			
1240	Cole's Electric Inc						
41	53-398-000-0000-6304		227.10	Fix power to leachate pump	43682	Contract Services	N
1240	Cole's Electric Inc		227.10	1 Transactions			
38160	J R's Advanced Recyclers Inc						
88	53-398-000-0000-6304		867.50	90 appliances	116285	Contract Services	N
38160	J R's Advanced Recyclers Inc		867.50	1 Transactions			
39600	Jones Haugh & Smith Inc						
42	53-398-000-0000-6304		1,330.95	Contours on MSW/Job 25-1008	46930	Contract Services	N
39600	Jones Haugh & Smith Inc		1,330.95	1 Transactions			
9342	Liberty Tire Recycling LLC						
43	53-398-000-0000-6304		2,860.40	7.08 tons of recycled tires	3042404	Contract Services	N
9342	Liberty Tire Recycling LLC		2,860.40	1 Transactions			
9108	Minnesota Department of Commerce						
87	53-398-000-0000-6300		299.00	Scale testing	DEV-0067883	Bldg Repairs & Maintenance	N
9108	Minnesota Department of Commerce		299.00	1 Transactions			
77570	Short Elliott Hendrickson Inc						
44	53-398-000-0000-6625		8,834.77	Landfill construction svs-July	492897	Capital Improvements	N
89	53-398-000-0000-6625		3,295.18	Landfill solid waste plan-Jul	493503	Capital Improvements	N
90	53-398-000-0000-6625		3,069.98	Landfill construction svs-July	493508	Capital Improvements	N
77570	Short Elliott Hendrickson Inc		15,199.93	3 Transactions			
398	DEPT Total:		24,146.71	Landfill	8 Vendors	12 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
53	Fund Total:		24,146.71	Landfill Fund		12 Transactions	
	Final Total:		385,132.17	82 Vendors	108 Transactions		

Recap by Fund

Fund	AMOUNT	Name
1	144,907.67	General Revenue Fund
10	4,296.41	Road & Bridge Fund
21	3,510.00	County Ditch Fund
38	208,271.38	Capital Outlay Fund
53	24,146.71	Landfill Fund
All Funds	385,132.17	Total

Approved by, ...

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PERSONNEL REPORT

September 9, 2025

ACTION ITEMS

1. Personnel Actions:

New Hires/Promotions/Transfers. (Positions previously approved by Board):

Name	*Position/Dept.*	*Rating*	*Date*
Tyler Brase (Promotion)	Deputy Sheriff Sergeant/Sheriff	C52/3	09/06/2025
Jacob Holm (Promotion)	Deputy Sheriff Sergeant/Sheriff	C52/3	09/06/2025
Tyler Severson	Building Inspector/Planning & Zoning	B24/3	09/15/2025

Resignations/Retirements/Terminations/Change in Status:

Name	*Position*	*Department*	*End Date*
Stephen Rick	Assistant Director of CC	Community Corrections	09/19/2025
Candi Lemarr	Director of Finance	Finance	09/26/2025

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

Open Positions - Approved to Fill:

Position	*Department*	*Notes*
Network Security Analyst	IT	Interviewing – 2nd Rounds
Patrol Deputy – 3 position	Sheriff's Office	Recruiting/Backgrounding
Correctional Officer – 3 positions	Detention Center	Recruiting/Backgrounding
Records Specialist – 2 positions	Sheriff's Office	Interviewing – 2nd Rounds
County Engineer	Highway	Recruiting
Correctional Corporal	Detention Center	Interviewing
Accounting Support Specialist	Landfill	Recruiting
Director of Finance	Finance	Recruiting will begin soon
Assistant Director of CC	Community Corrections	Recruiting will begin soon
Accounting Technician	Finance	On-hold
Procurement Specialist	Finance	On-hold
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: Approve and sign the Region 1 Homeland Security Emergency Management Joint Powers Board Agreement

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:

Recommendation:

Approve and sign the Region 1 Homeland Security Emergency Management Joint Powers Board Agreement

Background *(Including Budget Impact)*:

The Region 1 Homeland Security Emergency Management Joint Powers Board agreement has been updated and reviewed. Steele County has been part of this joint powers board since inception and previously signed this agreement in 2015. It is the recommendation by the Emergency & Risk Management Director to approve and sign the agreement by the Board of Commissioners.

Attachments:

Region 1 Homeland Security Emergency Management Joint Powers Board Agreement

JOINT POWERS AGREEMENT
REGION ONE - SOUTHEAST MINNESOTA
HOMELAND SECURITY EMERGENCY MANAGEMENT

1. **Name.** The parties hereby establish a joint powers entity to govern the mutual aid arrangements for homeland security and emergency management among the political subdivisions located in Region One of the State of Minnesota. Such entity shall be known as the Southeast Minnesota Homeland Security and Emergency Management Organization (SERHSEM) and shall be governed by a joint powers board pursuant to Minnesota Statutes Sections 12.27 and 471.59.

2. **Parties.** The parties to this agreement shall consist of as many of the following entities that approve this agreement and execute a separate signature page to become parties:

   County of Blue Earth
   County of Dodge
   County of Faribault
   County of Fillmore
   County of Freeborn
   County of Goodhue
   County of Houston
   County of Le Sueur
   County of Mower
   County of Nicollet
   County of Olmsted
   County of Rice
   County of Steele
   County of Wabasha
   County of Waseca
   County of Winona
   Prairie Island Indian Community
   City of Rochester

3. **Purpose.** The purpose of this agreement is to provide for the joint exercise of the parties' powers requiring regional coordination to plan for the needs of the SERHSEM. The joint exercise of the parties' powers pursuant to this agreement is intended to supplement and complement but not supplant the parties' individual powers of planning and coordination expenditure of funds, training, and purchasing. The parties desire to establish a mechanism whereby they may jointly exercise said powers common to each party on issues requiring regional coordination including, but not limited to, planning, training, and purchasing equipment for coordinated response to emergencies and natural or other disasters within the SERHSEM Region; and (b) allocating emergency services and staff in the event of an emergency or natural or other disaster within the SERHSEM Region.

4. **Representation and Governance.** Each party to this agreement is entitled to a representative at all Board meetings. Voting on items of interest (as outlined in paragraph 3) will be held at Board meetings, as outlined in the By- laws. Board members will perform governance functions, as outlined in the By- laws.

   4.1. *Governing Board.* The governing board formed pursuant to this Joint Powers Agreement shall be known as the Board.

      4.1.1. *Membership and Representation.* The Board shall be constituted as follows: one (1) member designated by each party. Each party shall appoint one member and one alternate. Each party shall be responsible for appointing replacements as consistent with their administrative appointment policies.

