



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, OCTOBER 28, 2025 at 5:00 PM
County Boardroom, Steele County Administration Center

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

Agenda

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

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

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

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

Correspondence

- 4.

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

5. Approve October 14, 2025 Board Minutes (pg. 4)

6. Approve October 14, 2025 Board Work Session Minutes (pg. 10)
7. Approve Bills (pg. 12)
8. Approve Personnel Report (pg. 41)
9. Approve Certificate of Completion to Crane Creek Asphalt for final payment in the amount of \$29,656.95 for Contract No. 252502; 074-025-002. (pg. 42)
10. Approve **Resolution 25-043** authorizing submittal of a Grant Application for the Local Road Improvement Program (LRIP) for CSAH 2/CSAH 43/CR 180/CR 171 (Havana) Project. (pg. 52)
11. Approve Certificate of Final Contract Acceptance Midwest Contracting, LLC for final payment in an amount of \$16,084.39 for Contract #240615: SAP 074-606-015 & SAP 074-628-003. (pg. 55)
12. Approve agreement for Legal Services between City of Owatonna and Steele County. (pg. 66)
13. Approve Courtroom A Audio upgrade with CTi. in an amount of \$52,853.08. (pg. 72)
14. Approve MN Snowmobile Safety Enforcement Grant in an amount of \$2,261.80. (pg. 88)

General Agenda

15. Authorize staff to draft and send a letter to Mayo, Allina and the Owatonna Chamber, summarizing the Board's opinions regarding Mayo's decision to discontinue obstetrics services at the Allina Owatonna Hospital. (pg. 95)
16. Approve a \$200,000 award ceiling for the 2026 Opioid Response Initiative (ORI) Awards. (pg. 99)
17. Adopt **Resolution 2025-044** approving the 2026 – 2028 AFSCME Probation Officers Unit Collective Bargaining Agreement. (pg. 103)
18. Adopt **Resolution 2025-045** approving the 2026 – 2028 AFSCME Courthouse Unit Collective Bargaining Agreement. (pg. 105)

County Board Work Session – Tuesday, October 28, 2025

19. Action Items

Information Items

20. Public Works Committee Minutes – October 14, 2025 (pg. 108)
21. Public Safety & Health Committee Minutes – October 21, 2025 (pg. 110)

Commissioner Reports:

Next Meeting Notices:

Budget Work Session - **Monday, Nov. 3rd at 8:00 a.m., Annex Facility**

Internal Central Services – **Tuesday, Nov. 4th at 8 a.m. in the Boardroom**

Property & Maintenance Committee–**Thursday, Nov. 6th at 8 a.m. in the Boardroom**

Public Works Committee – **Monday, Nov. 10th at 10 a.m., Public Works Facility**

County/Fair Board Annual Mtg–**Wed., Nov. 12th at 11:30 a.m., Admin Cntr, Conf. Rm 40**

Land Use & Records – **Thursday, Nov. 13th at 8 a.m. in the Boardroom**

County Board Work Session – **Thursday, Nov. 13th at 3 p.m. in the Boardroom**

County Board Meeting – **Thursday, Nov. 13th at 5 p.m. in the Boardroom**

Closed Session for the purpose to develop an offer for the purchase of real or personal property pursuant to Minn. Stat. § 13D.05, Subd. 3(c)(3)

Motion to go into closed Session

Discussion

Motion to end closed Session

Action Item (if necessary)

Adjourn

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

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

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

October 14, 2025

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on October 14, 2025 with Commissioner's Abbe, Krueger, Brady, Glynn, and Prokopec present. Also present were Human Resource Coordinator Bobbie Herzog, IT Director Dave Purscell, Public Works Director Ronald Gaines, PT&E Director Jennifer Mueller, County Assessor Brian Anderson, Assistant County Attorney Campbell Housh, Park and Recreation Director Steve Schroht, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to approve the agenda as amended (see below for amendments). Ayes all

Amendments to the agenda:

Add #18a Public Hearing: 5:15 p.m. and #18b is the Resolution as provided on agenda. Change Public Safety and Health Minutes (#26) to Land Use and Records minutes. Add to general agenda #21a to approve Amendment No. 4 to Professional Services Agreement with WHKS for Completion of a Phase II Archaeological Investigation for CSAH 28 (South Beaver Lake Road to North Beaver Lake Road) and Beaver Lake Park Improvements in the amount Not-to-Exceed \$87,228. Add #21b Finance Director Search from the Work Session with request to approve plan to conduct search for new Finance Director.

Comments and Correspondence:

Public Comment: One person spoke regarding the public hearing notice.

Correspondence: None

Consent Agenda:

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

- A. Approve the minutes of September 23, 2025 Board Meeting
- B. Approve the minutes of September 23, 2025 Board Work Session

- C. Approve Bills
- D. Approve the Personnel Report

New Hires/Promotions/Demotions/Transfers:

Name	Position/Dept.	Rating/Step	Date
Tyler Lair	Deputy Sheriff Patrol	C41/6	10/06/2025
Christina Steneman	Records Specialist	B23/3	10/13/2025
Tonya Ohm	Correctional Officer	B24/2	11/03/2025

- E. Approve increase to Out of County Boarding Fees from \$65.00 in 2025 to \$75.00 in 2026.
- F. Adopt **Resolution #2025-004b** approving the revised 2025 EFT Authorization due to personnel changes. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.
- G. Adopt revised **Resolution #2025-005b** Granting Authority to Designate Depositories and authorize others to conduct banking transactions due to personnel changes. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.
- H. Adopt revised **Resolution #2025-003b** designating UBS as Steele County's depository and authorize the persons stated to sign orders due to personnel changes. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.
- I. Adopt **Resolution #2025-040** Granting Authority to the Jail Administrator and Jail Assistant Administrator to issue and sign checks for the Detention Center at Old National Bank formerly Bremer Bank. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.
- J. Approve 2026 cost of living adjustment (COLA) of a 4% increase, & health insurance and HSA/VEBA contribution amounts for non-union employees as outlined in packet.
- K. Accept SF Enterprises, LLC bid (low bidder) to clean out County Ditch 5 in an amount of \$75,580.
- L. Approve Permitium platform for online Minnesota Vital Records Requests.
- M. Adopt **Resolution #2025-041** to withdraw from the Dodge-Steele CHB. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.

General Agenda:

October Employee Anniversaries were Read:

Name:	Position:	Department:	Anniv. Date:	YOS.
Sean Benz	Assistant Director Four Seasons	Parks and Recreation	October 3rd	20
Karen Montplaisir	Accounting Technician	Public Health	October 3rd	3
Ben Frear	Deputy Sheriff Patrol	Sheriff	October 6th	11
Bryan Hannah	Appraiser	Assessor	October 7th	1
Katy McMann	RN	Public Health	October 9th	12
Jeremy Wiste	Deputy Sheriff Patrol	Sheriff	October 9th	2
Carrie Holmen	Accounting Specialist	Highway	October 10th	3
Todd Mogen	Highway Maintenance Technician	Highway	October 11th	4
Kristi Jorgenson	Accounting Support Specialist	Landfill	October 13th	5
Rene Gilormini	Director of Veteran Services	Veteran Services	October 24th	20
Katelin Bahl	Correctional Officer	Detention Center	October 24th	3
Tiffany Wentura	Technical Clerk I	Planning and Zoning	October 24th	3
William Bromley	Adult Probation Officer II	Community Corrections	October 26th	10
Kari Woltman	Investigator	Sheriff	October 27th	14
Penny Miller	Technical Clerk II	Recorder	October 28th	1
Chad Schlueter	Deputy Sheriff Patrol	Sheriff	October 29th	11

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve Road Use and Repair Agreement, by and between Steele County, MN and Dodge County Wind, LLC. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Glynn to approve Amendment No. 4 to Professional Services Agreement with WHKS for Completion of a Phase II Archaeological Investigation for CSAH 28 (South Beaver Lake Road to North Beaver Lake Road) and Beaver Lake Park Improvements in an amount Not-to-Exceed \$87,228.

Public Hearing at 5:18 pm: Highway Capital Improvement Plan Draft for 2026-2030

Motion by Commissioner Glynn, seconded by Commissioner Abbe to open the Public Hearing on the Highway Capital Improvement Plan Draft for 2026-2030 at 5:18 p.m. Ayes all.

Public Works Director Ron Gaines spoke regarding the Highway CIP Plan Draft and the tax impact. The plan identifies projects for the next five years that still require Board action and to identify main sources of funding for construction on an annual basis.

The floor was open to public comment. One person against the local sales tax. One Person against the eastside project and the Havana intersection project.

The chair closed to the Public.

Motion by Commissioner Krueger, seconded by Commissioner Glynn to close the Public Hearing at 5:28 p.m. Ayes all.

Commissioner Glynn offered the following **Resolution No. 2025-042 Highway Capital Improvement Plan for 2026-2030**, seconded by Commissioner Prokopec. Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.

Motion by Commissioner Krueger, seconded by Commissioner Glynn to authorize the

administrator to work with DDA to conduct a search for a new Finance Director. Ayes all.

Motion by Commissioner Prokopec, seconded by Commissioner Krueger to approve providing Minnesota Paid Leave benefits to employees via a private plan administered by Madison National Life. Ayes all.

Commissioner Krueger offered the following **Resolution No. 2025-039** in support and participation of **Operation Green Light for Veterans**, seconded by Commissioner Abbe. Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.

Commissioner Reports:

Commissioner Glynn reported his attendance at Dodge Steele Community Health Board Meeting, Internal Central Services and Land Use and Records Committee meeting.

Commissioner Prokopec reported his attendance at Extension Committee meeting, SE MN Emergency Services Joint Powers Board, Workforce Development Joint Powers Board, SEMCAC, Public Works meeting and the Work Session.

Commissioner Abbe reported his attendance at Dodge Steele Community Health Board Meeting, MNPrairie Meeting, Property and maintenance meeting, and the East central Juvenile Center Committee meeting.

Commissioner Krueger reported his attendance at Owatonna Development Summit, SC Health Alliance Joint Powers Board, Dodge Steele Community Health, Emergency Communication Board Conference, SE MN Together Collaboration, Zamboni unveiling, Supreme Court Reception, Emergency Communication Board and Public Works Committee, and MNPrairie Finance.

Commissioner Brady reported his attendance at Extension Committee meeting, MNP Exit meeting, 911 joint powers meeting, Property and Maintenance, Internal Central Services, Land Use and Records, and MNPrairie meeting.

County Attorney had nothing to report.

County Administrator reported her attendance at the MACA conference and the SE MN Together Convening. She will be participating in the next two upcoming convenings. Two bargaining units have confirmed tentative agreement regarding the terms of the new labor agreements. One unit is scheduled for mediation and four others will be meeting with Gina and Renae at the end of October. Finally, Renae gave a human services update, indicating that she had received an email from Kari

Ouimette (DCYF) confirming that a project manager will be assigned to determine a clear road map for Steele to resume offering human services as of January 1, 2027.

LISTING OF BILLS
October 14, 2025

Advanced Correctional Healthcare Inc	17,324.78
ArchKey Technologies	50,475.00
Athletica Sports Systems Unlimited Corp	83,200.00
Baker Tilly US, LLP	31,405.50
Bishop Excavating, Inc.	47,314.24
BRN Lawn & Landscape LLC	5,935.00
Cardinal Health 110 LLC	9,673.85
Cellebrite Inc	7,750.00
Central Farm Services	4,326.79
City Of Ellendale	5,369.63
Cole's Electric Inc	2,000.00
Counties Providing Technology	4,651.00
Dell EMC Corporation	35,775.44
Election Systems & Software Inc	4,737.68
Erickson Engineering Co LLC	6,582.50
Four Seasons Electric	5,593.28
High Point Networks	5,500.00
Kennedy & Graven, Chartered	4,864.72
Kraft Mechanical LLC	6,736.00
L & L Street Rods & Sport Trucks	5,310.00
MEI Total Elevator Solutions	4,428.18
Metro Sales Inc	2,108.20
Mike's Repair	2,915.56
MN Dept of Labor & Industry	4,791.07
Office of MN IT Services	3,737.36
Olympic Fire Protection Corp	3,655.06
Pitney Bowes Bank Inc Reserve Acct	2,000.00
Radel/Allan R	5,672.11
Regents of the University of Minnesota	2,131.23
Roemhildt/Brenda	4,190.00
Safelite Fulfillment Inc	2,013.08
Sanofi Pasteur Inc	12,786.01
Schwickert's Tecta America LLC	202,350.00
SF Enterprises LLC	22,565.00
SHI International Corp	158,036.45
Short Elliott Hendrickson Inc	52,029.81
Sign Pro Of Owatonna, Inc.	2,691.92
Singlewire	2,414.50
South Central College	2,500.00
Steve James Excavating Inc	23,000.00
Streichers Inc	4,783.49
Summit Food Services LLC	10,435.12
Thompson Sanitation	76,053.01
Univ Of Mn Regents	89,743.50

Vertiv Corporation	6,483.42
WHKS & Co	12,834.35
137 Pymnts less than	50,544.16
2000	
Final Total:	1,111,418.00

Motion by Commissioner Name, seconded by Commissioner Name to adjourn to the Call of the Chair at 6:13 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

October 14, 2025

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on October 14, 2025 with Commissioner's Abbe, Krueger, Brady, Glynn, and Prokopec present. Also present were Human Resource Coordinator Bobbie Herzog, IT Director Dave Purscell, Public Works Director Ronald Gaines, County Assessor Brian Anderson, Assistant County Attorney Campbell Housh, Public Health Director Amber Aaseth, Park and Recreation Director Steve Schroht, Extension Office Regional Director Lisa Dierks, Extension Office Local Educators Tracy Ignaszewski & Kelsey Erf, MNPrairie Director Tara Reich, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Rod Pritchard from ITC Midwest and Derrick Johnson from Great River Energy gave a presentation regarding PowerOn Midwest plan to construct a new transmission line east to west through the southern counties of Minnesota. The possible impact area affects a small sliver along the southern border of Steele County. The 765 kV transmission line was identified in the planning process as the preferred solution for PowerOn Midwest as it efficiently carries power over long distances, there are fewer transmission lines needed to carry the same amount of power, fewer structures per mile which reduces impact on communities and environment, the infrastructure can consistently deliver power and provides backup power pathways. PowerOn Midwest requires two approvals from the Minnesota Public Utilities Commission and Certificate of Need and Route Permits. Open houses will be held in November (none planned for a location in Steele County) to provide information to the public about the project plan.

Lisa Dierks, Regional Director of the Extension Office and Tracy Ignaszewski & Kelsey Erf, both local Educators gave an update on 4-H Youth Development. 4-H is the largest youth serving organization in Minnesota. The goals are to help them learn, teach them to lead, and how the leaders can create opportunities for the youth. 211 events were offered in Steele County this year with 954 total youth enrolled.

An amendment to the WHKS engineering contract to conduct the Beaver Lake Archeological Study Phase II was reviewed by the Board. The County secured funds from the Minnesota Department of Natural Resources Trail Connection Grant which required completion of a phase I archeological study conducted in 2025 by Bear Creek. The results of this study were summarized in a report dated June 2025 and states that the project may impact historic cultural deposits. The Board discussed moving forward with

the phase II study before deciding to abandon the current project plans. The cost of the Phase II Archaeological Study could be paid for using State Aid Funding or from reserves. The Board moved this matter to its regular Board meeting for further discussion and possible decision.

Discussion regarding Finance Director Search Process was moved to the Board meeting.

Meeting was adjourned at 4:59 p.m.