4.1.2. *Documentation.* Resolutions or other documentation of designation shall be filed with the individual parties as well as with the Board.

4.1.3. *Members not Employees.* Members of the Board shall not be deemed to be employees of the Board and will not be compensated for serving on the Board. For all purposes, including workers compensation, each member of the Board shall be considered to be an employee of the party who appointed the member.

4.1.4. *Ex Officio Members.* The Board may designate ex officio members to serve on the Board. Such members shall be non- voting, will not be counted for quorum purposes, will not be eligible to serve as an officer of the Board and are ineligible to attend any Board meeting closed pursuant to Minn. Stat. Ch. 13D.

4.1.5. *Ad Hoc or Sub-committees.* The SERHSEM may request as necessary party representatives to form ad hoc, sub-Board and/or oversight committees. The members of these ad hoc or sub-committees will be appointed by the Chair/Vice Chair of the Board to serve as a member of an ad hoc or sub-committee. Ad hoc or sub-committees will be used solely as advisory groups to the Board to determine action, votes or direction for the Board. Ad hoc or sub-committees may be asked to work with contractors in advisory roles for the Board.

4.1.6. *Meetings.* The Board shall comply with the requirements of Minn. Stat. Ch. 13D (Open Meeting Law). The Board shall have regular meetings at such times and places as the Board shall determine and shall give notice pursuant to Minn. Stat. section 13D.04, subd. 1. Special meetings may be held on reasonable notice by the Board pursuant to Minn. Stat. section 13D.04, subd. 2. Emergency meetings may be held and notice given pursuant to Minn. Stat. section 13D.04, subd. 3.

4.1.7. *Quorum and Voting.* A quorum shall consist of no less than 51% of members or alternates eligible to vote. No action may be taken unless a quorum is present. Board action shall be determined by a majority of the votes cast at the meeting.

4.2. *By-Laws.* The Board may adopt bylaws to govern its operation. Such bylaws shall be consistent with this agreement and applicable laws.

5. **Duties of the Board.** The Board shall formulate a program to carry out its purposes pursuant to Paragraph 3.

6. **Reservation of Authority.** All responsibilities not specifically set out to be jointly

exercised by the Board under this agreement are hereby reserved to the parties and each of them. Nothing in this agreement shall act as a waiver by a participating party of its individual power and legal authority to provide the services contemplated for this agreement as outlined in the Purpose Section 3 above.

7. **<u>Powers of the Board.</u>**

7.1. *General Powers.* The Board is hereby authorized to exercise such authority and powers common to the parties as is necessary and proper to fulfill its purposes and perform its duties. Such authority shall include the specific powers enumerated in Paragraph 7.2.

7.2. *Specific Powers.*

7.2.1. *Contracts.* The Board may enter into any contract necessary or proper for the exercise of its powers or the fulfillment of its duties and enforce such contracts to the extent available in equity or at law. Contracts let and purchases made pursuant to this agreement shall conform to the requirements applicable to contracts and purchases of the fiscal agent of the Board. The Board may approve any contract relating to this agreement up to the amounts of the grant agreements and may authorize the Chair or Vice Chair to execute those contracts.

7.2.2. *Funds.* The Board may disburse funds in a manner that is consistent with this agreement and with the method provided by law for the disbursement of funds. All funds shall be accounted for according to generally accepted accounting principles.

7.2.3. *Gifts and Grants.* The Board may apply for and accept gifts, grants or other property or assistance from the United States government, the State of Minnesota, any tribal government, or any person, association, or agency for any of its purposes; enter into any agreement in connection therewith; and hold, use and dispose of such money or other property and assistance in accordance with the terms of the gift or grant relating thereto, and in accordance with all applicable laws, rules and regulations relating to the acceptance of gifts or grants by the parties.

7.2.4. *Fiscal Agent.* The Board shall appoint one of the parties to act as fiscal agent. Such fiscal agent shall provide any and all budgeting and accounting services necessary or convenient for the Board, including applying for grant funding in accord with Section 8 herein. The chief financial officer of the party so appointed, or his designee, shall act as comptroller for the Board and shall draw warrants to pay demands against the Board when the demands have been approved by the Board pursuant to Paragraph 7.2.1 above. The fiscal agent shall not advance pass through or expense reimbursement grant funds to any parties. The parties acknowledge that if grant terms require provision of documentation by the fiscal agent for any purpose including securing reimbursement from the grantor, the receiving party must provide the documentation to the fiscal agent on the schedule established by the fiscal agent so that sufficient processing time is available to pass the information through to the grantor. The fiscal agent will make reasonable efforts to gather and pass on required documentation, but staff absences or workload may delay this process. The fiscal agent will not be responsible for any interest or fees due to delayed pass through of funds which result from receiving party's failure to provide documentation on a timely basis. The fiscal agent will be not responsible for requesting, editing, reviewing, changing, or verifying any information provided to it by a receiving party for a grant unless agreed to in writing in advance by the fiscal agent. The Board member representing the party appointed as fiscal agent shall provide financial reports at each meeting of the Board.

7.2.5. *Legal Authority.* The Board may contract with any of its parties to serve as legal authority for the Board and act as advisor for contracts and grant matters for the Board.

7.2.6. All powers granted herein shall be exercised by the Board in a fiscally responsible manner and in accordance with the requirements of law.

8. **Budgeting and Funding.**

8.1. *Expenses, Dues, Accountability.* The parties understand and acknowledge that the activities and duties of the Board are to be funded first by grant monies from the federal government, state government or other associations and agencies. Dues may be assessed on new parties, or as outlined in the By-laws. All funds shall be accounted for according to generally accepted accounting principles. A report of all receipts and disbursements shall be forwarded to the parties monthly and on an annual basis.

8.2. *Federal and State Grant Funds Available to Parties.* The parties understand and acknowledge that federal and state grant funds have been and may continue to be made available for the purposes of improving and enhancing local government units' capabilities in responding to the occurrence of large-scale disasters or emergencies. The parties further understand and acknowledge that some such federal and state grant funds may be made available directly to county parties with the intention that the funds be expended for the benefit also of jurisdictions within the county. The Board will expend any such funds only in accordance with the terms of any applicable grant agreement, approved budget, laws and rules. This paragraph does not prohibit any party from unilaterally applying for, receiving and expending grant funds made available for the purposes identified in this paragraph.

9. **Liability, Indemnification and Hold Harmless, and Insurance.** This section shall survive termination of this agreement or a party's withdrawal from the agreement.

9.1. *Applicability.* The SERHSEM shall be considered a separate and distinct public entity to which the parties have transferred all responsibility and control for actions taken pursuant to this agreement. The SERHSEM shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of Minn. Stat. Ch. 466.

9.2. *Indemnification and Hold Harmless.* The SERHSEM shall fully defend, indemnify and hold harmless the parties against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of the Board and/or employees and/or the agents of the SERHSEM. This agreement to indemnify and hold harmless does not constitute a waiver by any party of limitations on liability provided under Minn. Stat. section 466.04.

To the full extent permitted by law, actions by the parties pursuant to this agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a single governmental unit for the purpose of liability, as set forth in Minn. Stat. section 471.59, subd. 1a(b). Pursuant to that statute, the parties to this agreement expressly decline responsibility for and are not liable for the acts or omissions of the other parties to this agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other parties, subject to the sole exception set forth below.

9.3. *Insurance.* The Board shall obtain such insurance it deems necessary to indemnify the Board and its members for actions of the Board and its members arising out of this agreement, distinct from insurance which may be provided by each party, and consistent with the risk exposure of the Board under the state tort liability limits found in Minn. Stat. Ch. 466.

9.4. *Property Insurance.* The Board must obtain insurance covering any property acquired by the Board which is not subsequently passed through to the parties.

10. **Term.** The Board shall be constituted and the term of this agreement shall commence upon approval and signature of the entities listed in Paragraph 2. This agreement shall continue unless terminated as set forth in Section 11 herein. The terms of the agreement shall be reviewed in every calendar year ending in either a zero (0) or a five (5).

11. **Withdrawal and Termination.**

11.1. *Withdrawal.* Any party may withdraw from this agreement upon ninety (90) days written notice to the other parties. Withdrawal by any party shall not terminate this agreement with respect to any parties who have not withdrawn. Withdrawal shall not discharge any liability incurred by the withdrawing party prior to its notice of withdrawal. Such liability shall continue until discharged by law or agreement. The withdrawing party shall not be entitled to reimbursement for any dues or other financial contributions made to the joint power entity during its membership. All Board property in the physical possession of the withdrawing party, or located within its geographical boundaries, shall be returned to the Board for redistribution to or placement with a non-withdrawing party.

11.2. *Termination.* This agreement shall terminate upon the occurrence of any one of the following events: (a) when necessitated by operation of law or as a result of a decision by a court of competent jurisdiction; or (b) when the parties unanimously agree to terminate the agreement upon a date certain.

11.3. *Effect of Termination.* Termination shall not discharge any liability incurred by the Board or by the parties during the term of this agreement. Upon termination, surplus funds held by the Board shall be distributed to the parties in proportion to their respective contributions. Equipment and other tangible p acquired as a result of this agreement shall be distributed in proportion to the parties' respective contributions based on the insured value of each individual item of equipment or tangible property.

12. **Miscellaneous.**

12.1. *Amendments.* This agreement may be amended only in writing and upon the written consent of the governing bodies of all of the parties.

12.2. *Records, Accounts and Reports.* The books and records of the Board shall be subject to the provisions of Minn. Stat. Ch. 13 and Minn. Stat. section 16C.05, subd. 5.

12.3. *Counterparts.* This agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Counterparts shall be filed with the Board Chair.

12.4. *Merger.* This agreement constitutes the entire agreement between the parties as to the matters addressed in this agreement. No waiver, consent, modification, or change of terms of this agreement shall bind any party unless in writing and signed by all parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement other than those contained in any bylaws which may be adopted by the Board intended to help carry out the terms of this agreement.

12.5. *Waiver.* The failure of any party to enforce any provision of this agreement shall not constitute a waiver by that party of that or any other provision.

12.6. *Assignment.* No party may assign its interest in this agreement.

12.7. *Applicable law.* This agreement shall be governed by and construed in accordance with the laws of the State of Minnesota .

12.8. *Concurrence.* By executing this agreement, the parties acknowledge that they: (a) enter into and execute this agreement knowingly, voluntarily and willingly of their own volition with such consultation with legal counsel as they deem appropriate; (b) have had a sufficient amount of time to consider this agreement's terms and conditions, and to consult an attorney before signing this agreement; (c) have read this agreement, understand all of its terms, appreciate the significance of those terms and have made the decision to accept them as stated herein; and (d) have not relied upon any representation or statement not set forth herein.

JOINT POWERS AGREEMENT
REGION ONE - SOUTHEAST MINNESOTA
HOMELAND SECURITY EMERGENCY MANAGEMENT

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by the persons authorized to act for their respective Parties on the date shown below.

Approved as to form(ADOPTED):

JURISDICTION OF:

By: _________________________ Legal Authority	By: _____________________________ Board/Council Chairperson
Date: _______________________	Date: ____________________________
	Attest: ___________________________ County Administrator
	Date: ____________________________

Steele County Agenda Item

Request for Board Action

Subject: Re-appointment of Veterans Service Officer

Department: Administration Office

Committee: Choose an item. **Committee Meeting Date:** Enter a date.

Work Session Date: Enter a date. **Board Meeting Date:** September 9, 2025

Consent Agenda: ☐ Yes ☒ No **Resolution:** ☒ Yes ☐ No

Policy Committee Recommendation:

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Recommendation:

Re-appoint Rene Gilormini as the Veterans Service Officer for a 4-year term.

Background *(Including Budget Impact)*:

The VSO is appointed for 4-year terms. The current term will expire in October.

Attachments:

N/A

STEELE COUNTY RESOLUTION
REAPPOINTMENT OF THE STEELE COUNTY
VETERANS SERVICE OFFICER

Department: Administration Office **Date:** 9/9/2025 **Resolution No: 2025-037**

WHEREAS, the term of Rene Gilormini as Steele County Veterans Service Officer expires October 4, 2025; and

WHEREAS, Minnesota Statute 197.60 requires the County Board of each county to appoint a Veterans Service Officer.

NOW, THEREFORE BE IT RESOLVED, that the Steele County Board of Commissioners does hereby reappoint Rene Gilormini as the Steele County Veterans Service Officer for a four-year term effective October 4, 2025.