Chairman

ATTEST: _____
Administrator

DRAFT

SBENDORF
10/22/25 1:49PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

10/22/25 1:49PM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		Administration			
	6032 APG Media of Southern Minnesota LLC					
1	10-301-000-0000-6242	3.15	Notice of Public hearing CIP	1067878	Publishing	N
2	10-301-000-0000-6242	2.10	Farmland to rent bid ad	1069217	Publishing	N
	6032 APG Media of Southern Minnesota LLC	5.25	2 Transactions			
	16860 Custom Communications Inc					
28	10-301-000-0000-6512	844.20	Annual Fire Alarm Inspection	621510	Bldg Repair & Maintenance	N
29	10-301-000-0000-6512	190.59	Fire alarm Monitoring - qrtly	621510	Bldg Repair & Maintenance	N
	16860 Custom Communications Inc	1,034.79	2 Transactions			
	68420 Plunkett's Pest Control, Inc.					
45	10-301-000-0000-6512	118.56	October pest control	10192151	Bldg Repair & Maintenance	N
	68420 Plunkett's Pest Control, Inc.	118.56	1 Transactions			
	4247 RT Vision Inc					
48	10-301-000-0000-6301	340.00	OneGov permit fees 3rd qtr	INV1263	Equip/Software Maint	N
	4247 RT Vision Inc	340.00	1 Transactions			
301	DEPT Total:	1,498.60	Administration	4 Vendors	6 Transactions	
302	DEPT		Road & Bridge Maintenance Expense			
	5217 Crane Creek Asphalt					
22	10-302-000-0000-6529	450.84	6.63T WEA mix CR 179	4800011151	Co Rd Supplies	N
23	10-302-000-0000-6529	99.66	NWB mix CR 179	480011164	Co Rd Supplies	N
	5217 Crane Creek Asphalt	550.50	2 Transactions			
302	DEPT Total:	550.50	Road & Bridge Maintenance Expense	1 Vendors	2 Transactions	
303	DEPT		Construction Expense			
	44320 Lake Superior College					
35	10-303-000-0000-6260	345.00	MNDOT 2025 spec books	1325938	Consultants/Admin Fee	N
	44320 Lake Superior College	345.00	1 Transactions			
	52513 Mn Dept Of Transportation					
40	10-303-000-0000-6565	624.49	Material testing & insp	P00020689	Sales Tax Construction Projects	N
	52513 Mn Dept Of Transportation	624.49	1 Transactions			

SBENDORF

10/22/25 1:49PM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 3

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
303 DEPT Total:		969.49	Construction Expense	2 Vendors	2 Transactions
304 DEPT			Equipment Maintenance & Shops		
10067 Auto Value Owatonna					
3 10-304-000-0000-6520		15.99	Oil Filter #2193	1907020804	Machinery/Vehicle Parts N
4 10-304-000-0000-6520		39.99-	Return replacement hose	190702625	Machinery/Vehicle Parts N
5 10-304-000-0000-6520		39.99	Replacement hose #2194	197017063	Machinery/Vehicle Parts N
6 10-304-000-0000-6520		59.99	Engager #2183	197019860	Machinery/Vehicle Parts N
7 10-304-000-0000-6520		8.99	Bracket & Screws #2230	197019968	Machinery/Vehicle Parts N
8 10-304-000-0000-6520		5.29	Oil Filter #2250	197019969	Machinery/Vehicle Parts N
9 10-304-000-0000-6520		32.37	Air Filter #2250	197019970	Machinery/Vehicle Parts N
10 10-304-000-0000-6520		335.85	Oil Ring & Flange #2152	197020102	Machinery/Vehicle Parts N
11 10-304-000-0000-6511		19.97	Fuse holder & blade	197020464	Maint Shop Supplies & Materials N
12 10-304-000-0000-6520		153.56	Battery #2193	197020497	Machinery/Vehicle Parts N
13 10-304-000-0000-6520		527.79	Battery #2194	197020497	Machinery/Vehicle Parts N
14 10-304-000-0000-6520		21.63	Circuit Breaker #2152	197020518	Machinery/Vehicle Parts N
15 10-304-000-0000-6511		3.95	1/4 male plug	197020536	Maint Shop Supplies & Materials N
16 10-304-000-0000-6520		20.00-	Battery #2193	197020540	Machinery/Vehicle Parts N
17 10-304-000-0000-6520		21.48	Air & oil filter 2213	197020554	Machinery/Vehicle Parts N
18 10-304-000-0000-6520		90.00-	Return stud battery	197020625	Machinery/Vehicle Parts N
19 10-304-000-0000-6520		2.38	Wheel nut #2225	197020798	Machinery/Vehicle Parts N
10067 Auto Value Owatonna		1,099.24		17 Transactions	
11215 Central Farm Services					
20 10-304-000-0000-6540		8,718.00	3000g Diesel	940026	Fuel & Lubricants N
21 10-304-000-0000-6540		12,684.92	4998g Unleaded	940051	Fuel & Lubricants N
11215 Central Farm Services		21,402.92		2 Transactions	
16480 Crysteel Truck Equipment Inc					
24 10-304-000-0000-6520		860.37	Lo-side box #2250	LP224517	Machinery/Vehicle Parts N
25 10-304-000-0000-6520		900.00	Cylinder rod #2130	LP224688	Machinery/Vehicle Parts N
26 10-304-000-0000-6520		1,251.94	Cylinder seal #2130	LP224833	Machinery/Vehicle Parts N
27 10-304-000-0000-6520		200.21	Switches #2171	LP224841	Machinery/Vehicle Parts N
16480 Crysteel Truck Equipment Inc		3,212.52		4 Transactions	
8288 Four Seasons Electric					
33 10-304-000-0000-6512		265.00	Overhead door pwr & switch	15238	Bldg Repair & Maintenance N
8288 Four Seasons Electric		265.00		1 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
34	36550 IFACS		Hex cap screws #2235	5368975	Machinery/Vehicle Parts	Y
	10-304-000-0000-6520	22.65				
	36550 IFACS	22.65	1 Transactions			
36	49625 Matejcek Implement Co		Filter, cab #2153	IB43735	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	115.40				
37	10-304-000-0000-6520	115.40	Filter, cab #2184	IB43735	Machinery/Vehicle Parts	N
38	10-304-000-0000-6520	114.65	Sensor #2184	IB43826	Machinery/Vehicle Parts	N
	49625 Matejcek Implement Co	345.45	3 Transactions			
39	51630 Mike's Repair		Patch flat tire #9997	112433	Machinery/Vehicle Parts	Y
	10-304-000-0000-6520	361.42				
	51630 Mike's Repair	361.42	1 Transactions			
41	4097 Nuss Truck & Equipment		Windshield & moulding #2171	PSO241875	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	625.71				
42	10-304-000-0000-6520	164.35	Oil & fuel filters #2201	PSO243432	Machinery/Vehicle Parts	N
43	10-304-000-0000-6520	47.65	Switch kit #2201	PSO245152	Machinery/Vehicle Parts	N
	4097 Nuss Truck & Equipment	837.71	3 Transactions			
44	65100 Paape Companies Inc		2nd Qtr HVAC Contract	119118	Bldg Repair & Maintenance	N
	10-304-000-0000-6512	1,672.50				
	65100 Paape Companies Inc	1,672.50	1 Transactions			
46	3314 Ronco Engineering Sales Co Inc		1T plate clamp & lights #2235	3410653	Machinery/Vehicle Parts	N
	10-304-000-0000-6520	338.42				
47	10-304-000-0000-6520	110.97	T-bolt clamp & elbow #2153	3411232	Machinery/Vehicle Parts	N
	3314 Ronco Engineering Sales Co Inc	449.39	2 Transactions			
49	3162 Safelite Fulfillment Inc		Windshield repair #2247	5157172875	Contracted Services	N
	10-304-000-0000-6252	92.00				
	3162 Safelite Fulfillment Inc	92.00	1 Transactions			
51	86520 Terminal Supply Company		Nuts, screws, ties	59521-00	Maint Shop Supplies & Materials	N
	10-304-000-0000-6511	383.99				
	86520 Terminal Supply Company	383.99	1 Transactions			
52	9376 Trueman Welters Inc		Blade & bolts #2182	IE60135	Cutting Edges	N
	10-304-000-0000-6519	530.44				

SBENDORF

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10 Road & Bridge Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
53	10-304-000-0000-6519		530.43	Blade & bolts #2181	IE60135	Cutting Edges	N
54	10-304-000-0000-6519		530.43	Blade & bolts #2225	IE60135	Cutting Edges	N
9376	Trueman Welters Inc		1,591.30	3 Transactions			
8448	Valek Sandblasting & Painting LLC						
55	10-304-000-0000-6520		337.50	Blasting&powdercoat#2256	2043lightbar	Machinery/Vehicle Parts	Y
8448	Valek Sandblasting & Painting LLC		337.50	1 Transactions			
304	DEPT Total:		32,073.59	Equipment Maintenance & Shops	14 Vendors	41 Transactions	
310	DEPT			Capital Construction			
22460	Erickson Engineering Co LLC						
30	10-310-000-0000-6262		5,982.00	Prof Serv 074-599-044	17405	Sales Tax Consultants	Y
31	10-310-000-0000-6262		5,343.50	Prof Serv 074-599-045	17408	Sales Tax Consultants	Y
32	10-310-000-0000-6262		706.50	Prof Serv 074-599-044	17524	Sales Tax Consultants	Y
22460	Erickson Engineering Co LLC		12,032.00	3 Transactions			
77570	Short Elliott Hendrickson Inc						
50	10-310-000-0000-6262		47,919.23	Prof Serv 074-648-008	497010	Sales Tax Consultants	N
77570	Short Elliott Hendrickson Inc		47,919.23	1 Transactions			
310	DEPT Total:		59,951.23	Capital Construction	2 Vendors	4 Transactions	
10	Fund Total:		95,043.41	Road & Bridge Fund		55 Transactions	
	Final Total:		95,043.41	23 Vendors	55 Transactions		

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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	95,043.41	Road & Bridge Fund	
	All Funds	95,043.41	Total	Approved by, ...
				
				

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		2 - Department (Totals by Dept)			2 - Page Break by Dept
		3 - Vendor Number			
		4 - Vendor Name			

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT			County Wide			
	10224 Health Management Associates Inc						
34	01-003-000-0000-6194		17,019.93	Consulting service - September	213794-05	Personnel Policy	Y
	10224 Health Management Associates Inc		17,019.93	1 Transactions			
	8690 Kennedy & Graven, Chartered						
43	01-003-000-0000-6194		4,345.50	MNP legal fees - Sept 2025	ST625-00003	Personnel Policy	Y
	8690 Kennedy & Graven, Chartered		4,345.50	1 Transactions			
	9173 Madden Galanter Hansen LLP						
45	01-003-000-0000-6194		47.00	Labor relations service-Sept	10/07/2025	Personnel Policy	Y
	9173 Madden Galanter Hansen LLP		47.00	1 Transactions			
3	DEPT Total:		21,412.43	County Wide	3 Vendors	3 Transactions	
13	DEPT			Law Library			
	70550 Thomson Reuters - West						
80	01-013-000-0000-6501		1,177.65	West information chg-Sept	852601675	Books	N
	70550 Thomson Reuters - West		1,177.65	1 Transactions			
13	DEPT Total:		1,177.65	Law Library	1 Vendors	1 Transactions	
31	DEPT			County Administrator			
	8393 AMC - MACA						
9	01-031-000-0000-6261		175.00	MCHRMA fall conf - RFry	75064	Conference & Training	N
	8393 AMC - MACA		175.00	1 Transactions			
	9987 Fry/Renae						
30	01-031-000-0000-6331		212.10	Mileage - MACA conference	10/1 - 10/3/2025	Mileage Reimbursement	N
	9987 Fry/Renae		212.10	1 Transactions			
31	DEPT Total:		387.10	County Administrator	2 Vendors	2 Transactions	
32	DEPT			Human Resources			
	8393 AMC - MACA						
10	01-032-000-0000-6261		450.00	2025 AMC conf - GMcGuire	75012	Conference & Training	N
8	01-032-000-0000-6261		175.00	MCHRMA fall conf - GMcGuire	75125	Conference & Training	N

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Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8393	AMC - MACA		625.00	2 Transactions		
32	DEPT Total:		625.00	Human Resources	1 Vendors	2 Transactions
61	DEPT		Information Technology			
18450	Office of MN IT Services					
54	01-061-000-0000-6212		1,631.16	Internet fees - Sept 2025	DV25090409	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			
9887	CivicPlus LLC					
19	01-062-000-0000-6301		7,945.00	Agenda management software	352989	Equip/Software Maint Y
9887	CivicPlus LLC		7,945.00	1 Transactions		
16282	Crosstown Cartage Inc					
22	01-062-000-0000-6801		324.00	Contracted mail services	10/10/2025	General Expense N
23	01-062-000-0000-6802		145.00	Additional mail services	10/10/2025	Internal Chargeback N
16282	Crosstown Cartage Inc		469.00	2 Transactions		
4419	Matrix Communications Inc					
46	01-062-000-0000-6801		75.00	Phone system support	M009739	General Expense N
4419	Matrix Communications Inc		75.00	1 Transactions		
18450	Office of MN IT Services					
168	01-062-000-0000-6301		1,544.39	TVMU & CrowdStrike-Sept 2025	25090595	Equip/Software Maint N
18450	Office of MN IT Services		1,544.39	1 Transactions		
3778	SHI International Corp					
173	01-062-000-0000-6301		134.74	Microsoft license renewal	B19443240	Equip/Software Maint N
3778	SHI International Corp		134.74	1 Transactions		
9767	UKG Kronos Systems LLC					
84	01-062-000-0000-6301		3,490.00	HRIS operating cost-Sept 2025	I10080026449	Equip/Software Maint N
9767	UKG Kronos Systems LLC		3,490.00	1 Transactions		

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	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
62	DEPT Total:		13,658.13	Central Services	6 Vendors	7 Transactions	
91	DEPT			County Attorney			
	2204 Bureau Of Criminal Apprehension						
15	01-091-000-0000-6260		600.00	CJDN access fee - annual	892524	Contract Labor/Services	N
	2204 Bureau Of Criminal Apprehension		600.00	1 Transactions			
	37025 Innovative Office Solutions LLC						
36	01-091-000-0000-6410		13.01	Calendar - RJJ	4949420	Office Supplies	Y
	37025 Innovative Office Solutions LLC		13.01	1 Transactions			
	9165 Jarrett/Robert J						
41	01-091-000-0000-6117		17.37	Meal - conference	9/24/2025	Meal Reimbursement	N
40	01-091-000-0000-6540		36.85	Fuel - Rutgers conference	9/26/2025	Gas & Oil	N
	9165 Jarrett/Robert J		54.22	2 Transactions			
	3659 MCAA						
47	01-091-000-0000-6261		335.00	MCAA annual meeting-RJJ	20013387	Conference & Training	N
48	01-091-000-0000-6261		335.00	MCAA annual meeting-CRH	20013387	Conference & Training	N
	3659 MCAA		670.00	2 Transactions			
	51300 Metro Sales Inc						
49	01-091-000-0000-6260		300.00	Copier contract 9/30/25-9/2026	INV2896617	Contract Labor/Services	N
	51300 Metro Sales Inc		300.00	1 Transactions			
	10257 Sherman/M. Esther						
62	01-091-000-0000-6117		20.22	Meals - CHIPS conference	10/3/2025	Meal Reimbursement	N
65	01-091-000-0000-6330		46.29	Fuel - CHIPS confernece	10/3/2025	Travel Expenses	N
64	01-091-000-0000-6330		484.31	Lodging - MCAA CLE	9/22 - 9/24/2025	Travel Expenses	N
63	01-091-000-0000-6331		188.30	Mileage - MCAA CLE	9/22 - 9/24/2025	Mileage Reimbursement	N
61	01-091-000-0000-6241		305.00	CSC conference	9/26/2025	Membership Dues	N
	10257 Sherman/M. Esther		1,044.12	5 Transactions			
	70550 Thomson Reuters - West						
81	01-091-000-0000-6410		2,379.18	Westlaw charges-September	852592248	Office Supplies	N
82	01-091-000-0000-6410		111.23	Library charges	852670090	Office Supplies	N
	70550 Thomson Reuters - West		2,490.41	2 Transactions			

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
91	DEPT Total:		5,171.76	County Attorney	7 Vendors	14 Transactions	
101	DEPT			County Recorder			
4393	Fidlar Technologies Inc						
27	01-101-000-9305-6480		2,071.10	Avid Lifecycle - quarter 3	0710154-IN	Non-Capitalized Inv-Technology Fun	N
4393	Fidlar Technologies Inc		2,071.10	1 Transactions			
5925	Government Forms and Supplies						
33	01-101-000-0000-6410		315.34	Security paper for marriages	0357077	Office Supplies	N
5925	Government Forms and Supplies		315.34	1 Transactions			
8265	Iacovino Law Office LLC						
35	01-101-000-0000-6286		300.00	3rd qtr Examiner fee-2025	3778	Exam Of Title Fee	Y
8265	Iacovino Law Office LLC		300.00	1 Transactions			
37025	Innovative Office Solutions LLC						
39	01-101-000-0000-6410		16.19	2026 calendar refill	4950371	Office Supplies	Y
37025	Innovative Office Solutions LLC		16.19	1 Transactions			
101	DEPT Total:		2,702.63	County Recorder	4 Vendors	4 Transactions	
102	DEPT			Surveyor			
39600	Jones Haugh & Smith Inc						
42	01-102-000-0000-6801		907.50	Survey work - August	47087	General Expense	N
39600	Jones Haugh & Smith Inc		907.50	1 Transactions			
102	DEPT Total:		907.50	Surveyor	1 Vendors	1 Transactions	
103	DEPT			Assessor			
8176	Anderson/Brian						
6	01-103-000-0000-6331		299.60	Mileage - fall conference	10/5/ - 10/8/2025	Mileage Reimbursement	N
7	01-103-000-0000-6330		23.74	Meal - fall conference	10/8/2025	Travel Expenses	N
8176	Anderson/Brian		323.34	2 Transactions			
103	DEPT Total:		323.34	Assessor	1 Vendors	2 Transactions	
105	DEPT			Planning & Zoning			
4247	RT Vision Inc						

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
60		01-105-000-0000-6301		7,000.00	Annual permit subscription	INV1249	Equip/Software Maint	N
	4247	RT Vision Inc		7,000.00	1 Transactions			
105	DEPT Total:			7,000.00	Planning & Zoning	1 Vendors	1 Transactions	
111	DEPT				Buildings & Grounds			
	9075	Access Tonna Lock Service						
1		01-111-049-0000-6300		353.00	Latch guard install - Alex	4568	Bldg Repairs & Maintenance	Y
	9075	Access Tonna Lock Service		353.00	1 Transactions			
	8125	Faribo Plumbing & Heating Inc						
26		01-111-044-0000-6300		327.25	Repair water leak	25726	Bldg Repairs & Maintenance	N
	8125	Faribo Plumbing & Heating Inc		327.25	1 Transactions			
	8288	Four Seasons Electric						
29		01-111-040-0000-6300		105.00	Repair sprinkler flow switch	15237	Bldg Repairs & Maintenance	N
	8288	Four Seasons Electric		105.00	1 Transactions			
	8253	Owatonna Filters						
59		01-111-040-0000-6300		1,013.52	Filters - Admin	5858	Bldg Repairs & Maintenance	Y
	8253	Owatonna Filters		1,013.52	1 Transactions			
	85167	Stewart Sanitation						
72		01-111-040-0000-6300		178.10	Recycling - Admin - Oct	947833	Bldg Repairs & Maintenance	N
68		01-111-041-0000-6300		95.47	Recycling - Annex - Sept	948101	Bldg Repairs & Maintenance	N
70		01-111-042-0000-6300		64.27	Recycling - CH - Sept	948104	Bldg Repairs & Maintenance	N
71		01-111-043-0000-6300		86.67	Recycling - Atty - Sept	948104	Bldg Repairs & Maintenance	N
	85167	Stewart Sanitation		424.51	4 Transactions			
	9162	TGK Automotive/GB Auto Service Inc						
83		01-111-050-0000-6320		24.95	Tire repair	521806989	Vehicle Repairs & Maintenance	N
	9162	TGK Automotive/GB Auto Service Inc		24.95	1 Transactions			
111	DEPT Total:			2,248.23	Buildings & Grounds	6 Vendors	9 Transactions	
121	DEPT				Veteran Service			
	2072	Gilormini/Rene						
31		01-121-000-0000-6331		73.64	Mileage-1st District CVSO trg	10102025RG	Mileage Reimbursement	N