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 PERSONNEL AGENDA ITEM
September 9, 2025

SEPTEMBER EMPLOYEE ANNIVERSARIES
(Information Only – No Action Required)

Name:		Position:	Department:	Anniversary Date:	Years of Service:
Jarred	Robinson	Highway Maintenance Technician	Highway	September 1st	9
Sean	Witter	Highway Maintenance Working Foreperson	Highway	September 2nd	9
Joshua	Horejsi	Deputy Sheriff Patrol	Sheriff	September 3rd	10
Michelle	Bromley	Correctional Sergeant	Detention Center	September 5th	8
Julia	Spatenka	Legal Administrative Assistant	Attorney	September 5th	2
Esther	Sherman	Assistant County Attorney I	Attorney	September 5th	1
Michael	Witter	Correctional Corporal	Detention Center	September 6th	7
Jennifer	Su	Adult Probation Officer II	Community Corrections	September 7th	18
Jacob	Ryg	Correctional Officer	Detention Center	September 9th	1
Erin	Edel	Accounting Supervisor	Public Health	September 14th	19
Carey	Steffensmeier	Care Coordinator/Case Manager	Public Health	September 14th	10
David	Stenzel	Environmental Specialist	Planning and Zoning	September 14th	4
John	Anderson	Correctional Officer	Detention Center	September 16th	6
Emma	Johnson	Health Educator	Public Health	September 16th	1
Kindra	Gasner	Records Supervisor	Sheriff	September 20th	2
Mark	Blowers	Network Support Specialist	IT	September 22nd	11
Brianna	Reese	Correctional Officer	Detention Center	September 25th	2
Brian	Anderson	County Assessor	Assessor	September 26th	9
Amber	Aaseth	Public Health Director	Public Health	September 28th	27
Mark	Radue	Maintenance Worker	Facilities and Fleet	September 30th	34
Bobbie	Herzog	Human Resources Coordinator	Human Resources	September 30th	6
Amy	Berg	Office Support Specialist	Public Health	September 30th	3

Steele County
Agenda Item
Request for Board Action

Subject: Assistive Voting Devices

Department: Property Tax & Elections

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:

N/A

Recommendation:

Staff recommends purchasing ES&S ExpressVote assistive voting devices in an amount of $104,805.00 and authorize PT&E Director to sign agreement and order form.

Background *(Including Budget Impact)*:

We scheduled two demonstrations and received bids for assistive voting device for election use. The purpose of the assistive voting device is to allow voters with disabilities the ability to vote unattended and is required by law. ES&S has the ExpressVote at a cost of $3950 and SeaChange has the OmniBallot at a cost of $4270. We would need a total of 28 machines to supply all our polling locations in the County. CIP funds, approved in 2025 budget, will be used to purchase this equipment.

We ask for approval to purchase ES&S ExpressVote assistive voting devices and authorization for PT&E Director to sign agreements and order forms.

Attachments:

Estimates from ES&S and SeaChange

11208 JOHN GALT BLVD
OMAHA, NE 68137-2364
(402) 593-0101

2025 Sales Order Agreement for use by the Counties and Local Units of Government in the State of Minnesota that have elected to acquire ES&S equipment under that certain Minnesota Counties Computer Cooperative Voter Tabulation System and Services Agreement executed on May 18, 2020 (the "Agreement")

Customer P.O. #:
1st Election Date: To be Agreed Upon by the Parties
Estimated Delivery Date: To be Agreed Upon by the Parties
Customer Contact, Title: Jennifer Mueller, Property Tax & Elections Director
Phone Number: 507 444-7414
County Name: **Steele County, Minnesota**
Fax Number:
Number of Registered Voters
Hardware Maintenance (Annual or Biennial) **Biennial**

Bill To:	Ship To:
Steele County, Minnesota	Steele County, Minnesota
Jennifer Mueller, Property Tax & Elections Director	Jennifer Mueller, Property Tax & Elections Director
630 Florence Avenue	630 Florence Avenue
55060	55060

	Item	Description	Qty	Unit Price	Total
Purchase Quantities:					
Tabulation Hardware:					
1	ESS DS200 1.6.0.0; 1.7.1.0; 2.10.0.0; 2.10.1.0 and 2.13.0.0	NEW Model DS200 (Includes Scanner, Internal Battery Backup, Plastic Ballot Box with Steel Door and e-Bin, Paper Roll, 4GB Jump Drive, Shipping of the Unit, and One (1) Year Warranty)		$6,945.00	
2	Optional Item	Optional DS200 Tote Bin		$395.00	
3	ESS DS200 Wireless Modem	Wireless Modem for DS200 Precinct Tabulator		$330.00	
4	ESS DS850 2.7.0.0; 2.9.0.0	REFURBISHED Model DS850 (Includes Scanner, Steel Table/Cart, Start-up Kit, Dust Cover, Reports Printer, Audit Printer, Battery Backup, Two (2) USB Cables, Three (3) 8GB Thumb Drives, Shipping of the Unit, and One (1) Year Warranty)		$102,575.00	
5	ESS DS450	NEW Model DS450 (Includes Scanner, Steel Table/Cart, Start-up Kit, Dust Cover, Reports Printer, Audit Printer, Battery Backup, Two (2) USB Cables, Two (2) 8GB Thumb Drives, Shipping of the Unit and One (1) Year Warranty)		$57,420.00	
6	ESS AutoMark 1.1.2258; 1.3.2907; 1	REFURBISHED AutoMARK Voter Assist Terminal with Transport Case (Includes Terminal, Internal Battery Backup, Power Cord, Ink Cartridge, 1GB Flashcard, Headset, Two Secrecy Sleeves, Shipping of the Unit, and One (1) Year Warranty)		$1,675.00	
7	ESS ExpressVote BMD	NEW ExpressVote BMD Terminal (Includes Terminal, Soft-Sided Case, Internal Backup Battery, ADA Keypad, Headphones, 4GB Flash Drive, Power Supply with AC Cord, Shipping of the Unit, and One (1) Year Warranty)	28	$3,950.00	$110,600.00
8	Optional Item	Optional ExpressVote Kiosk		$1,100.00	
9	Supplies	4GB Thumb Drive (Additional)		$115.00	
10	Supplies	8GB Thumb Drive (Additional)		$230.00	
11	Other	Trade-In Allowance - AutoMARK	28	($100.00)	($2,800.00)
12	Other	Customer Discount	28	($300.00)	($8,400.00)
13	Other	Enter Description Here			
Tabulation Software:					
14	Electionware Software	Reporting Only		$5,743.00	
15	Electionware Software	PYO Standard		$20,285.00	
16	Electionware Software	Media Burn Capability		$2,500.00	
17	Electionware Software	Automated Test Decks Capability		$1,900.00	
18	Electionware Software	Synthesized Audio Capability - English Language		$2,700.00	
19	Electionware Software	Synthesized Audio Capability - Each Additional Language		$900.00	
ePollbook Hardware:					
20	ExpressPoll System	ExpressPoll System including Surface Go 4 Tablet, Flip Stand, Mobile Deivce Management, ExpressPoll Software Application and Shipping of the Unit		$1,320.00	
21	ExpressPoll System	Dual Unit Case		$85.00	
22	ExpressPoll System	32GB Thumb Drive		$10.00	
23	ExpressPoll System	ExpressPoll Thermal Receipt Printer		$230.00	
24	ExpressPoll System	Thermal Receipt Paper Roll		$2.00	
25	ExpressPoll System	ExpressVote Printer		$800.00	