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
2072	Gilormini/Rene		73.64	1 Transactions			
121	DEPT Total:		73.64	Veteran Service	1 Vendors	1 Transactions	
201	DEPT			Sheriff			
14805	Corporate Recognition Inc						
21	01-201-000-0000-6419		561.36	Temporary tattoos - 3000	23868	Community Programs	N
14805	Corporate Recognition Inc		561.36	1 Transactions			
16860	Custom Communications Inc						
154	01-201-296-0000-6421		208.92	Fire alarm 11/1/25-10/31/26	621508	T#9 Maintenance Operating Exp-Fuel	N
155	01-201-296-0000-6421		155.04	Custom conn 11/1/25-1/31/26	621508	T#9 Maintenance Operating Exp-Fuel	N
156	01-201-296-0000-6421		155.04	Intrusion 11/1/25-1/31/26	621508	T#9 Maintenance Operating Exp-Fuel	N
157	01-201-297-0000-6421		208.92	Fire alarm 11/1/25-10/31/26	621509	T-BI Pr-Maintenance Operating Exp-I	N
158	01-201-297-0000-6421		90.03	Cell-GSM-Star 11/1/25-1/31/26	621509	T-BI Pr-Maintenance Operating Exp-I	N
159	01-201-297-0000-6421		151.95	Intrusion 11/1/25-1/31/26	621509	T-BI Pr-Maintenance Operating Exp-I	N
16860	Custom Communications Inc		969.90	6 Transactions			
8288	Four Seasons Electric						
160	01-201-000-0000-6345		105.00	Generator readings	15279	Somerset Tower	N
8288	Four Seasons Electric		105.00	1 Transactions			
51300	Metro Sales Inc						
163	01-201-000-0000-6304		117.00	C3504 contract 10/8-1/7/26	INV2905589	Contracts	N
164	01-201-000-0000-6304		346.87	C3504 usage 7/8-10/7/25	INV2905589	Contracts	N
165	01-201-000-0000-6293		62.10	C3510 Contract 10/14-1/13/26	INV2912715	Gun Permit Expenses	N
166	01-201-000-0000-6293		235.62	C3510 usage 7/14-10/13/25	INV2912715	Gun Permit Expenses	N
51300	Metro Sales Inc		761.59	4 Transactions			
52784	MN Sheriffs Assn						
51	01-201-000-0000-6261		175.00	Adv expungements-KGasner	3910	Conference & Training	N
52784	MN Sheriffs Assn		175.00	1 Transactions			
585	Olympic Fire Protection Corp						
56	01-201-000-0000-6320		201.00	Fire extinguisher svc-squads	74391	Vehicle Maintenance	N
585	Olympic Fire Protection Corp		201.00	1 Transactions			
83255	Rice-Steele 911 Center						
169	01-201-000-0000-6304		1,800.00	4th qtr Logis 18 mobile licen	2025-JT-65	Contracts	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
170	01-201-000-0000-6304		4th qtr Logis 3 field ops lic	2025-JT-65	Contracts	N
171	01-201-000-0000-6304		4th qtr Logis 18 APS maint	2025-JT-65	Contracts	N
172	01-201-000-0000-6304		Token - Cureton	2025-JT-71	Contracts	N
83255	Rice-Steele 911 Center	2,638.50	4 Transactions			
85300	Streichers Inc					
77	01-201-000-0000-6408	1,699.00	Trauma vest-TCureton	I1787974	Uniforms/Uniform Reimbursement	N
75	01-201-000-0000-6408	23.98	Initial uniform issue-TLair	I1788024	Uniforms/Uniform Reimbursement	N
74	01-201-000-0000-6408	437.97	Initial uniform issue-TLair	I1788195	Uniforms/Uniform Reimbursement	N
76	01-201-000-0000-6408	125.94	6 badge cases	I1788747	Uniforms/Uniform Reimbursement	N
85300	Streichers Inc	2,286.89	4 Transactions			
84035	Tri-M Graphics					
174	01-201-000-0000-6410	154.31	Business cards-TLair	108413	Office Supplies	N
84035	Tri-M Graphics	154.31	1 Transactions			
201	DEPT Total:	7,853.55	Sheriff	9 Vendors	23 Transactions	
208	DEPT		Coroner			
4229	Moore Md/Kellyanna J					
52	01-208-000-0000-6801	3,980.17	Coroner services - October	October 2025	General Expense	6
4229	Moore Md/Kellyanna J	3,980.17	1 Transactions			
208	DEPT Total:	3,980.17	Coroner	1 Vendors	1 Transactions	
220	DEPT		Public Transit			
10200	Cedar Valley Services Inc					
17	01-220-000-2010-5520	410.00	Transit tickets 7/1 - 9/30	10/8/2025	Fees	N
10200	Cedar Valley Services Inc	410.00	1 Transactions			
220	DEPT Total:	410.00	Public Transit	1 Vendors	1 Transactions	
251	DEPT		Jail			
2204	Bureau Of Criminal Apprehension					
13	01-251-000-0000-6304	6,000.00	CJIS conn lines 7/1/25-6/30/26	892407	Contract Serv./Bldg Maint	N
2204	Bureau Of Criminal Apprehension	6,000.00	1 Transactions			
9595	Compcare Occupational Medicine & Urge					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
20	01-251-000-0000-6196		Pre-employment exam - TB	1.222.25.2279	Employee Phys And Exams	6
9595	Compcare Occupational Medicine & Urge		1 Transactions			
3682	Diamond Medical					
24	01-251-000-0000-6432		Pharmacy - September 2025	IN001534021	Medical Payments	N
3682	Diamond Medical		1 Transactions			
9084	Metro FiberNet LLC					
161	01-251-000-0000-6304		Fiber lease-SCDC-10/16-11/15	1675291	Contract Serv./Bldg Maint	Y
9084	Metro FiberNet LLC		1 Transactions			
9580	Mower County Jail					
53	01-251-000-0000-6439		Inmate boarding	10/6/2025	Prisoner Board	N
9580	Mower County Jail		1 Transactions			
18450	Office of MN IT Services					
55	01-251-000-0000-6211		Fiber mgmt fees-September 2025	DT25090409	Radio - Computers - Cameras	N
18450	Office of MN IT Services		1 Transactions			
4879	Shred Right					
66	01-251-000-0000-6304		Document shredding	57361	Contract Serv./Bldg Maint	Y
4879	Shred Right		1 Transactions			
4377	Skjeveland Enterprises					
67	01-251-000-0000-6254		Recycling waste Oct - Dec	345411	Garbage Disposal	Y
4377	Skjeveland Enterprises		1 Transactions			
8247	Summit Food Services LLC					
78	01-251-000-0000-6441		Inmate meals 9/27 - 10/3/25	INV2000254947	Prisoner Meals	N
79	01-251-000-0000-6441		Inmate meals 10/4 - 10/10/25	INV2000255641	Prisoner Meals	N
8247	Summit Food Services LLC		2 Transactions			
251	DEPT Total:	20,080.44	Jail	9 Vendors	10 Transactions	
252	DEPT		Community Corrections			
4064	Alcohol Monitoring System Inc					
3	01-252-000-0000-6274	1,287.30	SCRAM monitoring	355266	Scram Monitoring	N
4	01-252-000-0000-6274	140.00	SCRAM monitoring	355945	Scram Monitoring	N
5	01-252-000-0000-6274	392.99	SCRAM monitoring	355973	Scram Monitoring	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
4064	Alcohol Monitoring System Inc		1,820.29	3 Transactions		
8393	AMC - MACA					
11	01-252-000-0000-6261		125.00	MACCAC annual conf - TSchammel	74559	Conference & Training N
12	01-252-000-0000-6261		125.00	MACCAC annual conf - SRick	74658	Conference & Training N
8393	AMC - MACA		250.00	2 Transactions		
2204	Bureau Of Criminal Apprehension					
14	01-252-000-0000-6262		600.00	CJIN access fee	892525	Purchased And Contractual Services N
2204	Bureau Of Criminal Apprehension		600.00	1 Transactions		
10343	Finnegan/Patrick					
28	01-252-000-0000-5528		10.00	Reimburse supervision fee	10/16/2025	Adult Supervision Fee N
10343	Finnegan/Patrick		10.00	1 Transactions		
5830	Midwest Monitoring & Surveillance					
50	01-252-000-0000-6270		562.77	Lab services - September 2025	DT0925106	Chemical Testing Y
5830	Midwest Monitoring & Surveillance		562.77	1 Transactions		
252	DEPT Total:		3,243.06	Community Corrections	5 Vendors	8 Transactions
281	DEPT			Emergency Management		
9151	Advanced First Aid Inc					
2	01-281-000-0000-6199		875.00	AED cabinets & electrodes	1025-643	Safety Program N
9151	Advanced First Aid Inc		875.00	1 Transactions		
281	DEPT Total:		875.00	Emergency Management	1 Vendors	1 Transactions
391	DEPT			Environmental Services		
10206	GFL Environmental Services USA LLC					
32	01-391-000-0000-6550		143.69	Used oil & filter pick up	LQ3073276	Household Hazardous Waste N
10206	GFL Environmental Services USA LLC		143.69	1 Transactions		
391	DEPT Total:		143.69	Environmental Services	1 Vendors	1 Transactions
481	DEPT			Public Health Nursing		
115	Aaseth/Amber					
175	01-481-465-6057-6331		3.50	Mileage - September 2025	October 2025	Mileage Reimbursement N

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1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
115	Aaseth/Amber		3.50	1 Transactions		
8204	Adams/Penny					
124	01-481-460-6009-6331		63.70	Mileage - September	October 2025	Mileage Reimbursement N
8204	Adams/Penny		63.70	1 Transactions		
8815	Amazon Capital Services Inc					
104	01-481-461-6032-6464		329.93	Breast feeding tent items	1kgxjk43qpcm	General Supplies & Outreach N
8815	Amazon Capital Services Inc		329.93	1 Transactions		
1650	American Lung Association of MN					
105	01-481-461-6066-6383		261.36	Vaping contract - September	07	Contract Services N
1650	American Lung Association of MN		261.36	1 Transactions		
3566	Anderson/Gaynelle					
125	01-481-460-6009-6331		32.90	Mileage - September	October 2025	Mileage Reimbursement N
3566	Anderson/Gaynelle		32.90	1 Transactions		
2574	Archambault/Kristi					
126	01-481-460-6009-6331		8.05	Mileage - September	October 2025	Mileage Reimbursement N
2574	Archambault/Kristi		8.05	1 Transactions		
8783	Availity LLC					
106	01-481-460-6009-6383		20.00	Medicare billing charges	INV01455328	Contract Services N
8783	Availity LLC		20.00	1 Transactions		
7	Bartsch/Christine					
176	01-481-460-6009-6331		130.55	Mileage - September 2025	October 2025	Mileage Reimbursement N
7	Bartsch/Christine		130.55	1 Transactions		
8486	Baumgartner/Ann					
127	01-481-460-6009-6331		15.40	Mileage - September	October 2025	Mileage Reimbursement N
8486	Baumgartner/Ann		15.40	1 Transactions		
9966	Benschoter/Paula					
128	01-481-460-6009-6331		6.30	Mileage - September	October 2025	Mileage Reimbursement N
9966	Benschoter/Paula		6.30	1 Transactions		
9413	Benson/Robert					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
177	01-481-460-6009-6331	35.00	Mileage - September 2025	October 2025	Mileage Reimbursement	N
9413	Benson/Robert	35.00	1 Transactions			
6267	Brinkman/Stacie Lynn					
129	01-481-461-6025-6331	30.10	Mileage - September	October 2025	Mileage Reimbursement	N
131	01-481-461-6034-6331	2.10	Mileage - September	October 2025	Mileage Reimbursement	N
130	01-481-461-6068-6331	8.40	Mileage - September	October 2025	Mileage Reimbursement	N
6267	Brinkman/Stacie Lynn	40.60	3 Transactions			
10336	Brunner/Jacqueline					
132	01-481-460-6009-6331	23.10	Mileage - September	October 2025	Mileage Reimbursement	N
10336	Brunner/Jacqueline	23.10	1 Transactions			
5839	C V S - SMART Transit					
109	01-481-460-6012-6465	92.00	Bus tickets-October-unlimited	603475	Pass Thru - Patient Supplies & Service	N
5839	C V S - SMART Transit	92.00	1 Transactions			
10084	Cardinal Health 110 LLC					
108	01-481-462-6047-6468	9,673.85	COVID vaccines	7443237058	COVID Vaccine	Y
10084	Cardinal Health 110 LLC	9,673.85	1 Transactions			
10128	Christenson/Sandra					
133	01-481-460-6009-6331	54.60	Mileage - September	October 2025	Mileage Reimbursement	N
10128	Christenson/Sandra	54.60	1 Transactions			
12590	Christenson/Yukari					
134	01-481-460-6009-6331	105.00	Mileage - September	October 2025	Mileage Reimbursement	N
12590	Christenson/Yukari	105.00	1 Transactions			
14805	Corporate Recognition Inc					
107	01-481-461-6011-6464	285.75	Pouches for hygiene kits	23869	General Supplies & Outreach	N
14805	Corporate Recognition Inc	285.75	1 Transactions			
8789	Dahle/Teya F					
110	01-481-461-6059-6383	220.20	Reflective consulting	1702	Contract Services	Y
8789	Dahle/Teya F	220.20	1 Transactions			
9841	Farr/Whitney					
135	01-481-460-6012-6331	11.55	Mileage - September	October 2025	Mileage Reimbursement	N

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9841	Farr/Whitney		11.55		1 Transactions		
10130	Fleming/Bobbi Jo						
136	01-481-460-6012-6331		5.60	Mileage - September	October 2025	Mileage Reimbursement	N
10130	Fleming/Bobbi Jo		5.60		1 Transactions		
10209	Grunklee/Korey						
137	01-481-460-6012-6331		6.48	Mileage - September	October 2025	Mileage Reimbursement	N
10209	Grunklee/Korey		6.48		1 Transactions		
8735	Hanson/Julie						
138	01-481-460-6012-6331		29.40	Mileage - September	October 2025	Mileage Reimbursement	N
8735	Hanson/Julie		29.40		1 Transactions		
9892	Haroldson/Julie						
139	01-481-460-6009-6331		47.60	Mileage - September	October 2025	Mileage Reimbursement	N
9892	Haroldson/Julie		47.60		1 Transactions		
10132	Hedervare/Sara						
140	01-481-460-6012-6331		3.15	Mileage - September	October 2025	Mileage Reimbursement	N
10132	Hedervare/Sara		3.15		1 Transactions		
10011	Hidalgo/Joanna						
141	01-481-461-6031-6331		10.50	Mileage - September	October 2025	Mileage Reimbursement	N
10011	Hidalgo/Joanna		10.50		1 Transactions		
37025	Innovative Office Solutions LLC						
114	01-481-000-0000-6410		10.78	Legal pads	4944974	Office Supplies	Y
113	01-481-460-6012-6410		17.21	Folders	4955080	Office Supplies	Y
111	01-481-000-0000-6410		20.51	Folders, stapler	4955826	Office Supplies	Y
112	01-481-460-6012-6410		10.07	Calculator	4955826	Office Supplies	Y
123	01-481-460-6012-6410		53.91	Folders	4957488	Office Supplies	Y
37025	Innovative Office Solutions LLC		112.48		5 Transactions		
10043	Johnson/Emma						
115	01-481-461-6038-6330		55.53	Meals & parking - MN Prev Share	10142025	Travel Expenses	N
10043	Johnson/Emma		55.53		1 Transactions		
9458	Jongbloedt/Beth						

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
143	01-481-460-6009-6331		50.05	Mileage - September	October 2025	Mileage Reimbursement	N
9458	Jongbloedt/Beth		50.05	1 Transactions			
3629	Kent/Leah						
142	01-481-460-6009-6331		30.10	Mileage - September	October 2025	Mileage Reimbursement	N
3629	Kent/Leah		30.10	1 Transactions			
5754	McMann/Katy						
144	01-481-460-6009-6331		21.00	Mileage - September	October 2025	Mileage Reimbursement	N
5754	McMann/Katy		21.00	1 Transactions			
8975	Minnesota Counties Computer Coop						
116	01-481-000-0000-6381		6,724.35	PHDOC Software support-4th qtr	2510048	CPU Usage & Network Support	N
8975	Minnesota Counties Computer Coop		6,724.35	1 Transactions			
9616	Parrott & Smith LLC						
117	01-481-461-6066-6341		295.00	Rent - November	October 2025	Office Rent	1
9616	Parrott & Smith LLC		295.00	1 Transactions			
2587	Piepho/Nancy June						
145	01-481-461-6034-6331		8.75	Mileage - September	October 2025	Mileage Reimbursement	N
2587	Piepho/Nancy June		8.75	1 Transactions			
9903	Rindfleisch/Ethan						
178	01-481-461-6038-6331		12.60	Mileage - September 2025	October 2025	Mileage Reimbursement	N
9903	Rindfleisch/Ethan		12.60	1 Transactions			
4879	Shred Right						
118	01-481-000-0000-6322		42.53	Shredding service	58104	Service Agreements	Y
4879	Shred Right		42.53	1 Transactions			
10301	Springer/Ashly						
146	01-481-460-6009-6331		6.30	Mileage - September	October 2025	Mileage Reimbursement	N
10301	Springer/Ashly		6.30	1 Transactions			
7978	Steffensmeier/Carey L						
147	01-481-460-6012-6331		1.05	Mileage - September	October 2025	Mileage Reimbursement	N
7978	Steffensmeier/Carey L		1.05	1 Transactions			

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9818	Steinberg/Meagan					
148	01-481-461-6032-6331		0.70	Mileage - September	October 2025	Mileage Reimbursement N
149	01-481-461-6059-6331		1.40	Mileage - September	October 2025	Mileage Reimbursement N
9818	Steinberg/Meagan		2.10	2 Transactions		
5619	Tonche/Denise					
150	01-481-460-6009-6331		92.40	Mileage - September	October 2025	Mileage Reimbursement N
5619	Tonche/Denise		92.40	1 Transactions		
84035	Tri-M Graphics					
119	01-481-461-6032-6464		219.62	Breast feeding tent-EATS	108487	General Supplies & Outreach N
84035	Tri-M Graphics		219.62	1 Transactions		
90165	UC Lab					
120	01-481-463-6049-6322		188.16	Well water testing	125490	Well Water Service Agreements N
90165	UC Lab		188.16	1 Transactions		
74928	Waypa/Lisa A					
179	01-481-461-6030-6331		1.40	Mileage - September 2025	October 2025	Mileage Reimbursement N
74928	Waypa/Lisa A		1.40	1 Transactions		
10347	Westbrack Marketing					
122	01-481-461-6032-6243		1,656.00	Web design - EATS	6188	Advertising,Marketing & Promotional N
10347	Westbrack Marketing		1,656.00	1 Transactions		
481	DEPT Total:		21,035.49	Public Health Nursing	44 Vendors	51 Transactions
502	DEPT			Steele Co Community Ctr		
85167	Stewart Sanitation					
69	01-502-000-0000-6300		50.20	Recycling - CommCtr - Sept	948102	Bldg Repairs & Maintenance N
85167	Stewart Sanitation		50.20	1 Transactions		
502	DEPT Total:		50.20	Steele Co Community Ctr	1 Vendors	1 Transactions
521	DEPT			Park And Recreation		
37025	Innovative Office Solutions LLC					
37	01-521-000-0000-6410		98.96	Copy paper	4932667	Operating Supplies/Truck Repairs Y

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1 General Revenue Fund

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
37025	Innovative Office Solutions LLC		98.96	1 Transactions			
9084	Metro FiberNet LLC						
162	01-521-000-0000-6410		325.00	Fiber lease-FS-10/18-11/17	1847031	Operating Supplies/Truck Repairs	Y
9084	Metro FiberNet LLC		325.00	1 Transactions			
58850	Northland Farm Systems						
57	01-521-000-0000-6410		200.00	Telehandler rental	85379	Operating Supplies/Truck Repairs	N
58850	Northland Farm Systems		200.00	1 Transactions			
9922	Owatonna Ace Hardware						
58	01-521-000-0000-6823		13.00	Antifreeze for Beach House	4261/5	Beaver Lake	N
9922	Owatonna Ace Hardware		13.00	1 Transactions			
521	DEPT Total:		636.96	Park And Recreation	4 Vendors	4 Transactions	
550	DEPT			Four Seasons			
6980	Block Plumbing & Heating Inc						
16	01-550-000-0000-6410		16.66	T for Zam room	72487	Operating Supplies - Contracts	N
6980	Block Plumbing & Heating Inc		16.66	1 Transactions			
5363	BMI						
151	01-550-000-0000-6410		568.00	Annual music license	12359611	Operating Supplies - Contracts	N
5363	BMI		568.00	1 Transactions			
8424	Cintas						
18	01-550-000-0000-6420		161.07	Monthly linens	4246413590	Linen Service	Y
8424	Cintas		161.07	1 Transactions			
16860	Custom Communications Inc						
153	01-550-000-0000-6410		36.70	Alarm battery-FS	620991	Operating Supplies - Contracts	N
152	01-550-000-0000-6410		154.08	Alarm monitoring-FS-11/1-1/31	621505	Operating Supplies - Contracts	N
16860	Custom Communications Inc		190.78	2 Transactions			
8786	DJ's On Demand						
25	01-550-000-0000-6410		250.00	DJ services for Ice Jam	0097	Operating Supplies - Contracts	Y
8786	DJ's On Demand		250.00	1 Transactions			
37469	Insty Prints						

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 1 General Revenue Fund

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
38	01-550-000-0000-6410		42.86	Posters for Ice Jam	167187	Operating Supplies - Contracts	N
37469	Insty Prints		42.86	1 Transactions			
44	01-550-000-0000-6410		329.00	Logos	20138	Operating Supplies - Contracts	N
4361	Legacy Signs Inc		329.00	1 Transactions			
167	01-550-000-0000-6410		27.99	RTU belt	066413	Operating Supplies - Contracts	N
56125	NAPA Auto Parts		27.99	1 Transactions			
73	01-550-000-0000-6254		134.47	Monthly garbage - October	947811	Garbage Disposal	N
85167	Stewart Sanitation		134.47	1 Transactions			
550	DEPT Total:		1,720.83	Four Seasons	9 Vendors	10 Transactions	
1	Fund Total:		117,347.96	General Revenue Fund		159 Transactions	

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7 Opioid Settlement Funds

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Vendor		Name	Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
483	DEPT			Opioid Settlement				
	2313	United Way Of Steele County						
121	07-483-000-0000-6464		550.00	Opioid fund awards	Qtr 3	General Supplies & Outreach	G	
	2313	United Way Of Steele County	550.00	1 Transactions				
483	DEPT Total:		550.00	Opioid Settlement	1 Vendors	1 Transactions		
7	Fund Total:		550.00	Opioid Settlement Funds		1 Transactions		

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10 Road & Bridge Fund

Steele County



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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
301	DEPT			Administration				
	9084 Metro FiberNet LLC							
180	10-301-000-0000-6210		300.00	Fiber lease-PW-10/16-11/15	1677937	Telephone		Y
181	10-301-000-0000-6210		30.32	Elevator phone-PW-10/16-11/15	1677937	Telephone		Y
	9084 Metro FiberNet LLC		330.32	2 Transactions				
301	DEPT Total:		330.32	Administration	1 Vendors		2 Transactions	
10	Fund Total:		330.32	Road & Bridge Fund			2 Transactions	

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38 Capital Outlay Fund

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
201	DEPT			Sheriff			
	9138 ICS Consulting LLC						
103	38-201-000-0000-6600		550.00	New CCA fac bill thru July	12859	Capital Outlay - Sheriff	Y
	9138 ICS Consulting LLC		550.00	1 Transactions			
	64054 Phone Station Inc						
182	38-201-000-0000-6600		293.60	Paging speaker work -SCSO	80964	Capital Outlay - Sheriff	N
	64054 Phone Station Inc		293.60	1 Transactions			
201	DEPT Total:		843.60	Sheriff	2 Vendors	2 Transactions	
502	DEPT			Steele Co Community Ctr			
	3832 I & S Group Inc						
102	38-502-000-0000-6600		1,055.00	CommCtr bill thru 9/30	123898	Capital Outlay-Community Center	Y
	3832 I & S Group Inc		1,055.00	1 Transactions			
502	DEPT Total:		1,055.00	Steele Co Community Ctr	1 Vendors	1 Transactions	
550	DEPT			Four Seasons			
	4331 Athletica Sports Systems Unlimited Corp						
101	38-550-000-0000-6600		1,260.53	Glass wash kit	424464	Capital Outlay - Four Seasons	N
99	38-550-000-0000-6600		8,500.00	Spare side glass	424515	Capital Outlay - Four Seasons	N
100	38-550-000-0000-6600		366.89	Glass wash	424516	Capital Outlay - Four Seasons	N
	4331 Athletica Sports Systems Unlimited Corp		10,127.42	3 Transactions			
550	DEPT Total:		10,127.42	Four Seasons	1 Vendors	3 Transactions	
38	Fund Total:		12,026.02	Capital Outlay Fund		6 Transactions	

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53 Landfill Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
398	DEPT		Landfill			
11215	Central Farm Services					
85	53-398-000-0000-6540		761.00	250 gallons diesel fuel	29354	Machine Fuel N
86	53-398-000-0000-6540		1,902.50	625 gallons diesel	29404	Machine Fuel N
87	53-398-000-0000-6540		318.89	110 gallons unleaded	29404	Machine Fuel N
183	53-398-000-0000-6540		958.86	315 gallons diesel	29464	Machine Fuel N
11215	Central Farm Services		3,941.25	4 Transactions		
8424	Cintas					
88	53-398-000-0000-6304		214.12	Rugs & soap	4245679142	Contract Services Y
8424	Cintas		214.12	1 Transactions		
38160	J.R.'s Advanced Recyclers Inc					
89	53-398-000-0000-6304		705.00	132 appliances	116726	Contract Services N
38160	J.R.'s Advanced Recyclers Inc		705.00	1 Transactions		
51630	Mike's Repair					
90	53-398-000-0000-6301		361.42	Service call, repair RF tire	112433	Equip Repairs Y
51630	Mike's Repair		361.42	1 Transactions		
7771	MN Dept of Labor & Industry					
91	53-398-000-0000-6300		25.00	Pressure vessel	ABR0357524X	Bldg Repairs & Maintenance N
7771	MN Dept of Labor & Industry		25.00	1 Transactions		
56125	NAPA Auto Parts					
92	53-398-000-0000-6301		113.98	Grinder	837129	Equip Repairs N
93	53-398-000-0000-6301		134.98	Acetylene #4, oxygen	837159	Equip Repairs N
56125	NAPA Auto Parts		248.96	2 Transactions		
73956	Road Machinery & Supplies Co					
94	53-398-000-0000-6301		920.77	Scraper,bolt,washer,t-plate	S8009901	Equip Repairs N
73956	Road Machinery & Supplies Co		920.77	1 Transactions		
77570	Short Elliott Hendrickson Inc					
96	53-398-000-0000-6625		2,839.40	Landfill services - Sept	496380	Capital Improvements N
95	53-398-000-0000-6625		15,999.56	Landfill construction svc-Sept	497029	Capital Improvements N
77570	Short Elliott Hendrickson Inc		18,838.96	2 Transactions		
85167	Stewart Sanitation					

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53 Landfill Fund

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Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
97	53-398-000-0000-6544		Waste treatment plant bill-Sep	948139	Leachate Treatment	N
85167	Stewart Sanitation		1 Transactions			
99500	Ziegler,Inc					
98	53-398-000-0000-6301		Repair D6	SI000707555	Equip Repairs	N
99500	Ziegler,Inc		1 Transactions			
398	DEPT Total:	28,591.44	Landfill	10 Vendors	15 Transactions	
53	Fund Total:	28,591.44	Landfill Fund		15 Transactions	
	Final Total:	158,845.74	136 Vendors	183 Transactions		

Steele County



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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	117,347.96	General Revenue Fund	
	7	550.00	Opioid Settlement Funds	
	10	330.32	Road & Bridge Fund	
	38	12,026.02	Capital Outlay Fund	
	53	28,591.44	Landfill Fund	
	All Funds	158,845.74	Total	Approved by, ...
				
				

PERSONNEL REPORT

October 28, 2025

ACTION ITEMS

1. Personnel Actions:

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating</i>	<i>Date</i>
Bryan Hannah (Promotion)	Appraiser II	C42/2	10/13/2025

Resignations/Retirements/Terminations/Change in Status:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Gerald Wencil (0.5FTE)	Landfill Operator	Landfill	10/31/2025

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

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Network Support Specialist	IT	Recruiting will begin soon
Patrol Deputy – 2 position	Sheriff's Office	Recruiting/Backgrounding
Correctional Officer – 3 positions	Detention Center	Recruiting/Backgrounding
County Engineer	Highway	Recruiting
Director of Finance	Finance	DDA Recruiting in Process
Assistant Director of CC	Community Corrections	Recruiting
Adult Probation Officer	Community Corrections	Interviewing
Accounting Support Specialist	Landfill/Highway	Interviewing
Accounting Technician	Finance/Sheriff	On-hold
Procurement Specialist	Finance	On-hold
Engineering Techs I/II/III – 3positions	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: Certificate of Completion to Crane Creek Asphalt for final payment for Contract No. 252502; 074-025-002

Department: Highway

Committee: Public Works

Committee Meeting Date: October 14, 2025

Work Session Date: N/A

Board Meeting Date: October 14, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

.

Recommendation:

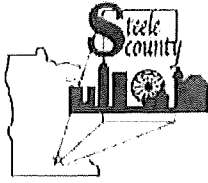
Approve Certificate of Completion to Crane Creek Asphalt for final payment in the amount of \$29,656.95 for Contract No. 252502; 074-025-002

Background (*Including Budget Impact*):

This project completed a Mill of the existing roadway, a Bituminous Resurfacing and Shouldering of CSAH 3 from CSAH 45 to TH 218. The final contract amount was \$593,139.01.

Attachments:

Certificate of Final Acceptance



STEELE COUNTY
HIGHWAY DEPARTMENT
PO Box 890 • 3000 Hollman Drive NW • Owatonna, MN 55060-0890
(507) 444-7670

Contract Number: 252502
Final Pay Request Number: 2

Project Number	Project Description
CP 074-025-002	2025 Bituminous Resurfacing

Contractor: Crane Creek Asphalt 710 24th Street NW Faribault, MN 55021	Vendor Number: 339 Up To Date: 10/03/2025
--	--

Contract Amount		Funds Encumbered	
Original Contract	\$586,659.97	Original	\$586,659.97
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$586,659.97	Total	\$586,659.97

Work Certified To Date	
Base Bid Items	\$593,139.01
Contract Changes	\$
Material On Hand	\$0.00
Total	\$593,139.01

Project Number	Work Certified This Request	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CP 074-025-002	\$0.00	\$593,139.01	\$0.00	\$563,482.06	\$29,656.95	\$593,139.01
Contract 252502 Totals	\$0.00	\$593,139.01	\$0.00	\$563,482.06	\$29,656.95	\$593,139.01
	Percent: Retained: 0%			Percent Complete: 101.1%		
Amount Paid This Final Pay Request					\$29,656.95	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, and that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By Paul S. G.
County Engineer
Date 10/1/2025

Approved By Crane Creek Asphalt
Wayne Giesel - Area Manager
Contractor
Date 10/06/2025

Steele County Highway Department
Certificate of Final Contract Acceptance
Final Voucher Number: 2

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 10/8/2025 Signature *Paul St.* County Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$593,139.01 and agrees to the amount of \$29,656.95 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Crane Creek Asphalt

By *Wayne Gieseke - Area Manager*

And _____ And _____

State of _____

On This 6th Day Oct 2025, Before me appeared _____ To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as
_____ free to act and deed

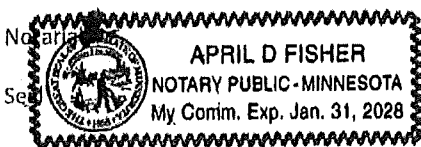
(Corporate Acknowledgment)

Wayne Gieseke And _____, to me personally known, who, being each by me duly sworn

each did say that they are respectively the Area Manager and _____ of the
Crane Creek Asphalt, A Division of

North Construction Co. corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

Board of Directors and said Area Manager and _____
acknowledged said instrument to be the free act and deed of said Corporation.



My Commission as Notary Public in Steele County
Expires Jan 31, 2028 Signature *April D Fisher*

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

Contract No.: 252502
Final Pay Request No.: 2

**Steele County Highway Department
Certificate of Final Contract Acceptance
County Board Acknowledgement**

Contract Number: 252502
Contractor: Crane Creek Asphalt
Date Certified: October 3, 2025
Final Pay Request Number: 2

Whereas; Contract No. 252502 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

I, Renea Fry, County Administrator within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

State of Minnesota
County of Steele

Dated this ____ day of _____, 20__

Signed by _____
County Administrator

Contract No.: 252502
Final Pay Request No.: 2

Contract Summaries

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2025-09-05	\$593,139.01	\$29,656.95	\$563,482.06
2	2025-10-03	\$0.00	(\$29,656.95)	\$29,656.95

Contract Funding Category Summary						
Funding Category Name	Work Certified this Request	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CSAH 3	\$0.00	\$593,139.01	\$0.00	\$563,482.06	\$29,656.95	\$593,139.01

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
250203	Local (Co. Maintenance)	\$29,656.95	\$586,659.97	\$586,659.97	\$593,139.01

Project Summaries

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
CP 074-025-002	1	2025-09-05	\$593,139.01	\$29,656.95	\$563,482.06
CP 074-025-002	2	2025-10-03	\$0.00	(\$29,656.95)	\$29,656.95

Project Funding Category Summary							
Project	Funding Category Name	Work Certified This Request	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CP 074-025-002	CSAH 3	\$0.00	\$593,139.01	\$0.00	\$563,482.06	\$29,656.95	\$593,139.01

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
CP 074-025-002	250203	\$29,656.95	\$586,659.97	\$586,659.97	\$593,139.01

Contract Items

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount Certified This Request	Quantity To Date	Amount Certified To Date
CP 074-025-002	1	2021.501	MOBILIZATION	LS	\$4,550.00	1	0	\$0.00	1	\$4,550.00
CP 074-025-002	2	2112.604	SUBGRADE PREPARATION	S Y	\$3.00	310	0	\$0.00	310	\$930.00
CP 074-025-002	3	2118.509	AGGREGATE SURFACING CLASS 5 MOD	TON	\$25.00	100	0	\$0.00	92.9	\$2,322.50
CP 074-025-002	4	2118.509	AGGREGATE SURFACING CLASS 1(B)	TON	\$18.00	1109	0	\$0.00	1665.04	\$26,640.64
CP 074-025-002	5	2232.504	MILL BITUMINOUS SURFACE (2.0") (P)	S Y	\$0.70	66788	0	\$0.00	66788	\$46,751.60
CP 074-025-002	6	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	\$64.00	7820	0	\$0.00	7799.17	\$499,146.88
CP 074-025-002	7	2540.602	MAIL BOX	EACH	\$50.00	4	0	\$0.00	2	\$100.00
CP 074-025-002	8	2540.602	MAIL BOX SUPPORT	EACH	\$185.00	8	0	\$0.00	10	\$1,850.00
CP 074-025-002	9	2563.601	TRAFFIC CONTROL	LS	\$1,600.00	1	0	\$0.00	1	\$1,600.00
CP 074-025-002	10	2580.503	INTERIM PAVEMENT MARKING	LF	\$0.25	4655	0	\$0.00	0	\$0.00
CP 074-025-002	11	2582.503	4" SOLID LINE PAINT	LF	\$0.11	21448	0	\$0.00	21510	\$2,366.10
CP 074-025-002	12	2582.503	6" SOLID LINE PAINT	LF	\$0.14	46451	0	\$0.00	46406	\$6,496.84
CP 074-025-002	13	2582.503	4" BROKEN LINE PAINT	LF	\$0.11	3620	0	\$0.00	3495	\$384.45
Base Bid Totals:								\$0.00		\$593,139.01

Contract No.: 252502
Final Pay Request No.: 2

Base Bid Project Category Totals				
Project	Category	Amount Certified This Request		Amount Certified To Date
CP 074-025-002		\$0.00		\$593,139.01

Contract No.: 252502
 Final Pay Request No.: 2

Contract Changes

Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount Certified This Request	Quantity To Date	Amount Certified To Date
Contract Change Totals:										\$		\$

Contract Total	\$593,139.01
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date

Contract No.: 252502
Final Pay Request No.: 2

Material On Hand

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining



Steele County Agenda Item

Request for Board Action

Subject: CSAH 2/CSAH 43/CR 180/CR 171 Local Road Improvement Program (LRIP) Grant Solicitation
(Havana Project)

Department: Highway

Committee: Public Works

Committee Meeting Date: October 14, 2024

Work Session Date: October 28, 2025

Board Meeting Date: October 28, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

.