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1st Election Date: To be Agreed Upon by the Parties

Estimated Delivery Date: To be Agreed Upon by the Parties

Customer Contact, Title: Jennifer Mueller, Property Tax & Elections Director

Phone Number: 507 444-7414

County Name: **Steele County, Minnesota**

Fax Number:

Number of Registered Voters

Hardware Maintenance (Annual or Biennial) **Biennial**

Bill To:	Ship To:
Steele County, Minnesota	Steele County, Minnesota
Jennifer Mueller, Property Tax & Elections Director	Jennifer Mueller, Property Tax & Elections Director
630 Florence Avenue	630 Florence Avenue
55060	55060

	Item	Description	Qty	Unit Price	Total
26	ExpressPoll System	USB Cable (Required when using both an ExpressVote Printer and Receipt Printer)		$20.00	
27	ExpressPoll System	Pollbook Universal Printer Soft Case		$45.00	
ePollbook Software:					
28	ExpressPoll Connect	ExpressPoll Connect Software License and Hosting Fee		$2,200.00	
Services:					
29	Installation	Installation Per Unit - DS200		$130.00	
30	Installation	Installation Per Unit - AutoMARK		$120.00	
31	Installation	Installation Per Unit - ExpressVote	28	$120.00	$3,360.00
32	Installation	DS850/DS450 Installation (One Unit)		$2,195.00	
33	Installation	DS850/DS450 Installation (More than one unit purchased by county)		$1,710.00	
34	Installation	Installation Per Unit - ExpressPoll		$105.00	
35	Installation	Installation Minimum Fee		$2,045.00	
36	Project Management	Project Management		$2,045.00	
37	Equipment Operations Training	Equipment Operations Training - Price is Per One-Day Class (Class size limited to 20 attendees per session.)	1	$2,045.00	$2,045.00
38	Poll Worker Train-the-Trainer	Poll Worker Train-the-Trainer - Price is Per One-Day Class (Class size limited to 20 attendees per session.)		$2,045.00	
39	Software Training	Software Training - Price is Per Class (Class size limited to 10 attendees per session.)		$2,045.00	
40	Election Day Support	Election Day Support (One Event includes a person on-site the day before, day of, and day after an election)		$5,665.00	
41	3rd Party EMS Installation	ES&S In House		$1,595.00	
42	3rd Party EMS Installation	EMS Network Upgrade on Customer Premises		$7,400.00	
43	3rd Party EMS Installation	EMS Network Pre-Installation Staging with Onsite Delivery		$7,855.00	
44	3rd Party EMS Installation	EMS Network Installation on Customer Premises		$11,385.00	
				Implementation Total	**$104,805.00**

Post-Warranty License and Maintenance and Support Fees:

	Item	Description	Qty	Unit Price	Total
Hardware Maintenance and Support:					
1	HMA DS200	HMA DS200 - Extended Warranty with Biennial Maintenance		$173.00	
2	HMA DS850	HMA DS850 - Extended Warranty with Biennial Maintenance		$3,007.00	
3	HMA DS450	HMA DS450 - Extended Warranty with Biennial Maintenance		$2,255.00	
4	HMA AutoMARK	HMA AutoMARK - Extended Warranty with Biennial Maintenance		$210.00	
5	HMA ExpressVote BMD	HMA ExpressVote BMD - Extended Warranty with Biennial Maintenance	28	$125.00	$3,500.00
Firmware License and Maintenance and Support:					
6	Firmware License	Firmware License - DS200		$103.00	
7	Firmware License	Firmware License - DS850		$1,942.00	
8	Firmware License	Firmware License - DS450		$1,942.00	
9	Firmware License	Firmware License - AutoMARK		$70.00	
10	Firmware License	Firmware License - ExpressVote BMD	28	$85.00	$2,380.00
Software License and Maintenance and Support:					
11	Electionware Software License	Reporting Only		$5,743.00	

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Estimated Delivery Date: To be Agreed Upon by the Parties

Customer Contact, Title: Jennifer Mueller, Property Tax & Elections Director

Phone Number: 507 444-7414

County Name: **Steele County, Minnesota**

Fax Number:

Number of Registered Voters

Hardware Maintenance (Annual or Biennial) **Biennial**

Bill To:	Ship To:
Steele County, Minnesota	Steele County, Minnesota
Jennifer Mueller, Property Tax & Elections Director	Jennifer Mueller, Property Tax & Elections Director
630 Florence Avenue	630 Florence Avenue
55060	55060

	Item	Description	Qty	Unit Price	Total
12	Electionware Software License	PYO Standard		$20,285.00	
13	Electionware Software License	Media Burn Capability		$2,500.00	
14	Electionware Software License	Automated Test Decks Capability		$1,900.00	
15	Electionware Software License	Synthesized Audio Capability - English Language		$2,700.00	
16	Electionware Software License	Synthesized Audio Capability - Each Additional Language		$900.00	
17	ExpressPoll Software License	ExpressPoll Software License and Maintenance and Support Fee		$152.00	
18	ExpressPoll Software License	ExpressPoll Connect Software License and Hosting Fee		$2,380.00	
		Total Annual Hardware Maintenance & Software License Fees			**$5,880.00**

Payment Terms: 100% of Total Net Sale due Forty-Five (45) Calendar Days after the later of (a) Equipment Delivery, or (b) Receipt of Corresponding ES&S Invoice.

Warranty Period: One (1) Year After Completion of Acceptance Testing.

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Steele County, Minnesota	Steele County, Minnesota
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630 Florence Avenue	630 Florence Avenue
55060	55060

Item	Description	Qty	Unit Price	Total

ELECTION SYSTEMS AND SOFTWARE, LLC	COUNTY OR LOCAL UNIT OF GOVERNMENT
Authorized Signature	**Authorized Signature**
Jared Plath	
Printed Name	**Printed Name**
Vice President - Finance	
Title	**Title**
Date	**Date**

Minnesota Counties Computer Cooperative

Authorized Signature

Printed Name

Title

Date

Special Notes:
- For preventative maintenance visits and when service and maintenance needs require an in-person visit by an election service technician, Contractor staff will work with counties and local jurisdictions to establish mutually agreeable timeframes and locations for repairs and preventative maintenance services.

- Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.

This Sales Order Agreement is submitted by the County or Local Unit of Government pursuant to the Minnesota Counties Computer Cooperative Agreement. The Deliverables ordered under this Sales Order Agreement and all rights and obligations of ES&S and the Local Unit of Government shall be governed by the terms and conditions of the Minnesota Counties Computer Cooperative Agreement.

EXHIBIT B

SEACHANGE EQUIPMENT DESCRIPTION AND PRICING

Assistive Voting Ballot Marking Device	Price per Unit	
	MnCCC	MN DOA
OmniBallot Tablet System	$ 4,155.00	$ 4,578.00
Shipping and handling	$ 115.00	$ 115.00

X 28 = 119560

Includes: OMNI BALLOT Tablet with Print-on-ballot Integrated System (Equipment), Dell Tablet (hardened) with OmniBallot software (installed), hard case for tablet, ballot-on-demand printer with soft-sided transport case, Accessible multi-button ADA input device, Accessible 3-button input device, In-person training at one of two SeaChange locations, and 3-year manufacturer's warranty from purchase date

Optional Accessories	Price per Unit	
	MnCCC	MN DOA
Memory Media	$ 24.00	$ 24.00
Toner for Okidata b432dn printer	$ 89.00	$ 89.00
Toner for Lexmark printer	$ 189.00	$ 189.00
QR Barcode scanner	$ 104.00	$ 126.00
Hard-sided stackable printer transport case w/wheels and handle	$ 295.00	$ 359.00
Removal and recycling of existing AutoMark	$ 65.00	$ 65.00
Training	**MnCCC**	**MN DOA**
Optional on-site training (per day)	$ 1,700.00	$ 1,750.00
Annual Maintenance	**MnCCC**	**MN DOA**
Right-to-use Software license fee (per tablet)	$ 235.00	$ 270.00
Post-Warranty: Maintenance beginning in Year 2	**MnCCC**	**MN DOA**
Annual Replacement Services (optional) (per tablet)	$ 110.00	$ 135.00

OmniBallot Programming Costs & Other Services	Standard Price	*Bundled Price
Emergency Election Programming (Emergency Plan)	$ 500.00	$ 300.00
Election Set-up Fee (English only)	$ 400.00	$ 275.65
Election Set-up Fee (each additional language)	$ 551.25	$ 425.00
Political parties (per election)	$ 5.65	$ 4.15
Ballot Styles (per election)	$ 17.00	$ 12.40
Contests/Questions (per election)	$ 18.00	$ 14.00
Candidates / Yes/No responses / Write-in's (per election)	$ 11.00	$ 8.10
Media burns (per election)	$ 17.50	$ 14.25
Onsite programming services (per day)	$ 2,500.00	$ 2,500.00
Electronic File Delivery	$ 250.00	$ 100.00
Pre-marked test deck spreadsheet (per style - $250 minimum)	$ 25.00	$ 17.00

SeaChange OMNI Ballot

Pre-marked test deck (per style $250 minimum)	$ 25.00	$ 17.00
Bundled test deck spreadsheet and test deck (per style $400 minimum)	$ 45.00	$ 28.00
* ***Bundled price*** is achieved when SeaChange is printing county's election day ballots.		

Ballot Mailing Services	**Standard Price**	***Bundled Price**
Absentee and By-Mail Ballot Mailing Services (per packet) **Includes:** printing of the ballot for specific voter, data processing and postal pre-sorting to obtain lowest first-class postage rate, packet assembly and mailing services. Assembly consists of one ballot, one secrecy sleeve, one signature envelope, one postal metered reply envelope, one outgoing envelope, one instructions to voter insert with affixed "I Voted" sticker, outbound ballot tracking, and return/reply ballot tracking	$ 2.35	$ 2.20
Printing of each additional instruction sheet	$ 0.12	$ 0.12
Printing of each additional ballot	See below	See below
Assembly fee for each additional item inserted	$ 0.08	$ 0.08
Election Set-up and file preparation	$ 1,000.00	$ 350.00
* ***Bundled price*** is achieved when SeaChange is printing county's election day ballots.		

Ballot Design and Printing Prices	**Price**
License and technical specifications for ballot printing	
Ballot Design (per style)	$ 57.75
Ballot printing - 14" ballot	$ 0.22
Ballot Printing - 17" ballot	$ 0.26
Folding	$ 0.04
Folding set-up	$ 40.00
Printing backside of ballot	$ 0.04
Round cornering ballots	$ 0.02
Packaging (if ordered in less than 100's)	$ 0.02

Professional/Technical Services: Modify a system due to changes in Federal, State, or local law

Description of Work	**Hourly Rate**
Application Design Changes	$175.00
Application Testing	$120.00
Re-image each tablet to upgrade system	$150.00

Steele County
Agenda Item

Request for Board Action

Subject: Electronic Poll Books

Department: Property Tax & Elections

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:

N/A

Recommendation:

Staff recommends purchasing KnowInk Poll Pads in an amount of $157,800 and authorization for PT&E Director to sign agreement and order form.

Background *(Including Budget Impact)*:

We scheduled two demonstrations and received bids for electronic poll books for election use. The poll book will replace paper rosters and will simplify the voter check in and election day voter registration process at the polling locations. ES&S has a newly approved & certified poll book, ExpressPoll at a cost of $1635 per poll book and KnowInk has a widely used poll book, Poll Pad at a cost of $1895 per poll book. We would need a total of 68 poll books to adequately supply all our polling locations. Although the Poll Pads are more expensive, no other MN Counties are using the ExpressPoll. We will use $50,000 of grant funds as well as CIP funds, approved in 2025 budget, to purchase equipment.