Recommendation:

Approve a Resolution Authorizing Submittal of a Grant Application for the Local Road Improvement Program (LRIP) for CSAH 2/CSAH 43/CR 180/CR 171 (Havana) Project.

Background (*Including Budget Impact*):

The 2025-2029 Highway Capital Improvement Program includes a project to improve the intersection of CSAH 2/CR 180, CSAH 43, and CR 171 in Havana Township. The skewed and closely spaced intersections of three county highways, along with poor intersection site lines and the close proximity to a railroad crossing, contributes to the intersection having the highest crash rates in the county. The County retained WHKS to complete a feasibility study and recommend alternatives for the project. Five alternative solutions were provided. The Department held two public information meetings receiving feedback on the alternatives. After considering public input and balancing project costs and impacts, on April 22, 2025, the Board selected Alternative 4 as the preferred alternative. On May 13, 2025, the Board approved a contract with WHKS to provide Final Design for the project. The estimated cost of construction for the project is \$5.6 million.

The Commissioner of Transportation has given notice of grant opportunities from Minnesota State Transportation Fund for Local Road Improvement Program (LRIP) to assist local agencies on transportation projects. If awarded, the grant could provide up to \$1.5 million towards construction of the project. There will be no additional cost to Steele County to prepare and submit the LRIP Grant.

Attachments:

Resolution Authorizing Submittal of a Grant Application



STEELE COUNTY RESOLUTION

Authorize submittal of a Grant Application for the Local Road Improvement Program (LRIP) For CSAH2-CR180 Intersection Improvements (Havana)

Department: Highway

Date: 10/14/2025

Resolution No: 25-043

WHEREAS, the Commissioner of Transportation has given notice of grant opportunities from the Minnesota State Transportation Fund for Local Road Improvement Program (LRIP) to assist local agencies on transportation projects; and,

WHEREAS, the CSAH2-CR180 Intersection project is identified in the County's Road Safety Plan as a high-risk intersection; and,

WHEREAS, Steele County completed a feasibility report that identified that there was a clear need to improve the intersection due to the combination of crash history and anticipated increases in traffic along both corridors; and,

WHEREAS, Steele County has programmed a project in its Highway Capital Improvement Program to improve the CSAH2-CR180 intersection; and,

WHEREAS, the proposed CSAH2-CR180 Intersection project includes relocating the intersection to provide better safety and capacity,

NOW, THEREFORE, BE IT RESOLVED, The Steele County Board of Commissioners hereby supports the pursuit of Local Road Improvement Program (LRIP) funding and authorizes staff to prepare and submit such application.

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

Dated this ____ day of _____, 2025.

STEELE COUNTY
BOARD OF COMMISSIONERS

Chair

CERTIFICATION

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

Attest



Steele County Agenda Item

Request for Board Action

Subject: Certificate of Final Contract Acceptance to Midwest Contracting LLC, for Final Payment.

Department: Highway

Committee: Public Works

Committee Meeting Date: October 14, 2025

Work Session Date: N/A

Board Meeting Date: October 28, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

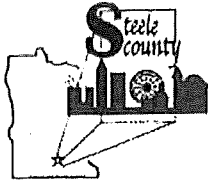
Approve Certificate of Final Contract Acceptance Midwest Contracting, LLC for final payment in an amount of \$16,084.39 for Contract #240615: SAP 074-606-015 & SAP 074-628-003

Background (*Including Budget Impact*):

This Project replaced Bridge No. 92779 over CSAH 6 and Bridge No. 89080 over CSAH 28. Bridge No. 92779 was a structurally deficient 10' x 8' concrete box culvert that was replaced with new Bridge No. 74J21 also a 10' x 8' concrete box culvert. Bridge No. 89080 was a deteriorated 11' 6" x 7' 3" Steel Arch Pipe that was replaced with new Bridge No. 74J20 a 10' x 8' concrete box culvert. The project was funded by the MnDOT Local Bridge Replacement Program Funds for eligible cost, State Bridge Funds and Sales Aid Funds. The final contract amount was \$630,814.43.

Attachments:

Final Documents including Certificate of Final Contract Acceptance and Final Payment



STEELE COUNTY
HIGHWAY DEPARTMENT
PO Box 890 • 3000 Hoffman Drive NW • Owatonna, MN 55060-0890
(507) 444-7670

Contract Number: 240615
Final Pay Request Number: 2

Project Number	Project Description
SAP 074-606-015	CSAH 6 Bridge No. 92779 Replacement
SAP 074-628-003	CSAH 28 Bridge No. 89080 Replacement

Contractor: Midwest Contracting, LLC 2948 271st Avenue Marshall, MN 56258	Vendor Number: 1319 Up To Date: 09/17/2025
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Contract Amount		Funds Encumbered	
Original Contract	\$689,125.00	Original	\$689,125.00
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$689,125.00	Total	\$689,125.00

Work Certified To Date	
Base Bid Items	\$630,814.43
Contract Changes	\$
Material On Hand	\$0.00
Total	\$630,814.43

Project Number	Work Certified This Request	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
SAP 074-606-015	\$5,000.00	\$263,087.55	\$0.00	\$255,506.67	\$7,580.88	\$263,087.55
SAP 074-628-003	\$4,875.00	\$367,726.88	\$0.00	\$359,223.37	\$8,503.51	\$367,726.88
Contract 240615 Totals	\$9,875.00	\$630,814.43	\$0.00	\$614,730.04	\$16,084.39	\$630,814.43
	Percent: Retained: 0%			Percent Complete: 91.54%		
Amount Paid This Final Pay Request					\$16,084.39	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, and that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

County Engineer

Date

Approved By Midwest Contracting, LLC

Dennis L. Anderson
Contractor Dennis L. Anderson

October 13, 2025

Date

Contract No.: 240615
Final Pay Request No.: 2

Steele County Highway Department
Certificate of Final Contract Acceptance
Final Voucher Number: 2

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated _____ Signature _____ County Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$630,814.43 and agrees to the amount of \$16,084.39 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Midwest Contracting, LLC

By Dennis L. Anderson
Dennis L. Anderson

And _____ And _____

State of Minnesota

On This 13th Day October, 2025, Before me appeared Dennis Anderson To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as
a _____ free to act and deed

(Corporate Acknowledgment)

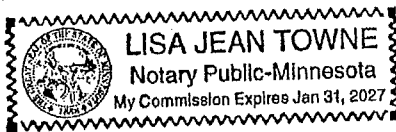
_____ And _____, to me personally known, who, being each by me duly sworn

each did say that they are respectively the _____ and _____ of the

_____ Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

_____ and said _____ and _____
acknowledged said instrument to be the free act and deed of said Corporation.

Notarial



Seal

My Commission as Notary Public in Lyon County

Expires January 31, 2027 Signature Lisa J. Towne

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

Contract No.: 240615
Final Pay Request No.: 2

**Steele County Highway Department
Certificate of Final Contract Acceptance
County Board Acknowledgement**

Contract Number: 240615
Contractor: Midwest Contracting, LLC
Date Certified: September 17, 2025
Final Pay Request Number: 2

Whereas; Contract No. 240615 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

I, Renea Fry, County Administrator within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

State of Minnesota
County of Steele

Dated this ____ day of _____, 20__

Signed by _____
County Administrator

Contract No.: 240615
Final Pay Request No.: 2

Contract Summaries

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2024-12-02	\$620,939.43	\$6,209.39	\$614,730.04
2	2025-09-17	\$9,875.00	(\$6,209.39)	\$16,084.39

Contract Funding Category Summary						
Funding Category Name	Work Certified this Request	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
LBRP Eligible	\$2,500.00	\$213,976.38	\$0.00	\$209,361.61	\$4,614.77	\$213,976.38
LBRP Non - Eligible	\$2,500.00	\$49,111.17	\$0.00	\$46,145.06	\$2,966.11	\$49,111.17
LBRP Eligible	\$1,500.00	\$297,069.68	\$0.00	\$292,613.99	\$4,455.69	\$297,069.68
LBRP Non Eligible	\$3,375.00	\$70,657.20	\$0.00	\$66,609.38	\$4,047.82	\$70,657.20

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
061502	Regular (CSAH)	\$6,423.20	\$164,953.50	\$164,953.50	\$147,320.05
061506	Bridge Bonding	\$1,157.68	\$115,767.50	\$115,767.50	\$115,767.50
280302	Regular (CSAH)	\$6,828.63	\$240,916.00	\$240,916.00	\$200,238.88
280306	Bridge Bonding	\$1,674.88	\$167,488.00	\$167,488.00	\$167,488.00

Project Summaries

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
SAP 074-606-015	1	2024-12-02	\$258,087.55	\$2,580.88	\$255,506.67
SAP 074-606-015	2	2025-09-17	\$5,000.00	(\$2,580.88)	\$7,580.88
SAP 074-628-003	1	2024-12-02	\$362,851.88	\$3,628.51	\$359,223.37
SAP 074-628-003	2	2025-09-17	\$4,875.00	(\$3,628.51)	\$8,503.51

Project Funding Category Summary							
Project	Funding Category Name	Work Certified This Request	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
SAP 074-606-015	CSAH 6 / LBRP Eligible	\$2,500.00	\$213,976.38	\$0.00	\$209,361.61	\$4,614.77	\$213,976.38
SAP 074-606-015	CSAH 6 / LBRP Non - Eligible	\$2,500.00	\$49,111.17	\$0.00	\$46,145.06	\$2,966.11	\$49,111.17
SAP 074-628-003	CSAH 28 / LBRP Eligible	\$1,500.00	\$297,069.68	\$0.00	\$292,613.99	\$4,455.69	\$297,069.68
SAP 074-628-003	CSAH 28 / LBRP Non Eligible	\$3,375.00	\$70,657.20	\$0.00	\$66,609.38	\$4,047.82	\$70,657.20

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
SAP 074-606-015	061502	\$6,423.20	\$164,953.50	\$164,953.50	\$147,320.05
SAP 074-606-015	061506	\$1,157.68	\$115,767.50	\$115,767.50	\$115,767.50
SAP 074-628-003	280302	\$6,828.63	\$240,916.00	\$240,916.00	\$200,238.88
SAP 074-628-003	280306	\$1,674.88	\$167,488.00	\$167,488.00	\$167,488.00

Contract Items

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount Certified This Request	Quantity To Date	Amount Certified To Date
SAP 074-606-015	1	2021.501	MOBILIZATION	LS	\$27,500.00		1	\$0.00	1	\$27,500.00
SAP 074-606-015	2	2106.507	EXCAVATION - COMMON (P)	C Y	\$8.00	320	0	\$0.00	320	\$2,560.00
SAP 074-606-015	3	2106.507	COMMON EMBANKMENT (CV) (P)	C Y	\$8.00	370	0	\$0.00	370	\$2,960.00
SAP 074-606-015	4	2106.601	DEWATERING	LS	\$2,500.00	1	1	\$2,500.00	1	\$2,500.00
SAP 074-606-015	5	2118.509	AGGREGATE SURFACING CLASS 1(B)	TON	\$35.00	85	0	\$0.00	85	\$2,975.00
SAP 074-606-015	6	2211.509	AGGREGATE BASE CLASS 6	TON	\$35.00	230	0	\$0.00	230	\$8,050.00
SAP 074-606-015	7	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	\$86.00	65	0	\$0.00	68.66	\$5,904.76
SAP 074-606-015	8	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	\$93.00	125	0	\$0.00	136.37	\$12,682.41
SAP 074-606-015	9	2412.502	10X8 PRECAST CONCRETE BOX CULV END SECT	EACH	\$33,500.00	2	0	\$0.00	2	\$67,000.00
SAP 074-606-015	10	2412.503	10X8 PRECAST CONCRETE BOX CULVERT	L F	\$1,550.00	54	0	\$0.00	54	\$83,700.00
SAP 074-606-015	11	2442.501	REMOVE EXISTING BRIDGE	LS	\$7,500.00	1	0	\$0.00	1	\$7,500.00
SAP 074-606-015	12	2451.509	COARSE AGGREGATE BEDDING	TON	\$35.00	243	0	\$0.00	167.59	\$5,865.65
SAP 074-606-015	13	2451.609	GRANULAR BACKFILL	TON	\$16.00	1680	0	\$0.00	759.13	\$12,146.08
SAP 074-606-015	14	2511.509	RANDOM RIPRAP CLASS IV	TON	\$55.00	210	0	\$0.00	206.63	\$11,364.65

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount Certified This Request	Quantity To Date	Amount Certified To Date
SAP 074-606-015	15	2563.601	TRAFFIC CONTROL	LS	\$2,400.00	1	0	\$0.00	1	\$2,400.00
SAP 074-606-015	16	2573.503	SILT FENCE, TYPE MS	L F	\$3.00	642	0	\$0.00	493	\$1,479.00
SAP 074-606-015	17	2573.601	TEMPORARY STREAM DIVERSION SYSTEM	LS	\$1,500.00	1	0	\$0.00	1	\$1,500.00
SAP 074-606-015	18	2575.501	TURF ESTABLISHMENT	LS	\$5,000.00	1	0.5	\$2,500.00	1	\$5,000.00
SAP 074-606-015	19	2575.505	RAPID STABILIZATION METHOD 1	ACRE	\$2,500.00	0.4	0	\$0.00	0	\$0.00
SAP 074-628-003	1	2021.501	MOBILIZATION	LS	\$29,500.00	1	0	\$0.00	1	\$29,500.00
SAP 074-628-003	2	2106.507	EXCAVATION - COMMON (P)	C Y	\$8.00	582	0	\$0.00	582	\$4,656.00
SAP 074-628-003	3	2106.507	COMMON EMBANKMENT (CV) (P)	C Y	\$8.00	912	0	\$0.00	912	\$7,296.00
SAP 074-628-003	4	2106.601	DEWATERING	LS	\$1,500.00	1	1	\$1,500.00	1	\$1,500.00
SAP 074-628-003	5	2118.509	AGGREGATE SURFACING CLASS 1(B)	TON	\$34.00	63	0	\$0.00	63	\$2,142.00
SAP 074-628-003	6	2211.509	AGGREGATE BASE CLASS 6	TON	\$34.00	396	0	\$0.00	396	\$13,464.00
SAP 074-628-003	7	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	\$95.00	221	0	\$0.00	223.96	\$21,276.20
SAP 074-628-003	8	2412.502	10X8 PRECAST CONCRETE BOX CULV END SECT	EACH	\$33,500.00	2	0	\$0.00	2	\$67,000.00
SAP 074-628-003	9	2412.503	10X8 PRECAST CONCRETE BOX CULVERT	L F	\$1,550.00	90	0	\$0.00	90	\$139,500.00
SAP 074-628-003	10	2442.501	REMOVE EXISTING BRIDGE	LS	\$8,500.00	1	0	\$0.00	1	\$8,500.00

Contract No.: 240615
Final Pay Request No.: 2

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount Certified This Request	Quantity To Date	Amount Certified To Date
SAP 074-628-003	11	2451.509	COARSE AGGREGATE BEDDING	TON	\$34.00	374	0	\$0.00	378.29	\$12,861.86
SAP 074-628-003	12	2451.609	GRANULAR BACKFILL	TON	\$14.00	4590	0	\$0.00	1907.03	\$26,698.42
SAP 074-628-003	13	2501.602	PLUG AND ABANDON PIPE CULVERT	EACH	\$500.00	1	0	\$0.00	1	\$500.00
SAP 074-628-003	14	2501.603	VIDEO TAPE CULVERT	LF	\$5.00	1000	0	\$0.00	770	\$3,850.00
SAP 074-628-003	15	2511.501	RANDOM RIPRAP CLASS IV	TON	\$55.00	300	0	\$0.00	291.08	\$16,009.40
SAP 074-628-003	16	2563.601	TRAFFIC CONTROL	LS	\$2,500.00	1	0	\$0.00	1	\$2,500.00
SAP 074-628-003	17	2573.503	SILT FENCE, TYPE MS	LF	\$3.00	875	0	\$0.00	741	\$2,223.00
SAP 074-628-003	18	2573.601	TEMPORARY STREAM DIVERSION SYSTEM	LS	\$1,500.00	1	0	\$0.00	1	\$1,500.00
SAP 074-628-003	19	2575.501	TURF ESTABLISHMENT	LS	\$6,750.00	1	0.5	\$3,375.00	1	\$6,750.00
SAP 074-628-003	20	2575.505	RAPID STABILIZATION METHOD 1	ACRE	\$2,500.00	0.6	0	\$0.00	0	\$0.00
Base Bid Totals:								\$9,875.00		\$630,814.43

Base Bid Project Category Totals			
Project	Category	Amount Certified This Request	Amount Certified To Date
SAP 074-628-003	Participating	\$1,500.00	\$297,069.68
SAP 074-628-003	Non-Participating	\$3,375.00	\$70,657.20
SAP 074-606-015	PARTICIPATING	\$2,500.00	\$213,976.38
SAP 074-606-015	NON PARTICIPATING	\$2,500.00	\$49,111.17

Contract No.: 240615
Final Pay Request No.: 2

Contract Changes

Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount Certified This Request	Quantity To Date	Amount Certified To Date
Contract Change Totals:										\$		\$

Contract Total	\$630,814.43
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Contract Change Totals		Amount This Request	Amount To Date
Number	Description		

Material On Hand

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining



Steele County Agenda Item

Request for Board Action

Subject: Agreement for Legal Services between City of Owatonna and Steele County
Attorney's Office

Department: Attorney's Office

Committee: Public Safety & Health

Committee Meeting Date: October 21, 2025

Work Session Date: N/A

Board Meeting Date: October 28, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Background (*Including Budget Impact*):

The County Attorney's Office provides city prosecution services to the City of Owatonna, and the County Attorney is the Owatonna City Prosecutor. This service takes approximately 1.0 FTE attorney and .5 FTE support staff. The Owatonna City Attorney is a different position and provides civil advice to the city.