Attachments:

Estimates from ES&S and KnowInk

KNOWiNK, LLC.
460 N Lindbergh Blvd
Saint Louis, MO 63141-7808
+13149141345
http://knowink.com

Estimate

ADDRESS
Jennifer Mueller Steele County MN 630 Florence Avenue PO Box 890 Owatonna, MN 55060

ESTIMATE #	DATE	
6969	08/21/2025	

DATE	ITEM	HARDWARE/SOFTWARE	QTY	UNIT PRICE	TOTAL AMOUNT
	Poll Pad Package with Flip Stand and Receipt Printer Cellular	Includes: iPad 11th Gen Cellular 128GB Star Micronics Bluetooth Receipt Printer Flip Stand Stylus Transport Case First Year License MDM Enrollment	68	1,895.00	128,860.00
	Braided USB-C to USB-C Cable - 18"	Braided MFi Certified USB-C to USB-C Cable - 18"	68	10.00	680.00
	Data Activation - Annual	Annual Fee activation fee for polling place data plan	68	15.00	1,020.00
	ePulse Realtime Connectivity Initial License Greater Than 500 Units	Includes setup and first year license	1	1,000.00	1,000.00
	Shipping		68	20.00	1,360.00
					Subtotal: 132,920.00
		Year 2 Annual Licenses and Maintenance Fees			
	Poll Pad Annual Software License	Includes software updates and support	68	150.00	10,200.00
	ePulse Live Connectivity -	Includes software updates and support	1	200.00	200.00

Terms of Subscription
Subject to acceptance of the Master Software License & Service Agreement will be a (3) three-year agreement. The term will begin effective on the date of equipment acceptance. All Poll Pad software comes with the standard (12) twelve-month warranty. All quotes are valid for thirty (30) days from the date of the quotation.

DATE	ITEM	HARDWARE/SOFTWARE		QTY	UNIT PRICE	TOTAL AMOUNT
	Annual License					
	Data Activation - Annual	Annual Fee activation fee for polling place data plan		68	15.00	1,020.00
						Subtotal: 11,420.00
		Year 3 Annual Licenses and Maintenance Fees				
	Poll Pad Annual Software License	Includes software updates and support		68	150.00	10,200.00
	ePulse Live Connectivity - Annual License	Includes software updates and support		1	200.00	200.00
	Data Activation - Annual	Annual Fee activation fee for polling place data plan		68	15.00	1,020.00
						Subtotal: 11,420.00
		Election Data (overages may apply)				
	Data Plan - Cellular Usage	Data plan for an election for connectivity device up to 1GB per Device		68	30.00	2,040.00

Please note that the prices quoted for hardware are based on current market conditions and may be subject to change due to factors such as tariffs, import duties, or other unforeseen costs. Please confirm pricing at the time of purchase to ensure accuracy.

SUBTOTAL	157,800.00
TAX	0.00
TOTAL	**USD 157,800.00**

Accepted By

Accepted Date

Terms of Subscription

Subject to acceptance of the Master Software License & Service Agreement will be a (3) three-year agreement. The term will begin effective on the date of equipment acceptance. All Poll Pad software comes with the standard (12) twelve-month warranty. All quotes are valid for thirty (30) days from the date of the quotation.

MCCC PRICE SCHEDULE - PRICING EFFECTIVE MARCH 15, 2025 AND IS SUBJECT TO CHANGE THEREAFTER

Precinct Tabulators:	Price per unit	QUANTITY VOLUME DISCOUNTS - Describe any Quantity Volume Discounts offered, including all quantities and the discount offered (insert additional Rows or Columns as needed):
DS200 NEW DS200 (Includes Internal Backup Battery, Plastic Ballot Box with Removable Carrying Case, Paper Roll, One (1) Standard 4GB Memory Device and Shipping of the Unit)	$6,945.00	
Central Count Tabulators:		
DS850 REFURBISHED DS850 (Includes Steel Table/Cart, Start-up Kit, Dust Cover, Reports Printer, Audit Printer, Battery Backup, Two (2) USB Cables, Three (3) Standard 8GB Memory Device and Shipping of the Unit)	$102,575.00	
DS450 NEW DS450 (Includes Steel Table/Cart, Start-up Kit, Dust Cover, Reports Printer, Audit Printer, Battery Backup, Two (2) USB Cables, Two (2) Standard 8GB Memory Devices and Shipping of the Unit)	$57,420.00	
Assistive Voting Ballot Marking Devices:		
AutoMark REFURBISHED AutoMARK Voter Assist Terminal with Transport Case (Includes Terminal, Internal Battery Backup, Power Cord, Ink Cartridge, 1GB Flashcard, Headset, Two Secrecy Sleeves, Shipping of the Unit, and One (1) Year Warranty)	$1,675.00	
ExpressVote Ballot Marking Device NEW ExpressVote 2.1 BMD (Includes Internal Backup Battery, ADA Keypad, Headphones, Power Supply with AC Cord, One (1) Standard 4GB Memory Device and Shipping of the Unit)	$3,950.00	

Additional Components (insert additional Rows as needed):

Optional DS200 Tote Bin	$395.00	
Optional ExpressVote Table	$385.00	
Optional ExpressVote Kiosk	$1,100.00	
Optional Wireless Modem for DS200 Precinct Tabulator	$330.00	
Cerberus Annual License	Current Rate	
Installation Fees (Subject to a $2,045.00 minimum fee):		
Installation Per Unit - DS200	$130.00	
Installation Per Unit - AutoMark	$120.00	
Installation Per Unit - ExpressVote	$120.00	
Installation - DS850/DS450 (One unit)	$2,195.00	
Installation Per Unit - DS850/DS450 (More than one unit purchased by county)	$1,710.00	
3rd Party EMS Configuration and Installation - ES&S In House	$1,595.00	
EMS Network Upgrade on Customer Premises	$7,400.00	
EMS Network Pre-Installation Staging with Onsite Delivery	$7,855.00	
EMS Network Installation on Customer Premises	$11,385.00	
Onsite Election Services:		
Project Management Day	$2,045.00	
Equipment Operations Training Day	$2,045.00	
Poll Worker Train-the-Trainer Day	$2,045.00	
Software Training Day	$2,045.00	
Election On-Site Support (One Event includes a person on-site the day before, day of, and day after election)	$5,665.00	

NOTE: The total number of Onsite Election Services required for implementation will be determined based upon the equipment and quantities purchased by each County.

ePollbooks:	Price Per Unit	
ExpressPoll		
ExpressPoll System including Surface Go 4 Tablet, Flip Stand, Mobile Device Management, ExpressPoll Software Application and Shipping of the Unit	$1,320.00	1635
Dual Unit Case for Flip Stand Configuration	$85.00	
32GB Thumb Drive	$10.00	
ExpressPoll Thermal Receipt Printer	$230.00	
Thermal Receipt Paper Roll	$2.00	
ExpressVote Printer	$800.00	
USB Cable (Required with Flip Stand Configuration when using both an ExpressVote Printer and Receipt Printer)	$20.00	
Pollbook Universal Printer Soft Case	$45.00	

Additional Services (insert additional Rows as needed):	Price Per Unit	
Installation Per Unit - ExpressPoll	$105.00	
Data Conversion Services (1 - 10,000 Registered Voters Eligible In An Election)	$1,315.00 Per Election	
Data Conversion Services (10,001 - 50,000 Registered Voters Eligible In An Election)	$2,205.00 Per Election	
Data Conversion Services (50,001 - 100,000 Registered Voters Eligible In An Election)	$3,500.00 Per Election	
Data Conversion Services (100,001 - 350,000 Registered Voters Eligible In An Election)	$6,300.00 Per Election	
Data Conversion Services (350,001 + Registered Voters Eligible In An Election)	$13,125.00 Per Election	

NOTE: Expedite, customization, or reconversion fees may apply in addition to above Data Conversion Services pricing.