Given the County Attorney's statutory duties to prosecute felony and gross misdemeanor crimes, it is in the best interests of the community and justice system to have the same office prosecute all levels of crime. Additionally, the County Attorney's Office has victim/witness services that are offered to victims of misdemeanor-level crimes.

The current contract is working off an original 1978 contract that was assigned to Steele County when Doug Ruth was the County Attorney in 1999. There has been no formal agreement as to increases.

City staff, the county attorney, and the county administrator have negotiated the proposed contract. The Owatonna City Council approved the contract on October 8, 2025. The contract updates the understanding and extent of services and provides a significant increase in the first year of 18.4%. The intent of the contract is to better align with the costs for the services over a five-year period. The contract has a phased approach back to year five, in which there is a 3% increase.

This increase in funding has been incorporated into the preliminary budget.

The County Attorney and County Administrator recommend approval.

Attachments: Agreement for Legal Services Between the City of Owatonna and Steele County Attorney's Office

**Agreement for Legal Services
Between the City of Owatonna and
Steele County Attorney's Office**

THIS AGREEMENT is made and entered into by and between the County of Steele, State of Minnesota ("County"), through the Steele County Attorney's Office ("Attorney"), and the City of Owatonna, State of Minnesota ("City").

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the County, through the Attorney, and the City agree as follows:

1. SERVICES AND RELATIONSHIP.

- a. The Attorney shall furnish and perform criminal prosecution legal services for the City.
- b. The Attorney shall provide legal advice to the City's Police Department Records Unit regarding the Minnesota Data Practices Act and gun permitting.
- c. The Attorney shall represent the City Police Department in cases involving Extreme Risk Protection Orders brought by the City's Chief of Police or designee.
- d. The services are estimated to take 1.0 attorney FTE and .5 support staff FTE.
- e. The Attorney is not a City employee. The Attorney is free to contract with other entities.

2. TERM.

- a. The Attorney shall serve at the pleasure of the City Council, and this Agreement may be terminated without cause by action of the City Council, provided that the City shall give the County ninety (90) days written notice before the termination becomes effective.
- b. The County may terminate this Agreement at any time, provided that the County shall give the City ninety (90) days written notice before the termination becomes effective.

3. FEES.

- a. Attorney will provide criminal prosecution services to the City, billed monthly at the following rates:

2026: \$14,500.00 a month
2027: \$15,950.00 per month
2028: \$16,747.50 per month
2029: \$17,584.87 per month
2030: \$18,112.41 per month

4. DATA PRACTICES

- a. All data collected, created, received, maintained, or disseminated for any purposes by the activities of the City or County because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

5. MERGER AND MODIFICATION.

- a. It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.
- b. Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

6. MISCELLANEOUS.

- a. *Governing Law*: This agreement shall be governed by the laws of the State of Minnesota.
- b. *Assignment*: The Attorney may not assign or refer any of the legal services to be performed hereunder with the written consent of the City.
- c. *Conflicts*: The Attorney shall handle any conflict that arise with the City in the same manner as the Attorney handles conflicts with County cases. If a conflict develops, the Attorney may withdraw from prosecution and obtain another prosecution office to handle the matter.
- d. *Effective Date*: This Agreement shall become effective upon its execution by the City, County, and Attorney, and the new rates will take effect on January 1 of each respective year.

Dated:_____

City of Owatonna

By:_____
Mayor

By:_____
City Administrator

Dated:_____

County of Steele

By:_____
Chairperson

By:_____
County Administrator

Dated:_____

County Attorney

By:_____
Robert J. Jarrett
Steele County Attorney



Steele County Agenda Item

Request for Board Action

Subject: Courtroom A Audio Upgrade

Department: Court Administration

Committee: Property & Maintenance

Committee Meeting Date: October 21, 2025

Work Session Date: Enter a date.

Board Meeting Date: October 28, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

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Recommendation:

Approve Courtroom A Audio upgrade with CTi. in an amount of \$52,853.08.

Background (*Including Budget Impact*):

This item was brought to the Property and Maintenance Committee in earlier 2025. The Commissioners requested a quote for the project.

The Third Judicial District has worked with CTi, who completed the work within Courtroom B, and would present the attached quote in the amount of \$52,853.08.

The agreement has historically been that we split any costs associated with electrical, and then Steele County is responsible for audio while the District Court is responsible for video. The District Court completed all necessary video upgrades to Courtroom A earlier in 2025, along with some audio upgrades (such as the wireless bench conference set-up) that we were able to achieve within our budget. The \$52,853.08 would be Steele County's portion.

Attachments:

Steele County Courtroom A Proposal



PROPOSAL

MN 3rd Judicial District Courts

Steele County Courtroom A – Rev. 4

DATE

Tuesday, 30 September 2025

PREPARED BY

Brandon Carleton

Design Consultant

Overview and Goals

At CTI, we ensure our technology, processes, and people are the most knowledgeable and efficient resource to serve you as your solutions partner.

Dear Craig Zwiener,

It was a pleasure to speak with you regarding your upcoming project. Thank you for the time to review your needs and identify your requirements. Based on our needs analysis we have developed a recommended solution for you. Conference Technologies, Inc. has the industry experience to create customized solutions to meet today's technology challenges. These solutions include consulting, design, implementation, and service.

Enclosed is a project proposal for your review and consideration that outlines scope, timelines, deliverables, and our support plan to care for your investment. After review I will contact you to discuss any questions you or your team may have about this solution. Our team is excited about the opportunity to provide you with a fantastic experience and making your project a success.

Sincerely,

Brandon Carleton
Design Consultant
CTI
952-954-2367
brandon.carleton@cti.com

Scope of Work

Proposal Number: J25370030

Proposal Date: 9/30/2025

Contract: 242511

Prepared for: MN 3rd Judicial District Courts

Attn: Craig Zwiener

Phone:

Email:

craig.zwiener@courts.state.mn.us

Prepared by: Brandon Carleton

Phone: 952-954-2367

Email: brandon.carleton@cti.com

Bill to: MN 3rd Judicial District Courts
1696 GREENVIEW DR SW
ROCHESTER, MN
55902-1363

Ship to: MN 3rd Judicial District Courts
111 E MAIN ST
OWATONNA, MN
55060-3052

Steele County Courtroom A

Judge

The existing Shure microphone will be reused.

Clerk

The existing Shure MX418D/C microphone will be reused.

The exiting Crestron touch panel will be reused. The client will provide the Crestron source code archive and the VTProE touch panel files to CTI for control of the new equipment.

** There is no Barco Clickshare in this design

Court Reporter

This location does not have a microphone installed. There will be a USB to ethernet adapter along with a Audinate Dante Virtual Soundcard License that will be used for the audio record channels (8) and also the ability to playback audio using the existing audio adapter. One of the output channels on the QSC QIO-ML2x2 will be used to connect the RDL Headphone amp.

Witness

The existing Shure microphone will be reused.

Attorney 1 & Attorney 2

The two (2) existing Shure microphones will be reused. The two (2) ceiling speakers above the attorney tables will be reused.

Gallery

The two (2) existing ceiling speakers in the far back gallery will be reused.

Jury

There will be three (3) Innovox Micro Monitors installed along the top of the jury bench wall using surface mount raceway.

Rack

The existing 24RU mobile rack will be reused. The following equipment will be removed and given to the client.

Williams Assisted Listening Transmitter (Replaced with Listen Technologies iDSP Dante System)

Biamp TesiraFORTE x 2 (Replaced with QSC Core 24f)

Biamp TesiraFORTE TC-5

Pakedge Network Switch (Replaced with Netgear GSM4230PX)

Crown Amplifier (Replaced with QSC MP-A80V)

The audio system will be changed to QSC from Biamp. CTI will provide new DSP programming and updated Crestron programming for the new equipment. The assisted listening will be upgraded to the new Listen model.

Note:

Client will be responsible for providing conduit/pathways to the jury half wall for the speakers.

Installation Materials:

For an audio-visual installation project, IMATS or Installation Materials typically include various cables (HDMI, audio, Ethernet), connectors, mounting hardware (wall mounts, brackets), cable management items (ties, raceways), fasteners (screws, anchors), adhesives (tape, sealants), protective materials (dust covers, drop cloths), documentation (manuals, labels), and miscellaneous supplies like batteries and cleaning items. These ensure a neat, secure, and professional setup.

Assumptions

The following assumptions are made for this work order contract:

1. CTI will have full access to courtroom(s) included in this project. Hours of work shall generally be Monday through Friday from 8:00 a.m. through 4:30 p.m. Afterhours access, if needed, will be coordinated with the court.
2. The Court will facilitate coordination with the County as needed in support of this work order contract.
3. CTI will comply with any/all security and/or screening requirements established by either the county or state district courts.
4. Any changes to the scope of work, deliverables, and/or costs shall be executed through the amendment process. Any amendments to this work order contract shall be in writing and shall be executed by the same parties who executed the original contract, or their

successors in office.

5. If cabling will be supplied by the client low voltage vendor, CTI will meet the vendor on-site to review all cabling and provide wire pull sheets to vendor.

6. Client will provide all penetrations through the floor and cable paths not accessible by CTI.

Travel

Travel expenses are estimated with a do not exceed value. Actual costs will be on the final invoice. Any unused credits will be returned to the client. Travel expenses include applicable mileage, hotel, and meals.

Hotel is estimated at \$175/night for each person working on the jobsite.

Meals & Incidentals are estimated at \$60.00 per day for a full overnight stay and \$41.00 per day for a travel to/from the project location but will be invoiced following the State of Minnesota travel standard.

Your Investment

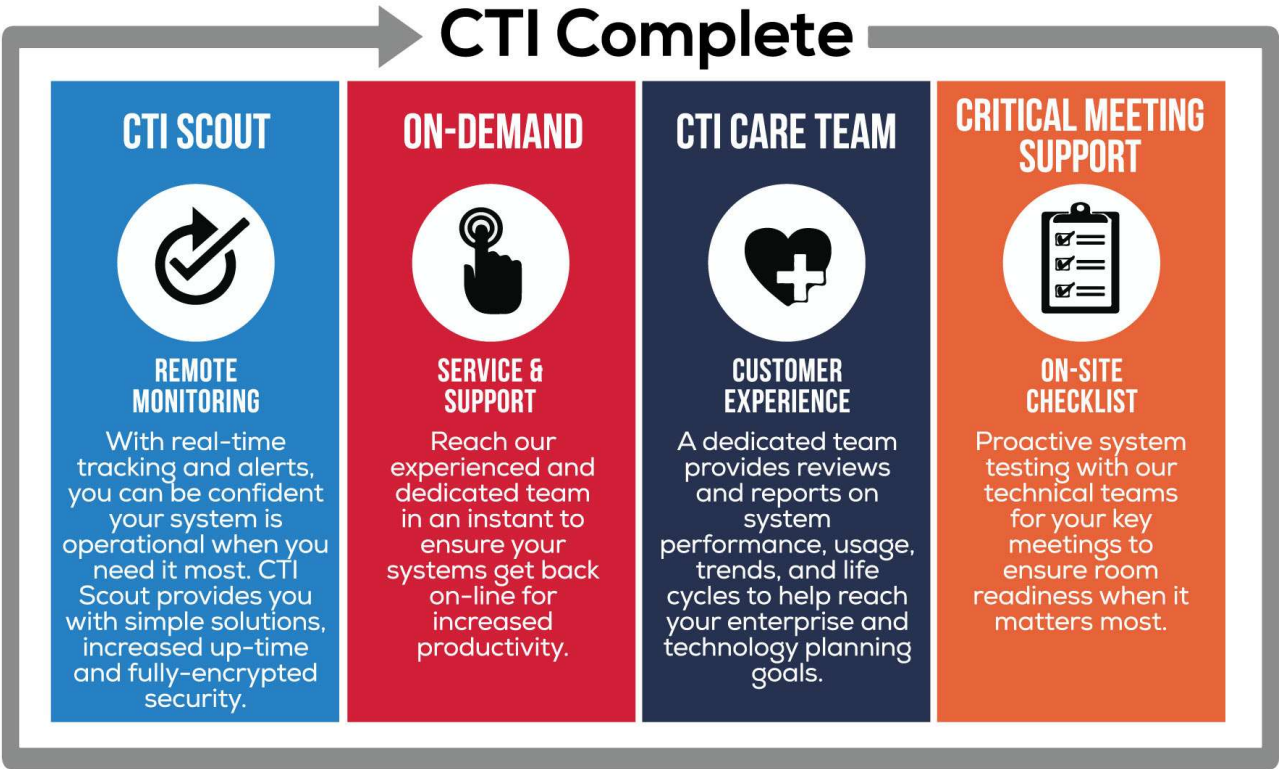
Below is the cost of this solution based on the outlined scope of work. If you have questions about the complete solution, please let us know how we can help align this investment with additional needs or changes in scope.

Proposal Summary

Description	Price
Equipment	\$19,166.54
Implementation Services	\$28,421.00
Installation Materials	\$1,293.16
Travel	\$1,200.00
Freight	\$994.32
CTI Complete	\$1,778.06
Subtotal	\$52,853.08
Tax	\$0.00
Grand Total	\$52,853.08

Why Us?

Our CTI Complete service is there for you 24/7 through our dedicated CTI Care customer experience team. Through on-site technical service, recommended programming upgrades, and quarterly reliability checks, your system is covered for the unexpected, as well as planned maintenance. Your teams will be trained to operate equipment with confidence. When critical meetings arise, we help ensure system performance with proactive system testing and an on-site checklist, so your systems will be ready when it matters most. Our managed services staff does more than diagnose and repair failures, they help plan for system life cycles.