Onsite Election Services:		
Project Management Day	$2,045.00	
Software Training Day	$2,045.00	
Election On-Site Support (One Event includes a person on-site the day before, day of, and day after election)	$5,665.00	

NOTE: The total number of Onsite Election Services required for implementation will be determined based upon the equipment and quantities purchased by each County.

ExpressPoll Connect License and Hosting Fee		1 - 50 Pollbooks In A County	51 - 250 Pollbooks In A County	251 + Pollbooks In A County
ExpressPoll Connect License and Hosting Fee - Includes One (1) Year Warranty	Price Dependent on Number of Pollbooks In A County	$2,200.00	$4,400.00	$8,800.00

Responses should address prices for any or all of the above, either individually or in combination with other items (discounted packages) and may also address any components that are not listed above.

Discounted Packages - Describe any Discounted Packages offered for the items listed above, including all item descriptions, quantities and item numbers(insert additional Rows as needed):

Please consult your ES&S Sales Representative for Discounted Package Pricing

POST-WARRANTY(Insert additional Rows as needed):	Price Per Unit, Per Year			
Precinct Tabulators Hardware Maintenance Options:				
HMA M100 - Extended Warranty with Biennial Maintenance	$170.00			
HMA M100 - Extended Warranty with Annual Maintenance	$215.00			
HMA DS200 - Extended Warranty with Biennial Maintenance	$173.00			
HMA DS200 - Extended Warranty with Annual Maintenance	$222.00			
Central Count Tabulators Hardware Maintenance Options:				
HMA M650 - Extended Warranty with Biennial Maintenance	$2,015.00			
HMA M650 - Extended Warranty with Annual Maintenance	$2,860.00			
HMA DS850 - Extended Warranty with Biennial Maintenance	$3,007.00			
HMA DS850 - Extended Warranty with Annual Maintenance	$4,754.00			
HMA DS450 - Extended Warranty with Biennial Maintenance	$2,255.00			
HMA DS450 - Extended Warranty with Annual Maintenance	$3,250.00			
Assistive Voting Ballot Marking Device Hardware Maintenance Options:				
HMA AutoMARK - Extended Warranty with Biennial Maintenance	$210.00			
HMA AutoMARK - Extended Warranty with Annual Maintenance	$310.00			
HMA ExpressVote BMD - Extended Warranty with Biennial Maintenance	$125.00			
HMA ExpressVote BMD - Extended Warranty with Annual Maintenance	$150.00			
Precinct Tabulators Firmware License Fees:				
Firmware License - M100	$70.00			
Firmware License - DS200	$103.00			
Central Count Tabulators Firmware License Fees:				
Firmware License - M650	$340.00			
Firmware License - DS850	$1,942.00			
Firmware License - DS450	$1,942.00			
Assistive Voting Ballot Marking Device Hardware Maintenance Options:				
Firmware License - AutoMARK	$70.00			
Firmware License - ExpressVote	$85.00			
Annual Electionware Software License Fees:		**Less Than 20,000 Registered Voters**	**20,001 to 100,000 Registered Voters**	**More Than 100,000 Registered Voters**
Electionware Software (Reporting Only)	Price Dependent on Number of Registered Voters In County	$5,743.00	$7,377.00	$10,649.00
Electionware Software PYO Standard (Base Package)	Price Dependent on Number of Registered Voters In County	$20,285.00	$38,608.00	$64,783.00
Media Burn Capability	Price Dependent on Number of Registered Voters In County	$2,500.00	$4,900.00	$12,200.00
Automated Test Decks Capability	Price Dependent on Number of Registered Voters In County	$1,900.00	$3,800.00	$5,700.00
Synthesized Audio Capability - English Language	Price Dependent on Number of Registered Voters In County	$2,700.00	$8,100.00	$13,700.00
Synthesized Audio Capability - Each Additional Language	Price Dependent on Number of Registered Voters In County	$900.00	$1,800.00	$2,800.00
Annual ExpressPoll Software License Fees:				
Annual ExpressPoll Software License and Maintenance and Support Fee	$152.00 Per Pollbook			
Annual ExpressPoll Connect License and Hosting Fee		**1 - 50 Pollbooks In A County**	**51 - 250 Pollbooks In A County**	**251 + Pollbooks In A County**
Annual ExpressPoll Connect License and Hosting Fee	Price Dependent on Number of Pollbooks In A County	$2,380.00	$4,759.00	$9,518.00

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

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

Tuesday, September 2, 2025 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Brady, Finance Director Candi Lemarr, Extension Office Director Lisa Dierks, PT&E Director Jennifer Mueller, IT Director Dave Purscell, E&RM Director Kristen Sailer, Administrator Renae Fry, County Attorney Robert Jarrett, and Executive Assistant Rebecca Kubicek.

Consent Agenda

1. Approve and sign the Region 1 Homeland Security Emergency Management Joint Powers Board Agreement.

General Agenda

2. Approve the purchase of ES&S ExpressVote assistive voting devices in an amount of $104,805.00 and authorize PT&E Director to sign agreement and order form.

3. Approve the purchase of KnowInk Poll Pads in an amount of $157,800 and authorization for PT&E Director to sign agreement and order form.

Department Head Reports

Finance: Audit report should be done by September 30th. Continues to work on her GFOA certification. Recommends the county looking at establishing an audit committee. Working on the final stages of the budget. Procurement position hiring is not going well.

Extension Office: Just got back from 14 days of the State Fair. Ryan attended Passport to Agriculture event. Master Gardener rain garden was ready for the fair.

Attorney: School starts today. Truancy prevention program is now county wide.

Administration: Working on safety and security.

ERM Office: Sent letter regarding disaster to the state as approved by the Board of Commissioners. Last summer flooding, Berlin will be receiving $50K. Working on Emergency Management Plan.

Highway: Working on several projects.

IT: Getting quotes on cameras for the Public Works Department. Close to launching InformaCast.

PTE Office: Early voting starts September 19th. Participated in training on how to handle situations with elections.