Bill of Materials

Judge v2

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: \$0.00					
Shure	MX393/O	Boundary Mic	1	\$0.00	\$0.00
Shure	MX418D/C	Tabletop Microphone	1	\$0.00	\$0.00

Bill of Materials

Clerk v2

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: \$2,642.80					
QSC	TSC-710t-G3	Table top mounting accessory for TSC-70-G3 and TSC-101-G3.	1	\$340.47	\$340.47
QSC	TSC-101-G3	Q-SYS 10.1" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	1	\$2,302.33	\$2,302.33
Shure	MX418D/C	Desktop Microphone	1	\$0.00	\$0.00

Bill of Materials

Reporter v2

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: \$950.16					
Audinate	DVS	Dante Virtual Soundcard Transferable License	1	\$115.12	\$115.12
Startech	USB31000S W	USB 3.0 NETWORK ADAPTER ADDS AN ETHERNET PORT TO YOUR LAPTOP/DESKTOP - USB TO RJ	1	\$25.87	\$25.87

RDL	DB-SH1M	Stereo Headphone Amplifier - stainless Decora panel with user level control - Black	1	\$186.97	\$186.97
RDL	PS-24AS	24 Vdc Switching Power Supply, North American AC Plug, 500 mA, dc Plug	1	\$30.16	\$30.16
RDL	DC-1B	Single Desktop or Wall Mounted Chassis for Decora Remote Controls and Panels - black	1	\$68.06	\$68.06
RDL	CP-1B	Single Cover Plate - black	1	\$12.58	\$12.58
QSC	QIO-ML2x2	Q-SYS peripheral providing 2 mic/line inputs and 2 line outputs. Up to 4 devices daisy-chainable. 1U-1/4W, powered over Ethernet or +24 VDC. Surface mountable, rack kit sold separately.	1	\$511.40	\$511.40

Bill of Materials

Witness v2

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: \$0.00					
Shure	MX418D/C	Tabletop Microphone	1	\$0.00	\$0.00

Bill of Materials

Attorney 1 v2

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: \$0.00					
Shure	MX418D/C	Table Top Microphone	2	\$0.00	\$0.00

Bill of Materials

Attorney 2 v2

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: \$0.00					
Shure	MX418D/C	Table Top Microphone	2	\$0.00	\$0.00

Bill of Materials

Jury v2

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: \$882.57					
Innovox	AE-MicroMonitor blk	Discreet podium / lectern monitor	3	\$294.19	\$882.57

Bill of Materials

Podium

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: \$0.00					
Shure	MX418D/C	Tabletop Microphone	1	\$0.00	\$0.00

Bill of Materials

Gallery

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: \$0.00					
OFE	Speakers	Ceiling Speakers	2	\$0.00	\$0.00

Bill of Materials

Equipment Rack v2

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: \$14,691.01					
Listen	LS-91-01-D	ListenIR iDSP Level II System (Dante)	1	\$1,688.07	\$1,688.07
QSC	MP-A80V	1600W FlexAmp technology Hi-Z / Lo-Z amplifier, 8 x 200W into 4?, 8?, 70V and 100V, Highpass filter per channel, GPIO for Remote Standby and Amp Status.	1	\$2,400.00	\$2,400.00
Listen	LR-4200-IR	Intelligent DSP IR Receiver	2	\$185.59	\$371.18
Shure	SB903	Lithium-Ion Battery for SLX-D	4	\$46.40	\$185.60
Shure	SLXD1--J52	Bodypack Transmitter	2	\$193.31	\$386.62
Listen	LA-401	Universal Ear Speaker	2	\$17.71	\$35.42
Listen	LA-430	Intelligent Ear Phone/Neck Loop Lanyard	2	\$54.43	\$108.86
Netgear	GSM4230PX-100NAS	AV LINE M4250-26G4XF-POE+ 24X1G POE+ 480W 2X1G AND 4XSFP+ MANAGED SWITCH	1	\$2,116.83	\$2,116.83
Shure	SBC203-US	Dual Docking Station for SLX-D transmitters and SB903 battery	2	\$122.62	\$245.24
Shure	SLXD4QDAN+-G57	Wireless Receiver, Quad, Dante	1	\$2,915.17	\$2,915.17

QSC	CORE 24f	Q-SYS Core Processor with 24 local audio I/O channels, 160x160 total network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual Ethernet ports for network redundancy plus two auxiliary Ethernet ports, two RS232 ports, 8x8 GPIO, 24 next-generation AEC processors, 1RU. Includes Scripting/UCI functionality.	1	\$3,767.44	\$3,767.44
Shure	SLXD2/SM58 =-J52	Handheld Transmitter with SM58 Capsule	2	\$235.29	\$470.58

Labor Plan

Description	Labor Hours	Labor Rates	Ext. Price
Build/Mock Up In House	12.00	\$123.00/hour	\$1,476.00
Programming In House	12.00	\$150.00/hour	\$1,800.00
Commissioning In House	8.00	\$150.00/hour	\$1,200.00
Commissioning Onsite	24.00	\$150.00/hour	\$3,600.00
Installation Onsite	95.00	\$145.00/hour	\$13,775.00
Travel Labor	12.00	\$85.00/hour	\$1,020.00
Project Management	18.00	\$150.00/hour	\$2,700.00
Engineering	19.00	\$150.00/hour	\$2,850.00
Labor: \$28,421.00			

Labor Plan

Description	Labor Hours	Labor Rates	Ext. Price
Build/Mock Up In House	12.00	\$123.00/hour	\$1,476.00
Programming In House	12.00	\$150.00/hour	\$1,800.00
Commissioning In House	8.00	\$150.00/hour	\$1,200.00
Commissioning Onsite	24.00	\$150.00/hour	\$3,600.00
Installation Onsite	95.00	\$145.00/hour	\$13,775.00
Travel Labor	12.00	\$85.00/hour	\$1,020.00
Project Management	18.00	\$150.00/hour	\$2,700.00
Engineering	19.00	\$150.00/hour	\$2,850.00
Labor: \$28,421.00			

Standard Disclaimer

CTI provides for twelve (12) months of **CTI Complete** on all system purchases. CTI warrants the system implemented is free from defects in material and workmanship, in accordance with the contract, drawings, specifications, alterations and additions thereto, for a period of twelve (12) months from the date of commencement of use, substantial completion, or date of notice of completion, whichever occurs first. This coverage does not protect against consumables, severe weather, and acts of God.

Terms

Terms are NET 30 with approved credit.

All applicable taxes are the responsibility of the purchaser and will be added to the final invoice. Any cancelled orders or returns are subject to manufacturer acceptance; shipping and restocking fees may apply. This proposal is valid for fourteen (14) days.

Taxes and Tariffs

The State is responsible for all applicable taxes, including but not limited to sales tax, value-added tax (VAT), and goods and services tax (GST), as well as any import duties, tariffs, and customs fees imposed by the destination location only as agreed to in a written amendment to this contract. The State will not unreasonably withhold its consent to an amendment to be responsible for taxes, tariffs and customs charges incurred by Contractor directly related to the Contractor's duties. These charges are not included in the product price or freight. The Contractor will provide all necessary documentation for customs clearance, and both parties agree to comply with all relevant laws and regulations regarding these charges.

Installation Description and Requirements

Provided by CTI: If installation is purchased, CTI will install all A/V components. CTI will also perform all programming, alignments, and end-user training. CTI will provide A/V project management, and provide drawings as required. This install price assumes a Monday through Friday 8:00am to 5:00pm install time. Room availability must be in consecutive 8-hour blocks. Any required changes or rushes may affect the final price.

Provided by Others

Electrical requirements are to be provided by others unless specifically included in CTI Scope of Work.

Statement

This system proposal is the property of CTI and is delivered with the sole intent of being viewed by management of MN 3rd Judicial District Courts for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor, or CTI competitor without the written consent of CTI. Any effort to do so will be considered a violation of copyright law.

Next Steps

1. Upon Notice to Proceed, CTI will begin executing the project plan with an internal handoff of the project to our operations team.
2. If you have questions about the process as we move forward, please contact me at brandon.carleton@cti.com or 952-954-2367.
3. You will be contacted by a CTI Project Manager to schedule a project kickoff meeting to review the project scope and schedule.

Total
J25370030 - \$52,853.08

Customer Signature

CTI Signature

Printed Name

Printed Name

Title

Title

Date

Date



Steele County Agenda Item

Subject: MN Snowmobile Safety Enforcement Grant

Department: Sheriff's Office

Committee Meeting Date: October 21, 2025

Board Meeting Date: October 28, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Enter the recommendation from the Committee to the Board of Commissioners. This must be filled out for all Board Meeting agenda items. If the item did not go to a committee list as "N/A" or a reason why.

Recommendation:

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

Background (*Including Budget Impact*):

The annual snowmobile safety enforcement grant allows the SCSO to perform trail enforcement and other activities related to snowmobile safety.

Attachments:

Grant attachment



MINNESOTA SNOWMOBILE SAFETY
ENFORCEMENT GRANT Program
Allocation Application
Fiscal Years: 2026 & 2027

Sheriff Office Application
Please complete the four-page application to indicate
your County's intent to participate.

Deadline: SEPTEMBER 12, 2025

Submit Here: Kelly.Affeldt@state.mn.us

APPLICATION INFORMATION:

County Law Enforcement Name:

Steele County Sheriff's Office

Street Address:

2500 Alexander St. SW

Phone Number:

507-444-3805

Email Address:

karen.meier@steelecountymn.gov

Contact Person:

Karen Meier

City, State ZIP:

Owatonna, MN 55060

Fax Number:

507-444-3894

Sheriff's Office Application

Please complete the above application to indicate your Agency's intent to participate in the SNOWMOBILE SAFETY ENFORCEMENT GRANT PROGRAM. The Department of Natural Resources (DNR) will use agency statistics to compile information for the following categories shown below. If you fill this out by hand, be sure to write LEGIBLY.

- A. COUNTY Participation - completed application received by DNR Enforcement.
- B. Snowmobile Registration & Use - DNR License Center figures will be used.
- C. Census Data - the 2010 U.S. census figures are being used.
- D. Public trail miles data, from MN DNR Parks and Trails.

Signature - Local Law Enforcement Administrator

 # 7401

Date:

9/10/25

MINNESOTA SNOWMOBILE SAFETY
ENFORCEMENT GRANT PROGRAM
(07/01/2025-06/30/2026)

COUNTY: **Steele**

DATE: **09/10/2025**

GROUP 1:

PERSONNEL	NUMBER OF OFFICERS	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
FULL TIME:				
PART TIME:				
SUB-TOTAL:				

GROUP 2:

EXPENSES and SUPPLIES	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS

GROUP 3: EQUIPMENT

	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
Covers, Helmets, Belt Drive		\$ 2,261.80	\$ 2,261.80

GROUP 4: GRAND TOTAL

COUNTY FUNDS	*STATE FUNDS	TOTAL COSTS
	\$ 2,261.80	\$ 2,261.80

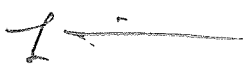
* Must equal the amount listed in the "Snowmobile Safety Enforcement Preliminary Allocation Amount."

Keep one copy of this form for your COUNTY files.

"This is to certify that the State Funds requested will be used only for the purposes set forth in Laws of Minnesota Legislature 2025, and the information contained in this form is correct to the best of my knowledge."

Signature

Date

 #7401

9-10-25

Please return this form with the signed Application.

**MINNESOTA SNOWMOBILE SAFETY
ENFORCEMENT GRANT PROGRAM**
(07/01/2026-06/30/2027)

COUNTY:

Steele

DATE:

09/10/2025

GROUP 1:

PERSONNEL	NUMBER OF OFFICERS	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
FULL TIME:				
PART TIME:				
SUB-TOTAL:				

GROUP 2:

EXPENSES and SUPPLIES

	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
Service/Gas		\$ 441.80	\$ 441.80

GROUP 3: EQUIPMENT

	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
Helmets & Tunnel Bags		\$ 1,820.00	\$ 1,820.00

GROUP 4: GRAND TOTAL

	COUNTY FUNDS	*STATE FUNDS	TOTAL COSTS
		\$ 2,261.80	\$ 2,261.80

* Must equal the amount listed in the "Snowmobile Safety Enforcement Preliminary Allocation Amount."

Keep one copy of this form for your COUNTY files.

"This is to certify that the State Funds requested will be used only for the purposes set forth in Laws of Minnesota Legislature 2025, and the information contained in this form is correct to the best of my knowledge."

Signature

Date

 #7401

9-10-25

Please return this form with the signed Application.

**STATEMENT OF UNDERSTANDING AND AGREEMENT
SNOWMOBILE SAFETY ENFORCEMENT GRANT PROGRAM
PROGRAM YEARS: 2026 – 2027**

The Snowmobile Safety Enforcement Grants to Local Law Enforcement Agencies is authorized by Laws of Minnesota Legislature 2025, which reads in part as follows:

\$315,000 the first year and \$315,000 the second year are from the snowmobile trails and enforcement account in the natural resources fund for grants to county law enforcement agencies for snowmobile safety enforcement activities.

By signing below you are affirming you understand that grant funds are to be expended for snowmobile law enforcement activities above and beyond the current levels of snowmobile law enforcement activities that your COUNTY is currently providing and will only be used as such.

Local Law Enforcement Administrator

Date

 # 7401	9-10-25

Please return this form with the signed Application.

m DEPARTMENT OF
NATURAL RESOURCES
DIVISION OF ENFORCEMENT



August 12, 2025

Minnesota County Sheriffs:

The Minnesota Department of Natural Resources (DNR) invites all county sheriff agencies to participate in the Snowmobile Safety Enforcement (SSE) Grant Program, during the biennium July 1, 2025 through June 30, 2027. The 2025 Minnesota Legislature allocated \$315,000 for each fiscal year, 2026 and 2027.

You will find a "Preliminary 2026-2027 Allocation Totals" spreadsheet attached. If your county intends on participating for the next two years, please complete the attached application and return it no later than **September 12, 2025**.

The details of receiving reimbursements will be indicated in the contract. All expenses over the amount of your grant will be the sole responsibility of your county.

Thanks in advance for your on-going efforts to assist DNR in protecting Minnesota's resources, and providing service to our citizens.

Sincerely,

A handwritten signature in black ink, appearing to read "Rodmen Smith", with a long horizontal flourish extending to the right.

COL Rodmen Smith, Director
Division of Enforcement

Enclosures

ALLOWABLE EXPENDITURES SNOWMOBILE SAFETY ENFORCEMENT GRANT PROGRAM: 2026-2027

Use these guidelines when considering whether a specific expense is eligible for reimbursement.

General:

These funds are to be used only for enforcement activities above and beyond current levels of local law enforcement activities as stated in 2025 Laws of Minnesota Legislature.

All of the expenditures listed below must be directly related to the Snowmobile Safety Enforcement Program, and the work done by counties in ONLY this program area. When personnel or equipment costs are split between general law enforcement duties and snowmobile enforcement work, the percentage paid out of the snowmobile safety enforcement account may not exceed the percentage of time the individual or equipment is actually used for snowmobile safety enforcement.

Local Law Enforcement Agencies are urged to contact the Department of Natural Resources, Snowmobile Safety Enforcement Grant Administrator for a determination prior to any questionable expenditure. **All expenditures are subject to state audit. Be sure to keep accurate documentation and records of all expenditures.**

Personnel:

Salary costs for certification of staff to conduct the DNR youth training safety programs for snowmobiles, and the actual training conducted for the youth program.

Salary costs for attendance by county or local staff in a POST-approved training session conducted by DNR Enforcement Officers on snowmobile rules and enforcement techniques.

Salary costs for officers enforcing the snowmobile laws, rules, regulations and local ordinances.

Records or logs of time spent on the program are necessary to support these expenses and should be retained for not less than three years. If officer hours are a part of your reimbursement, please send one (1) example officer log for the time period for which reimbursement is being requested.

Staff salary and course fees for staff training and proficiency in proper riding techniques for safe use and operation of a snowmobile. This is a discretionary activity, based on local priority rather than state requirements.

Supplies and Expenses:

This includes personal riding equipment, fuel, oil, lubricants, repairs, rental/lease costs, travel costs, training expenses and expendable supplies.

Equipment:

This includes Snowmobiles, safety sleds, trailers, and other necessary items specifically related to this program. Equipment that is being used for general duties may be either charged to the snowmobile safety enforcement account according to percentage of use or by the cost per mile/hour of operation. Mileage logs showing dates, odometer readings and assignment are necessary to support all vehicle use and should be retained for not less than three years. If additional vehicles are needed, leases should be considered. Requests for equipment purchases are of low priority and should be limited to essential requests only. If you do purchase a snowmobile, and it is \$5,000 or more in total cost, please submit a copy of the purchase invoice.

All of the expenses incurred during the grant time period should be condensed into an Integrated Payment System Report, which you should be able to obtain from your county auditor or treasurer.

***Other proposed expenditures which do not fit into one of these categories must have prior approval by the Department of Natural Resources, Snowmobile Enforcement Grant Administrator. Please contact Kelly Affeldt: (651) 259-5361 or kelly.affeldt@state.mn.us



Steele County Agenda Item

Request for Board Action

Subject: Mayo Clinic Health System Decision Affecting Birth Center at Allina Hospital,
Owatonna

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: October 28, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Enter the recommendation from the Committee to the Board of Commissioners. This must be filled out for all Board Meeting agenda items. If the item did not go to a committee list as “N/A” or a reason why.

Recommendation:

Authorize staff to draft and send a letter to Mayo, Allina and the Owatonna Chamber, summarizing the Board’s opinions regarding Mayo’s decision to discontinue obstetrics services at the Allina Owatonna Hospital.

Information (including rationale, if applicable):

Allina issued a statement on Thursday, October 16, wherein they publicly announced that Mayo would no longer support the Allina Hospital Birth Center. Mayo’s decision will be effective November 16. Allina responded by indicating that they would divert all obstetrics’ cases to other facilities until such time as an agreement can be reached with Mayo over the division of services between their two combined facilities in Owatonna. The Owatonna City Council shared their views at their last meeting. All of the council members who spoke at their meeting expressed concern over the anticipated loss of delivery services and the impact to the community.

Yesterday, Mark Walbran, the Owatonna City Attorney, emailed me with his summary of certain operating provisions defining the roles of Mayo and Allina that had been memorialized in a Declaration recorded against the real property on which the hospital and clinic sit. He stated:

In Articles 6 and 7, on pp. 10 -13, the “turf agreement” between Allina and Mayo is spelled out.

Sec. 6.1 states the Hospital area will be used for hospital purposes and not as a primary care or multispecialty clinic.

Sec. 6.2 states the Clinic area won't be used for services listed in 6.2 a.-i, such as x-rays rehab, etc. Birthing is not mentioned in the document.

However, in the one-page document entitled "Executive Summary Letter of Intent Between Allina Health System and Mayo Health System regarding Owatonna Health Campus" dated 11/1/05, the parties stated, in part:

Health Care Campus Covenants:

- *Allina will build a new hospital and provide services at a higher level consistent with high-performing rural community hospital;*
- *The parties will develop appropriate mechanisms for on ongoing physician input into hospital operations;*
- *Owatonna Clinic will not provide certain specified services within Owatonna Hospital's service area so long as Owatonna Hospital provides the same services in a high quality manner;*
- *Owatonna Clinic will maintain the clinic's current configuration, add capacity as appropriate for the community, and maintain services at the level of a high-performing rural multispecialty clinic;*
- *Mayo Health System will not create any financial incentive for Owatonna Clinic physicians to refer services away from Owatonna Hospital if the services are safely available in Owatonna;*
- *The parties commit to explore joint venturing if either one desires to add a new service with a capital cost of more than \$250,000.*

I do not have a copy of the entire Letter of Intent. However, it was shown to me back then and I wrote that the summary was consistent with the Letter.

Our position is that in the above LOI, Mayo said it will "add capacity as appropriate for the community and maintain services at the level of a high-performing rural multispecialty clinic."

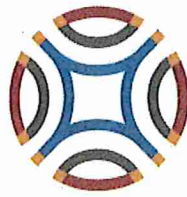
Surely, such a multispecialty clinic should continue to include staff to attend to the birth of babies.

Mark

Mark M. Walbran

Allina's options were discussed with them last Monday. They acknowledge they can provide Ob services. That requires them to have an Ob on staff or on call 24/7. They claimed they need time to develop a staffing plan because they too have staffing shortages system wide. Also, it's not practical to think Mayo Clinic patients will go to the Owatonna hospital if their primary Ob won't be there to deliver their babies. Finally, Allina said they want a comprehensive agreement with Mayo before they try to develop solutions on a service by service basis. In short, both organizations have a role in impairing Steele County (and others) from having a comprehensive maternal experience in Owatonna. And the impact is even more serious for the financially disadvantaged who don't have the option to travel elsewhere.

This topic is before the Steele County Board for its response on the matter. Attached are copies of the Owatonna Chamber's memo to the Owatonna City Council and the Council's letter in response.



OWATONNA
AREA CHAMBER OF COMMERCE

10/17/2025

To: Owatonna City Council and Mayor Jessop

From: Owatonna Area Chamber of Commerce & Tourism

Re: Mayo Clinic Health System Decision on Delivering Babies in Owatonna

The Owatonna Area Chamber of Commerce Board of Directors voted today to adopt this position regarding Mayo Clinic Health System's decision to stop delivering babies in Owatonna:

The Owatonna Area Chamber of Commerce firmly opposes diverting birthing services from Owatonna. Growing and attracting families is vital to the health of our community needs and economy, and losing local delivery services undermines that effort.

The Chamber Board of Directors, on behalf of its business members, is committed to working directly with the City of Owatonna, the health care providers and our members to find a solution and keep baby deliveries in Owatonna.

If you would like to discuss further or have any questions, please contact Brad Meier at bmeier@owatonna.org or 507-451-7970.



October 17, 2025

RE: Support OACC Opposition to Diverting Birthing Services from Owatonna

Mr. Brad Meier, President/CEO
Owatonna Area Chamber of Commerce
120 Oak Avenue
Owatonna, MN 55060

Dear Mr. Meier:

On behalf of the Owatonna Mayor, City Council and Administrators, we are expressing support for the opposition expressed by the Owatonna Area Chamber of Commerce (OACC) to Mayo Clinic Health System proposal to divert birthing services from Owatonna.

Growing and attracting families is vital to the health of our community needs and economy, and losing local delivery services undermines that effort.

City officials concur with OACC's statement and hope these services will be continued to be offered locally.

Sincerely,

Kevin Raney, Council President-Council Member - Ward 4

David Burbank, Council Member - Ward 3

Doug Voss, Council Vice President-Council Member At Large

Brent Svenby, Council Member - Ward 5

Dan Boeke, Council Member At Large

Matt Jessop, Mayor

Nathan Dotson, Council Member - Ward 1

Jenna Tuma, City Administrator

Don McCann, Council Member - Ward 2

Emily Thamert, Assistant City Administrator



Steele County Agenda Item

Request for Board Action

Subject: 2026 Opioid Response Initiative Award Ceiling

Department: Public Health

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: October 28, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Staff recommend a \$200,000 award ceiling for the 2026 Opioid Response Initiative (ORI) Awards.

Background (*Including Budget Impact*):

Solicitation for 2026 Steele County ORI Award proposals closed on Sunday, October 19th. The County received four applications totaling \$223,947.72 in requests. As shown in the attached summary document, all proposed projects align with the purpose of this funding. Last year, the County set a \$100,000 funding ceiling, received \$94,527 in requests, and awarded \$67,500.

The County currently has a balance of approximately \$525,000 in its Opioid Settlement Fund and is projected to receive about \$90,000 annually through 2032, followed by roughly \$50,000 annually through 2038. The Minnesota Attorney General's office has joined additional settlements that may increase Steele County's projected allocations.

Given the increased funding requests and the stable outlook for future Opioid Settlement funding, staff recommend setting an award ceiling of \$200,000 to stay on track with spending these funds rather than accumulating them. Staff will conduct an in-depth review of these applications over the next month and present award recommendations to the Board. While the final total may be lower than the ceiling, this higher cap provides more flexibility to fully fund high-impact projects.

Attachments:

Summary of 2026 Opioid Response Initiative Award Applications

Organization Name: Steele-Waseca Drug Court

Funding Request: \$19,353.18

Timeline: 3 months

Use of Funds:

The proposed project is a request for gap funding for the FTE shared agent, between Steele (60%) and Waseca (40%) counties, travel, training, and drug/alcohol testing costs. This funding would avoid a disruption in services to Steele County between January and March of 2026 by supporting 60% of the FTE cost of the shared agent who provides case management to Steele County treatment court clients and drug testing services.

Other Important Information:

This project has been historically supported by the Minnesota Office of Justice Programs (OJP) Community Justice Reinvestment Grant; however there is a delay in this grant for the 2026-2027 cycle and funds (if awarded) would not be received until April 1, 2026. The MN OJP Community Justice Reinvestment Grant averages \$90,000 each year.

This project qualifies under category D of the Minnesota Opioids State-Subdivision Memorandum of Agreement.

This project will be sustained by applying to the MN OJP Community Justice Reinvestment Grant when the grant opens.

Organization Name: United Way Steele County

Funding Request: \$39,450

Timeline: 1 year

Use of Funds:

This award would help support the continuation and expansion of Youth Mental Health First Aid (YMHFA) initiatives, community education campaigns, and integrate the new Teen Center in Owatonna as a part of the hub for prevention and peer support.

The award will support United Way in continuing to offer YMHFA certification to community members and new school staff. They will also have their Bilingual Spanish staff trained as a Spanish facilitator. The award will also support the expansion of YMHFA into Teen Mental Health First Aid (TMHFA). TMHFA will be taught in health classes and to student groups: Thriving Minds, SHOC, YOLO, and SADD. This will be a peer-to-peer model that teaches teens to recognize and respond to mental health challenges amongst their peers.

The integration of Teen Center will include a central location for prevention programming, peer support, and youth engagement. United Way would like to have TMHFA-trained youth lead peer support activities and participate in campaign development. United Way will also continue to host Teen Activity nights in Medford, Blooming Prairie, and Ellendale aimed at promoting positive mental health and substance-free recreation.

Any Other Important Information:

This project qualifies under category G of the Minnesota OpioidS State-Subdivision Memorandum of Agreement.

United Way plans to diversify funding to make their initiative sustainable including through local philanthropic partners and foundations, corporate sponsorships and workplace giving campaigns, and integrating into future grant applications (including federal and state prevention initiatives). During this funding cycle, United Way is investing in the community through training certifying local facilitators in Youth and Teen Mental Health First Aid which will build internal capacity that will remain in the community.

Organization Name: Spero

Funding Request #1 (Prevention): \$23,500

Timeline: 1 year

Use of Funds:

Spero would like to use funds to support a variety of substance use prevention initiatives such as Sticker Shock, school education, data collection, harm reduction presentations, and a community speaker.

Any Other Important Information:

Projects qualify under following categories (all under Part II: Prevention): G2, G8, G11, H3-7, H12

Funding Request #2 (Treatment): \$141,644.54

Timeline: 1 year

Use of Funds:

Spero would like to use funds to support initiatives such as Harm Reduction Treatment (HaRT), Behavioral Health Funding, Mental Health Services, monthly sober events, a substance use & recovery program alumni support group, a 2026 Breaking the Stigma Event, continuation of the Youngdahl Living Program peer support group, training LADCs on Screening, Brief Intervention, and Referral to Treatment (SBIRT), community outreach, participation in the Steele-Waseca Drug Court, and funding to aid patients with car repairs, gas cards, and bus tokens

Any Other Important Information:

Projects qualify under following categories (all under Part I: Treatment): A2, A5, A11, B1, B2, B6, C2, C3

Projects such as HaRT, SBIRT, and the alumni group will be sustained after grant funding ends, as Spero only requires assistance with the startup costs. The funding for the 2026 SUD treatment and mental health services will provide Spero with additional information needed to identify alternative sources of funding. Some projects such as Breaking the Stigma, monthly sober events, and car repairs may not be able to continue without alternative sources of funding; however, having funding in 2026 would allow Spero to know how much funding they would require for these services in the future.



Steele County Agenda Item

Request for Board Action

Subject: 2026 -2028 AFSCME Probation Officers Unit Collective Bargaining Agreement

Department: Human Resources

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: 10/28/2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

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

Recommendation:

Approve the 2026 – 2028 AFSCME Probation Officers Unit Collective Bargaining Agreement.

Background *(Including Budget Impact)*:

An overall agreement was reached between the AFSCME Probation Officers unit and Steele County. The contract changes of note are:

- Three-year contract 01/01/2026 – 12/31/2028
- Wages
 - 01/01/2026: 4%; 01/01/2027: 4%; 01/01/2028 3%
- Christmas Eve will be recognized as a full day holiday regardless of when it falls. Currently Christmas Eve is recognized as a full holiday if it falls Monday – Thursday and recognized as a half day holiday if it falls on Friday – Sunday.
- 50/50 cost share of the premium for Minnesota Paid Leave.

Attachments:

- Resolution



STEELE COUNTY RESOLUTION

Adopting Negotiated Changes to the 2026 – 2028 AFSCME Probation Officers Unit Collective Bargaining Agreement.

Department: Human Resources

Date: 10/28/2025

Resolution No: 2025-044

WHEREAS, the current Collective Bargaining Agreement between the American Federation of State, County and Municipal Employees – Probation Officers Unit expires effective December 31, 2025; and

WHEREAS, the County has recently negotiated a three (3) year labor agreement with AFSCME; and

WHEREAS, the proposed agreement is reasonable, fiscally prudent and within current budget parameters;

NOW, THEREFORE, BE IT RESOLVED that the Steele County Board of Commissioners approves the proposed collective bargaining agreement effective January 1, 2026, through December 31, 2028, between Steele County and the American Federation of State, County and Municipal Employees AFL-CIO, Council 65, Local 147-7 – Probation Officers Unit.

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

Dated this 28th day of October, 2025.

STEELE COUNTY
BOARD OF COMMISSIONERS

Chair

CERTIFICATION

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

Attest



Steele County Agenda Item

Request for Board Action

Subject: 2026 -2028 AFSCME Courthouse Unit Collective Bargaining Agreement

Department: Human Resources

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: 10/28/2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

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

Recommendation:

Approve the 2026 – 2028 AFSCME Courthouse Unit Collective Bargaining Agreement.

Background *(Including Budget Impact)*:

An overall agreement was reached between the AFSCME Courthouse unit and Steele County. The contract changes of note are:

- Three-year contract 01/01/2026 – 12/31/2028
- Wages
 - 01/01/2026: 4%; 01/01/2027: 4%; 01/01/2028 3%
- Bargaining unit members will move from sick and vacation accruals to PTO. Current bargaining unit members will be given a one-time opt-out option. All new hires will earn PTO.
- Christmas Eve will be recognized as a full holiday regardless of when it falls. Currently Christmas Eve is recognized as a full day holiday if it falls Monday – Thursday and recognized as a half day holiday if it falls on Friday – Sunday.
- Employer provided life insurance policy will be increase to \$50,000.
- 50/50 cost share of the premium for Minnesota Paid Leave.
- Satisfactory performance for step increase MOU will be moved in the body of the contract.

- Removing language that employees who drive their own vehicle 750 miles or more in a calendar year shall be paid an additional \$0.15 per mile.

Attachments:

- Resolution



STEELE COUNTY RESOLUTION

Adopting Negotiated Changes to the 2026 – 2028 AFSCME Courthouse Unit Collective Bargaining Agreement.

Department: Human Resources

Date: 10/28/2025

Resolution No: 2025-045

WHEREAS, the current Collective Bargaining Agreement between the American Federation of State, County and Municipal Employees – Courthouse Unit expires effective December 31, 2025; and

WHEREAS, the County has recently negotiated a three (3) year labor agreement with AFSCME; and

WHEREAS, the proposed agreement is reasonable, fiscally prudent and within current budget parameters;

NOW, THEREFORE, BE IT RESOLVED that the Steele County Board of Commissioners approves the proposed collective bargaining agreement effective January 1, 2026, through December 31, 2028, between Steele County and the American Federation of State, County and Municipal Employees AFL-CIO, Council 65, Local 147 – Courthouse Unit.

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

Dated this 28th day of October, 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
PUBLIC WORKS POLICY COMMITTEE MINUTES
Public Works Building – 3000 Hoffman Drive - Owatonna, MN 55060

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

Tuesday, October 14, 2025, at 8:00 a.m. – Public Works Conference Room

Attendees: Commissioner Krueger, Commissioner Prokopec, Four Seasons Director Steve Schroht, Public Works Director Ron Gaines, Highway Supervisor Paul Kirtz, Financial Specialist Kristi Robertson, Landfill Supervisor Josh Johnson, Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Consent:

1. Committee recommends approving Final Payment for CSAH 3. – Going to the Board on 10/28.
2. Committee recommends authorizing the PW Director to apply for the \$1.5M grant for the Havana project. Going to the Board on 10/28.
3. Committee recommends approving Final Payment for SAP 074-606-015 & 074-682-003 (CSAH 6 and CSAH 28 Bridge replacements) going to the Board on 10/28.

General:

4. Committee recommends approving Dodge County Windfarm, LLC. Road Use and Repair Agreement.
No additional questions – Going to the Board on 10/14
5. Phase II Archaeological Study Contract with WHKS in an amount of \$87,228.00 for CSAH 28 (Beaver Lake) - No Additional questions – going to the Board on 10/14

Information:

Farmland Lease Bid Notice is in the paper on October 11th with bid opening on November 3rd.

Rural Lighting project: By 10-14-2025 everything south of Hwy 14 should be working. By 10-15-2025 everything else should be working (unless we run into trouble in a particular location).

Department Head Reports

Four Seasons:

Ice is very busy. New side glass is up. It is a little different then what was there before as the way this glass is set up, it will move. They have the new Zamboni, and they are looking at adding a Steele County logo. Roof replacement is on schedule. Doing the seasonal closeup at Beaver Lake.

Highway:

Paul Kirtz: They are completing a full mow out of parts of Steele County, and starting next week they will begin top mow only to complete all the roads. They plan to burn a few areas that have wild

parsnips. For better movement of the highway equipment, the highway department will be removing the center island at the Public Works yard entrance.

Ron Gaines: Rural Safety lights, there are 2 left to be turned on. There is some issues with the sidewalk near the new Ascend Building that are being worked through. Funding next year looks to be an additional 2% increase.

Landfill:

Hazardous waste was delivered for disposal. Leachate collection and disposal is as anticipated. Borneke is fully engaged in the construction of the new cell.



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

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

Tuesday, October 21, 2025 at 8:00 a.m. – Board Room

Attendees: Commissioner Krueger, Commissioner Abbe, Lon Thiele, EM&S Director Kristen Sailer, County Attorney Robert Jarrett, Community Corrections Director Tim Schammel, Jail Administrator Anthony Buttera, Public Health Director Amber Aaseth, Court Administrator Stacy Ashley, FF Director Jake Rysavy, IT Director Dave Purscell, Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Consent Agenda

1. Committee recommends approving agreement for Legal Services between City of Owatonna and Steele County Attorney's Office.
The agreement is for a five-year period, with increase in cost of services each year since there was previously no increases in cost.
2. Committee recommends approving Courtroom A Audio upgrade with CTi. in an amount of \$52,853.08.
This item is not budgeted for 2026. Finance will look for unspent funds in 2025 to earmark for this required renovation.
3. Committee recommends approving MN Snowmobile Safety Enforcement Grant.

General

Tabled

4. Approve the renewal of a 5-year contract with the MN Department of Natural Resources to maintain the two flood gages in Steele County in an amount of \$4,000.00 per year and authorize the Director of Emergency & Risk Management to sign. **This matter is tabled for more information.**
We have gauges that are manual/crank down. These would be the only two technical wireless-based gauges. There was a request to see if Steele County could have an agreement that was a time and material-based agreement. Based on the information provided, the Committee recommends calling the MN DNR River Gage to see if we can change to visit a visit-by-visit charge vs. the full amount per year.

Information:

Mayo Clinic and Allina OBGYN Services: Discussions regarding the OBGYN Department with Mayo Clinic and Allina Hospital. Mayo Clinic has notified Allina they are no longer going to be staffing the birth center with OBGYN doctors. The Administrator attended a meeting regarding this topic indicating this change is not in the best interests of Public Health. There are residents that do not have the means to travel for care. Therefore, the alternative would be a costly ambulance service to the nearest hospital that provides this service. More information to follow as this topic is further discussed between Mayo Clinic, Allina and the community officials.

Department Head Reports

Administration: The data practices hearing was completed on Friday, October 10th. Closing comments will be in writing and due the first week of November.

Attorney's Office: Jury trial is starting first week in November. Some appeals are going to the supreme court.

Community Corrections: Working on filling vacancies within the Department. Did some recruitment and outreach.

County Sheriff: Nothing to report.

Emergency Management: Approval came from the state from the disaster fund for the claims in the June storm. On Nov. 13th there will be the tabletop exercise with the Commissioners with the meeting starting at 3:00 pm. Conducted a successful fire drill with InformaCast. November is all employee awareness.

Facilities: Need to work on the burm at the courthouse.

Public Health: Finishing vaccine and community clinics. Will be talking with the city counsel about changing the cannabis ordinance.



Steele County Agenda Item

Request for Board Action

Subject: Steele County Highway Engineer

Department: Administration Office

Committee: Internal Central Services

Committee Meeting Date: n/a

Work Session Date: Enter a date.

Board Meeting Date: October 28, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

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Recommendation:

Appoint Ronald Gaines as the Steele County Highway Engineer

Background (*Including Budget Impact*):

The Steele County Highway Engineers last day was June 6, 2025.

Steele County hired an interim Officer till the Public Works Director position was filled by Ronald Gaines. Ron has updated his license with the state and is now licensed in Minnesota.

The County remains in the process of hiring a county engineer, till this position is hired, Steele County is appointing Ronald Gaines as the Steele County Engineer.

Attachments:

Resolution of Appointment - Minnesota Statutes 163.07 Subd. 1



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